

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

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

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

- A. Roll Call  
Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka,  
Crystal Megaridis, Diane Ruscitti, Victoria Suriano
- B. Mission Statement: We enrich peoples' lives by providing  
opportunities to explore, connect, and be inspired.  
  
Vision Statement: Our community depends upon the Indian  
Prairie Public Library District as a vital and trusted resource for  
achieving personal goals and enhancing quality of life. With a  
welcoming environment and state-of-the-art services, the library  
is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
- |   |        |  |
|---|--------|--|
| 1. White to Bukovac re: Per Capita Grant                | Page 3 |  |
| 2. Delph to Bukovac re: Darien Woman's Club Donation    | Page 4 |  |
| 3. Bukovac to Krupicka re: Darien Womans' Club Donation | Page 5 |  |
| 4. Reger to Bukovac re: AARP Tax Assistance             | Page 6 |  |
| 5. Doings Article                                       | Page 7 |  |
- E. Omnibus Consent Agenda
- |  |         |        |
|--|---------|--------|
| 1. Minutes of Regular Board Meeting, April 18, 2018    | Page 8  | Action |
| 2. Treasurer's Report                                  | Page 12 |        |
| 3. Action on Bill/Additional Bills                     | Page 16 |        |
| 4. Building and Grounds Committee Minutes, May 7, 2018 | Page 21 |        |
- F. Items Deleted from Omnibus Consent Agenda
- Action
- G. Library Director's Report
- Page 22
- Information
- H. Department Reports
- |                                      |         |             |
|--------------------------------------|---------|-------------|
| 1. Assistant Director                | Page 28 | Information |
| 2. Marketing                         | Page 39 |             |
| 3. Adult                             | Page 42 |             |
| 4. Circulation                       | Page 48 |             |
| 5. Technology and Technical Services | Page 51 |             |
| 6. Youth                             | Page 55 |             |

- I. Staff Report  
Tony Lucarelli, Head of Adult Services Distributed @ mtg. Information
  
- J. Reports
  - 1. Chamber Meetings (Jensen) Page 66 Information
  - 2. RAILS Page 67 Information
  - 3. Building and Grounds Committee (Krupicka) Information
  - 4. Finance Committee (None)
  - 5. Planning/Outreach Committee (None)
  - 6. Policy Committee (None)
  
- K. Unfinished Business
  - 1. Survey Results Discussion
  
- L. New Business
  - 1. Seating Study Distributed @ mtg. Information
  - 2. Department Head Discussion re Use of the Building Distributed @ mtg. Information
  - 3. Recommendation to Hire Independent Construction Services Page 79 Action  
to Oversee Parking Lot Rehabilitation
  - 4. Recommendation to Hire Manhard Consulting for Civil Page 87 Action  
Engineering Services for the Parking Lot Rehabilitation
  - 5. Landscaping Proposal Page 118 Action  
(pricing distributed @ mtg.)
  
- M. Committee Meetings  
Finance Committee meeting – June 12, 6:30 p.m.
  
- N. Community Events
  
- O. Library Events
  
- P. Adjournment



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## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

April 13, 2018

Ms. Jamie Bukovac  
Indian Prairie Public Library District  
401 Plainfield Road  
Darien, Illinois 60561-4207

Dear Ms. Bukovac:

I am pleased to award the Indian Prairie Public Library District a FY2018 Illinois Public Library Per Capita Grant in the amount of \$53,161.25. Over \$15.4 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to the continued payment backlog, these funds may be significantly delayed. As in previous years, the library may use these funds until the end of the following fiscal year; in this case, until June 30, 2019.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White  
Secretary of State  
State Librarian

cc: Victoria Suriano, Board President  
Indian Prairie Public Library District Per Capita File

JW:isl



May 2, 2018

Indian Prairie Library Foundation  
401 Plainfield Road  
Darien, IL 60561

Dear Friends at the Indian Prairie Library Foundation,

On behalf of our members, please accept this contribution of \$1000.00 to be used in any way you wish. We are pleased to support your organization and congratulate you on the contribution the library makes to our community.

Sincerely,

Colleen Delph  
Philanthropy Chairperson

Enclosure

401 Plainfield Road | Darien, Illinois 60561-4207  
T 630/887-8760 F 630/887-1018 ippl.info



May 10, 2018

Marian Krupicka  
President  
Darien Woman's Club  
c/o Darien City Hall  
1702 Plainfield Road  
Darien, IL 60561

Dear Marian:

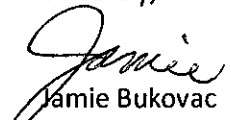
On behalf of the library trustees and staff I want to thank the Darien Woman's Club for their generous donation of \$1,000.00 to the library. Your donation will help us start three new collections. One of them will be circulating puzzle collection as we've had a number of requests for this service.

We'll also be using the donation to purchase adaptive devices for children with special needs to use in programs. These include: fidgets, noise reduction earmuffs, and sensory seat cushions. Fidgets help active the brain stem and allow the brain to stay engaged through movement or tactile sensations; this will allow children in the library to remain engaged in programming. Noise reduction earmuffs will help children who feel overloaded by too much sensory input (noise especially) enjoy the library. Sensory seat cushions allow children to have sensory stimulation while remaining in one seat.

Additionally, the library will purchase a circulating collection of Braille toys (puzzles, blocks, and lacing kits) to allow children with low-vision/vision impairments and their caregivers to engage in play.

We are very grateful for the opportunities that the Woman's Club donations have provided over the years. Thank you so much for your continued support.

Sincerely,

  
Jamie Bukovac  
Library Director

Board of Trustees

Victoria Suriano/President Donald Damon/Vice President Marian Krupicka/Treasurer Beena Deshmukh/Secretary  
Asma Akhras/Trustee Diane Ruscitti/Trustee Crystal Megaridis/Trustee Jamie Bukovac/Library Director

**Jamie Bukovac**

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**From:** Kenneth Reger <klr007@sbcglobal.net>  
**Sent:** Sunday, April 15, 2018 10:23 AM  
**To:** Jamie Bukovac  
**Subject:** 2018 Filing Season

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Hi Jamie,

Once again 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 by your information technology department as well as those individuals involved in scheduling the many clients that we prepared tax returns for is greatly appreciated.

It is a pleasure working with those involved and I look forward to working with them in the 2019 season.

Thanks again.

**Ken Reger**  
**AARP District Coordinator**

# Indian Prairie Library plans to enhance digital book program

By JOSEPH RUTZICH  
Pioneer Press

The Indian Prairie Public Library in Darien will receive \$53,161 from the state to enhance its digital e-book program.

The money comes from the Public Library Per Capita Grants program, which has been in existence since 1979 and can be used to improve and increase various library services. Indian Prairie Library Director Janie Bukovac stated that the library has used funds over the past years' grants on its digital media offerings.

"There has been a pattern that we have moved more toward the digital format in using the funds."

Bukovac said she was pleased that the grant offered full funding this year of \$1.25 per resident. The library received partial funding in years past, totaling \$43,500 in 2016 and \$33,000 in 2017. State Rep. David Olsen, a Downers Grove Republican, said more than \$333,000 in library grants helped benefit his 81st district. The Naperville Public Library will receive \$171,316, Downers Grove will receive \$61,516, and Woodridge will receive \$41,213.

"The important thing for this grant is we had more money for it in the state budget," Olsen said. "The idea of the program is to make sure libraries across the state have a base level of funding. It's a small but important portion of money that helps fund our libraries."

Bukovac said while the Indian Prairie Public Library is grateful for the funding, they don't expect the money to arrive any time soon. She said the library just received a check for the 2017 grant funding.

Olsen said the controller makes the decision on when to send out the funds. The lackluster economy of years past and other issues have made it difficult for the state to pay its bills on time.

"I hope this year will be a little more prompt but it's all handled by the controller," Olsen said.

## FROM THE COMMUNITY Commemorating Columbine victims

By ALENA MURGUA

Nazareth Academy students held an anti-violence and peace event April 20 in commemoration of the 19th anniversary of the Columbine shootings and in remembrance of the many student lives lost to school violence since then.

The event, done in conjunction with the administration and campus ministry department, included a prayer service in the morning and then the option for students to stage a walkout for 17 minutes.

"In the wake of the recent shootings at Marjory Stoneman Douglas High School, our Nazareth students felt strongly that they should respond and our administration agreed," said

Principal Deborah Tracy. "We've been meeting with students to plan an event based around their priorities of prayer and remembrance, education and action."

The Catholic high school in La Grange Park also offered break-out sessions that included information on the mechanics of voting and instructions on how to contact and communicate with elected officials.

U.S. Rep. Daniel Lipinski, a Western Springs Democrat, spoke to students about communicating with officials and the importance of civic engagement.

Education sessions focused on subjects such as how to recognize people who are at risk of hurting themselves and others.

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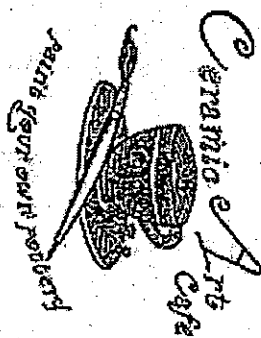
## WORKSHOP

"Recovering From Infidelity"  
Sunday, May 20th • 1:00 p.m. - 3:00 p.m.

Call 630/455-4655 to Register - 102 South Washington, Hinsdale

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Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of April 18, 2018

**Board of Trustees Regular Meeting  
April 18, 2018 – 7 p.m.**

A. Roll Call

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

Present: Asma Akhras (left at 8:30 p.m.), Donald Damon, Marian Krupicka, Diane Ruscitti, Victoria Suriano

Absent: Beena Deshmukh, Crystal Megaridis

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Monica Dzierzbicki,

Others:

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

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

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

C. Public Comment

D. Communications and Announcements

1. DuPage Children's Museum to Salo re: Thank You
2. Nuzzo to Asimakopoulos re: Librarian For A Day

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, March 21, 2018
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2018-2 Authorizing Non-Resident Cards

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

F. Items Deleted from Omnibus Consent Agenda - none

At this point Monica Dzierzbicki gave her staff reports (Item I). She left at 7:14 p.m. and the Board continued with the rest of the agenda



G. Library Director's Report

Krupicka attended the library's Volunteer Appreciation Luncheon today and said it was a wonderful event.

H. Department Reports

I. Staff Report –

Monica Dzierzbicki, Mid-Kids Librarian, spoke to the Board about connecting with the schools. She worked with students from Mark DeLay School to create a video for the 90-Second Newberry. The Newberry Film Festival is an annual video contest in which young filmmakers create movies that tell the entire stories of Newbery-winning books in 90 seconds. Dzierzbicki and the students developed a script from the book, Last Stop on Market Street. The students in the video club filmed it and IPPL Technology Associate, Dave Bunn, edited the film. It was one of the films chosen for the Chicago Film Festival and was shown at a viewing event. The Board enjoyed watching the video tonight. Dzierzbicki also reported that Youth Services has been busy focusing on assisting the schools with their book related activities. The department supports the schools throughout the year with Battle of the Books and the State Award Books (Caudill, Monarch, Bluestem). Dzierzbicki said the library is always looking for ways to help the schools with their book and technology needs.

Tony Lucarelli, Head of Adult Services, was unable to attend tonight's meeting. He will give his report next month.

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. Survey Results – The Board continued the discussion they began last month about the results from the Use of the Library's Building survey and the Learning and Making survey. Tonight they focused on a spreadsheet with data from the Learning and Making survey. The spreadsheet listed the top activities that the respondents would use a space for at the library and take classes in. The information was organized by age group. Key points from the discussion:

- Bukovac noted that across all age groups well over 50% of respondents think these are activities that the library should be offering. People are interested in doing things that we don't do or we do very little of, or they also think it's something the library should be offering.
- Akhras thought it was interesting that the age group that visits us the least (18-24) was also the group with the highest percentage as far as wanting us to provide these activities. She wondered whether the 18-24 age group would visit the library even if we offered their top activities.

- Ruscitti noted that some shopping malls are offering classes for woodworking, painting, crafts, etc. Some activities are free while others are not. Also, some retail spaces can be rented for the day. There may be some overlap between what they're offering and what we offer.
- Krupicka said if we do want to offer some of these things we may have to offer them off-site. Ruscitti said that may be a way to use some of the idle space that's available.
- Bukovac said that with our older residents the results obviously skew with them thinking of the library in the more traditional sense. But on the other hand we have to be looking ahead as far as what keeps the library viable to the community.
- Bukovac said there has been a dramatic decrease in circulation in libraries and we're starting to see that slide. Lucarelli and Williams are looking at what the change has been over the last two years in terms of items checked out so we can understand the patterns/trends. All this data is good for strategic planning in terms of how our community is changing and what our vision is for the library – what do we want to be to the community, what does the community want us to offer.
- Bukovac said it's difficult to get feedback from people who don't use us. So we keep relying on our users to tell us in what direction they want us to go.
- Krupicka said that some people don't want to do anything at the library, they just want to come – they just want a place to go. Bukovac said that's what we saw in the Use of the Building survey - people want more lounge furniture, more quiet space, more study space.
- Akhras said she'd like to see us create a space to explore the arts (music, literature, painting) – integrate it into the building itself so that the community has a specific place within the library where they can explore the arts. Where else can people go locally for this? It's getting less accessible. STEM is important but let's not forget the liberal arts/human creativity. She doesn't think a retail environment has that sense of community or a connection to something.
- Suriano said maybe some of these activities could be grouped together and addressed at different times of the year and there'd be some continuity.
- There was speculation as to whether some of the basement space (two rooms right off the elevator) could be used in the future.
- Bukovac said that some business people have told Jensen they would like a co-working space.
- Bukovac said there are definite patterns when spaces are used on the second floor. So are there spaces that can serve double duty? For example, the teen area is empty in the morning, maybe we can have it serve double duty – by having portable furniture/set-up, the space would be more usable. The first floor is harder because those spaces are constantly being used.
- Bukovac said that the activities on the survey provide a way for people to connect. When you think about a community center you're providing all these different opportunities – time to connect, time to be alone, time to learn, time to share your talent. We want to start finding more volunteers who perhaps can bring different types of skills – maybe someone in the community can teach knitting or woodworking etc. – local experts.
- Krupicka said people have said to her there really is no place in the community for seniors. Bukovac noted that it's hard to get seniors to join in. We've tried a Friday morning and a Friday afternoon club and we'd get a couple people. We've found

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that when we run a planned program (i.e. Thursday afternoon movie, 4<sup>th</sup> Wednesdays) we get a good turn-out. We do have bridge, canasta and chess here.

- Bukovac said we need to determine: What is the new vision? Where are we going? Then we can plug in these ideas and figure out how we make them happen. She is looking for exploration right now, not decisions.

2. Family Center Update – Bukovac showed a video that Natalie Williams and Dave Bunn made about the new Family Center. Williams wrote the script and Bunn did the filming. The video explains the mission of the Family Center, why this type of service is important to children and the renovation that will occur as a result of the Sadowski Family donation.

L. New Business

1. Process for Strategic Planning – The discussion was tabled until next month.

M. Committee Meetings

1. Building and Grounds Committee, May 7 at 6 p.m.
2. A Finance Committee meeting was scheduled for June 12 at 6:30 p.m.

N. Community Events

O. Library Event

P. Adjournment

At 8:35 p.m. Damon moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Donald Damon, Acting-Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 4/30/2018

Balance on hand as of March 31, 2018.....	2,593,953.27
Cash Receipts for April.....	52,856.03
Cash Disbursements for April.....	305,582.16
Cash on hand as April 30, 2018.....	2,341,227.14

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.661%	
General.....	51,987.93
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,639.61
Children's Endowment.....	2,937.20
Endowment.....	11,370.13
MPI Investment (Corporate Fund).....	2,058,866.93

MB - Checking	
General.....	29,238.25
Hinsdale Bank & Trust - Checking.....	61,565.12
MB - Savings - Rate .80%	
General.....	100,251.24
Petty Cash/Circulation.....	404.00
Balances as of April 30, 2018.....	2,341,227.14

FUND BALANCES AS OF 04/30/2018

Corporate Fund.....	2,149,488.24
Building & Maintenance Fund.....	23,748.54
I.M.R.F. Fund.....	137.15
Liability Fund.....	(48.62)
Social Security Fund.....	119.72
Special Reserve Fund.....	5,639.61
Deferred Property Taxes.....	98,107.43
Current Liabilites.....	64,035.07
Grand Total All Funds.....	2,341,227.14

Indian Prairie Public Library District  
Consolidated Revenue Report for April 2018

Percent of Year: 83.33

	RECEIVED April 18	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	251.14	3,474,878.62	100.08%	3,472,004.00	-2,874.62
41150 · Non-current Property Taxes	0.00	97.83	0.00%	0.00	-97.83
43100 · Interest-Tax Levy	3.28	10.99	0.00%	0.00	-10.99
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>254.42</b>	<b>3,474,987.44</b>	<b>100.09%</b>	<b>3,472,004.00</b>	<b>-2,983.44</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	33,021.22	33,021.22	103.19%	32,000.00	-1,021.22
42300 · LIMRICC	0.00	218.68	0.00%	0.00	-218.68
<b>TOTAL INTERGOVERNMENTAL</b>	<b>33,021.22</b>	<b>33,239.90</b>	<b>103.88%</b>	<b>32,000.00</b>	<b>-1,239.90</b>
<b>INTEREST</b>					
43500 · Interest - Investment	409.63	6,686.59	445.77%	1,500.00	-5,186.59
<b>TOTAL INTEREST</b>	<b>409.63</b>	<b>6,686.59</b>	<b>445.77%</b>	<b>1,500.00</b>	<b>-5,186.59</b>
<b>DESK MONIES</b>					
45100 · Copier	447.80	3,923.74	81.75%	4,800.00	876.26
45120 · Computer Copies	1,217.96	11,989.79	79.93%	15,000.00	3,010.21
45200 · Fines/Fees	4,289.59	46,554.85	95.01%	49,000.00	2,445.15
45250 · Gifts/Donations	30.00	9,071.74	1814.35%	500.00	-8,571.74
45300 · Lost Materials	476.75	6,509.05	54.24%	12,000.00	5,490.95
45350 · Non-Resident Fees	5,850.10	73,358.46	87.33%	84,000.00	10,641.54
45400 · DVD Fines	95.80	1,182.00	118.20%	1,000.00	-182.00
45450 · Top Picks	7.00	173.00	0.00%	0.00	-173.00
45550 · Meeting Room Rental	0.00	300.00	150.00%	200.00	-100.00
45600 · ILL Fees	124.99	1,001.74	143.11%	700.00	-301.74
45650 · 3D Printing	27.10	237.60	47.52%	500.00	262.40
45660 · Carvey	5.00	74.00	24.67%	300.00	226.00
45700 · Passport Fees	2,745.00	15,670.00	104.47%	15,000.00	-670.00
<b>TOTAL DESK MONIES</b>	<b>15,317.09</b>	<b>170,045.97</b>	<b>92.92%</b>	<b>183,000.00</b>	<b>12,954.03</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	989.75	141.39%	700.00	-289.75
46700 · Miscellaneous	51.00	2,081.87	104.09%	2,000.00	-81.87
46800 · Collection Agency Fee	20.00	170.00	56.67%	300.00	130.00
* 49000 · Operating Transfer In	1,725.00	14,926.80	0.00%	0.00	-14,926.80
<b>TOTAL OTHER INCOME</b>	<b>1,796.00</b>	<b>18,168.42</b>	<b>605.61%</b>	<b>3,000.00</b>	<b>-241.62</b>
<b>GRAND TOTAL</b>	<b>50,798.36</b>	<b>3,703,128.32</b>	<b>100.32%</b>	<b>3,691,504.00</b>	<b>3,302.48</b>

\* Operating Transfer In reflects \$1,620.00 from Building Reserve Fund, \$8,986.80 from Corporate Fund to Building Reserve Fund, and \$4,320.00 From Corporate Reserves

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

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

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

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

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

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## Indian Prairie Public Library District Consolidated Expenditures Report for April 2018

Percent of Year: 83.33

	April 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 - Salaries	165,217.36	1,690,639.82	77.34%	2,186,000.00	495,360.18	2,207,860.00	76.57%
61310 - Benefits - Medical / Life Ins.	10,963.83	105,366.24	72.67%	145,000.00	39,633.76	155,000.00	67.98%
61330 - Benefits - IMRF	25,531.46	171,021.03	82.71%	206,771.00	35,749.97	220,000.00	77.74%
61340 - Benefits - FICA	12,446.85	127,606.88	76.31%	167,214.00	39,607.12	175,000.00	72.92%
61400 - Staff Development	2,706.78	14,512.84	89.04%	16,300.00	1,787.16	19,000.00	76.38%
61600 - Board Development	225.00	435.00	43.50%	1,000.00	565.00	3,000.00	14.50%
61710 - Workers Compensation	0.00	7,717.00	85.74%	9,000.00	1,283.00	12,000.00	64.31%
61720 - Unemployment Insurance	150.32	2,807.83	91.46%	3,070.00	262.17	4,000.00	70.20%
<b>TOTAL PERSONNEL</b>	<b>217,241.80</b>	<b>2,120,106.64</b>	<b>77.54%</b>	<b>2,734,355.00</b>	<b>614,248.36</b>	<b>2,795,860.00</b>	<b>75.83%</b>
<b>MATERIALS</b>							
62100 - Books	14,694.29	175,515.03	75.98%	231,000.00	55,484.97	245,000.00	71.64%
62200 - Periodicals	3,701.65	29,656.54	88.73%	33,425.00	3,768.46	35,000.00	84.73%
62300 - Audio	4,347.78	36,288.30	78.63%	46,150.00	9,861.70	50,000.00	72.58%
62400 - Video	8,273.17	60,023.63	92.06%	65,200.00	5,176.37	70,000.00	85.75%
62500 - Multi-Media	1,820.70	6,902.10	86.28%	8,000.00	1,097.90	10,000.00	69.02%
62600 - Electronic Reference Resources	0.00	58,327.97	93.47%	62,400.00	4,072.03	65,000.00	89.74%
62700 - Software	908.95	5,270.70	75.30%	7,000.00	1,729.30	8,000.00	65.88%
62800 - ESL	147.41	2,319.83	115.99%	2,000.00	-319.83	3,000.00	77.33%
62900 - Materials Supplies	1,346.79	17,359.13	81.88%	21,200.00	3,840.87	25,000.00	69.44%
<b>TOTAL MATERIALS</b>	<b>35,240.74</b>	<b>391,663.23</b>	<b>82.22%</b>	<b>476,375.00</b>	<b>84,711.77</b>	<b>511,000.00</b>	<b>76.65%</b>
<b>BUILDING</b>							
63200 - Cleaning Service	5,161.86	54,517.17	76.25%	71,500.00	16,982.83	80,000.00	68.15%
63300 - Utilities (1-8-11 - Gas)	584.07	9,830.33	85.48%	11,500.00	1,669.67	17,500.00	56.17%
63300 - Utilities (1-8-12 - Electric)	3,958.10	46,330.92	73.54%	63,000.00	16,669.08	70,000.00	65.19%
63300 - Utilities (1-8-13 - Telephone)	196.85	9,723.14	138.90%	7,000.00	-2,723.14	9,000.00	108.03%
63300 - Utilities (1-8-14 - Water/Sewer)	720.38	4,552.69	55.52%	8,200.00	3,647.31	12,500.00	36.42%
63300 - Utilities (1-8-15 - Garbage Disposal)	264.14	2,491.68	83.06%	3,000.00	508.32	4,000.00	62.29%
63400 - Maintenance Supplies	1,327.01	12,331.43	72.54%	17,000.00	4,668.57	22,000.00	56.05%
63500 - Security System Monitoring	0.00	538.50	67.31%	800.00	261.50	2,000.00	26.93%
63600 - Property Maintenance	2,044.00	28,223.16	148.54%	19,000.00	-9,223.16	30,000.00	94.08%
63800 - Building Maintenance/Repair	13,997.66	42,009.68	93.36%	45,000.00	2,990.32	60,000.00	70.02%
<b>TOTAL BUILDING</b>	<b>28,254.07</b>	<b>210,548.70</b>	<b>85.59%</b>	<b>246,000.00</b>	<b>35,451.30</b>	<b>307,000.00</b>	<b>68.58%</b>
<b>OPERATIONS</b>							
64200 - Supplies - Office	455.42	8,859.33	65.63%	13,500.00	13,044.58	16,000.00	2.85%
64300 - Photocopy Supplies	618.77	3,578.83	71.58%	5,000.00	1,421.17	6,000.00	59.65%
64400 - Patron Card Supplies	450.84	450.84	75.14%	600.00	149.16	1,000.00	45.08%
64450 - Passport Postage	167.50	1,588.61	56.74%	2,800.00	1,211.39	4,000.00	0.00%
64500 - Postage	-115.11	4,025.96	91.50%	4,400.00	374.04	5,000.00	80.52%
64600 - Non-Payment Reimbursement	0.00	593.92	29.70%	2,000.00	1,406.08	3,000.00	19.80%
64700 - Travel	101.92	560.98	112.20%	500.00	-60.98	700.00	80.14%
64800 - Organizational Memberships	20.00	1,164.00	61.26%	1,900.00	736.00	2,400.00	48.50%
64900 - Bank Fees	284.74	2,695.56	107.82%	2,500.00	-195.56	3,200.00	84.24%
<b>TOTAL OPERATION</b>	<b>1,984.08</b>	<b>23,518.03</b>	<b>70.84%</b>	<b>33,200.00</b>	<b>18,085.88</b>	<b>41,300.00</b>	<b>56.94%</b>
<b>AUTOMATION</b>							
65100 - Supplies-Public Toner	462.23	5,289.89	75.57%	7,000.00	1,710.11	8,500.00	62.23%
65150 - Supplies-Staff Toner	0.00	5,607.58	93.46%	6,000.00	392.42	8,500.00	65.97%
65160 - Supplies-Other	0.00	301.75	37.72%	800.00	498.25	1,100.00	27.43%
65200 - Automation-Prof Services	0.50	1,425.50	28.51%	5,000.00	3,574.50	8,000.00	17.82%
65300 - Purchase of Equipment	0.00	757.67	5.41%	14,000.00	13,242.33	22,000.00	3.44%
65400 - Automation Equip Mnt/Repair	0.00	5,244.73	111.59%	4,700.00	-544.73	5,000.00	104.89%
65500 - Software	613.11	12,529.95	86.50%	14,485.00	1,955.05	20,000.00	62.65%
65600 - SWAN	11,405.00	45,480.45	99.69%	45,620.00	139.55	47,000.00	98.77%

## Indian Prairie Public Library District Consolidated Expenditures Report for April 2018

Percent of Year: 83.33

	April 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	0.00	2,278.65	79.12%	2,880.00	601.35	4,000.00	56.97%
<b>TOTAL AUTOMATION</b>	<b>12,480.84</b>	<b>78,916.17</b>	<b>78.54%</b>	<b>100,485.00</b>	<b>21,568.83</b>	<b>124,100.00</b>	<b>63.59%</b>
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	1,390.00	6,083.00	89.46%	6,800.00	717.00	17,200.00	35.37%
66200 · Credit Bureau	26.85	492.25	41.02%	1,200.00	707.75	1,500.00	32.82%
66300 · Equipment-Maintenance Repair	1,157.18	4,527.25	100.61%	4,500.00	-27.25	7,000.00	64.68%
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>2,574.03</b>	<b>11,102.50</b>	<b>87.28%</b>	<b>12,720.00</b>	<b>1,617.50</b>	<b>25,700.00</b>	<b>43.20%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	10,305.00	100.00%	10,305.00	0.00	11,000.00	93.68%
67200 · Bonding	0.00	1,338.00	100.00%	1,336.00	0.00	1,400.00	95.43%
67300 · Officers & Directors Liability	0.00	2,842.00	100.00%	2,842.00	0.00	3,400.00	83.59%
67400 · Umbrella Liability	0.00	2,150.00	94.63%	2,272.00	122.00	3,400.00	63.24%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>16,633.00</b>	<b>99.27%</b>	<b>16,755.00</b>	<b>122.00</b>	<b>19,200.00</b>	<b>86.63%</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	0.00	23,546.21	67.28%	35,000.00	11,453.79	37,000.00	63.64%
68111 · eNewsletter	0.00	1,890.00	94.50%	2,000.00	110.00	2,200.00	85.91%
68210 · Marketing Advertising	508.75	846.25	169.25%	500.00	-346.25	1,800.00	47.01%
68310 · Marketing Supplies	0.00	309.00	61.80%	500.00	191.00	1,000.00	30.90%
68410 · Marketing-Information Printing	57.61	1,630.15	74.10%	2,200.00	569.85	5,000.00	32.60%
68500 · Legal Notices	0.00	775.56	77.56%	1,000.00	224.44	2,000.00	38.78%
68600 · Special Events	2,576.82	17,109.20	67.36%	25,400.00	8,290.80	30,000.00	57.03%
<b>TOTAL PUBLIC INFORMATION</b>	<b>3,143.18</b>	<b>46,106.37</b>	<b>69.23%</b>	<b>66,600.00</b>	<b>20,493.63</b>	<b>79,000.00</b>	<b>58.36%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69100 · Building Improvements	1,725.00	10,606.80	0.00%	0.00	-10,606.80	200,000.00	5.30%
69200 · Special Reserve Fund	0.00	16,671.25	0.00%	0.00	-16,671.25	100,000.00	16.67%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	50,000.00	0.00%
69800 · Operating Transfer Out	1,725.00	14,926.80	0.00%	0.00	0.00	0.00	0.00%
69900 · Contingency	118.67	5,018.15	100.08%	5,014.00	-4.15	20,000.00	25.09%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	4,320.52	0.00%	0.00	-4,320.52	0.00	0.00%
<b>GRAND TOTAL</b>	<b>304,487.21</b>	<b>2,950,138.16</b>	<b>79.92%</b>	<b>3,691,504.00</b>	<b>769,017.07</b>	<b>4,273,160.00</b>	<b>69.04%</b>

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

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

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

ACTION ON BILLS April 2018

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	1732 thru 1858	\$ 105,823.15
MB-Salaries for April	251 thru 273	\$ 5,823.79
Hinsdale Bank-Direct Deposits	& 25871 thru 26036	\$ 114,346.73
MONTH'S TOTAL:		\$ 225,993.67



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**Indian Prairie Public Library District**  
**Account QuickReport - Vendors**  
 As of April 30, 2018

Type	Date	Num	Name	Amount
10122 · MB Checking				
Bill Pmt Check	04/02/2018	1732	Bengal Electric Inc.	2,277.00
Bill Pmt Check	04/02/2018	1733	Better Business Planning, Inc.	153.76
Bill Pmt Check	04/02/2018	1734	Center Point Large Print	400.57
Bill Pmt Check	04/02/2018	1735	Colley Elevator Co.	383.00
Bill Pmt Check	04/02/2018	1736	Colonial Life	82.53
Bill Pmt Check	04/02/2018	1737	Deliciously Yours	300.00
Bill Pmt Check	04/02/2018	1738	DEMCO	236.57
Bill Pmt Check	04/02/2018	1739	DuPage County Public Works	720.38
Bill Pmt Check	04/02/2018	1740	Dynegy Energy Services	3,958.10
Bill Pmt Check	04/02/2018	1741	Dzierzbicki, Monica	19.99
Bill Pmt Check	04/02/2018	1742	Filis, April	7.98
Bill Pmt Check	04/02/2018	1743	Gale/CENGAGE Learning	208.73
Bill Pmt Check	04/02/2018	1744	Ingram Library Services	285.59
Bill Pmt Check	04/02/2018	1745	Jensen, Heather Forster	4.91
Bill Pmt Check	04/02/2018	1746	LM Information Delivery, Inc.	2,560.83
Bill Pmt Check	04/02/2018	1747	Midwest Tape	1,938.29
Bill Pmt Check	04/02/2018	1748	NCPERS Group Life	80.00
Bill Pmt Check	04/02/2018	1749	New York Times, The	539.95
Bill Pmt Check	04/02/2018	1750	NicholsYehling, Michelle	150.00
Bill Pmt Check	04/02/2018	1751	On Time Label	63.00
Bill Pmt Check	04/02/2018	1752	OverDrive	1,587.68
Bill Pmt Check	04/02/2018	1753	Palmisano, Stacy.	26.16
Bill Pmt Check	04/02/2018	1754	Penguin Random House LLC	178.75
Bill Pmt Check	04/02/2018	1755	Principal Life Insurance Company	646.73
Bill Pmt Check	04/02/2018	1756	RAILS	25.00
Bill Pmt Check	04/02/2018	1757	Recorded Books, LLC	80.48
Bill Pmt Check	04/02/2018	1758	Rivistas Subscription Services	87.92
Bill Pmt Check	04/02/2018	1759	Sebert Landscaping	1,611.00
Bill Pmt Check	04/02/2018	1760	Williams., Natalie	21.99
Bill Pmt Check	04/02/2018	1761	Wlosinski, Maria	38.15
Liability Check	04/05/2018	1762	Vantagepoint	1,182.25
Liability Check	04/05/2018	1763	Nationwide Retirement	660.00
Bill Pmt Check	04/05/2018	1764	CareerBuilder Employment Screening, LL	25.00
Bill Pmt Check	04/05/2018	1765	Garvey's Office Products	19.99
Bill Pmt Check	04/05/2018	1766	Layman, Jez	38.42
Bill Pmt Check	04/05/2018	1767	Lucas Holdings, LLC	450.84
Bill Pmt Check	04/05/2018	1768	Quill	303.44
Bill Pmt Check	04/05/2018	1769	Runco	104.75
Bill Pmt Check	02/28/2018	1605	Salgado, Andrew (VOID)	-750.00
Bill Pmt Check	02/28/2018	1770	Salgado, Andrew	750.00 (Replacement)
Liability Check	04/13/2018	1771	LIMRiCC	1,226.24
Bill Pmt Check	04/13/2018	1772	Alphagraphics	118.67
Bill Pmt Check	04/13/2018	1773	Baker & Taylor	1,552.05
Bill Pmt Check	04/13/2018	1774	Baker & Taylor (video)	73.93

**Indian Prairie Public Library District**  
**Account QuickReport - Vendors**  
 As of April 30, 2018

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Type	Date	Num	Name	Amount
Bill Pmt Check	04/13/2018	1775	Bal Industries	390.00
Bill Pmt Check	04/13/2018	1776	Bengal Electric Inc.	138.00
Bill Pmt Check	04/13/2018	1777	Blackstone Audio, Inc.	172.49
Bill Pmt Check	04/13/2018	1778	Canon Solutions America Inc.	1,157.18
Bill Pmt Check	04/13/2018	1779	Case Lots Inc.	297.10
Bill Pmt Check	04/13/2018	1780	Edmonds Incorporated	240.36
Bill Pmt Check	04/13/2018	1781	Goddard, Leslie Elizabeth	300.00
Bill Pmt Check	04/13/2018	1782	Groot Industries, Inc.	264.14
Bill Pmt Check	04/13/2018	1783	Home Depot	201.70
Bill Pmt Check	04/13/2018	1784	Illinois Library Association	225.00
Bill Pmt Check	04/13/2018	1785	Ingram Library Services	114.92
Bill Pmt Check	04/13/2018	1786	Kroeschell Service	12,595.66
Bill Pmt Check	04/13/2018	1787	Marquee Movie Presentations LLC	200.00
Bill Pmt Check	04/13/2018	1788	McCully, Nancy	200.00
Bill Pmt Check	04/13/2018	1789	Medicom Reimbursement Spec., Ltd.	13.75
Bill Pmt Check	04/13/2018	1790	Midwest Tape	5,224.07
Bill Pmt Check	04/13/2018	1791	Neviol Inc.	4,590.00
Bill Pmt Check	04/13/2018	1792	OverDrive	1,957.32
Bill Pmt Check	04/13/2018	1793	Penguin Random House LLC	131.25
Bill Pmt Check	04/13/2018	1794	Quill	158.79
Bill Pmt Check	04/13/2018	1795	RAILS	740.75
Bill Pmt Check	04/13/2018	1796	Recorded Books, LLC	457.38
Bill Pmt Check	04/13/2018	1797	Runco	481.20
Bill Pmt Check	04/13/2018	1798	Scharping, Ronald A.	150.00
Bill Pmt Check	04/13/2018	1799	Schultz., Jack	68.20
Bill Pmt Check	04/13/2018	1800	Speciality Mat Service	181.86
Bill Pmt Check	04/13/2018	1801	SWAN	11,405.00
Bill Pmt Check	04/13/2018	1802	Unique Management	26.85
Bill Pmt Check	04/13/2018	1803	Very Smart People LLC	200.00
Bill Pmt Check	04/18/2018	1804	Bank of America	6,671.62
Bill Pmt Check	04/18/2018	1805	Bukovac, Jamie	125.00
Bill Pmt Check	04/18/2018	1806	Peregrine, Stime, Newman, Ritzman & Br	1,365.00
Bill Pmt Check	04/18/2018	1807	Runco	264.58
Bill Pmt Check	04/18/2018	1808	Woods, Ashley	230.00
Liability Check	04/19/2018	1809	Nationwide Retirement	610.00
Liability Check	04/19/2018	1810	Vantagepoint	1,143.16
Liability Check	04/19/2018	1811	Nationwide Retirement	50.00
Liability Check	04/19/2018	1812	Vantagepoint	144.20
Bill Pmt Check	04/18/2018	1813	Asimakopoulos, Jennifer	35.90
Bill Pmt Check	04/18/2018	1814	Baker & Taylor	5,708.48
Bill Pmt Check	04/18/2018	1815	Baker & Taylor (video)	141.82
Bill Pmt Check	04/18/2018	1816	Center Point Large Print	99.98
Bill Pmt Check	04/18/2018	1817	Findaway World, LLC	19.99
Bill Pmt Check	04/18/2018	1818	Ingram Library Services	113.94
Bill Pmt Check	04/18/2018	1819	Midwest Tape	703.46

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**Indian Prairie Public Library District**  
**Account QuickReport - Vendors**  
 As of April 30, 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	04/18/2018	1820	On Time Label	60.00
Bill Pmt Check	04/18/2018	1821	Penguin Random House LLC	131.25
Bill Pmt Check	04/18/2018	1822	VSP Vision	130.68
Bill Pmt Check	04/30/2018	1823	AAll	29.00
Bill Pmt Check	04/30/2018	1824	Asimakopoulos, Jennifer	75.00
Bill Pmt Check	04/30/2018	1825	Augliene, Vaida	23.20
Bill Pmt Check	04/30/2018	1826	BCBS	11,098.63
Bill Pmt Check	04/30/2018	1827	Bengal Electric Inc.	161.00
Bill Pmt Check	04/30/2018	1828	Case Lots Inc.	484.15
Bill Pmt Check	04/30/2018	1829	Center Point Large Print	148.67
Bill Pmt Check	04/30/2018	1830	Chicago Tribune	364.00
Bill Pmt Check	04/30/2018	1831	Colonial Life	82.53
Bill Pmt Check	04/30/2018	1832	Diversity Training & Consulting	700.00
Bill Pmt Check	04/30/2018	1833	FedEx	12.09
Bill Pmt Check	04/30/2018	1834	Findley, Daniel J.	225.00
Bill Pmt Check	04/30/2018	1835	Gale/CENGAGE Learning	1,247.56
Bill Pmt Check	04/30/2018	1836	Jensen, Shirley P	60.47
Bill Pmt Check	04/30/2018	1837	Koziol, Nina	175.00
Bill Pmt Check	04/30/2018	1838	Layman, Jez	165.37
Bill Pmt Check	04/30/2018	1839	Magnolia Journal	35.00
Bill Pmt Check	04/30/2018	1840	Midwest Tape	1,875.42
Bill Pmt Check	04/30/2018	1841	National Audubon Society	20.00
Bill Pmt Check	04/30/2018	1842	On Time Label	27.00
Bill Pmt Check	04/30/2018	1843	OverDrive	2,061.71
Bill Pmt Check	04/30/2018	1844	Palmisano, Stacy.	30.52
Bill Pmt Check	04/30/2018	1845	Principal Life Insurance Company	650.36
Bill Pmt Check	04/30/2018	1846	Quill	15.72
Bill Pmt Check	04/30/2018	1847	Recorded Books, LLC	105.40
Bill Pmt Check	04/30/2018	1848	Regent Book Company	17.00
Bill Pmt Check	04/30/2018	1849	Runco	103.01
Bill Pmt Check	04/30/2018	1850	Sebert Landscaping	433.00
Bill Pmt Check	04/30/2018	1851	Sheehan, Debbie	16.99
Bill Pmt Check	04/30/2018	1852	Stovall, Ann	136.50
Bill Pmt Check	04/30/2018	1853	Suburban Door Check & Lock Service	168.00
Bill Pmt Check	04/30/2018	1854	Suburban Life Media	42.00
Bill Pmt Check	04/30/2018	1855	Town Square Publications	495.00
Bill Pmt Check	04/30/2018	1856	Vogue Patterns	22.95
Bill Pmt Check	04/30/2018	1857	Willowbrook/Burr Ridge Chamberof Comr	20.00
Bill Pmt Check	04/30/2018	1858	Wlosinski, Maria	33.25
Total 10122 - MB Checking				<u>105,823.15</u>
<b>TOTAL</b>				<u><b>105,823.15</b></u>

## Bills for approval – Electronic Payments &amp; Automatic Withdrawals

April 2018

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	04/06/2018	19,258.37
ILDOR-State	Payroll taxes	04/06/2018	3,656.37
EFTPS-Federal	Payroll taxes	04/19/2018	19,108.96
ILDOR-State	Payroll taxes	04/19/2018	3,617.60
IMRF	Payroll Pension	04/30/2018	30,920.85
DAC	Deposit to HRA	04/04/2018	2,187.50
Nicor	Gas	04/20/2018	584.07
INB Bank/MB	Credit Card Fee	04/02/2018	284.74
Hinsdale Bank	Fee-Direct Deposit	04/02/2018	30.00

Indian Prairie Public Library  
Building & Grounds Committee Minutes  
May 7, 2018 – 6 p.m.

Roll Call: Krupicka, Deshmukh, Megaridis, Bukovac, Birmingham

The committee toured the landscaping around the building. Areas identified to enhance are the small area to the west of the entrance; the areas on both sides of the bricks; the pine trees on the corner – remove the current trees and replace; the area along Plainfield where there used to be pine trees – putting sod in that area is expensive initially but perhaps less expensive in the long run, like the open view to the library, leave the remaining pine tree, perhaps some bushes around the electrical box. The committee also identified three areas on the west side of the building where the grass is dead most likely due to de-icing and proposed putting rock in those areas.

Jamie inquired about replacing the original study tables and chairs in Kids & Teens and in Adult Services. The library didn't replace this furniture during the renovation. The furniture is dated looking and, in the case of the study chairs in Adult Services, starting to fail. The committee recommends that we complete the enhancements that have been done in Kids & Teens by purchasing new study furniture and wait on the Adult Services Department until we know if and how the floor will be redesigned.

Also the upholstered furniture in Adult Services needs to be reupholstered. Laura noted that labor alone is \$500.00 for reupholstering. The committee expressed that, given the cost to reupholster, it may be better to purchase new chairs.

Laura reported that she has contacted ComEd directly regarding grants for LED lights. A service representative will be meeting with Laura to review the building's lighting and provide information about grants.

Jamie reviewed capital projects for this year. Work is being done to develop the documents for the bid process for tuck pointing. Laura and Jamie reviewed the parking lot construction project. This project requires a construction manager and a civil engineer. Right now the timeline is that bids will be due August 1 and construction start in September.

The committee discussed ways to add more parking spaces as this has been a request on surveys. Ideas include putting spaces where the island is, replacing medians in the parking lot with spaces (Laura reported that the cost would be \$32,000 and gain 16 spaces), contact Darien about making the spaces smaller which would provide more spaces. Laura and Jamie will contact Darien about making the spaces smaller.

Jamie noted that the administration copier will need to be replaced.

Adjourn 7:50 p.m.

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**Director's Report  
May 2018**

**Agenda**

**Staff Reports:**

Tony will show how video tutorials from Niche Academy have been incorporated into our website and will talk about the weeding project Adult Services has been doing.

**Unfinished Business:**

This is on the agenda just to touch base if there are any other thoughts following the discussion last month. Throughout the summer we'll be discussing the direction the library should go.

**New Business:**

I asked staff to do a simple seating study by marking a floor plan as to where people were sitting over a period of two weeks. I'll review the results at the meeting and provide a handout then.

I'm holding a department head retreat on Tuesday and one thing we'll discuss are wants and needs for the building. I'll share that information at the meeting.

We are ready to start the process for the parking lot construction project. Information about this is in the packet including the background work that Laura has done to get us to this point.

The Building and Grounds Committee met and have recommendations about landscape projects. The information is in the packet. There are some costs that are not listed and Laura will bring that to the meeting.

**Non-Resident Fee**

The current fee is \$196.00 and the new fee is \$201.00 starting July 1.

**Budget**

I'm continuing my work on the budget. Department requests were due May 7. I've begun to analyze those and see how they fit. I'm also working on the capital expenditures projections and the financial forecast.

**Donations**

As you know from the communications in the packet, we received \$1,000.00 from the Darien Woman's Club. Their Bridge Club will also be donating several hundred dollars. We received a check from the Sadowski's in the amount of \$1,395.00 to sponsor the Pet-apalooza birthday bash. The Foundation received \$2,500.00 from a gentleman from Burr Ridge who wishes to remain anonymous.

**Key Dates**

The birthday bash is Saturday July 21. The grand opening of the new Family Center is Saturday July 28. The reception for the library's first ever art contest is Sunday, August 26. We're tying the reception in with an art lecture by the ever-popular Jeff Mishur.

**Phone Service**

In March we started studying the phone statistics. You may remember that our previous phone system did not provide detailed statistics. We receive over 3,000 phone calls in a normal month. The majority of these are going through our main number, but we are seeing small increases each month in the number of calls going directly to service desks. Last year I discussed possibly contracting with a phone service to manage our calls. Given the number of calls going to the main number each month this would cost the library well over \$3,000.00 a month and is not a viable option.

Laura has started tracking weekly the number of phone calls coming to the main number during each 4-hour shift. The highest number of phone calls in a shift in the two weeks she has tracked is 46 and the lowest number is 11. We're going to continue to track this to understand the ebb and flow of phone calls to the main number and how best to manage the phone calls.

**Foundation and Friends**

Marianne and I developed a Foundation and Friends enews which went out on May 3. It highlights activities, services and programs sponsored by the Foundation and Friends as well as library activities. The enews will go out monthly. We currently have 96 people on the email list and the first enews had an open rate of 46.9% which is quite good. I've attached a copy of the enews to my report.

I also arranged for a blog for the Foundation and Friends website where these articles in the enews will be archived. The blog also send a feed to the website main page where we can feature stories. I also asked Theresa to redesign the main page to feature photos from the library. All of this will be in place next week.

**Staff**

Circulation Staff have been serving as lobby hosts on Saturday and Sunday afternoons since November. Debbie and I held two focus groups with the staff to discuss their experiences as lobby hosts. When the library is busy the staff enjoy this new role. They assist patrons with a variety of things – directing them to areas of the library, providing assistance to people with physical disabilities, helping people standing in line with stamps, notary, checking them out on the self checkouts, etc., noticing the person looking around and going up to them to inquire how they can help, and assisting with the copier and the fax. Many patrons do walk around them. Some make a comment and good-naturally reference Walmart greeters. There are times when it is quiet and that is more difficult to manage because there isn't a lot to do if patrons aren't there. As such, because Saturdays and Sundays are much quieter in the summer, we will not have lobby hosts in the summer. We examined other ways they can assist patrons and will continue to brainstorm about this. Staff do feel it's an opportunity to provide service above and beyond.

The staff institute day went well and there has been good feedback from staff. This year's theme of inclusivity, recognizing the diversity in our community in many ways – immigrants, gender, sexual preference, disabilities, etc., was interesting and enlightening. Particularly as we discussed implicit biases and understanding the perspective of others.

Laura and I are preparing for a department head retreat on Tuesday, May 15. Laura will be leading us in a discussion about staff engagement based on a Management Association workshop she attended. We'll have a follow-up discussion relative to the presentations at the staff institute day and consider next steps. We'll discuss building needs and brainstorm service scenarios.

Kids & Teens Support Associate Samantha Perez resigned April 27 to take an internship but will stay on as a substitute. Catherine Tarver was hired as a Circulation Services Associate May 14 at a salary of \$13.24/hour.

**Continuing Education**

Nancy, Stacy, Maria and I attended the Staff Institute Day. Stacy and Maria received training on how to create the list of meetings and post it to the lobby kiosk.

**Sharing**

Nancy attended the HR Roundtable hosted by the Management Association.

**Community**

I attended the library volunteer lunch.

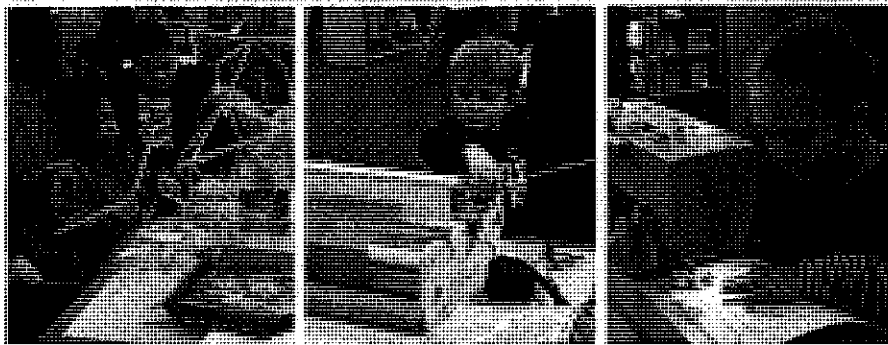
**Meetings**

- One department heads meetings
- SWAN Board meeting
- SWAN Strategic Plan Committee meeting
- Meeting with Laura and construction owners rep re the parking lot project
- Building and Grounds Committee meeting
- Two Circulation Staff focus group meetings
- Debbie three one-on-one
- Laura two one-on-ones
- Natalie three one-on-ones
- Tony two one-on-one
- Ann two one-on-ones
- Budget discussion with Laura

Jamie Bukovac, Director



# Foundation & Friends



## **WouldShop™ brought to life by donation**

Thanks to the generosity of the Sadowski Family & Friends, Indian Prairie Public Library has a new creative space where kids and teens ages 8–18 can gather to design, tinker, build, and make.

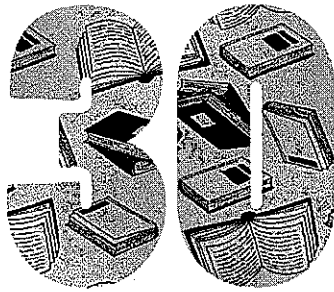
*The WouldShop™*, as the space is called, is a place for hands-on learning and making at the library. It was donated by Maria and Joe Sadowski and their family and friends in honor of Ed Sadowski.

The new space hosts special activities and classes, and offers a variety of readily-available creative and STEM equipment, including the following:

- 3D printer
- vinyl cutter
- poster printer
- sewing machines
- cricket loom
- new Maker Kits
- STEM Kits, including Ozobots, Spheros, littleBits, and Makey Makey
- LEGO WeDo and Mindstorms kits

**Would you like to support STEM activities at the library?**

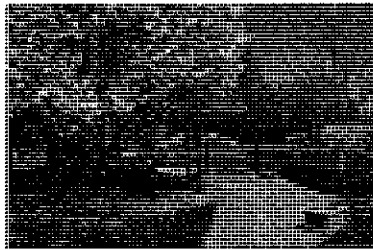
**30th Anniversary Art Contest**  
*Once Upon a Time: Exploring Books through Art*



How can art be used to express the role that books and reading play in people's lives?

Artists ages 13 and up are asked to explore this concept in the library's Once Upon a Time: Exploring Books through Art Contest, sponsored by the IPPL Foundation & Friends. Complete contest details can be found at [artcontest.ippl.info](http://artcontest.ippl.info).

Entries are due Monday, July 2, and prizes for first, second, and third place will be \$200, \$100, and \$50, respectively.



**Reading Garden: Buy a Brick**

Would you like to see your name become a lasting part of the library? Are you looking to honor a special person or occasion, memorialize a loved one, or recognize an organization or business?

If so, please consider purchasing a personalized, engraved brick for the library's Reading Garden path. For more information, [click here](#) or call 630/887-0945.

**The IPPL Foundation & Friends is a proud sponsor of the library's 2018 Summer Challenge for all ages.**

**Upcoming Foundation & Friends Programs**

**Thursday Afternoon Movies**

Starts at 2 p.m. Doors open at 1:30 p.m.

May 17: **Only the Brave** (2017)

Register at [calendar.ippl.info](http://calendar.ippl.info), by calling 630/887-0637, or at the Adult Ask Us Desk.



**3D Printing Basics (full)**

This two-part class will take participants through the steps of creating their own 3D object. They'll learn how to design, print, finish, and assemble their project.

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**Ways to Give**

*Donate*

*Planned Giving | Honorary & Tribute Gifts  
Reading Garden Path Bricks | Lobby Donor Tree  
Online Shopping | Book Sale*

---

630/887-  
0945 | [giving@ipplfoundation.org](mailto:giving@ipplfoundation.org) | [ipplfoundation.org](http://ipplfoundation.org)

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LIBRARY DIRECTOR'S REPORT (6)  
distributed @ mtg.

## 2018 Summer Challenges

### FUN FOR ALL AGES!

As always, we are providing summer challenges for school-age kids and teens to prevent the "summer slide"—the loss of academic skills and knowledge that takes place over the summer. Kids can choose from the Reading Challenge, the Outdoor Challenge, and the STEM and Maker Challenge.

Teens can choose to read books and/or attend programs to complete their Challenge.

We also offer a summer challenge for birth to kindergarten featuring activities for practicing early literacy skills.

Adults can participate in the Summer Bingo Challenge by reading or listening to five books.

All challenges start June 2 and run through August 5.

**Assistant Director's Report  
May 2018**

**Building:**

Landscaping cleanup is still underway.

As you will read in my Parking Lot Background report in this packet, I have been researching the parking lot work.

Dan Ruzik, our consultant for our masonry project, has begun preparing the bid documents for the job. The work will not affect library services. Workers will construct scaffolding and move it as needed around the building.

To save money, I am working with the Boy Scouts to install mulch in our planting beds this year. We will supply the mulch and the troop will install as a service day.

I have applied for an LED lighting grant with ComEd. The first step is a building assessment which is scheduled for next week. I will have more information about the type of grant we would qualify for after the building assessment.

**Social Media:**

As of May 1<sup>st</sup>, we have:

- 1,568 likes on Facebook (+5))
- 1,532 followers on Facebook (+7)
- 116 followers on Instagram (+10)
- 967 followers on Twitter (+8)

I attended a two-part webinar "Using Snapchat to Reach Library Patrons". The webinar gave some examples of how libraries are using Snapchat as a part of their social media efforts. I will be talking to the social media team to discuss how Snapchat might work for Indian Prairie.

**IPPL Foundation and Friends:**

The Book Nook made \$617.70 in April.

The Foundation and Friends hosted the following movies in May:

May 3rd: *Wonder*

May 17<sup>th</sup>: *Only the Brave*

**Continuing Education:**

I attended a workshop on "An Engaged Workplace" at the Management Association on May 3<sup>rd</sup>. In this "hands on" workshop, I learned about what engagement is, the levels of engagement and the many factors can affect employee engagement. I will be sharing what I learned with the department heads at next week's retreat.

**30<sup>th</sup> Anniversary Celebration:**

The committee continues to work on the plans for the birthday celebration on July 21<sup>st</sup>. We are going to have a "Pet-palooza" from 12-3, followed by a 90 minute concert with Andrew Salgado at 3:30pm. At the Pet-palooza party, we will have a balloon animal artist, a face painter, a program about dogs in art by Jeff Misher, two performances by Noodles the Wonder Dog, a police dog demonstration, comfort dogs, animal-themed story times, and pet-related crafts for all ages. We booked a hot dog cart vendor so attendees can purchase a hot dog during the event. The local "Nothing Bundt Cakes" is giving the library "bundtinis" at a discount. We will have an area where rescues, shelters and local pet shops have information tables. Throughout the day, we are going to have a pet supply drive to be distributed to the shelters that attend the event. We are still working on plans and I will keep you updated as they get confirmed. I am trying to locate comfort horses that could attend our event. Monica is working on finding a military dog to make an appearance.

**Volunteer Appreciation Lunch:**

We held an appreciation lunch on April 18<sup>th</sup> and 21 of our fabulous volunteers attended. We served a lunch buffet from Zazzo's, who gave the library a 15% discount. At the lunch, volunteers shared what they do for the library as a volunteer and how long they have been volunteering, which is always a highlight for me.

**Staff Institute Day:**

82 staff attended our May 4<sup>th</sup> Staff Institute Day. We started the day off with Catherine Popowits who gave a great interactive presentation on "Creating an Inclusive Library Environment". Catherine reviewed best practices in communicating with limited English speakers, discussed awareness of unconscious attitudes and comments that can exclude library patrons and gave tips on how to respond to co-worker and patron comments that are disrespectful. (Her handouts are attached to this report). In the afternoon, Tri State Fire District gave a short talk on fire safety and an interactive demonstration on how to use a fire extinguisher. I gave an overview about how to better serve patrons with autism. Jamie gave a presentation on understanding mentally ill patrons. We had a great lunch from the Crazy Burrito in Darien.

**Marketing:**

Marianne's report is attached.

**Meetings:**

- 4/19 One-on-one with Marianne
- 5/1 Department Head Meeting
- 5/2 One-on-one with Marianne
- 5/3 "Engaging Your Workforce" workshop at the Management Association
- 5/4 Staff Institute Day
- 5/7 Building and Grounds
- 5/8 One on one with Jamie
- 5/15 Department Heads All Day Retreat
- 5/16 Library Board Meeting

Submitted by: Laura Birmingham, Assistant Director

### You Think English is Easy?

*Can you read these correctly the first time?*

- 1) The bandage was **wound** around the **wound**.
- 2) The farm was used to **produce produce**.
- 3) The dump was so full that it had to **refuse** more **refuse**.
- 4) We must **polish** the **Polish** furniture.
- 5) He could **lead** if he would get the **lead** out.
- 6) The soldier decided to **desert** his dessert in the **desert**.
- 7) Since there is no time like the **present**, he thought it was time to **present** the **present**.
- 8) A **bass** was painted on the head of the **bass** drum.
- 9) When shot at, the **dove** **dove** into the bushes.
- 10) I did not **object** to the **object**.
- 11) The insurance was **invalid** for the **invalid**.
- 12) There was a **row** among the oarsmen about how to **row**.
- 13) They were too **close** to the door to **close** it.
- 14) The buck **does** funny things when the **does** are present.
- 15) A seamstress and a **sewer** fell down into a **sewer** line.
- 16) To help with planting, the farmer taught his **sow** to **sow**.
- 17) The **wind** was too strong to **wind** the sail.
- 18) Upon seeing the **tear** in the painting I shed a **tear**.
- 19) I had to **subject** the **subject** to a series of tests.
- 20) How can I **intimate** this to my most **intimate** friend?

## Communicating with People who Speak English as a Second Language

Many immigrants in the U.S. speak English. However, because they have more limited vocabularies in English than in their native languages, speakers of English as a second language may be hesitant to speak English. Try four approaches to draw these second language speakers into conversation and communicate more effectively with them: partner with your listener, make yourself easy to understand, use visual aids to facilitate comprehension, and give people a break.

### Partner With Your Listener

- Take time to build relationships – Communication takes place within relationships. If people feel accepted and valued, it is easier to exchange information. So, engage in a little small talk: “How are you today?” “It’s nice to see you,” etc.
- Take equal responsibility for making the conversation work – Assume responsibility for understanding the other person and for making yourself understood. So, rather than saying, “I can’t understand you,” try, “Could you repeat that please. I’m sorry, I missed the last part.”
- Check for understanding by stating what you believe you heard and ask for confirmation. “You would like to come at 3:00? Is that correct?”
- Relax and smile – Relaxing helps reduce tension and increases your chances for effective communication. Smiling, but not laughing, expresses acceptance and interest.
- Watch for non-verbal signs of confusion – Rather than asking people if they understand, watch their faces to see if they have gotten your message. Second language speakers, like the rest of us, often say they understand information when they are not entirely clear to avoid appearing inadequate or inattentive.

### Make Yourself Easy to Understand

- Avoid slang, idiomatic expressions and jargon – The phrases “Give me a break,” “He’s gone beyond the call of duty,” and “Let’s talk to the HR people about that” are difficult for speakers of English as a second language to understand. If they translate the phrases literally, they make no sense at all. Instead use simple, commonly used words, such as describing a situation as *difficult* rather than *perplexing*, *arduous* or *a pain*.
- Repeat your ideas – When you are having difficulty being understood, it helps to repeat your idea using different words.
- Slow down - It takes longer to process information heard in a second language. So, slow down and pause between sentences to give the listener time to absorb new
- vocabulary and grammatical structures. Also, by speaking more slowly you model a pace that your partner is likely to follow. It is easier to understand them if they speak more



slowly too. Or simply ask them to speak more slowly. "I want to understand everything that you are saying, so could you speak more slowly please?"

- Define terms that are complex or could be interpreted in more than one way – Terms particular to your industry or the American workplace in general can be confusing to speakers of English as a second language. For example, when discussing employee benefits you may need to explain what an HMO is.

### **Use Visual Aids**

- Show people what you want them to do – First show the person how to do the task, then do it together, and finally observe the individual in action so you can be sure he/she has understood your directions.
- Provide visuals – Use pictures, charts and graphs to make yourself clear.
- Show patrons your computer screen to indicate the material, subject, or words you are using.
- Use a translator – If you are meeting with a group of people who speak another language, consider having a native speaker translate your entire presentation, periodically summarize your main points, or translate participant questions and your answers. Or provide bilingual handouts of the highlights of your presentation.
- Use email or texts to exchange information – It is much more difficult for second language speakers to understand a message communicated over the phone than in person. Without all the visual cues that occur in face-to-face conversations, they rely entirely on the words spoken. Therefore, send information in writing, and, when possible, meet in person.

### **Give People a Break (Meetings)**

- Structure frequent breaks in meetings – It is fatiguing to listen to a presentation in another language. Therefore, schedule a break every hour to give participants a chance to relax their concentration and return to the meeting refreshed.
- To encourage participation, allow meeting participants to discuss their ideas in their own language – Because some people will be hesitant to speak English in a large group, structure exercises in which participants brainstorm ideas in pairs or small groups and/or submit ideas in writing.
- Also, put people at ease at the beginning of the meeting by acknowledging that we speak a variety of languages and will need to be patient with one another as we move through the program.

### Unconscious Comments about Individual Differences

- “Some of my best friends are...”
- “I know exactly how you feel!”
- “I don’t think of you as...”
- “The same thing happens to me too.”
- “It was only a joke! Don’t take things so seriously.”
- “What do ‘your’ people think?”
- “What are you?” or “Where are you ‘really’ from?”
- “I don’t see color” or “I’m color blind.”
- “You are so articulate.”
- “It is so much better than it used to be. Just be patient.”
- “You speak the language very well.”
- Asking black people about their hair or hygiene.
- Saying to gay/lesbian/bisexual/transgender people, “What you do in the privacy of your own bedroom is your business.”
- “Yes, but you’re a ‘good’ one.” Or, “I don’t mean you.”
- “Don’t take offense but people of your group....”
- “You have such a pretty face.”
- “I never owned slaves.”
- “If you are going to live in this country, learn to speak the language!”
- “She/he is a good person. She/he didn’t mean anything by it.”
- “When I’ve said the same thing to other people like you, they didn’t mind.”
- Calling women “Girls, Honey, Sweetie Pie” or other familiar terms.
- When people of faith say, “Love the sinner, hate the sin.”
- When white men say, “We are the ones who are being discriminated against now!”

- Referring to older people as “cute.”
- Asking a transgender person, “What are you really? Are you a man or a woman?”
- Referring to the significant other, partner, or spouse of a same gender couple as their “friend.”
- “Why do ‘they’ (fill in the blank) always have to sit together? They are always sticking together.”
- “People just need to pick themselves up by their bootstraps.”
- “People with disabilities are courageous.”
- “That’s so gay/queer” or “That’s so retarded.”
- “I don’t see difference. We’re all part of the same race, the human race.”
- “I don’t care if you are pink, purple, or orange, I treat all people the same.”
- Asking a transgender person, “Have you had the operation?”
- Saying to a Jewish person, “You are so lucky to have your ‘Christmas’ spread out over a week!”
- “Here is another conversation about political correctness.”

### Inclusion Self-Assessment

Directions: Using the rating scale of NEVER to ALWAYS, assess yourself for each item by placing an "X" on the appropriate place along each continuum. When you have completed the checklist, review your responses to identify areas in need of improvement. Create specific goals to address the areas in which you would like to improve.

- 1. I educate myself about the culture and experiences of other racial, religious, ethnic and socioeconomic groups by reading and attending classes, workshops, cultural events, etc.

-----  
Never Always

- 2. I spend time reflecting on my own upbringing and childhood to better understand my biases and the ways I may have internalized the prejudicial messages I received.

-----  
Never Always

- 3. I look at my own attitudes and behaviors as an adult to determine the ways they may be contributing to or combating prejudice in society.

-----  
Never Always

- 4. I evaluate my use of language to avoid terms or phrases that may be degrading or hurtful to other groups.

-----  
Never Always

- 5. I avoid stereotyping and generalizing other people based on their group identity.

-----  
Never Always

- 6. I am open to other people's feedback about ways in which my behavior may be culturally insensitive or offensive to others.

-----  
Never Always

**Inclusion Self-Assessment (continued)**

7. I give equal attention to other people regardless of race, religion, gender, socioeconomic class or other difference.

-----  
Never

Always

8. The value of diversity is reflected in my work, which includes a wide range of racial, religious, ethnic and socioeconomic groups, even when these groups are not represented in my community.

-----  
Never

Always

9. I work intentionally to develop inclusive practices, such as considering how the time, location, and cost of scheduled meetings and programs might inadvertently exclude certain groups.

-----  
Never

Always

10. When other people use biased language and behavior, I feel comfortable speaking up, asking them to refrain, and stating my reasons.

-----  
Never

Always

**Areas of growth:**

**Goals:**

1.

2.

3.

## Being an Effective Ally

Many of us are interested in acting in solidarity with individuals who are discriminated against based on their group memberships, including socioeconomic status, disability, gender, gender expression or identity, sexual orientation, race, ethnicity, nationality, immigration status, or religion.

Here are some simple things we can keep in mind and do in order to be effective Allies to co-workers and community members.

### 1. Being an Ally is about Listening:

- As someone striving to be an ally, the most important thing we can do is listen to as many voices of those we're allying ourselves with as possible.
- Listening to a diversity of marginalized voices can help us understand the core of any given issue.

### 2. Being an Ally is a Verb:

- Being an ally isn't a status. It is about action.
- It describes what a person is doing in the moment.

### 3. Allies Educate Themselves Continuously:

- Standing in solidarity with others means knowing our own unconscious biases.
- We also need to educate *ourselves* about the issues facing those with whom we want to allied and about the history of said oppression.
- There are many resources to help us learn (Harvard Implicit Associations Test (online) and books, blogs, Ted Talks, YouTube, speakers, etc).

### 4. Allies Focus on Those who Share their Identity:

- Speak with others who share your privilege with regard to race, gender, sexual orientation, physical ability, etc. about how to behave more inclusively.
- For example, engage in conversations about homophobia with other straight people, discuss discrimination against immigrants with other U.S. born citizens, let another man know when he has made a sexist comment, etc.

### Being an Effective Ally (continued)

#### 5. When Criticized, Allies Listen, Apologize, and Act Differently Going Forward:

- Remember, if you choose to do social justice work, you are going to make a lot of mistakes. Be prepared for that.
- And when you make a mistake, be prepared to listen to those who you hurt, apologize with honesty and integrity, and make sure you act differently going forward.

#### 6. Allies Don't Monopolize the Emotional Energy:

- Remember, people who experience racism, misogyny, ableism, homophobia, transphobia, classism, etc. *are exhausted*.
- Do not ask these people to listen to your struggles in being an effective ally.
- Allies need support, but it must come from other allies.

#### 7. Your Ideas about How to be an Effective Ally:

## Marketing Department Report – April 2018

### Newsletter

The summer newsletter will be delivered to resident mailboxes by Saturday, May 19. Marianne's cover story focuses on the 30<sup>th</sup> anniversary celebration events: Pet-palooza and an outdoor concert by Darien native Andrew Salgado. Other articles promote the Family Center renovation and summer challenges. In addition, Marianne obtained print quotes for FY2018-19, and the library plans to expand to a 16-page newsletter starting with the fall issue. Marianne is working on a page layout plan, and Theresa will be working on the redesign this summer.

### Story Plan

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

Librarians for a Day (2): Interviews/photos/video completed April 11 and 12

Genealogy story: edits/additions needed per Jamie

Technology Equipment/Digital Converter story: patron interviewed, story in progress

Lifelong learning story: patron interviewed, story in progress

Upcoming/potential story ideas: Job Club story (attendee who found job by networking at Job Club), and #LibSocial story (couple who transformed their budget with programs and resources at the library).

### eNews

There are currently 17,050 (+74) email addresses on the mailing list. Marianne also created template for a Foundation & Friends eNewsletter, which was sent to 97 donors on May 3 and received a 47% open rate (68% desktop, 32% mobile).

### Social Media

The total number of Facebook page likes has grown to 1,566 (+3). The post with the largest organic reach was Marianne's April 10 post about Chipotle's National Library Week promotion, which reached 2,009 people with 41 reactions, 14 comments, and 16 shares. In addition, Marianne used the Ripl app to create videos for the "30" message chalk boards in the lobby during National Library Week, and Honorary Librarians for a Day Diana Nuzzo and Hailey H.

### Advertising

A small (single) ad was placed in the Darien Chamber of Commerce community map, which will be published in June.

### 30<sup>th</sup> Anniversary

The Marketing Department is very involved in the planning and promotion of the library's 30<sup>th</sup> anniversary activities and events. Theresa is on the Art Contest committee and chairs the Artists in Residence committee. Marianne is on the Pet-palooza committee and chairs the 4<sup>th</sup> of July Parade committee. She gave a short presentation on both at the staff development day on May 4 to encourage staff participation and will create sign-up sheets for the staff room this month.



**Marianne's Meetings**

Meetings

- Meetings w/Laura on April 5, 6 (review), & 19
- Meeting w/Theresa on April 6
- Social Media Team meeting on April 4
- Pics of "30" message chalk boards in lobby April 9-16
- Volunteer Appreciation Lunch on April 18
- Birthday Bash sponsorship plan meeting with Laura & Jamie on April 19
- Junior Genius pics for Katie on April 23
- Pet-palooza meeting with Laura on April 24
- Shake Shimmy Dance pics for Katie on April 26
- Adult Summer Challenge bingo card meeting with Jennifer & Theresa on April 26
- Pet-palooza committee meeting on April 30

Community

- Librarian for a Day Diana Nuzzo pics & interview on April 11
- Librarian for a Day Hailey H. pics & interview on April 12
- Rosemarie Courtney original library card pic at Genealogy Club on April 26

Continuing Education

- ILA Marketing Forum Mini-Conference at Fountaindale Public Library, Bolingbrook on April 20

**Theresa's Meetings**

Meetings

- Meeting w/Marianne on April 6
- Inclusivity Committee meeting on April 11
- Adult Summer Challenge bingo card meeting with Jennifer & Marianne on April 26

**Graphics/Website**

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the summer newsletter and updated the Summer Challenge logos (below) and materials. She also created a flyer for the Once Upon a Time: Exploring Books through Art Contest sponsored by the Foundation & Friends.



Marianne Ryan, Marketing Coordinator  
May 10, 2018

# Indian Prairie Public Library **30th ANNIVERSARY ART CONTEST**

## Once Upon a Time: EXPLORING ART THROUGH BOOKS

How can art be used to express the role that books and reading play in our lives?

ENTRIES DUE JULY 2

Artists ages 13 and up are asked to explore this concept by creating a new, original piece of visual artwork in any medium they choose. Work may be figurative or abstract.

Participants must supply a photograph or digital file of their completed work by Monday, July 2, for initial judging.

Finalists will display their work at the library in August and winners will be announced at a reception August 26.

### **PRIZES:**

**First Place:** \$200

**Second Place:** \$100

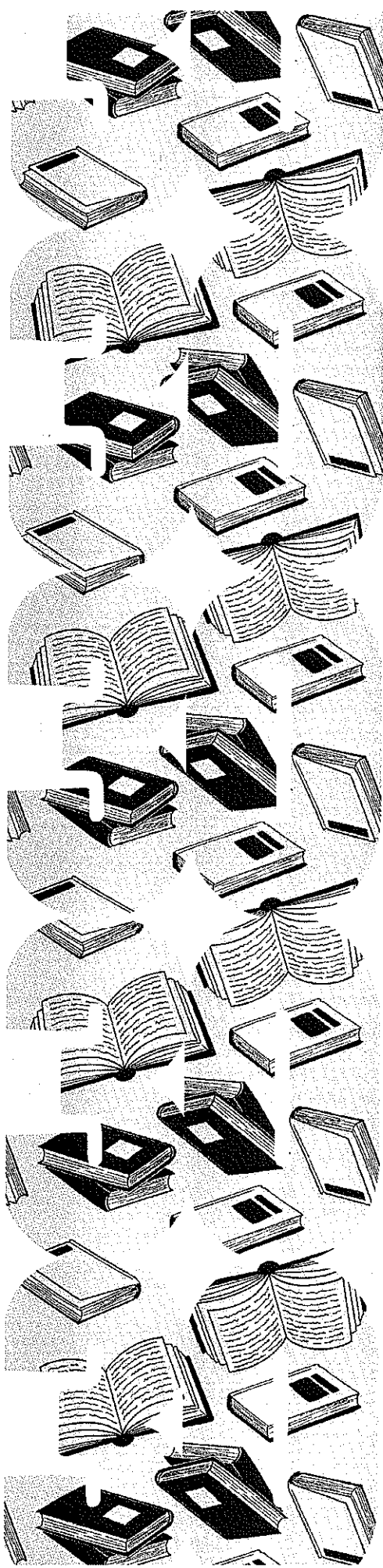
**Third Place:** \$50

For complete contest details, visit [artcontest.ippl.info](http://artcontest.ippl.info).



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

Sponsored by the Indian Prairie Public Library Foundation & Friends



## Adult Services Monthly Report

April 2018

I spent time this month looking at our periodicals collection, focusing on circulation numbers and subscription costs for each title. This information will be evaluated further to determine which periodicals should be retained and which should be discontinued.

I attended the bi-monthly electronic resources managers network group called ELSUM. We discussed library analytics tools. These tools can take demographic "snapshots" of the library's patrons based on address information. They can also pinpoint where non-users are located, based on an address not having a library card, and give demographic information about that area to better pinpoint library publicity and marketing efforts.

I met with our Gale resources representative to go over costs and low usage of two of our products, Gale Legal Forms and Demographics Now. As a result of our low usage, Gale is giving us a discount of almost 20% on the legal forms product and just over 10% on Demographics Now.

I plan on meeting with Marianne in the near future to develop a marketing effort to promote use of our electronic reference resources. We are seeing an almost 60% growth in usage as compared to FY16/17. When I went back to look at statistics, usage hasn't been this high since before FY11/12.

We received 21 applicants for the Adult Services Associate position and Jennifer and Shirley conducted the first round of interviews of five candidates at the end of April. Jennifer and I did the second round of interviews last week and Jennifer is in the process of checking references and getting background checks conducted.

I have received six applications for the position of Adult Services Substitute Librarian/Paralibrarian, four of which meet the qualifications of the position. Much to my disappointment, no MLIS students nearing the end of their studies applied for the Paralibrarian position, but I think we do have a good selection of MLIS holding candidates. I plan on scheduling interviews for the position soon.

### Monthly Highlights

- Shirley has been directing her Pages in the shifting of the DVD collection. We were able to create more space due to the recent weeding and shifting of the Music CD collection. She also researched a new way to track shelve's work as well as doing a focused shelving study. Shirley has developed a co-working proposal for our local businesses and hopes to launch it soon. She has also been working on starting a business services networking group for business librarians in the west and southwest suburbs. RAILS has a group like this, but it is primarily made up of libraries in the north and northwest suburbs and meetings are difficult to get to. The first meeting of the new group will be here at Indian Prairie on May 23.
- Jennifer and Jez collaborated on a proposal for ILA Annual Conference about passive reader's advisory. It was accepted and they will present in October. Jennifer also contacted Hoopla to get an understanding of how our patrons were using the service as well as options to control costs. On average, our users check out three items per month. As such, we have decided to reduce the number of checkouts per user per month from seven to five starting in July. One takeaway from the report we received from Hoopla is that if we had paid retail for the items our patrons checked out, the amount we would have spent would have been over \$200,000!

- Mary K. continues her well received Great Decisions discussion programs. This month, she received two very complimentary comments. First is from someone who is a new attendee to the program, the second from two long time attending patrons:

"I just wanted to comment on how much I enjoyed the presentation last night. Dr. Muck [a professor from North Central College] was certainly knowledgeable and engaging [topic was U.S. Global Engagement & the Military]. I am really glad that I am taking part in the program. And of course, thank you for your lead in this program."

Thank you for "coordinating and skillfully directing the Great Decisions Program. You have been an integral part of the program for many years. You are appreciated!"

She and Jez presented "What Your Library Can Do For You" during National Library Week. This is a repeat of the same program that we had last year and attendance was up to 27 patrons (from only 10 last year). Many people continue to be surprised and delighted by all we have to offer.

- Joe coordinated the Libraries English And Reading Network (LEARN) meeting for this quarter. Addison Public Library gave a presentation on their staff and assisting the local immigrant community. In other news, he has a new literacy volunteer who will be starting an ESL Book Discussion group. He asked the current ESL group that meets here if they were interested in such an offering and many said they were, so the book group will meet on the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of the month as the ESL Conversation Group meets on the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays.
- Jez heavily promoted her "Voice Behind the Book" program with Jayne Entwistle, who has narrated hundreds of audiobooks. She received many positive comments about the program from her 28 attendees, including:

"Enjoyed hearing about how an audiobook is researched and recorded by the narrator."

"Programs such as this evening expand my knowledge and horizons. Thank you!"

The collaboration station concept that she launched in January is doing very well. During the week of National Library Week, 100 bookmarks were either decorated here or taken to decorate later. Her station on autism and sensory processing disorder was very well received. Currently, she has a large mural out that patrons can use colored pencils to fill in the design.

She reports that interaction with authors on Twitter has gone up since we have been tagging the book titles and the authors in our reviews and book club Tweets. This month, Steve Silberman, Jayne Entwistle, Erik Larson and Kathleen Applegate all interacted with one of the library's Tweets they were tagged on.

### Community

- Shirley attended the Willowbrook Burr Ridge Women in Business meeting for the first time. She also attended her first Darien Chamber Board Meeting as a member of the board. She continues to attend the Darien Chamber Coffee Connection as well as the Darien Chamber Women in Business meetings.
- Jennifer and Jez worked with T.J. to coordinate the "Librarian for a Day" celebration in conjunction with the 30<sup>th</sup> Anniversary and National Library Week. One adult and one child were

selected for the honor and both had very enjoyable experience. Jennifer and the Associates provided book club resources to 13 groups (eight via e-mail and five via print pick up) on seven new titles and six that previous book clubs had already requested.

- Mary K. responded to a Downers Grove resident’s inquiry as whether their stepmother was pictured in the 1934 Lace School class photo on the library’s Flickr album. She confirmed with the Darien Historical Society president that the photo did not list student names, so there was no way to confirm that the resident’s stepmother was in the photo.

Contributing to the Profession

- At the ELSUM Meeting, Tony discussed how Indian Prairie Public Library uses the website Fantastic Fiction to lookup what authors have written and guide patrons in tracking down series information. Many of the attendees were not aware of this free resource.
- Jennifer planned the upcoming Adult Reading Roundtable (ARRT) Genre Study, to be done in June. She answered questions from a College of DuPage LTA student about the romance genre. She contributed to an online conversation on reader’s advisory by sharing our print and online bibliographies. She answered a related follow up question from the Head of Reader’s Advisory at the Chelmsford (MA) Public Library. She also chaired the bi-annual eMediaLibrary consortium meeting.
- As previously mentioned, Joe coordinated the April LEARN Meeting. In attendance were 18 library staff from various libraries in the region.

Continuing Education

- Jennifer attended the ARRT Genre Study: Love Story vs. Romance and the ARRT Book Club Study.
- Mary K. attended a program that detailed how to create a “Civics Lab”.
- Jez attended a webinar “Implementing Meditation & Mindfulness in the Library”.

User Experience

- Tony submitted a request to add a new slat wall to the area under the digital monitor next to the new books area. We have noticed patrons walking back and forth from where the current bestsellers list is posted to the new book shelves. We plan on moving the best sellers information to this slat wall, as well as use it as an item display, to make is easier for patrons to look at the list and check the new book shelves.
- Shifting in the DVD collection has begun. We hope to create enough space to move items from the recently returned shelves back into the collection in a timelier manner.
- Jez adjusted the categories on the book lists page of the website a little. There is no longer an African-American tab as it was felt the impression it gave was that these titles were only for African-Americans and our goal is to have diverse titles through all of our lists. Two new categories were created: Authors and Classics. The Authors category contains things like African-American authors, Indian authors, authors who are lawyers, etc.

Meetings

Date	Meeting	Staff
------	---------	-------

3-Apr	Department Heads Meeting	Tony
4-Apr	Social Media Committee Meeting	Tony, Shirley & Jez
5-Apr	Meeting with Recorded Books Representative	Tony & Shirley
5-Apr	One-on-One	Shirley & Ellen
5-Apr	One-on-One	Jennifer & Ashe
5-Apr	eAudiobook & Audible Meeting with Ann	Jez
6-Apr	Hoopla Conference Call	Jennifer
9-Apr	One-on-One with Jamie	Tony
9-Apr	One-on-One	Tony & Jennifer
10-Apr	WBBR Women in Business Meeting	Shirley
10-Apr	eMediaLibrary Consortium Meeting	Jennifer
11-Apr	Meeting with Jamie re: summer program	Jez
11-Apr	Meeting with Dave re: reader's advisory blogs	Jez
11-Apr	Inclusivity Committee Meeting	Jez & Joe
12-Apr	Darien Chamber of Commerce Board Meeting	Shirley
17-Apr	Department Heads Meeting	Tony
17-Apr	LEARN Meeting	Joe
18-Apr	Adult Services Department Meeting	All Librarians & Associates
19-Apr	Meeting with Hoopla Representative	Jennifer
19-Apr	ILA Program Planning	Jennifer & Jez
19-Apr	Large Type Ordering Procedures with April	Jennifer
19-Apr	Meeting with Midwest Tapes Representative	Jez
19-Apr	Library PopCon Committee Meeting	Jez
21-Apr	Reaching Forward Presentation Meeting	Jez
23-Apr	One-on-One with Jamie	Tony
24-Apr	Darien Chamber Coffee Connection	Shirley
24-Apr	ELSUM Meeting	Tony
25-Apr	One-on-One with Ann	Tony
26-Apr	Meeting with Gale Representative	Tony
26-Apr	Meeting with Marianne for marketing Adult Summer Reading	Jennifer
27-Apr	Darien Women in Business Meeting	Shirley

Programs

Date	Time	Program	Staff	Attendance
2-Apr	9:00 a.m.	AARP Tax Aide	Denise	18
2-Apr	6:00 p.m.	Chess Club	Denise	10
4-Apr	7:00 p.m.	Celebrate Spring Cooking Demo	Cindy	47
5-Apr	2:00 p.m.	Thursday Afternoon Movies: <i>Marshall</i>	Joe	23
6-Apr	9:00 a.m.	AARP Tax Aide	Denise	31
6-Apr	7:00 p.m.	#LibSocial - String Art	Jez	15

7-Apr	10:00 a.m.	ESL Conversation Group	Joe	8
9-Apr	9:00 a.m.	AARP Tax Aide	Denise	24
9-Apr	6:00 p.m.	Chess Club	Denise	13
9-Apr	7:00 p.m.	Great Decisions	Mary K.	22
11-Apr	10:00 a.m.	Job Club	Jez	4
11-Apr	1:00 p.m.	Tips for the Savvy Traveler	Cindy	28
11-Apr	6:00 p.m.	What Your Library Can Do For You	Jez & Mary K.	29
11-Apr	7:00 p.m.	Novel Idea Book Club	Mary P.	14
11-Apr	7:00 p.m.	SCORE Small Business Roundtable	Shirley	0
13-Apr	9:00 a.m.	AARP Tax Aide	Denise	30
16-Apr	6:00 p.m.	Chess Club	Denise	12
17-Apr	7:00 p.m.	The Space Race	Cindy	40
18-Apr	2:00 p.m.	Drama Reading	Joe	5
18-Apr	6:30 p.m.	GenLit Book Group	Jennifer	9
18-Apr	7:00 p.m.	Baseball in the Movies	Cindy	13
19-Apr	2:00 p.m.	Thursday Afternoon Movies: <i>American Made</i>	Joe	30
19-Apr	6:30 p.m.	Beginner's Genealogy	Mary K.	12
19-Apr	7:00 p.m.	Crime Readers Book Club		14
20-Apr	7:00 p.m.	#LibSocial - Paint a Pot	Jez	13
21-Apr	10:00 a.m.	ESL Conversation Group	Joe	13
23-Apr	6:00 p.m.	Chess Club	Denise	13
23-Apr	7:00 p.m.	Great Decisions	Mary K.	20
25-Apr	1:00 p.m.	Stepping into Illinois History	Cindy	44
25-Apr	2:00 p.m.	Drama Reading	Joe	Cancelled
25-Apr	7:00 p.m.	Voice Behind the Book	Jez	28
26-Apr	1:00 p.m.	Genealogy Group	Mary K.	26
26-Apr	7:00 p.m.	Remembering Marshall Field's	Cindy	85
30-Apr	7:00 p.m.	Board Game Group	Jez	5
			<b>Total</b>	698

**Select comments:**

**Celebrate Spring**

Is it possible to get an overhead mirror so that the group can see the chef cooking?

It would be great if for cooking demos the library could have a portable mirror to see better.

Love the cooking classes and hope to see them offered each season.

**Tips for the Savvy Traveler**

Jennifer did a great job. Lots of good info. And grace under pressure when there were technical issues.

**The Space Race**

It's good to hear fact-based programs as contrasted to conspiracy theory nonsense available on the internet.

The speaker has done much research on the topic to make it interesting.

**4<sup>th</sup> Wednesdays: Stepping Into Illinois History**

Hope more programs are offered in the afternoons.

Thank you for these lectures and the movies, especially with closed captions.

Very informative program.

Volunteers

- Ten volunteers completed 62.27 hours of service.
  - Court Ordered/Community Service: six volunteers performed 53.25 hours of service.
  - Regular volunteers: three volunteers completed 6.25 hours of service.
  - Veteran's History Project: one volunteers completed 3.25 hours of service.

Proctoring

- Shirley proctored four exams.



Circulation Services

April 2018

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Total checkouts and renewals for March were down from last year by 2,367 or 4%. We had 52,453 items circulated this month as compared to 54,820 last year. Electronic circulation continues to be up from last year. We had 5,089 circulations this year while we had 4,475 circulations last year. (+14%)

ILL's processed were slightly lower this year. We processed 7,689 this year and 7,949 last year.

Patron visits were lower than last year -12% (32,254 this year compared to 36,713 last year). Of course, winter didn't extend as far into April last year as it did this year.

A total of 8,036 holds were placed in April. Patrons placed 6,294 (88%) holds while staff placed 1,742 (or 22%) holds.

15,403 items were checked out or renewed by staff at the desk. This is 30% of total checkouts/renewals. 26,624 items were checked out or renewed by patrons at one of our self-check machines, 5,337 items were renewed by patrons through Enterprise or Book Myne and 5,089 items were electronically checked out by patrons - for a total of 52,453 items checked out through some sort of self service. This is 70% of total checkouts/renewals.

All SWAN libraries were on "Off-line" on Monday, April 30, due to the migration of the New 19 libraries. Fortunately, it was a quiet day and things went very smoothly. The downtime really impacts our pages because we cannot check-in while on off-line or run reports such as the paging list (the list that tells us what holds to pull for patrons). The staff was wonderful and very flexible. They worked around the library schedule and we were all caught up by the evening of May 1.

As you know I had rotator cuff surgery on March 1. I came back to work on April 16. I want to thank all the Circulation staff but especially my Senior Supervisor, Nancy Hudson for keeping the department running in my absence.

We are interviewing for the open Circulation Associate position.

Desk Statistics

Patron Assistance

# of Library cards renewed & Non-swan Reciprocal cards issued	Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/Copier Help
165	2330	134	125	432	60	60

**Community**

**Passports:**

Circulation staff accepted 72 passports in April.

**Notary Public:**

Circulation Supervisors notarized 147 documents in April.

**User Ex**

Circulation Staff are continuing the position of Lobby Host on Saturday and Sunday afternoons.

**Workshops and Meetings Attended:**

April 16	One on One with Jamie	
April 17	Department Heads	
April 18	Circulation Users Group	RAILS
April 19	Staff Evaluation	
April 20	Staff Evaluation	
April 23	One on One with Jamie	
April 24	Department Meeting	
April 25	Department Meeting	
April 26	Circulation Manager Discussion Group	Melrose Park
April 30	30 <sup>th</sup> Anniversary Committee Meeting	

Debbie Sheehan  
Head of Circulation Services

Month	Circ Stats											
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
July	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767	
Aug.	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603	
Sept.	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001	
Oct.	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236	51,829	
Nov.	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280	51,105	
Dec.	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932	48,477	
Jan.	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950	53,767	
Feb.	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,369	52,259	
Mar.	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856	58,144	
Apr.	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424	54,820	52,453	
May	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	54,893		
June	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	60,867		
Renewals through the web		1,284										
Electronic Circulation			3,852									
Yearly												
Total	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	690,893	532,405	

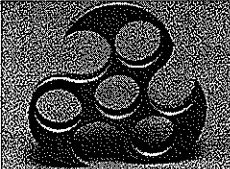
# Technology & Technical Services Board Report April 2018

## Improvements for Public, User Experience & Strategic Goals

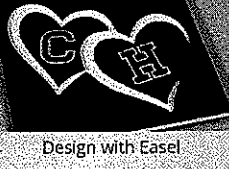
- **Public Catalogs-** Brett implemented OpenKiosk, a web browser that improves user experience by displaying in full-screen mode, automatically refreshing the screen so it goes back to the main enhanced catalog screen and has a built-in session timer to erase all history to protect patron privacy.
- **Adult Music CDs-** We are adding new dividers to the collection to improve browsing and shelf appeal.
- **Lobby Kiosk-** Brett and Dave worked together to improve the library Kiosk so that all meetings that occur in a day could be displayed. Dave created a WordPress Blog for Administration Associates to post programs and meetings for the board, conference and meeting rooms. Brett worked on the screen refresh and orientation of the physical screen. The screen orientation is now in portrait mode to show all events for the day and to make it more noticeable as patrons enter the library.
- **Website Improvements –** Dave & T.J. worked together to revise and improve the Carvey & Tech Takeout webpages. It is now easier to navigate and find items, submit requests, and see projects other patrons or staff have made.

Carving Machine (Carvey) PRINT


Use our 3D Carving Machine to engrave, etch, inscribe, and carve designs into pieces of wood, plastic, and other materials. Indian Prairie Public Library cardholders can submit a request to be made by staff.





Design with Easel



Submit a Request







\*Pictures above were made by staff and patrons using our Carvey.

The Carvey was donated by the Indian Prairie Public Library Foundation.

**3D Design Resources**

- ▶ Easel Software
- ▶ Easel Support
- ▶ Easel Tutorials
- ▶ Easel Live Classes
- ▶ Understanding Bits

How do I get started?

## Tech Takeout

PRINT

Tech Takeout is a smorgasbord of gadgets, gizmos, and tools.

A full list of devices is below. Use the tabs to browse by category.

Tech Takeout Items check out for one week at a time unless otherwise noted.

Items are available at the Technology Center Desk on the first floor. An Indian Prairie Public Library card is required.

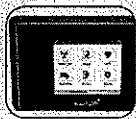


- All
- Business
- Converters
- Media Players
- Fitness
- Home
- Entertainment



### Nintendo Switch

- Comes with Super Mario Odyssey & Mario Kart 8 Deluxe
- A handheld device that can be connected to the TV
- [Product website](#)
- [Check availability](#)



### Wi-Fi Hotspot

- Sprint Pocket Wi-Fi can connect up to 10 devices on its network
- Service based on Sprint network; speeds will vary
- [Product website](#)
- [Check availability](#)

- **Computer Class Evaluation** – T.J. used ALA’s Project Outcome surveys for targeted public computer classes. These surveys are designed to help libraries measure the outcomes of programs and services and the impact they have on patrons. He will be doing a follow-up to the surveys this summer. See attached report.
- **Family Center Video** – Dave worked with Natalie and Jamie to create a promotion video highlighting the upcoming changes to the Family Center.
- **IPPL News Blog**- The library news blog has a new look. Posts include a highlighted photo on top as a banner along with the staff photo.



### Monarchs, Bluestems, Caudills, and Abes, oh my!

The library is once again participating in the Illinois state reader's choice awards. All four lists have been released for 2019's award and patrons are welcome to start reading! Voting will take place in February and March of 2019. Remember: the library has a reading challenge for the Monarch (K-3rd), Bluestem (3rd-5th), and Caudill (4th-8th) lists. If you read all 20 of the nominees, you will receive a copy of your...

**Technical Services**

- We have finished reclassifying the kid’s holiday picture books into the new holiday collection.

**Technology Services**

- The Technology Center desk staff completed a seating study as requested by Jamie.

**Maker (DIY)**

- 3D Printer- 17 print requests were processed. Interesting prints included a NASA Apollo Crew Command module and Michelangelo’s David.
- Carvey- 4 requests processed.

**Public Technology Programs & Classes**

- Program attendance totals: 123
- One-on-one training sessions: 10

<b><u>Day/Time</u></b>	<b><u>Class/Program</u></b>	<b><u>Instructor</u></b>	<b><u>Attendance</u></b>
Tues. 4/3 (2 PM)	iPhone Basics	Dave	16
Tues. 4/3 (6:30 PM)	Digital Conversion Workshop	T.J.	12
Tues. 4/10 (6 PM)	Excel Features : Pivot Tables	**Ron	9
Tues. 4/10 (7:15 PM)	Excel Features : Formulas	**Ron	11
Thurs. 4/12 (1 PM)	3D Carving from Start to Finish (Part 1)	T.J.	2
Sat. 4/14 (1 PM)	3D Carving from Start to Finish (Part 2)	T.J.	1
Sun. 4/15 (2 PM)	Picking the Right TV Package	Ann	44
Sat. 4/28 (2 PM)	Bitcoin & Cryptocurrency	** Mike	16
Mon. 4/30 (6 PM)	iPad Basics	Dave	12

\*\* Hired trainer/presenter

**Community**

- Anna worked with a community member who wanted older discarded magazines for a mental health project.

**Training & Continuing Education**

- I attended the webinar “12 Keys to Successful Digital Content Promotion”.
- T.J. was applied for and was accepted to the Elevate Illinois Libraries Leadership Program. He attended the all-day leadership workshop in Springfield on April 28.

**Personnel/Staff Meetings**

- 4/3 & 4/17 - Department Head Meeting
- 4/4, 4/9 & 4/24 - 1-On-1 meetings with T.J.
- 4/4 – T.J. attended the Social Media committee
- 4/4 – T.J. met with Hugh to go over his yearly performance review
- 4/9 & 4/23 - 1-On-1 meeting with April & Anna
- 4/10 - 1-On-1 meeting with Jamie
- 4/11 – Technical Services Department Meeting
- 4/18 – Brett attended a Network Managers meeting at Skokie Library.

Ann M. Stovall, Head of Technical & Computer Services, May 9, 2018

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

## Programs

In April, Youth Services presented 61 programs at IPPL with 1,349 people in attendance. We also participated in five events out in the community serving 97 people.

Date	Description	Staff	Attendance
2-Apr	Talented Toddlers 9:30am	Heather	22
2-Apr	Junior Genius	Katie	16
3-Apr	Visiting Nurse	Heather	11
3-Apr	Baby Brilliance	Jane	19
4-Apr	Baby Brilliance	Jane	24
5-Apr	Talented Toddlers 9:30am	Heather	28
5-Apr	Talented Toddlers 10:30am	Heather	17
5-Apr	Modern Art design presented by The People's Resource Center	Monica	9
5-Apr	Junior Genius	Katie	17
5-Apr	Shake, Shimmy, & Dance	Katie	82
6-Apr	Open Play	Katie	15
7-Apr	Teen Job Fair	Heidi	108
9-Apr	Talented Toddlers 9:30am	Heather	23
9-Apr	Junior Genius	Katie	12
10-Apr	Baby Brilliance	Jane	23
10-Apr	Bookgarteners	Katie	33
11-Apr	Baby Brilliance	Jane	29
12-Apr	Crafternoons	Jack	5
12-Apr	Talented Toddlers 9:30am	Heather	25
12-Apr	Talented Toddlers 10:30am	Heather	14
12-Apr	Modern Art design presented by The People's Resource Center	Monica	8
12-Apr	Junior Genius	Katie	16
12-Apr	Shake, Shimmy, & Dance	Katie	67
12-Apr	Librarian for a Day Activity	Katie, Jane	4
13-Apr	Teen Trivia	Heidi	5
13-Apr	Eggs to Chickens lab with Darien Dragons 4H	Monica	18
13-Apr	Open Play	Katie	9
13-Apr	Dungeons and Dragons	Jimmy	10
14-Apr	LEGO Robotics Challenge	Jack, Natalie, Sam	27
16-Apr	Talented Toddlers 9:30am	Heather	28
16-Apr	Manic Monday	Heidi	5
16-Apr	Pop-up incubation program - egg candling with Darien 4H	Monica	18
16-Apr	Junior Genius	Katie	13
17-Apr	Biomes VR Homeschoolers	Jack, Monica	23
17-Apr	Spanish Bilingual Storytime	Heather	11



17-Apr	Baby Brilliance	Jane	24
17-Apr	Homeschooling SMART: Biomes	Monica, Jack	23
18-Apr	Baby Brilliance	Jane	26
19-Apr	Talented Toddlers 9:30am	Heather	31
19-Apr	Talented Toddlers 10:30am	Heather	10
19-Apr	Modern Art design presented by The People's Resource Center	Monica	9
19-Apr	Junior Genius	Katie	13
19-Apr	Shake, Shimmy, & Dance	Katie	78
20-Apr	Open Play (9 children & parents total)	Jane, Joann	10
21-Apr	ACT Practice Test	Heidi	6
21-Apr	TASC Meeting	Heidi	11
21-Apr	The Chickens Are Coming	Heidi, Monica	60
22-Apr	Chickens Are Coming!	Monica, Heidi	62
23-Apr	Talented Toddlers 9:30am	Heather	29
23-Apr	Junior Genius	Katie	10
24-Apr	Baby Brilliance	Jane	12
25-Apr	Baby Brilliance	Jane	19
26-Apr	Talented Toddlers 9:30am	Heather	26
26-Apr	Talented Toddlers 10:30am	Heather	9
26-Apr	Crafternoon - Marbled Paper	Heidi	9
26-Apr	Modern Art design presented by The People's Resource Center	Monica	10
26-Apr	Junior Genius	Katie	16
26-Apr	Shake, Shimmy, & Dance	Katie	70
27-Apr	Dungeons and Dragons	Jimmy	8
30-Apr	Talented Toddlers 9:30am	Heather	28
30-Apr	Junior Genius	Katie	12
TOTAL:			1349

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

**Teen Job Fair**

Heidi Estrada contacted 28 potential employers for the Teen Job Fair. Nine businesses have signed up to participate: Culver's, Panera Bread, Chuck's Southern Comforts Café, Zazzo's Pizza, SportsKids Inc., Nicholas Pitzer State Farm Agency, Portillo's, Jewel-Osco, and McDonalds. Representatives from the Tom Chlystek campaign and Plant Tenders Inc. contacted Heidi to request information about the fair, and signed up for tables. We had a total of 11 employers signed up. Countryside Bank also had a table to answer any questions teens and adults might have about financial planning.

108 people attended. The number this year is lower, but that may be accounted for by promoting this more towards teens of working age (typically 16+). Last year we had concerns from employers about a large number of teens being under that age, therefore not a viable job candidate at this point. Despite the lower number of teens, at the end employers expressed satisfaction with the group that attended.

Heidi has already spoken with Adult Service staff about making this a job fair that appeals to young adults, 16-24. Jamie Bukovac provided Heidi with marketing from the Niles-Maine District Library, and they have used this model. With a wider age range, we may be able to attract more employers, and

young adults looking for employment. We will revisit this as we move into the fall and begin planning for the spring session.

*Dungeons and Dragons*

Jimmy Doane has been working with two teens who have been attending Dungeons and Dragons events. They have taken initiative for running games of Dungeons and Dragons, and during events, Jimmy has overseen their abilities and comfortability in the role. He has also worked with them outside the events to make sure the ideas they are bringing to the table are appropriate, and to expand the audience of the program to include more of their friends and classmates. By the beginning of summer, Jimmy hopes to have transitioned D&D into a more hands-off program, providing a space and supplies for teens to play and run the D&D events themselves.

*Chickens Are Coming!*

Monica Dzierzbicki worked with Heidi Estrada and three members of TASC to create and present a readers theatre program for the April 22 chicken program. Monica also worked with the Darien 4H Club and Good Worx as part of the event. The TASC members wrote scripts and created images from two books; *The Little Red Hen Makes a Pizza* by Philemon Sturges and *Peep and Egg: I'm Not Hatching* by Laura Gerl. The TASC members invited children from the audience to volunteer as readers for the parts of Cat, Dog and Egg. After the readings, the families were invited to create a chick hatching craft, play games, pet Dewey the library chicken, talk to Good Worx/Sunny Patch project, and hear about the incubation project from members of the Darien 4H Dragons Club.

*Librarian for a Day*

Jane Hartney planned and presented K&T's part in celebrating Hailey as our "Librarian for a Day". She curated a display of Hailey's favorite titles, chose three books for Hailey to "catalog" during her visit as well as arranged for commemorative bookplates for each of the titles. Additionally, Katie worked with Jane to prepare a storytime activity (sorting ribbons) for Hailey to do and to create a staff nametag for Hailey to wear.

**Community**

Date	Description	Staff	Attendance
4-Apr	Garden Planning with Good Worx	Natalie	5
5-Apr	Whole Foods Kids Club Storytime	Jane	35
9-Apr	Meet w/Tricia Giron/Darien 4H planning 4/13 Chicken to Egg program	Monica	2
11-Apr	Mom and Baby Group Storytime	Heather	32
17-Apr	WBC Community Event	Natalie	5
20-Apr	Barbara's Bookstore storytime ( 5 children + 4 Adults + me)	Jane	10
26-Apr	Mark DeLay Preschool Parents Night	Monica	15
TOTAL:			104

*(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.)*

**WouldShop & LittleShop**

Jack Schultz introduced two new activities in the WouldShop to continue with the human body science theme. This month, kids made lungs using empty water bottles and balloons and they sewed fabric warming hearts. Jack also included a craft for making a stress ball from a balloon and sand.

The LittleShop opened April 3. We are still making small improvement to the layout, décor, and signage. It has been well received by patrons.

### Seed Library

Number of Checkouts: 51

Number of Seed Packets Checked Out: 105

Number of Donations: 1

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

### Continuing Education

Date	Description	Staff
11-Apr	Webinar: How to Develop Outcome Measures & Design Effective Surveys	Katie
12-Apr	Using Snapchat to Reach Library Patrons: Part 1	Heidi
24-Apr	Empowering Teens	Heidi
28-Apr	Elevate Leadership Training	Natalie

#### *Empowering Teens*

Heidi Estrada is taking a web course offered by Library Journal, Empowering Teens: Fostering the Next Generation of Advocates. The first session involved information about students/teens rights and how we can support and advocate for them. Librarians also provided information about their student driven initiatives, and the planning and methodology of increasing teen engagement in the process. Heidi is doing course work that involves planning an initiative that will engage teens at the library.

#### *Elevate*

Natalie Williams participated in a daylong leadership training at the Illinois State Library in Springfield, IL. She completed all of the reading and the strengths assessment test, which were required as preparation. The training focused on using your natural skills to reach your potential. This training also provided collaborative, hands-on practice for identifying and utilizing individual talents.

### Contributing to the Profession

Date	Description	Staff
4-Apr	Association of Library Services to Children: Blog Post	Katie
7-Apr	Working with ALA at C2E2 booth	Jack
18-Apr	DuPage Children's Museum Presentation	Katie
18-Apr	DuPage Children's Museum Presentation	Katie
19-Apr	Library Early Literacy Advocates (LELA) Meeting	Katie
24-Apr	Every Child Ready to Read Feedback to Association of Library Services for Children (ALSC) Board	Katie
30-Apr	Library Early Literacy Advocates (LELA) Website Design	Katie
Apr	Young Adult Services Forum Battle of the Books	Heidi

#### *DuPage Children's Museum*

Katie Salo adapted the one hour presentation she gave to the DuPage Children's Museum to a 10-minute presentation for the YWCA/DCM Provider Open House. She also created a bookmark as a handout. Ninety educators, teachers, and librarians attended.

### Young Adult Services Forum Battle of the Books

Heidi Estrada participated in the 2018 Young Adult Service Forum (YASF) Tournament of Books. This is a bracket style challenge. Each reader is assigned two titles to read, review, and then determine a winner. The winner moves onto the next round of brackets, and a new reader is assigned to the new pair. Heidi read *Dear Martin* by Nic Stone and *The Gentleman's Guide to Vice and Virtue* by Mackenzi Lee for the fourth round. The post can be found on the YASF blog at:

<https://yasfnews.wordpress.com/2018/04/23/tournament-of-books-round-four-dear-martin-vs-gentlemans-guide-to-vice-and-virtue/>

Full details of the tournament and all the other books that were involved can be found at:  
<https://yasfnews.wordpress.com/2018-tob/>

## Meetings & Planning

Date	Description	Staff
2-Apr	One-on-one with Jamie	Natalie
3-Apr	Check-in meeting	Monica, Natalie
3-Apr	Dept. Heads	Natalie
4-Apr	Social Media Committee	Heidi, Katie
9-Apr	Monthly One on One Meeting	Heather, Natalie
9-Apr	Sand Sea Sun & Tie Dye program meeting	Katie, Jane
9-Apr	One-on-one with Jamie	Natalie
11-Apr	Inclusivity Committee meeting	Monica, Katie
11-Apr	One on One	Monica, Natalie
11-Apr	Inclusivity Committee	Katie, Monica
11-Apr	Meeting with Natalie	Jimmy, Natalie
11-Apr	Annual Evaluation Meeting with Jamie	Natalie
12-Apr	One-on-One with Natalie	Katie, Natalie
16-Apr	Natalie Monthly mtg	Jack, Natalie
16-Apr	Laptop mtg with Brett and Ann	Jack
16-Apr	One-on-one with Jamie	Natalie
17-Apr	Dept. Heads	Natalie
18-Apr	Presentation to the Board	Monica
19-Apr	Check in Meeting with K&T department head	Jane, Natalie
19-Apr	PopCon event committee meeting	Monica, Jack
22-Apr	Program Planning Meeting for "Sea" build for Sea, Sun & Sand event	Jane, Katie
23-Apr	One-on-one with Jamie	Natalie
24-Apr	One-on-One w/ Natalie	Heidi, Natalie
24-Apr	Brainstorming with Heather for Darien Historical Society Ice Cream Social	Jane, Heather
25-Apr	Habitat for Humanity	Heidi, Natalie, Monica
25-Apr	One on One	Monica, Natalie
25-Apr	Community connections planning	Monica, Natalie, Heidi
25-Apr	Exit Interview and paperwork	Natalie
26-Apr	One-on-One with Natalie	Katie, Natalie
26-Apr	3 month Evaluation meeting with Jack C	Natalie, Jack C

30-Apr	Natalie Monthly mtg	Jack, Natalie
30-Apr	K&T department mtg	K&T
30-Apr	IPPL 30th anniversary celebration planning meeting	Monica, Natalie, Jane
30-Apr	K&T Department Meeting	Katie, Natalie, Jack, Monica, Heidi, Jane, Heather, Jimmy
30-Apr	One-on-one with Jack	Natalie, Jack

*Submitted by Natalie Williams, Head of Youth Services 5/7/2018*

Blogger Katie Salo

Five Quick Tips for Book Displays

April 4, 2018 | Katie Salo

For the past few months at the library, it's all about the book displays! I've been working on our new centralized display area, as well as some other face-out displays on acrylic holders. It's been wonderful getting to work on displays again and I love promoting our materials this way! And now...I give you my five quick tips for book displays:

**Keep your sign short and sweet.**

I love being creative and creating display pieces, but I have recently adopted the idea of "less is more". Since I manage so much more at this library than I did in times past, I love taking advantage of signs that are already pre-made or tweaking signs to serve my purpose. My library uses [LibraryAware](#) and I love it, but there are other sources such as [Canva](#).



[Picture of "Family and Friends" beginning reader display. Photo courtesy of the author.]

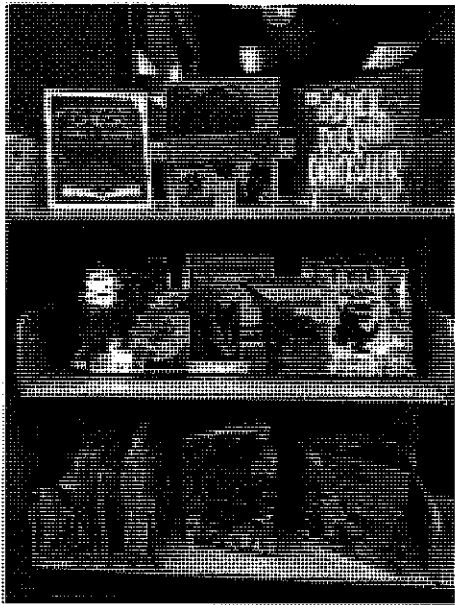
**Diversify your displays.**

Make sure that you're reflecting your community in your book displays. I make sure to put diverse titles face-out, as well as try to show #ownvoices books. It's important to me that my community sees themselves in all displays. And I'm not just talking about "Black History Month" or "Spanish Heritage Month" — show everyday diversity as well!

**Use different kinds of formats.**

I want my patrons to see all different kinds of way to learn and use the library. So I make sure to

spotlight movies, CDs, tablets, games, and more in our book displays, especially in our centralized area for all ages. I don't limit my display to fiction or non-fiction and I include different kinds of books as well (picture, chapter, readers, etc.).



[Dinosaur display; note the different materials. Photo courtesy of the author.]

#### **Keep them stocked.**

This one may seem basic, but you'd be surprised at how quickly you can look up and see an empty display. I stock my book displays at least once a day when I'm working, but I also communicate with other staff members about how to refill the display. Each display has a washi tape band on the spine so that pages can take recently returned materials and return them to the display.

#### **Update them seamlessly.**

Since everyone in our department is responsible for the book displays, we needed a way to communicate with one another about when and who updates them. We track our displays through a Google doc my co-worker created so that all desk staff know the display schedule and what topics we're planning. It also lets us talk with the next person responsible for each area to make sure that our shelves are never empty.

How do you do displays in your library? Any tried and true tips that I missed? Feel free to add them in the comments!

– Katie Salo

Early Literacy Librarian

Indian Prairie Public Library

<http://storytimekatie.com>

STATISTICS FOR	Apr-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Circulation</b>					
Adult	30,408	32,418	308,819	333,516	-7.41%
Teen	2,181	2,383	23,416	26,820	-12.69%
Kids	14,775	15,544	151,554	170,158	-10.93%
TOTAL	47,364	50,345	483,789	530,494	-8.80%
Electronic Circulation	5,089	4,475	48,616	44,639	8.91%
GRAND TOTAL CIRC.	52,453	54,820	532,405	575,133	-7.43%
% Reciprocal Borrowing	15%	15%	14%	14%	
Patron Visits	32,254	36,713	337,463	358,321	-5.82%
<b>Current Cards</b>					
Resident	125	140		20,599	
Non-Resident	67	82	1,053	927	13.59%
TOTAL	192	222		21,526	
Non-Resident Households	39	35	492	442	11.31%
<b>Patron Assistance</b>					
Adult - Reference	2,941	3,068	30,190	29,958	0.77%
Kids - Reference	730	893	10,132	11,809	-14.20%
Technology - Reference	1,165	1,087	10,324	9,770	5.67%
TOTAL REFERENCE	4,836	5,048	50,646	51,537	-1.73%
Adult - Other	868	746	8,903	8,611	3.39%
Kids - Other	1,371	1,985	17,338	23,691	-26.82%
Technology - Other	91	114	911	1,151	-20.85%
TOTAL OTHER	2,330	2,845	27,152	33,453	-18.84%
GRAND TOTAL ASST.	7,166	7,893	77,798	84,990	-8.46%
<b>ILL/Reserves</b>					
Holds	8,036	7,834	78,625	79,441	-1.03%
ILLs Sent	3,212	3,246	35,258	36,281	-2.82%
ILLs Checked Out	3,992	4,247	39,507	42,715	-7.51%
ILLs Received	4,477	4,703	44,481	47,361	-6.08%
<b>Programs - Adult</b>					
# Programs	15	12	126	114	10.53%
Attendance	411	356	2,838	2,385	18.99%
<b>Technology Classes</b>					
# Programs	9	8	78	83	-6.02%
Attendance	129	92	761	868	-12.33%
<b>Individual Technology Training</b>					
# of Patrons	26	76	511	801	-36.20%
<b>Groups</b>					
# Programs	15	11	118	117	0.85%
Attendance	184	169	1,426	1,395	2.22%
<b>Others</b>					
#Programs	4	3	19	26	-26.92%
Attendance	103	75	439	599	-26.71%
<b>Programs - Teen</b>					
# Programs	8	8	76	87	-12.64%
Attendance	151	240	1,176	1,457	-19.29%
<b>Programs - Kids</b>					
# Programs	54	52	953	388	145.62%
Attendance	1,435	1,858	12,913	11,739	10.00%
GRAND TOTAL ATT.	2,439	2,866	20,064	19,244	4.26%



STATISTICS FOR	Apr-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	3,124	3,342	30,636	34,427	-11.01%
Kids Computers	1,122	1,187	11,177	14,346	-22.09%
Teen Laptop	91	168	1,246	2,054	-39.34%
Adult Laptop	109	160	1,497	1,643	-8.89%
TOTAL PATRON USE	4,446	4,857	44,556	52,470	-15.08%
<b>Hours Used</b>					
Adult Computers	2,486	2,451	23,892	24,996	-4.42%
Kids Computers	594	724	6,632	8,893	-25.42%
Teen Laptop	109	184	1,402	2,575	-45.55%
Adult Laptop	193	302	2,723	2,954.50	-7.84%
TOTAL HOURS USED	3,382	3,661	34,649	39,418.50	-12.10%
<b>Wireless Total Connections</b>	7,797	8,953	78,992	87,668	-9.90%
<b>IPPL Total Web Site Access</b>	* 18,352	26,604	233,210	257,655	-9.49%
<b>IPPL Total Page Views</b>	* 45,651	39,553	414,920	396,789	4.57%
<b>Subscription Database Logins</b>	2,516	2,219	33,102	22,102	49.77%
<b>Outreach-Homebound</b>					
Items Delivered	110	127	1,510	1,487	1.55%
<b>Volunteers</b>					
Number Active	41	62			
Hours Worked	255	422.75	3,663.50	3,584.75	2.20%
<b>Staff Training Hours</b>	43.50	72	721.50	1,507.50	-52.14%
<b>Room Use</b>					
Youth Room					
Library	36	35	219	216	1.39%
Non-Library	7				
Meeting Room					
Library	45	42	376	401	-6.23%
Non-Library	8	6	69	73	-5.48%
Conference Rooms	471	349	4,018	3,764	6.75%
Lobby Programs	3	4	26	41	-36.59%
Board Room					
Library	24	14	179	162	10.49%
Non-Library	22	18	192	193	-0.52%
<b>Clavinova</b>	0	0	2	0	

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

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - April 2018

63

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Reference	478	0	1	477	46	567	46	568
Non-Fiction	45920	425	343	46002	3064	7428	3489	7771
Fiction	38474	385	243	38616	3395	3916	3780	4159
<b>ADULT TOTALS</b>	<b>84872</b>	<b>810</b>	<b>587</b>	<b>85095</b>	<b>6505</b>	<b>11911</b>	<b>7315</b>	<b>12498</b>
<b>KIDS</b>								
Reference	0	0	0	0	0	21	0	21
Non-Fiction	15052	41	92	15001	1160	2415	1201	2507
Fiction	24505	175	515	24165	1858	5642	2033	6157
<b>KIDS TOTALS</b>	<b>39557</b>	<b>216</b>	<b>607</b>	<b>39166</b>	<b>3018</b>	<b>8078</b>	<b>3234</b>	<b>8685</b>
<b>TEEN</b>								
Non-Fiction	564	10	0	574	89	290	99	290
Fiction	3384	69	6	3447	652	957	721	963
<b>TEEN TOTALS</b>	<b>3948</b>	<b>79</b>	<b>6</b>	<b>4021</b>	<b>741</b>	<b>1247</b>	<b>820</b>	<b>1253</b>
<b>BOOK TOTALS</b>	<b>128377</b>	<b>1105</b>	<b>1200</b>	<b>128282</b>	<b>10264</b>	<b>21236</b>	<b>11369</b>	<b>22436</b>

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Audio Books on CD	6116	39	22	6133	453	1004	492	1026
Music CD	8171	32	40	8163	419	1479	451	1519
Playaway	343	6	0	349	14	9	20	9
DVDs (DVD & Blu-ray)	20132	195	11	20316	1528	783	1723	794
CD-ROMs	58	0	0	58	0	25	0	25
Console Games (Feb 2016)	78	10	0	88	37	6	47	6
<b>ADULT TOTALS</b>	<b>34898</b>	<b>282</b>	<b>73</b>	<b>35107</b>	<b>2451</b>	<b>3306</b>	<b>2733</b>	<b>3379</b>
<b>KIDS</b>								
Audio Books	582	22	2	602	25	168	47	170
Music CDs	841	4	1	844	45	59	49	60
Playaway	87	10	0	97	0	19	10	19
DVDs (DVD & Blu-ray)	4283	19	15	4287	336	999	355	1014
Playaway Launch Pads (New)	18	0	0	18	0	1	0	1
<b>KIDS TOTALS</b>	<b>5811</b>	<b>55</b>	<b>18</b>	<b>5848</b>	<b>406</b>	<b>1246</b>	<b>461</b>	<b>1264</b>
<b>TEEN</b>								
Audio Books on CD	195	10	0	205	21	16	31	16
Playaway	31	2	0	33	0	11	2	11
DVDs (DVD & Blu-ray)	544	2	1	545	86	181	88	182
CONSOLE GAMES	634	4	6	632	101	43	105	49
PC-GAMES	0	0	0	0	0	4	0	4
BOARD GAMES	20	2	0	22	20	0	22	0
<b>TEEN TOTALS</b>	<b>1424</b>	<b>20</b>	<b>7</b>	<b>1437</b>	<b>228</b>	<b>255</b>	<b>248</b>	<b>262</b>
<b>AUDIOVISUAL TOTALS</b>	<b>42133</b>	<b>357</b>	<b>98</b>	<b>42392</b>	<b>3085</b>	<b>4807</b>	<b>3442</b>	<b>4905</b>
<b>COLLECTION TOTALS</b>	<b>170510</b>	<b>1462</b>	<b>1298</b>	<b>170674</b>	<b>13349</b>	<b>26043</b>	<b>14811</b>	<b>27341</b>

**MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- APRIL 2018**

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	199,198	0		199,198				
Reference (Yearly for all ages)	573	0		573				
eRead Illinois (Monthly for all ages)	28130	1569	0	29699	1256	357	2825	357
<b>TOTALS FOR ALL AGES</b>	227,901	1,569	0	229,470	1256	0	2825	357
<b>ADULT</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	2,708	20		2,728	177	0	197	0
eMedia (Overdrive Advantage)	867	12		879	101	0	113	0
Fiction								
eMedia (Overdrive Consortium)	11,277	71		11,348	790	0	861	0
eMedia (Overdrive Advantage)	3,625	57		3,682	464	0	521	0
<b>ADULT TOTALS</b>	18,477	160		18,637	1532	0	1692	0
<b>KIDS</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	92	0		92	1		1	
eMedia (Overdrive Advantage)	25	0		25	12		12	
Fiction								
eMedia (Overdrive Consortium)	1,640	16		1,656	128	0	144	0
eMedia (Overdrive Advantage)	244	0		244	41	0	41	
<b>KIDS TOTALS</b>	2,001	16		2,017	169	0	198	0
<b>TEEN</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	124	3		127	3		6	
eMedia (Overdrive Advantage)	15	0		15	4		4	
Fiction								
eMedia (Overdrive Consortium)	2,550	19		2,569	112	0	131	0
eMedia (Overdrive Advantage)	467	0		467	18	0	18	
<b>TEEN TOTALS</b>	3,156	22		3,178	137	0	159	0
<b>BOOK TOTALS</b>	251,535	1,767		253,302	3094	0	4,874	357

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	0		43,952				
Music	281,004		0	281,004				
Movies/TV Episodes	31,741	0		31,741				
eRead Illinois Audio Books	8,703	337	0	9,040	2147	0	2484	0
<b>Yearly Total for All Ages</b>	<b>365,400</b>	<b>337</b>	<b>0</b>	<b>365,737</b>	<b>2147</b>	<b>0</b>	<b>2484</b>	<b>0</b>
<b>ADULT</b>								
Audio Books								
eMedia (Overdrive Consortium)	3,930	20		3,950	163		183	0
eMedia Advantage (Overdrive)	635	15		650	96		111	0
Movies								
Preloaded Roku Titles	902	18		920	145		163	
<b>ADULT TOTALS</b>	<b>5,467</b>	<b>53</b>		<b>5,520</b>	<b>404</b>	<b>0</b>	<b>457</b>	<b>0</b>
<b>KIDS</b>								
Audio Books								
eMedia Library (Overdrive)	273	4		277	17		21	
eMedia Advantage (Overdrive)	20	0		20	9		9	
Movies								
Preloaded Roku Titles	131	2		133	12		14	
<b>KIDS TOTALS</b>	<b>424</b>	<b>6</b>		<b>430</b>	<b>38</b>	<b>0</b>	<b>44</b>	<b>0</b>
<b>TEEN</b>								
Audio Books								
eMedia Library (Overdrive)	224	0		224	14		14	0
eMedia Advantage (Overdrive)	37	0		37	5		5	0
<b>TEEN TOTALS</b>	<b>261</b>	<b>0</b>		<b>261</b>	<b>19</b>	<b>0</b>	<b>19</b>	<b>0</b>
<b>AUDIOVISUAL TOTAL</b>	<b>371,552</b>	<b>396</b>		<b>371,948</b>	<b>2608</b>	<b>0</b>	<b>3004</b>	<b>0</b>
<b>COLLECTION TOTALS</b>	<b>623,087</b>	<b>2,163</b>		<b>625,250</b>	<b>5702</b>	<b>0</b>	<b>7,878</b>	<b>357</b>

Staff Report (I)  
distributed @ mtg.



## What is CREW?

CREW stands for Continuous Revision, Evaluation, and Weeding. It was developed at the Texas State Library and Archives Commission.

## Elements of CREW

- CREW serves us in evaluating collections. It is not meant to be a hard and fast system and it leaves it up to the librarian's professional judgement based on knowledge of their community and library as to collection development using CREW.
- Overall, CREW follows a 5/3/MUSTIE system.
  - The first number is in relation to the number of years since an item was published. Any item that exceeds this number, for example, in 2018 that would be an item published in 2013 or before, could be considered for withdrawal.
  - The second number is in relation to the amount of time, in years, since an item has circulated. In this case, anything that hasn't circulated in the past three years could be considered for withdrawal.
  - Finally, MUSTIE is an acronym that covers items that may be any of the following: misleading (and/or factually inaccurate); ugly; superseded; trivial; irrelevant; and/or elsewhere available.
- CREW details specific areas of the collection and outlines different X/X/MUSTIE standards for those areas.
  - For example, computer books have a 3/X/MUSTIE standard and history books have a 10/3/MUSTIE standard.
- CREW guidelines cover all physical formats the library offers as well as e-materials.
- CREW encourages updating titles if circulation numbers warrant or if new editions are available.

Chamber Report  
May 2018

Darien:

I attended a board meeting at City Hall on April 12. Among the many topics at this meeting: we listened to presentations by a group that wants to do fundraising and provide entertainment at Darien Fest as well as by the company seeking a contract for entertainment services at the fest. I have begun learning the ins and outs of putting on an event of this magnitude. We also had "homework" -- reviewing and providing feedback on the board's new financial report format.

At the Coffee Connection on April 24 at First American Bank, eight of us in attendance promoted our businesses/organizations, got an update on chamber news and heard a short presentation on identify theft by Carole Kempf of Identity Shield.

The Women in Business group met on April 27 with planning for the May Fashion Show fundraiser as the main topic. We also discussed fall events such as a new Women's Expo and the annual Dancing with the Chamber Stars.

Willowbrook/Burr Ridge:

I attended my first WBBR Women in Business group meeting on April 10 at the Chamber office. This group focuses on networking and social opportunities more than fundraising. I suggested a chamber networking breakfast at the library and began working with Cheryl Collins and Denise Marchetti on scheduling. Early September looks like a good option, before the upcoming parking lot resurfacing becomes a factor. They also agreed about inviting the Darien Chamber to this.

I assisted Kyle Wetzel on booking our meeting room for a May 17 Chamber program. He has set up a Tony Robbins speaker.

At the luncheon meeting on May 2 at Chuck's Southern Comforts I promoted our two remaining spring business programs and introduced myself to the new businesses with display tables there. I also chatted with Barbara J. Vondra and JoAnne Ragona. They represented the Rotary Club at this meeting but also are members of the *Darien* Women in Business group.

Shirley Pride Jensen  
Assistant Head of Adult Services  
Business Liaison

E-News May 9, 2018

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

**In this Issue:**

[Current RAILS News](#) | [Continuing Education \(CE\)](#) | [Networking Opportunities](#)

| [E-Resources](#) | [Deals, Discounts, Grants](#) | [Other Library-Related News](#) | [Member News](#) |

[More Links](#)

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## Current RAILS News

### **ALL RAILS Libraries Urged to Vote in Board Election**

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Each RAILS library agency (school district office, main public library building, etc.) may cast one ballot. (Often the library director or a board member casts the ballot.) The voting process is quick and easy. Because the RAILS Board helps shape the future of the system, your vote is very important! The election closes on Friday, May 18, at 5 p.m. Please vote today!

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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 14 and Friday, May 18. 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.

form, and place it on top of the items in each container. Please use this same procedure through Friday, May 14. See [more information](#).

### **Visit RAILS at Reaching Forward South**

Swing by the RAILS table at Reaching Forward South (RFS) this Friday, May 11. Brian Smith will be there to talk with you about how we can help your library. RFS is held at Southern Illinois University in Edwardsville. See [more information/register](#).

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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.

### **Search Five Catalogs with Find More Illinois**

Find More Illinois went live on April 16, when pilot participants began placing staff-mediated interlibrary loan requests. Searching across multiple library catalogs is now available to anyone. Go to the [Find More Illinois website](#) to try it.

Right now, Find More Illinois lets you search five catalogs with a single search: PrairieCat, Rock River Library Consortium, and three I-Share libraries—Joliet Junior College, Morton College, and the Richard J. Daley Library University of Illinois at Chicago. Staff and patrons of libraries in the pilot program can also log in to place interlibrary loan requests.

Full participation will be opened to more libraries in late 2018. Questions and feedback on Find More Illinois can be sent to [info@findmoreillinois.org](mailto:info@findmoreillinois.org) or [Jane Plass](#).

### **RAILS Closed for Memorial Day**

RAILS will be closed on Monday, May 28, 2017 (Memorial Day - Observed). Delivery Services will not be provided. A [list of RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

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**Addressing Sexual Harassment Program Recording Available**

If you missed the recent program "It's Not 'Just Part of the Job:' Strategies to Recognize and Address Sexual Harassment in the Library" with Waukegan Public Library staff members, Amanda Civitello and Katie McLain, the recording is available for viewing on the RAILS CE Archives page. [View recording](#). Login not required.

**Workshop on Running Successful Board Meetings May 19**

There is still plenty of room in this great trustee workshop with Nancy Sylvester, author and professional parliamentarian, on Saturday, May 19, 9:30 a.m.–12:30 p.m., at Freeport Public Library. She will cover what you need to know about parliamentary procedure, including board basics, board governing documents, fiduciary duty, and much more. Log into L2 for [information/registration](#).

**Librarian's Guide to Homelessness, Date Added**

In this program, Joe Dutra, Heartland Alliance, will help participants gain a better understanding of patrons experiencing homelessness. Learn practical tools you can use every day to resolve problems and prevent conflict. Two identical workshops will be held. Log into L2 to register to attend at one of the following locations:

- [Wednesday, May 23, 1:00–4:30 p.m., at Fremont Public Library](#)
- [Thursday, June 14, 1:00–4:30 p.m., at Orland Park Public Library](#)

**Other RAILS CE Opportunities**

[Customer Service Workshops May 11, Palatine Public Library](#)

[Workshop on Developing Metadata for the Digital Public Library of America \(DPLA\) May 22](#)

**ADDITIONAL CE...**

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

- [Small Library Education Development Day May 17](#)
- [The Summer Getaway 2018: Professional Development for School Librarians July 12-14](#)
- [OER: From Vision to Action August 1-2](#)

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

## Networking Opportunities

### **RAILS Member Meetup in Quincy**

Please join us for a RAILS Member Meetup on Thursday, May 31, 10:00-11:30 a.m., at Brenner Library at Quincy University in Quincy, Illinois.

RAILS Member Meetups are in-person, multitype library events for members to connect on issues related to the profession. RAILS will be offering a series of these events in the upcoming months to let members know the latest RAILS news and how it relates to their work.

In addition to connecting with other librarians from across the area, there also will be a presentation on RAILS resources including e-books, continuing education, and grant opportunities. The staff of Brenner Library will also offer a tour of the library.

All library staff from any type of library are invited. Coffee and refreshments will be served. [Register](#) on L2.

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## E-Resources

### **BiblioBoard: Soon to Be Famous and Other Indie Authors**

The Soon to Be Famous Illinois Author Project just announced its 2018 winner and BiblioBoard has the winning title, [The Sweetest Heartbreak](#), by Heather Bentley. Bentley's work is included in the [Indie Rockstars](#) collection which boasts award-winning authors of indie and self-published works.

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

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## Deals, Discounts, Grants

### **Chicago Children's Museum's Built to Play! Exhibits Discount for RAILS Libraries**

[Chicago Children's Museum](#) is offering a special discount to RAILS member

To take advantage of the discount and for more information, log into the [RAILS website](#), visit the [Deals and Discounts](#) section, then click on Vendor Discounts at the bottom of the page. Questions? Contact [Amanda Musacchio](#).

### **RAILS Discount for Management Association Membership**

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

Membership runs through June 30, 2019. Join or renew now to receive a full year of benefits. See [additional information](#) or contact [Joe Filapek](#), RAILS Director of Consulting and Continuing Education.

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## Other Library-Related News

### **ACTION: Internet Red Alert in Support of Net Neutrality**

Senate Democrats will take the first legislative action on May 9, in support of [net neutrality](#), officially filing the petition to force a vote on the Senate floor to attempt to preserve strong net neutrality protections passed in 2015. Modern libraries rely on the internet to collect, create, and disseminate essential online information and services to the public.

On and after May 9, you can join supporters of net neutrality on the internet for a coordinated "[Red Alert](#)" day of action. Use [the Red Alert tool](#) to email your members of Congress and ask them to—or thank them for—supporting a Joint Resolution of Disapproval under the Congressional Review Act (CRA) to repeal the December 2017 Federal Communications Commission (FCC) action and restore the 2015 Open Internet Order protections.

### **Call for Proposals for the 2018 Library Marketing and Communications Conference Is Now Open!**

The [2018 Library Marketing and Communications Conference](#) (LMCC) Planning Committee invites you to submit presentation proposals for consideration to the 4th Annual LMCC Conference in St. Louis, Missouri. The conference will be held November 14-15, at the Hyatt Regency St. Louis at the Arch.

The deadline is May 25. For more information on submitting your

### **United for Libraries Conducting Survey on Identifying Barriers to Library Board Service**

United for Libraries is working with the American Library Association (ALA) Emerging Leaders program to identify possible barriers to service on library boards. They are seeking feedback from current and past trustees, Friends, foundation staff/board, and others to help recognize common issues that current and past board members encounter, and brainstorming on how to alleviate any issues.

Please fill out the survey. Any information collected will be made anonymous with all identifying information removed.

### **Free Tickets Still Available to Libraries for Brookfield Zoo's Amazing Arachnids**

Promote your summer reading programs with help from the Brookfield Zoo's upcoming temporary exhibit Amazing Arachnids. The first 100 libraries to participate will be provided with 20 Amazing Arachnids passes, which will offer free admission to the exhibit, 20 temporary tattoos, and PDF versions of a poster and flyer to help them develop a fun and engaging theme for their 2018 summer reading program. Participation is easy, just fill out this short questionnaire and a member of the zoo's team will get back to you.

If you have any additional questions, please feel free to reach out to Maddie Schmaedeke or call 312.573.5510.

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## Member News

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

### **RAILS Library Director News**

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

Kathy Parker is the Interim Director at Flossmoor Public Library.

### **Library News**

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- Summer Concert Series at Waukegan Public Library

E-News May 2, 2018

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

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Beginning on Friday, May 11, after your delivery items have been picked up for that day, please count all items in each delivery container, complete [this form](#), and place it on top of the items in each container. Please use this same procedure through Friday, May 14. See [more information](#).

### **Stop by the RAILS Table at Reaching Forward**

Reaching Forward will be held on Friday, May 4, at the Donald E. Stephens Convention Center, in Rosemont. Make sure to stop by the RAILS table in the exhibit area to ask questions and let us know how we can help you and your library.

See full [program schedule](#). See [more information/register](#). Email [Tina Koleva](#) with questions.

### **Visit RAILS at Reaching Forward South**

Reaching Forward South (RFS) will be held on Friday, May 11, at Southern Illinois University in Edwardsville. Registration is \$90. See [more information/register](#).

RAILS will have a table at RFS and we are looking forward to talking with you about how we can help your library.

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

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## Continuing Education (CE)

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- Saturday, May 5, 9:30 a.m.–12:30 p.m., Princeton Public Library
- Saturday, May 19, 9:30 a.m.–12:30 p.m., Freeport Public Library

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### **Other RAILS CE Opportunities**

#### Customer Service Workshops in May

- Tuesday, May 8, 9:30 a.m.–4:30 p.m., Peoria Public Library (North Branch)
- Wednesday, May 9, 9:30 a.m.–4:30 p.m., Moline Public Library
- Friday, May 11, 9:30 a.m.–4:30 p.m., Palatine Public Library

Workshop on Developing Metadata for the Digital Public Library of America (DPLA) May 22

### **ADDITIONAL CE...**

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- Institutional Politics: Be more influential in terms of your career, your library, and the organization your library serves May 7
- OER: From Vision to Action August 1-2

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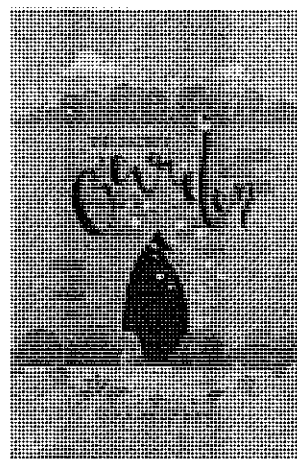
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## E-Resources

### **BiblioBoard: It's Spring! Time for Gardening!**

BiblioBoard is blooming with a variety of colorful tomes on gardening, flowers, and horticulture. If your patrons need inspiration for their spring projects, you can direct them to BiblioBoard's search feature, or to the [Gardening Anthology](#) with collections on [vegetable gardening](#), [flower gardening](#), and more.

The multiple volumes of [The Illustrated Dictionary of Gardening](#) from 1887 provide detailed definitions of garden terms from A to Z. If your readers are younger, try [Kids' Container Gardening](#), or the classic novel [The Secret Garden](#) in the [Recovering the Classics](#) collection. Over 100 [Recovering the Classics'](#) [cover designs](#) are available free of charge through RAILS. Libraries may use the covers on marketing materials and promotional items that will be given away free of charge.





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thousands of e-resources free of charge and without needing a login or library card. Items on the [BiblioBoard](#) platform have no holds or waiting for titles and can be read by multiple users at the same time. [See more information](#) on all our BiblioBoard offerings.

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Membership runs through June 30, 2019. Join or renew now to receive a full year of benefits. See [additional information](#) or contact [Joe Filapek](#), RAILS Director of Consulting and Continuing Education.

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## Other Library-Related News

### **ARSL Wait List**

The Association for Rural & Small Libraries (ARSL) Conference, scheduled for September 12-15 at the Bank of Springfield Convention Center, is filled. ARSL is working to add another 100 registrations. However, to qualify for one of these extra spots, you must be registered on the [wait list](#) at the ARSL site. Please visit [ARSL's website](#) right away to register for the wait list. It is filling up fast!

### **Baseball Library Appreciation Nights**

It looks like spring has finally arrived in Illinois, which means it's time for baseball! The Chicago White Sox and Chicago Dogs will be offering special discounts for library staff, trustees, and their families and friends.

The 14th Annual White Sox Library Appreciation Night will be held Friday, July 27. The White Sox take on the Toronto Blue Jays at 7:10 p.m. at Guaranteed Rate Field. Tickets are available at [whitesox.com](#).

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Rosemont, is offering a special discount code, LIB, for Friday, June 1. Tickets are available at [thechicagodogs.com](http://thechicagodogs.com).

### **Library OnConference: Power of Branding May 10**

The fifth and final Library OnConference will be held on May 10. At noon, keynote speaker Amber Lilyestrom will go LIVE on Google Hangouts/Google Hangouts On Air. At 1 p.m., join a Q&A with Amber on YouTube Live on the power of branding. Visit [liboncon.com](http://liboncon.com) for more information. Conference organizers can be reached at [liboncon@gmail.com](mailto:liboncon@gmail.com). Sponsored by a RAILS CE event grant.

### **Intellectual Freedom Award Nominations Due May 15**

Nominations are open for the Illinois Library Association (ILA)'s Intellectual Freedom Award. Any individual or group can be recognized for outstanding contributions in defending intellectual freedom or the advancement of these principles. Eligible nominees do not necessarily need to be a librarian or a library. Nominations are due by May 15. [More information.](#)

### **Small Library Education Development Day (SLEDD) May 17**

[West of 47 networking group](#) will offer their annual Small Library Education Development Day (SLEDD) on Thursday, May 17, at the Mendota Civic Center. The day of guest speakers and a round table discussion will focus on important issues for small libraries, with small staffs, and small budgets. RAILS provided funding for this event through a [Continuing Education Grant](#).

### **Professional Development for School Librarians**

The Summer Getaway 2018 (SG18) will be hosted by the University of Illinois' School of Information Science from July 12-14. In-depth sessions are led by school library professionals, and conference attendees will receive six professional development hours (PDH) hours for each full day of attendance. Attendees can customize the conference experience, electing to attend for one, two, or three full days of engaged learning. School library professionals are encouraged, though not required, to invite a potential community partner/educator to attend.

Please visit the [#SG18 conference website](#), to view this year's sessions and to complete the registration process. Register by June 1 to receive the early bird rate of just \$50/day! Registration on or after June 2 will be \$75/day. Breakfast and lunch are included in the cost of registration. Contact [Ann Ohms](#) with questions.

# Seating Study (L1)

distributed @ mtg.

## Seating Study

The staff tracked where patrons were sitting for two weeks in April.

This study shows that large tables are a waste of space as one or two people will sit there. People who don't know each other don't share a table. We have seven large tables on the first floor and two on the second floor.

The majority of seating configurations is one person. The next is two people.

There are six lounge chairs in the central area - two in the center and four behind the magazine shelves, four lounge chairs in the south area, and four lounge chairs near the computers. Rarely are chairs in a grouping used at the same time. The chairs in the central area are used the most with the four chairs behind the magazines having the highest usage. This may be because these four chairs are not in a traffic area. However, the chairs in the south area are also not in a traffic area and are used much less. The four lounge chairs next to the computers have low usage.

- central area lounge chairs – 273 uses
- south area lounge chairs – 102 uses
- lounge chairs by computers – 25 uses

The study seating in Adult Services along the east wall and in the southeast area are used consistently throughout the day.

The café is used consistently throughout the day. Both the counter and the tables are used. There are four chairs at the counter and never more than three people there.

- Seats at tables – 110 uses
- Seats at the counter – 108 uses
- Lounge chairs – 31 uses

Use of seating in Kids & Teens goes way down after 6:30 at night.

Use of seating in Adult Services is low on Friday night.

The study does not, at this time, indicate that we need more chairs in either department.

Use of the conference rooms ranged from one person to seven people with the majority of usage being by one person or two people. Tony did a study of conference room usage for three of our conference rooms (the two on the first floor and the room next to Admin) for the months of July 2017 to February 2018. His study focused on the use between 2:30 and 6:30 Monday through Friday. His study shows:

- 80.51% of the time a room is used by 1 – 2 people
- 12.73% of the time a room is used by 3 – 4 people
- 4.32% of the time a room is used by 5 – 6 people
- 2.45% of the time a room is used by 7+ people

Department HEAD Discussion Re:  
Use of building (L2)

distributed @ mtg.

Thoughts from the department heads regarding the building

One problem is having enough meeting and programming space for the library and for the community. Creating additional spaces (not necessarily rooms) within the building that could be used in a variety of ways plus incorporating mobile and flexible furniture would provide more opportunities for programming.

Feedback from patrons says they're interested in private spaces and in quiet spaces.

Some furniture needs to be updated. Large tables are a waste of space.

Technology Services is hidden. This was fine when they just managed the public computers but now they are checking out all types of technology and equipment.

We also don't have a good way to showcase the technology and equipment we have available. This includes "maker" equipment. Libraries are putting this equipment out for the public to use and find the visibility and constant availability invites use by patrons.

Besides checking out technology and equipment, the library could also provide other types of items for checkout. This is being done by other libraries. Examples are items to use for baking, such as specialty baking pans, and unusual tools. The types of items people may not want to buy for occasional use but would appreciate being able to check an item out. The challenge comes in how to display/promote these items and where to store them.

We're questioning if it makes sense to have three desks on the first floor. Could two desks be combined to provide an array of services?

There is limited space to "merchandise" materials. For example, it would be nice to expand the new book collection, make it larger and have more room for face-out display. This would generate more checkouts.

**Parking Lot Background**

When we did the re-seal and striping in 2016, the parking lot company owner told me that parts of the lot was starting to fail and that he recommended grinding down the asphalt and replacing it with 3 inches of compacted asphalt. He also said that it looked like there was only 2 inches or less of asphalt on the current lot and it should have had 3 inches when the lot was originally built.

I asked him to give me a price on the grind down. The price came to over \$100,000 so I knew it would have to be a bid process to get the work done.

I called Dan Gombac at the City of Darien to ask him if the city was going out to bid for any asphalt project and I told Dan the library lot needed a grind down. He came over and looked at our lot and told me that we needed to hire a civil engineer for the project because of the storm drains.

With that information, I started to investigate civil engineers. I got names of companies from Dan Gombac and other libraries.

When receiving information from other libraries who had done parking lot work, Dan Eallonardo of Independent Construction Services came up quite a bit. Several libraries recommended him, so I gave him a call. Dan explained the entire process to me and how the fees for civil engineers worked. He answered a lot of questions and from that phone call, I realized I was over my head with this project. Dan sent me a proposal for his services and then Jamie and I met with him in person to review the scope of the project and all moving pieces.

I spent quite a bit of time trying to find other consultants who could help with a parking lot engineering project. I contacted Justin Pathmann (who worked with us on our chiller replacement project) but he does not work with parking lots. I also contacted Dan Ruzman, the project manager for our masonry project, but he did not specialize in parking lot work either. I once again reached out to my library and facility contacts and was unable to find anyone who specialized in parking lot work other than Dan Eallonardo.

- Laura Birmingham

### Parking Lot Rehabilitation

This project is a construction project. It will be more extensive than grinding down a few layers and adding asphalt. Some areas, if not most, require significant work because the cracks are so deep. This involves removing asphalt down to the stone and checking the area to make sure there is nothing there causing the problem. Drain structures have to be examined and curbs need to be examined for replacement.

Given the complexity of the project and my lack of experience in this area, I am requesting the library hire Independent Construction Services to oversee the project. Their proposal is attached.

In addition, a civil engineer is required to inspect the parking lot and develop the construction drawings as well assist in the bid process and assist during the construction phase. This information is part of agenda item M4.



May 11, 2018

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

Dear Ms. Bukovac

As requested ICS is pleased to submit herein our proposal for services related to the Parking Lot Rehabilitation at the existing Library.

This proposal is organized on a "Phase" basis and includes activities in conjunction with those described in the accompanying Architect and Engineer's proposals. A budget for our services required on each phases is included herein.

**Indian Prairie Public Library  
Parking Lot Rehabilitation**

**Phase 1. Selection of Design Team**

- Solicit Civil Engineer's Services
- Negotiate scope of Services with Prospective Designers
- Present the findings and recommendations of the engineer to the Owner

**Phase 2. Preconstruction and Planning**

- Manage Services of Engineer
- Assist in Regulatory Review
- Develop bid strategy
- Participate in planning for minimizing negative impact on Library's operation
- Develop "Game Plan" for the project
- Review Bid Documents

**Phase 3. Bidding**

- Manage bid process
- Attend Pre-bid Conference
- Evaluate bids
- Conduct Scope Review Meeting with Low Bidder
- Prepare Construction Budget including contingency
- Present Bid Recommendation to Owner

**Phase 4. Construction**

- Execute the "Game Plan" for the project
- Procure local Building permit
- Establish program for Library closing/restricted access
- Develop project schedule
- Mange contractor
- Review payments to contractor
- Report to Library Director and Trustees

ICS estimate for services is as follows:

Phase 1	\$1120	8 Hours
Phase 2	\$1680	12Hours
Phase 3	\$2240	16 Hours
Phase 4	\$6720	48 Hours

Our services will be invoiced at the rate of \$140 per hour and we agree not to exceed the amount shown above for performance of the described services.

Please advise if you have any questions about this proposal, we are very interested in helping the Library improve their facility to better serve the public.

Respectfully yours,

Daniel Eallonardo  
Independent Construction Services, Inc.



Independent Construction Services

Projects/Clients

Mar-18

NAME	ADDRESS	YEAR	COST	TYPE	CLIENT CONTACT	TEL	ARCHITECT
Brookfield Public Library	3609 Grand Blvd., Brookfield, IL. 60513	2018	TBD	Expansion and Renovation	Ms. Kim Coughran, Director	708- 485- 6917	Product Architecture & Design
Geneva Public Library District	127 James Street Geneva IL 60134	Current	\$22.1M	New 57,000 Sq. Ft 3 Level Library	Ms. Christine Lazaris	630- 232- 0780	Studio GC Architecture
Glenwood Lynwood Public Library	320 Glenwood- Lansing Road Glenwood IL 60452	Current	TBD	Investigate and Resolve Storefront Window Infiltration	Ms. Kathy Parker, Director	708- 758- 0090	Building Technology Consultants, Inc.
Lake Villa District Library	1001 E. Grand Avenue Lake Villa IL 60046	Current	\$25.8M	New 65,000 Sq. Ft 3 Level Library	Ms. Andrea Lentine Library Director	847- 245- 5100	Studio GC Architecture
Lansing Public Library	2750 Indiana Ave. Lansing, IL 60438	Current	TBD	Design and Construction of Site Entry Plaza	Ms. Debbie Albrecht, Director	708- 474- 2447	Manhard Consulting LTD.
Fox Lake District Library	255 E. Grand Ave., Fox Lake, IL. 60020	Current	TBD	Investigate and Resolve Exterior Moisture Infiltration	Ms. Melissa Villarreal, Director	847- 587- 0198	TBD
North Riverside Public Library District	2400 DesPlaines Avenue North Riverside, IL 60546	2017	Varies	Coordinate Evaluation and Correction of HVAC Issues	Ms. Lorene Kennard, Director	708- 447- 0869	TBD
Wood Dale Public Library District	520 N Wood Dale Road Wood Dale IL 60191	Current	\$4.3M	Renovation	Ms. Yvonne Bergendorf	630- 766- 6762	Studio GC Architecture

Grande Prairie Public Library District	3479 W. 183rd Street, Hazel Crest, IL 60429	2017	\$93,000	Parking Lot Rehabilitation	Ms. Tracy Ducksworth, Library Director	708-798-5563	Manhard Consulting, Ltd.
University Park Public Library District	1100 Blackhawk Drive University Park, IL 60484	2017	\$102,000	Roof Replacement	Ms. Tracy Ducksworth, Library Director	708-534-2580	Structural Technologies Inc.
La Grange Park Public Library District	555 North La Grange Road, La Grange Park, IL 60526	Current	TBD	Master Planning	Ms. Kate Buckson, Director	708-352-0100	Studio GC Architecture
La Grange Public Library District	10 West Cossitt Avenue, La Grange, IL 60525	Current	TBD	Lobby Renovation	Ms. Jeannie Dilger, Library Director	708-215-3273	Studio GC Architecture
Homer Township Public Library District	14320 W. 151st Street, Homer Glen IL 60491	Current	Varies	Manage Facility Maintenance	Ms. Sheree Kozel-La Ha, Executive Director	708-301-1078	None
Brookfield Public Library	3609 Grand Blvd., Brookfield, IL. 60513	Current	TBD	New 35,000 Sq. Ft 3 level Library	Ms. Kim Litland, Director	708-485-6917	Studio GC Architecture
Grande Prairie Public Library District	3479 W. 183rd Street, Hazel Crest, IL 60429	2016	\$1.4M	Exterior Envelope Reconstruction	Ms. Tracy Ducksworth, Library Director	708-798-5563	Studio GC Architecture
Lansing Public Library	2750 Indiana Ave. Lansing, IL 60438	2016	\$1.5M	Interior Renovation	Ms. Debbie Albrecht, Director	708-474-2447	Studio GC Architecture
La Grange Public Library District	10 West Cossitt Avenue, La Grange, IL 60525	2015	100,000	Design and Construction of Media Room	Ms. Jeannie Dilger, Library Director	708-215-3273	Studio GC Architecture

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La Grange Public Library District	10 West Cossitt Avenue, La Grange, IL 60525	2014	Various	Investigate and Analysis of Water Incursion	Ms. Jeannie Dilger, Library Director	708-215-3273	None
Lansing Public Library	2750 Indiana Avenue, Lansing, IL, 60438	2013	175,000	Construct New Parking and Drive Up Facility	Ms. Debbie Albrecht, Director	708-474-2447	Manhard Consulting Ltd.
Glenwood Lynwood Public Library	320 Glenwood - Lansing Road Glenwood IL 60452	2013	120,000	Design and Construction of Media Room	Ms. Kathy Parker, Director	708-758-0090	Dewberry
Glenwood Lynwood Public Library	320 Glenwood - Lansing Road Glenwood IL 60452	2013	105,000	Construct New Expanded Parking Facility	Ms. Kathy Parker, Director	708-758-0090	Vantage Point Engineering
Wood Dale Public Library District	520 North Wood Dale Road Wood Dale IL	2013	Varies	Reconfigure Book Stacks	Ms. Yvonne Bergendorf, Director	630-766-6762	In House
Brookfield Public Library	3609 Grand Blvd., Brookfield, IL.	2013	\$175,000	Manage Environmental Sensitive Material Removal and Demolition of Adjacent Church	Ms. Kim Litland, Director	708-485-6917	Manhard Consulting Ltd
Grande Prairie Public Library District	3479 W. 183 <sup>rd</sup> Street, Hazel Crest, IL 60429	2014	Undetermined	Investigation and Analysis of Major Water Incursions	Ms. Tracy Ducksworth, Library Director	708-798-5563	Studio GC Architecture
Homer Township Public Library District	14320 W. 151 <sup>st</sup> Street, Homer Glen IL 60491	2014	\$3.9M	Owners Rep for Renovation of Existing Library and Construction of Major Addition	Ms. Sheree Kozel-La Ha, Executive Director	708-301-1078	Engberg Anderson
La Grange Park Public Library District	555 North La Grange Road, La Grange Park, IL 60526	2012	Varies	Site Accessibility improvements	Ms. Dixie Conkis, Director	708-352-0100	PSA/Dewberry/BCA

Wood Dale Public Library District	520 North Wood Dale Road, Wood Dale, IL 60191	2011	Varies	Parking Lot Rehabilitation, New walks with snow melt system	Ms. Yvonne Bergendorf, Director	630-766-6762	Amsco Engineers
Aurora Public Library	1 East Benton Street, Aurora, IL. 60505	2010	Varies	Owners Rep for Site Preparations	Ms. Eva Luckinbill, Library Director	630-264-4106	Engineering Enterprise, Inc.
Lansing Public Library	2750 Indiana Avenue, Lansing, IL. 60438	2011	\$1.75M	Construction Manager for Architectural Rehabilitation.	Ms. Debbie Albrecht, Director	708-474-2447	PSA/Dewberry/BCA
Wood Dale Public Library District	520 North Wood Dale Road, Wood Dale, IL 60191	2010	Varies	New Boiler, Architectural Evaluations	Ms. Yvonne Bergendorf, Director	630-766-6762	Amsco Engineers
Fox Lake Public Library District	255 E. Grand Ave., Fox Lake, IL. 60020	2010	\$15.6M	New 42,000 Sq. Ft 3 level Library	Mr. Harry Bork, Head Librarian	847-587-0198	PSA/Dewberry/BCA
Wood Dale Public Library District	520 North Wood Dale Road, Wood Dale, IL 60191	2009	\$200,000	Architectural Renovations/ADA grant	Ms. Yvonne Bergendorf, Director	630-766-6762	Ken Kogut Associates
La Grange Park Public Library District	555 North La Grange Road, La Grange Park, IL 60526	2009	\$400,000	New HVAC system	Ms. Dixie Conkis, Director	708-352-0100	Amsco Engineers
Brookfield Public Library	3609 Grand Blvd., Brookfield, IL.	2009	\$300,000	Architectural refurbishment	Ms. Kim Litland, Director	708-485-6917	PSA/Dewberry/BCA
Glenwood Lynwood Public Library	320 Glenwood - Lansing Road Glenwood IL 60452	2008	\$6M	New 19,000 Sq. Ft New Library	Ms. Kathy Parker, Director	708-758-0090	Burnidge Cassell

## Parking Lot Rehabilitation

### Civil Engineering Responsibilities

Just like selecting an architectural firm for the renovation, the library is not to select a company for the civil engineering responsibilities based on cost.

We received four proposals to manage the civil engineering responsibilities of the project. I decided to not include one company, Product Architecture and Design, because the architectural firm would outsource the job to a civil engineer which would give the library no control over who was selected.

The remaining firms are Studio CG Architecture and Interiors, Larson Engineering, Inc., and Manhard Consulting. Each provided a proposal and a list of relative projects.

Studio GC's list of projects do not reflect any projects similar in scope to our project. Larson Engineering and Manhard Consulting have completed numerous projects similar to the library's project.

I recommend hiring Manhard because they came out to look at the parking lot before presenting their proposal, which Larson did not.

The bid document is made up of two parts – the drawings, specifications and constructions details prepared by the civil engineer and the “front end” of the bid package which includes all the work rules such as prevailing wage and other rules required by the state, work conditions, phasing and timetable, etc. Most engineering firms do not develop the “front end” of the bid package and ICS develops it.

Another reason I'm recommending Manhard is because the company recently prepared a “front end” for a project similar to the library's. ICS is familiar with their document and thus it would not require as much of their time to put the bid package together. The library's attorney is also familiar with the material put together by Manhard and this would hopefully save some of his time.



- Civil Engineering
- Surveying
- Water Resources Management
- Construction Management
- Landscape Architecture
- Land Planning

May 2, 2018

Ms. Jamie Bukovac  
 Indian Prairie Library  
 401 Plainfield Road  
 Darien, IL 60561

**RE: PROPOSAL FOR CIVIL ENGINEERING AND CONSTRUCTION MANAGEMENT SERVICES  
 PROPOSED PARKING LOT IMPROVEMENTS FOR INDIAN PRAIRIE LIBRARY  
 401 PLAINFIELD ROAD  
 DARIEN, ILLINOIS 60561**

Dear Ms. Bukovac:

We appreciate the opportunity to submit a proposal to provide civil engineering and construction management services to Indian Prairie Library (Client), Owner of the subject property. Services are in connection with the re-development plan for the Indian Prairie Library parking lot at the above referenced address in Darien, Illinois. Manhard Consulting, Ltd. (Manhard) offers to provide the following services for fees as detailed below:

	<u>LUMP SUM</u> <u>FEE</u>
<b>I. <u>INVESTIGATIVE ENGINEERING/CONCEPTUAL PHASE</u></b>	<b>\$2,500.00</b>
This phase would include:	
A. Perform a site visit to evaluate site conditions.	
B. Coordinate and attend meeting with the City of Darien staff.	
C. Prepare recommendation for clients review of options on project scope of work to move forward with.	
D. Prepare Preliminary Engineers Opinion of Probable Cost	
<b>II. <u>ON-SITE FINAL ENGINEERING PHASE</u></b>	<b>\$7,500.00</b>
This phase would be completed after client approves of the construction scope of work and would include the following activities:	
A. Prepare CAD generated civil engineering drawings and specifications for on-site improvements as detailed below:	
1. Title Sheet	
2. Paving Plans	



**LUMP SUM  
FEE**

3. Construction Details and Specifications

- B. Assist in obtaining plan approval from the City of Darien for improvements outlined above if required.
- C. Prepare an updated Engineer's Opinion of Probable Cost
- D. Attend up to two (2) design team meetings during the Construction Document Phase.

This phase does not include fees for the preparation of a SWPPP for the project per Part IV of the General NPDES Permit No. ILR10 because the project will not include more than 1-acre of land disturbance.

**III. BID PHASE**

\$3,500.00

- A. Prepare Project Manual for bidding purposes.
- B. Assist client in preparing bid packages.
- C. Attend Pre-Bid Meeting.
- D. Prepare Addendum if required.
- E. Answer RFI's from bidders if required.

**IV. CONSTRUCTION ADMINISTRATION PHASE**

**TIME AND  
MATERIAL**  
\$3,000.00  
(SUGGESTED  
BUDEGET)

- A. Attend Pre-Construction Meeting
- B. Visit site two times during construction
- C. Prepare Final Punchlist
- D. Assist Owner by reviewing contractor pay applications and change order requests.
- E. Attendance at Client meetings, governmental staff meetings or public hearings, including exhibits.

**V. REIMBURSABLES**

Time and  
Material Basis

Reimbursable expenses shall mean one hundred eighteen percent (118%) of all costs incurred by Manhard relative to the Project, including without limitation all outside consultants' fees, reproduction costs, messenger or special mail service,



**LUMP SUM**  
**FEE**

mileage, and other Project-related expenses.

This proposal is limited to those services specifically listed herein. These fees assume that the survey would not be completed during extreme weather conditions or after a significant snow event.

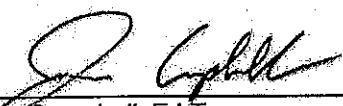
We have included "Exhibit A", which details services not included in the scope of this Proposal. If you would like to add any of the listed additional services, please notify us and we will revise this Proposal accordingly.


The terms of the attached "General Terms & Conditions" dated January 1, 2015, which Client hereby acknowledges receiving, are incorporated and made a part of this Proposal. The lump sum fees for all services to be completed that are not authorized to begin by December 31, 2017 will be increased by 5 percent per annum. If the above is acceptable, please have this Proposal executed. We will begin work as soon as we receive an executed copy of this Proposal. This Proposal will be null and void if not accepted by August 30, 2018.

In addition, we would be pleased to provide a proposal for construction staking of improvements, construction observation and/or administration services, and final engineering design and plans for on-site redevelopment, if requested.

Thank you again for the opportunity to submit this proposal. Should you have any questions, please do not hesitate to contact us.

Yours truly,  
MANHARD CONSULTING, LTD.

  
\_\_\_\_\_  
Jim Campbell, E.I.T.  
Construction Manager

  
\_\_\_\_\_  
Pat Wendricks  
Director of Construction Management

FF/

The undersigned is the (a) \_\_\_\_\_ actual owner of record of the property; (b) \_\_\_\_\_ authorized agent of the owner of the property; (c) \_\_\_\_\_ contract purchaser of the Property; (d) \_\_\_\_\_ general contractor (e) \_\_\_\_\_ uncertain

If (b), (c), (d) or (e) is checked, the property owner's name and address is:

\_\_\_\_\_



ACCEPTED: **Indian Prairie Library**

By: \_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Invoices will be sent to the Client via email. Invoices should be forwarded to:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**GENERAL TERMS AND CONDITIONS**

January 1, 2015

1. **ONE INSTRUMENT/INCONSISTENCIES** – These GENERAL TERMS AND CONDITIONS, and the Manhard PROPOSAL to which these terms are attached (collectively this "Agreement") shall be deemed one instrument. Wherever there is a conflict or inconsistency between the provisions of these GENERAL TERMS AND CONDITIONS, the PROPOSAL, and any plans or specifications, as applicable, the provisions provided for in these GENERAL TERMS AND CONDITIONS shall, in all instances, control and prevail. These GENERAL TERMS AND CONDITIONS shall apply to the work provided in the PROPOSAL to which this is attached or an amendment or modification, including an AGREEMENT FOR ADDITIONAL SERVICES.
2. **ENTIRE AGREEMENT** – These GENERAL TERMS AND CONDITIONS, the PROPOSAL, and any plans or specifications represent the entire Agreement between the Parties and supercedes any and all prior oral or written understandings between the Parties. Changes to these GENERAL TERMS AND CONDITIONS shall only be binding when in writing and agreed to by both parties.
3. **MEDIATION** – All disputes between relating to this Agreement or the Project (as defined in the Proposal) shall first be submitted to mediation with a mediator selected by the Parties. The costs of the mediator shall be split evenly between Client and Manhard. If the Client and Manhard cannot agree on a mediator, then each of Client and Manhard shall nominate a mediator and the two nominated mediators shall select the ultimate mediator. Client and Manhard shall include a similar mediation provision in all of their respective agreements with other parties regarding the Project and will require all such other persons or entities to include a similar mediation provision in all agreements with their respective subcontractors, subconsultants, suppliers and fabricators. Such mediation shall be a condition precedent to a party filing any judicial or other proceeding against the other, except with regard to delinquent fees owed to Manhard.
4. **AUTHORIZATION TO SIGN** – The person signing this Agreement represents and warrants that he/she is signing this Agreement on behalf of the Client and is authorized to enter into this Agreement on the Client's behalf.
5. **BREACH AND COST OF COLLECTION** – In the event Client breaches the terms of this Agreement, Manhard shall be entitled, in addition to the specific remedies provided for in this Agreement, to pursue all remedies available at law or in equity. Client further agrees that Manhard shall be entitled to recover all costs incurred in enforcing any provision of this Agreement, including court costs and reasonable attorney's fees. All payments received from the Client will be credited first to interest, then to the cost of enforcement, and then to the amount due to Manhard.
6. **CHANGES IN REGULATORY ENVIRONMENT** – The services provided by Manhard under this Agreement were determined based upon the applicable municipal, county, state and/or federal regulations, codes, laws and requirements that were in existence on the date of this Agreement. Any material additions, deletions or changes in the regulatory environment, which require an increase in the scope of services to be performed, will be an Additional Service.
7. **CONTROLLING LAW** – This Agreement is to be governed by the laws of the State of Illinois.
8. **CURE PERIOD** – If during the project term, Client observes or becomes aware of any improper service which has been provided by Manhard, Client agrees to immediately notify Manhard of the same, in writing. Manhard shall then have five working days to cure, or begin to cure in a diligent manner, such improper service before Client may exercise its rights under any default and remedy provision provided for in this Agreement, including the right to take corrective action prior to the termination of the cure period. If Client fails to notify Manhard of any defects within thirty (30) working days of learning of the defects, any objections to Manhard's work shall be waived. Manhard will not accept any backcharges unless Client has complied with the foregoing and allowed Manhard the opportunity to cure any problem.
9. **DELAYS** – Client agrees that Manhard shall not be responsible for damages arising directly from any delays for causes beyond Manhard's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes, severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in a timely manner; failure of performance by the Client or the Client's contractors or consultants; or discovery of any hazardous substances or differing site conditions. In addition, if delays resulting from any such causes increase the cost or time required by Manhard to perform its services in an orderly and efficient manner, Manhard shall be entitled to an equitable adjustment in schedule and/or compensation.
10. **ENGINEER'S OPINION OF PROBABLE COST** – Manhard's Opinions of Probable Cost provided for herein, if applicable, are to be made on the basis of Manhard's experience and qualifications and represents Manhard's judgment as an experienced and qualified professional engineer generally familiar with the construction industry. However, because Manhard has no control over the cost of labor, materials, equipment or services furnished by others, the Contractor's methods of determining prices, or competitive bidding or market conditions, Manhard cannot and does not warrant, represent or guarantee that proposals, bids or actual construction cost will not vary from Manhard's Opinions of Probable Cost. If Client wishes greater assurance as to probable construction cost, Client shall employ an independent cost estimator.
11. **INDEMNITY** – To the fullest extent permitted by law, the Client shall waive any right of contribution and shall indemnify and hold harmless Manhard, its agents, employees and consultants from and against all claims, damages, losses and expenses, including but not limited to, attorneys' fees, arising out of or resulting from or in connection with the performance of the work which results from Client's negligence or the negligence of Client's agents. This indemnity shall not require the Client to indemnify Manhard for the negligent acts of Manhard or its agents.  
  
To the fullest extent permitted by law, Manhard shall waive any right of contribution and shall indemnify and hold harmless the Client, its agents, employees and consultants from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from or in connection with the performance of the work which results from Manhard's negligence or the negligence of Manhard's agents. This indemnity shall not require Manhard to indemnify the Client for the negligent acts of the Client or its agents.
12. **MANHARD'S INSURANCE COVERAGE** – Before work is commenced on the site, and throughout the duration of the project, Manhard shall maintain the following insurance coverage so as to indemnify Client from all claims of bodily injury or property damage that may occur from Manhard's negligence:

- a. Workmen's compensation and occupational disease insurance covering all employees in statutory limits who perform any obligations assumed under Contract.
- b. Public liability and property damage liability insurance covering all operations under contract; the limits for bodily injury or death not less than \$2,000,000 for each accident; for property damage, not less than \$500,000 for each accident.
- c. Automobile liability insurance on all self-propelled vehicles used in connection with the Project, whether owned, non-owned or hired; public liability limits of not less than \$1,000,000 for each accident.

At the Client's request, Manhard shall (i) provide a Certificate of Insurance evidencing Manhard's compliance with the above requirements, and (ii) include Client as an "additional insured" on the insurance policy.

13. **LIMITATION OF MANHARD'S LIABILITY** – In recognition of the relative risks of the Project to the Client and Manhard, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Manhard and Manhard's consultants to Client, to Contractor and any Subcontractors on the Project and to those claiming by or through Client for any and all claims, losses, costs, damages or claim expenses from any cause or liability of Manhard's or Manhard's consultants to all of those named herein with respect to the Project shall not exceed \$50,000.00 or the agreed upon professional services fee, whichever is greater. Should Client desire a greater limitation of liability it is available for an additional fee as agreed to in writing by Client and Manhard.

Client acknowledges and understands that Manhard's liability exposure for potential claims related to its performance of services is being specifically limited by this Agreement, and that Client's potential recovery in a claim situation is limited to the amount herein. Client agrees that based upon Manhard's fee and services, it is unreasonable to hold Manhard responsible for liability exposure greater than the set limit.

14. **INFORMATION TO BE PROVIDED TO MANHARD** – Client agrees to provide Manhard with such site information as may be needed to enable Manhard to perform its services. Such information may include but shall not be limited to: latest plat of record; current title report and the documents contained therein; previous reports; title search report/chain-of-title documents; copies of environmental permits, registrations, liens, or cleanup records for the property; building plans and specifications; location, elevation and sizes of existing gas, telephone, electrical, street lighting and cable television lines on-site and off-site; boundary survey; wetland delineation; soil borings; archaeological phase 1 survey; first floor foundation plan and such other information as may be requested by Manhard, from time to time. Client shall not be responsible for providing site information which Manhard has specifically agreed to provide in its Proposal.

15. **MANHARD'S RELIANCE ON INFORMATION PROVIDED** – Manhard may rely on the accuracy and completeness of any information furnished to Manhard by or on Client's behalf. Furthermore, Client agrees to hold Manhard harmless from any engineering errors, including but not limited to, grading, earthwork analysis and off-site stormwater outlets, resulting from inaccurate site information which is provided by Client, including topographical surveys which have been prepared by consultants other than Manhard.

16. **PAYMENT** – Invoices will be submitted to the Client for payment on a monthly basis as the work progresses. Invoices are due within thirty days of rendering. Within thirty days of receipt of invoice, Client shall examine the invoice in detail to satisfy themselves as to its accuracy and completeness and shall raise any question or objection that Client may have regarding the invoice within this thirty-day period. After sixty (60) days from receipt of invoice, Client waives any question or objection to the invoice not previously raised. If Client fails to make any payment due Manhard for services and expenses within thirty days after receipt of Manhard's invoice therefore, the amounts due Manhard will be increased at the rate of 1.0 percent per month (or the maximum rate of interest permitted by law, if less), from said thirtieth day. In addition, Manhard may, after giving notice to Client, suspend services under this Agreement until Manhard has been paid in full all amounts due for services, expenses and charges. In the event Manhard elects to suspend its services, and after receipt of payment in full by Client, Manhard shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for Manhard to resume performance. In addition, prior to commencing such services, Manhard shall have the right, from time to time, to require Client to provide a retainer payment for services to be rendered. Manhard shall have no liability to Client for any costs or damages incurred as a result of such suspension that is caused by Client.

17. **PERMITS & FEES** – Unless the proposal specifically provides otherwise, Client shall be responsible for paying all application and permit fees and obtaining all permits. Manhard does not warrant, represent or guarantee that the permits or approvals will be issued.

18. **RIGHTS-OF-WAY & EASEMENTS** – Client shall be responsible for obtaining (or vacating) all right-of-way, easements, real covenants and/or agreements necessary for the proper development of the property, including but not limited to right-of-way and easements which may be necessary for roadway and access improvements; stormwater conveyance and detention; sanitary sewer collection, pumping and treatment facilities; water distribution, treatment or storage facilities; and temporary construction access.

19. **SEVERABILITY** – If any clause or provision of this Agreement is determined to be illegal, invalid or unenforceable by any court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect.

20. **STANDARD OF CARE** – Manhard will strive to perform its services in accordance with a manner consistent with the level of care and skill ordinarily exercised by other Design Professionals in the same locale.

21. **TERMINATION** – This Contract shall terminate at the time Manhard has completed its services for Client, or prior to that time, if one party provides to the other party written notice, whereby such termination date shall be effective seven (7) days after receipt of such notice. Client agrees to pay for all services, expenses and charges, as agreed, which have been incurred by Manhard through the date of termination.

22. **THIRD PARTY BENEFICIARY** – If Client is a contractor for the owner of the property, the parties acknowledge that Manhard is intended to be a third party beneficiary of the construction contract entered into between owner and Client.

23. **USE OF DOCUMENTS AND ELECTRONIC DATA** – All documents (including drawings and specifications) as well as electronic data (including designs, plans or data stored in machine readable form) that are provided to Client are instruments of service with respect to the Project. Manhard grants an irrevocable non-exclusive license to the Client relative to the Client's use of the documents in connection with the Project. Client agrees not to reuse or make any modification to the documents without the prior written authorization of Manhard. The authorized reproduction of the documents/electronic data from Manhard's system to an alternate system cannot be accomplished without the introduction of inaccuracies, anomalies and errors, and therefore, Manhard cannot and does not make any representations regarding such compatibility. With respect to such reproduction or unauthorized use, Client agrees to indemnify and hold Manhard harmless from all claims, damages, losses and expenses, including reasonable attorneys' fees and costs, arising from Client's unauthorized use, misuse, modification or misinterpretation of the documents or electronic data.

24. **WAIVER OF CONSEQUENTIAL DAMAGE** – Client and Manhard mutually agree to waive all claims of consequential damages arising from disputes, claims or other matters relating to this Agreement.

25. **MANHARD'S SITE VISITS** – If requested by Client or as required by the Proposal, Manhard shall visit the site at intervals appropriate to the various stages of construction as Manhard deems necessary in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of contractor's work. Construction staking or survey control staking is not considered a site visit. Such visits and observations by Manhard are not intended to be exhaustive or to extend to every aspect of the work in progress, or to involve inspections of the work beyond the responsibilities specifically assigned to Manhard in this Agreement, but rather are to be limited to spot checking, and similar methods of general observation of the work based on Manhard's exercise of professional judgment. Based on information obtained during such visits and such observations, Manhard shall endeavor to determine in general if such work is proceeding in accordance with the contract documents and Manhard shall keep Client informed of the progress of the work.

The purpose of Manhard's visits to the site will be to enable Manhard to better carry out the duties and responsibilities assigned to and undertaken by Manhard hereunder including, but not limited to, visits during the Construction Phase and the Surveying Phase. Manhard shall not, during such visits or as a result of such observations of work in progress, supervise, direct or have control over the work, nor shall Manhard have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by contractor(s), for safety precautions and programs incident to the work, for any failure of contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to the furnishing and performing the work or authority to stop the work. Accordingly, Manhard neither guarantees the performance of any contractor(s) nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract documents. Should the Client determine that such service is necessary, Manhard will provide such services as the resident project representative as an Additional Service.

Manhard shall not have the authority to instruct any contractor to suspend or terminate its work on the Project. Manhard shall not be responsible for the acts or omissions of any contractor(s), or of any subcontractor(s), any supplier(s), or of any other person or organization performing or furnishing any of the work.

26. **DESIGN WITHOUT CONSTRUCTION ADMINISTRATION** – It is understood and agreed that Manhard's basic services under this Agreement do not include project observation or review of the Client's performance or any other construction phase services, and that such services will be provided for by the Client. The Client assumes all responsibility for interpretation of any contract documents and for construction observation, and the Client waives any claims against Manhard that may be in any way connected thereto. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Manhard, its officers, directors, employees and subconsultants (collectively, Manhard) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to any contract documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of Manhard. If the Client requests in writing that Manhard provide any specific construction phase services and if Manhard agrees in writing to provide such services, then Manhard shall be compensated for Additional Services as provided in Exhibit A.

**EXHIBIT A  
ADDITIONAL SERVICES**

Additional services (including, but not limited to those listed below) shall be performed by Manhard, if requested, at an additional cost ("Additional Services"). The following services or items are not included within the scope of work outlined in this PROPOSAL to which this is attached unless specifically set forth therein. Such additional services shall be provided either for an agreed upon Lump Sum Fee or on a Time and Material Basis, subject to the rates as listed below:

**SCHEDULE OF TIME  
AND MATERIAL RATES FOR 2017**

<u>CATEGORY</u>	<u>CURRENT HOURLY RATES</u>
President	\$195.00
Executive Vice President	\$195.00
Vice President	\$185.00
Area Manager	\$175.00 - \$200.00
Senior Project Manager	\$155.00 - \$175.00
Director	\$155.00
Project Manager	\$135.00 - \$145.00
Project Engineer	\$115.00 - \$140.00
Senior Design Technician	\$115.00 - \$120.00
Staff Engineer	\$95.00 - \$105.00
Design Technician	\$85.00 - \$105.00
Engineering CADD/G.I.S. Technician	\$75.00 - \$95.00
Senior Planner	\$125.00 - \$180.00
Staff Planner	\$70.00 - \$120.00
Landscape Designer/Architect	\$80.00 - \$90.00
Senior Construction Manager	\$130.00
Project Surveyor	\$120.00
Construction Manager/Coordinator	\$100.00 - \$115.00
Staff Surveyor	\$105.00
Survey/Construction Technician	\$75.00 - \$90.00
Construction Inspector	\$65.00 - \$85.00
High Definition Scanning Technician	\$110.00
High Definition Scanner	\$80.00
UAV Technician	\$110.00
1-Person Crew	\$135.00
2-Person Crew	\$178.00
Administrative Assistant	\$60.00
Intern	\$55.00
Expert Testimony & Depositions	\$250.00
<b><u>REIMBURSABLES</u></b>	
Mileage	\$0.55/mile
Printing - Paper (in-house)	\$0.15/sf
Printing - Vellum (in-house)	\$1.75/sf
Printing - Mylar, Film, (in-house)	\$2.50/sf

**I. ALL ENVIRONMENTAL SERVICES**

**II. ALL WETLANDS SERVICES**

**III. ALL LAND PLANNING SERVICES**

**IV. ALL LANDSCAPE ARCHITECTURAL SERVICES**

**V. ALL TRAFFIC SERVICES**

**VI. TOPOGRAPHICAL SURVEYING SERVICES**

- A. Preparation of topographic surveys other than as outlined in the proposal.
- B. Surveying of utilities located by J.U.L.I.E./utility locator service.
- C. Verification or determination of existing underground utilities that cannot be determined from visible observation and site topography. This would include uncovering buried or submerged structures or completing a "J.U.L.I.E." locate. Locations of existing door and stoops, and upper level or basement floor elevations for existing buildings.
- D. Drain tile survey or design.

**VII. SURVEYING SERVICES**

- A. Preparation of a Boundary Survey or an ALTA/ACSM Land Title Survey.
- B. Preparation of legal descriptions and/or exhibits for additional easements or easement vacations.
- C. Research of Corporate Limits.
- D. Certification for zoning compliance.
- E. Setting lot corners.
- F. Preparation or negotiation for off-site easements.
- G. Consultation with the Client, the title company or the Client's attorney with regards to the resolution of gaps and/or overlaps.

**VIII. FINAL ENGINEERING SERVICES**

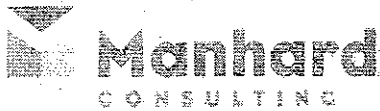
- A. Preparation of engineering design and plans for any on-site development and/or detention.
- B. Revisions due to plan reviews or Base Flood Elevation (BFE) calculations as required by the McHenry County Stormwater Management Commission.
- C. Preparation of an Earthwork Analysis, including Plan Revisions.
- D. All revisions required by the McHenry County Stormwater Management Commission.
- E. Design or plan preparation of retaining walls.
- F. Preparation of detailed floodplain and/or floodway studies of any stream or drainage system to determine base flood elevations and stream flows and velocities.
- G. Work in connection with preparation of plans, application and field surveys required to obtain a Federal Emergency Management Agency Letter of Map Revision.
- H. All work in connection with obtaining a permit from the Illinois Department of Transportation or County Department of Transportation, including plan preparation, drainage calculations and dam safety permits.
- I. Completion of a downstream sanitary or storm system study.
- J. Analysis or study of municipal water system (including pressure and flow).
- K. Revisions to the Engineering Plans, Stormwater Reports, or studies resulting from additional or excessive reviews from governmental agencies due to policy and/or staff changes within the regulatory agency after initial submission to the regulatory agency.
- L. Preparation of NPDES compliant Stormwater Pollution Prevention Plan.

**IX. ALL CONSTRUCTION SERVICES**

**X. MISCELLANEOUS**

- A. Attend additional meetings or public hearings not outlined above, with the Client, design team, or governmental agencies, including preparation of Exhibits.
- B. Coordination and filing as required for municipal meetings and hearings.
- C. Providing additional services in connection with the project including services normally furnished by the Client or services not otherwise provided for in this proposal such as, but not limited to, the use of consultants to prepare:
  - Traffic studies, reports, or traffic signal design
  - Highway, parking lot or driveway lighting design
  - Soils reports, borings, testing or inspections
  - Structural or electrical designs
  - Architectural services
  - Landscaping plans
  - Tree surveys
  - Historical preservation and archaeological studies or reports
  - Endangered species investigation and reports

- D. Snow removal required to complete surveying.
- E. Overnight mail, messenger services, prints or mylars.
- F. Additional services due to significant changes in general scope or character of the Project or its design including, but not limited to, changes in size, complexity, or character.
- G. Revisions of previously approved site "sketch" plans, studies, reports, design documents, preliminary engineering plans, drawings and specifications, after substantial completion of preliminary or final design.
- H. Providing additional services in connection with the Project to assist in obtaining permits from governmental agencies other than those listed.
- I. Preparation of any special documents (other than the Final Engineering Plans and Contract Documents previously referenced in the Scope of Services) for Client's use in obtaining financing for the Project.
- J. Planning, design, construction staking or construction services in connection with installation or relocation of utilities such as electrical, telephone, gas or cable television.
- K. Services resulting from facts revealed about conditions: 1) which are different from information about such conditions that Client previously provided to Manhard and upon which Manhard was entitled to rely; or 2) as to which Client had responsibility to provide information and such information was not previously provided.
- L. Preparing documents for alternate bids requested by Client for Contractor's work which is not executed or documents for out-of-sequence work.
- M. Preparing to serve or serving as a consultant or witness for Client in any litigation, arbitration or other legal or administrative proceeding involving the Project (except for assistance in consultations which is expressly included as part of Basic Services).



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Civil Engineering

Surveying

Water Resources Management

Construction Management

Landscape Architecture

Land Planning

## RE: Manhard Consulting Pavement Rehabilitation Projects and References

**Relevant Project Experience** | Below we have highlighted relevant projects, which show our experience and expertise providing pavement rehabilitation services:

### Cambridge on the Lake Parking Lot and Roadway Pavement Rehabilitation

**Client:** Lieberman Management Services, Inc.

**Contact:** Marla Sundh, On-Site Property Manager; 847.520.3033; [msundh@imsnet.com](mailto:msundh@imsnet.com)

**Year completed:** 2017

**Value:** \$700K

**Location:** Buffalo Grove, Illinois

**Description:** Parking lot and roadway evaluation, design, bidding and construction management services.

### Briarcliffe Lakes Manor Homes Pavement Rehabilitation

**Client:** G&D Property Management, Inc.

**Contact:** Dave Grill, President; 630.495.4466; [dgrill@GD-PM.com](mailto:dgrill@GD-PM.com)

**Year completed:** 2015

**Location:** Wheaton, Illinois

**Description:** Services included roadway evaluation, design, bidding and construction management services.

### Fed Ex Ground Facilities Parking Lot Rehabilitation

**Client:** Fed Ex Ground

**Contact:** Timothy Scherling; 412.859.2344; [timothy.scherling@fedex.com](mailto:timothy.scherling@fedex.com)

**Year completed:** 2014

**Location:** Carol Stream, IL | Wheeling, IL | St. Louis, MO | Sewickley, PA

**Description:** Services included site investigation, pavement conditions report, drainage investigation, topographic survey, construction staking, construction documents, bid assistance, construction coordination and project closeout.

### CenterPoint Intermodal Center – Joliet – PREMA and Private Roadways

**Client:** CenterPoint Joliet Property Owner's Association

**Contact:** Susan Costello, Property Manager; 630.586.8000; [scostello@centerpoint.com](mailto:scostello@centerpoint.com)

**Completed:** Ongoing, 2012-2017

**Location:** Joliet, Illinois

**Description:** Services included site investigation, pavement conditions report, drainage investigation, topographic survey, construction staking, construction documents, bid assistance, construction coordination and project closeout



**Village of Round Lake Beach Roadway Rehabilitation**

**Client:** Village of Round Lake Beach

**Contact:** Scott Hilts, Director of Public Works; 847.546.8752; [shilts@rlbeach.org](mailto:shilts@rlbeach.org)

**Year completed:** Ongoing, 2012 – 2017

**Value:** \$7.4 Million

**Location:** Round Lake Beach

**Description:** Road resurfacing, sidewalk repair, crack sealing and patching programs. Services included field evaluation, preparation of contract documents for bidding purposes, compiling and reviewing contractor bids, field observation of roadway conditions, and project documentation and closeout.

**Village of Lake Zurich Roadway Rehabilitation**

**Client:** Village of Lake Zurich

**Contact:** Mike Brown, Director of Public Works, 847.540.5066; [Mike.Brown@LakeZurich.org](mailto:Mike.Brown@LakeZurich.org)

**Year completed:** Ongoing, 2013 – 2017

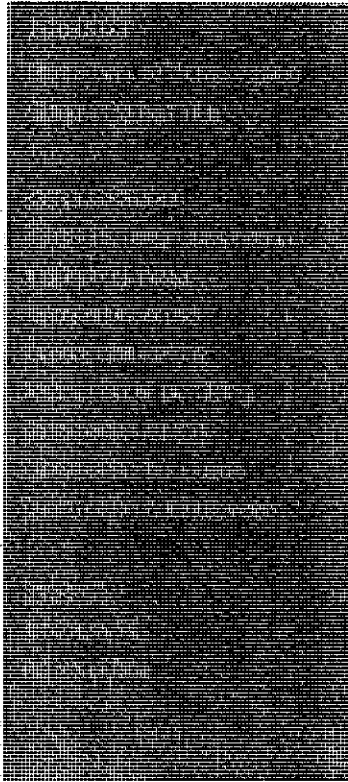
**Value:** \$5.9 Million

**Location:** Lake Zurich, Illinois

**Description:** Asphalt road reconstruction and resurfacing, curb and gutter repair and utility infrastructure restoration on a combined 14 miles of residential and industrial roads. Services included contract procurement, field investigations, development of engineering plans and specifications, administration of the bidding process, construction management and project closeout.

# OAKTON COMMUNITY COLLEGE PARKING LOT REHABILITATION

Des Plaines, Illinois

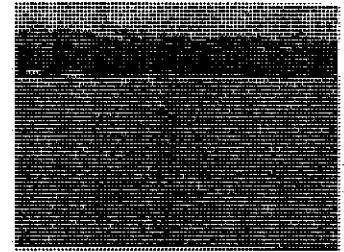


Manhard Consulting was retained by Oakton Community College to assess the condition of their existing student parking lots and to prepare contract documents to rehabilitate and expand these lots at their Des Plaines campus. Manhard performed a comprehensive evaluation and report on parking lot conditions and recommendations based on the findings.

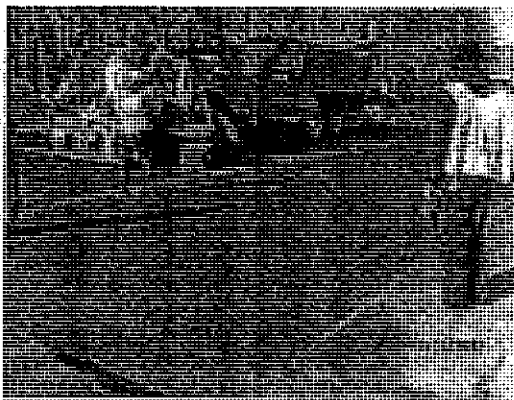


Existing parking lot conditions ranged from poor to bad with many areas with severe fatigue cracking, joint deterioration, many potholes and weathering/reveling of the existing surface. Concrete collars surrounding several of the parking lots' storm sewer manhole frames were severely cracked requiring replacement.

Manhard's recommendations included several strategies including milling and resurfacing, full depth patching, and complete reconstruction. Manhard also recommended revising parking layout geometry to accommodate more parking and drainage improvements, including the use of bio-swales.

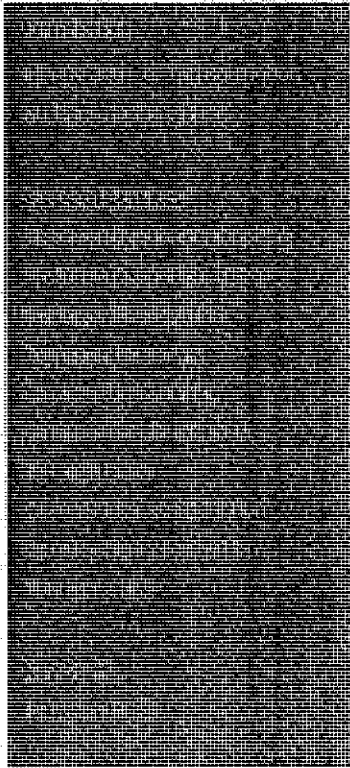


Manhard provided topographic survey, schematic design development, final engineering design, and construction management for bidding the project and field observation of the contractor's work.

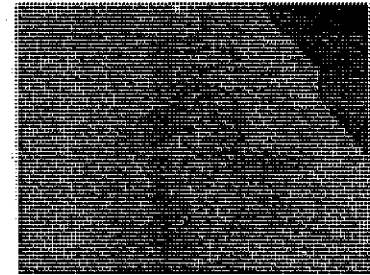
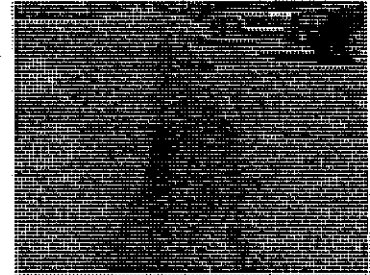


# FEDEX GROUND FACILITIES PARKING LOT REHABILITATION

Carol Stream, Illinois; Wheeling, Illinois; St. Louis, Missouri; Sewickley, Pennsylvania

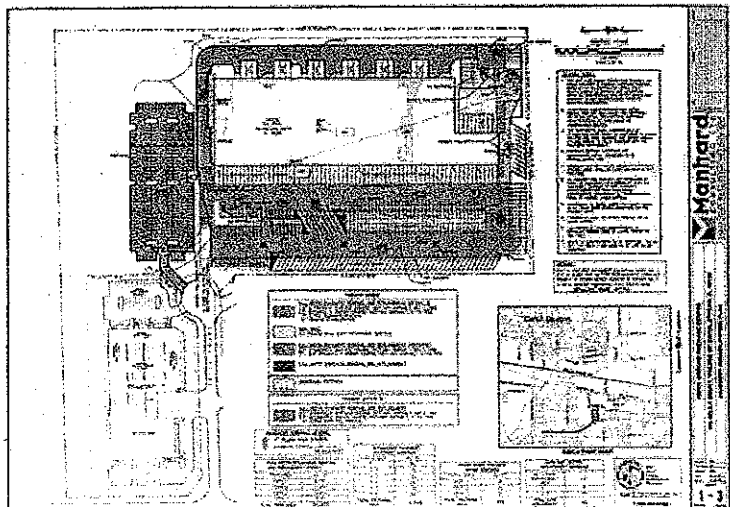
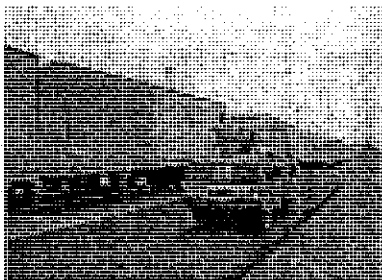


Manhard Consulting was retained by FedEx Ground to evaluate pavement conditions of existing roadways and parking facilities at multiple facilities across three states. Initial site investigations revealed that the asphalt parking lots and driveway areas were considered to be in poor to bad condition with moderate to severe cracking and flexing observed, including minor to moderate pavement seam separation in areas of prior site expansion and pavement improvements.



Manhard investigated the causes of any pavement distresses (including alligator and longitudinal cracking), recommended rehabilitation strategies to remedy problem areas, prepared contract documents for bidding, and managed construction of the recommended improvements to the roadways and parking lots.

Services also included assisting FedEx Ground in soliciting contractor bids, evaluating bids, managing the construction, inspecting contractor's work, coordinating with testing agencies for material compliance, and providing project punchlist for close-out and acceptance.



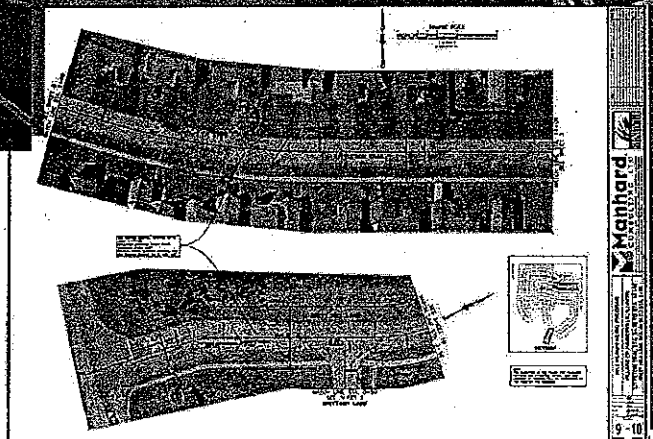
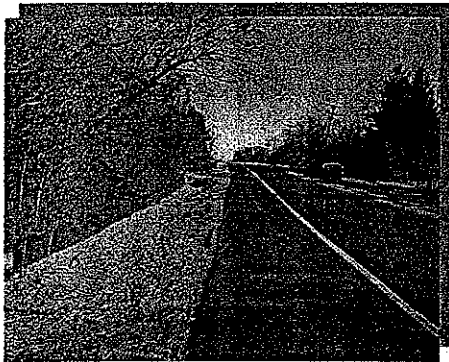
# HAINESVILLE PAVEMENT REHABILITATION PROGRAMS

Hainesville, Illinois



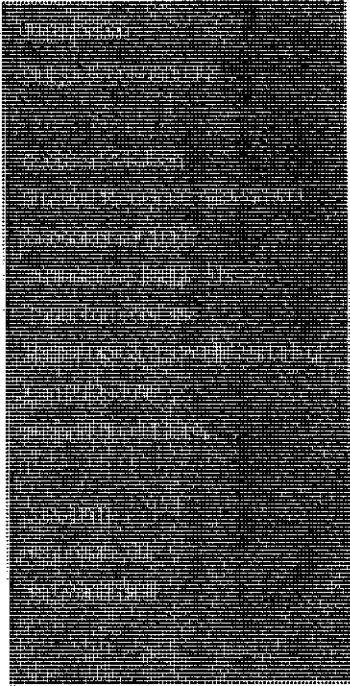
Manhard Consulting was retained by the Village of Hainesville to administer the Village's Motor Fuel Tax (MFT) Resurfacing Program for 2012. The project included field evaluation to determine required streets and quantities; preparation of contract documents for bidding by contractors; compiling and reviewing contractor bids; field observation for the over five miles of roadway; and project documentation and closeout. This project utilized MFT funding requiring preparation of authorizing resolutions, along with coordination and approval, from IDOT.

Manhard was also retained by the Village to administer the MFT Crack Sealing Program for 2010 and 2011. This project included field evaluation to determine required streets and quantities; preparation of contract documents for bidding by contractors; compiling and reviewing contractor bids; field observation for the over five miles of roadway; and project documentation and closeout. The project also utilized MFT funding requiring preparation of authorizing resolutions, along with coordination and approval, from IDOT.

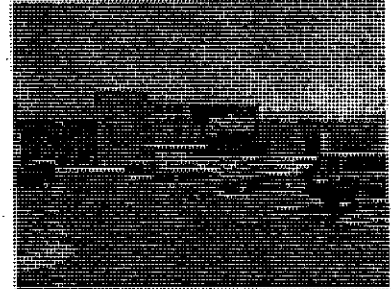


# GORDMANS PARKING LOT REHABILITATION

Vernon Hills, Illinois

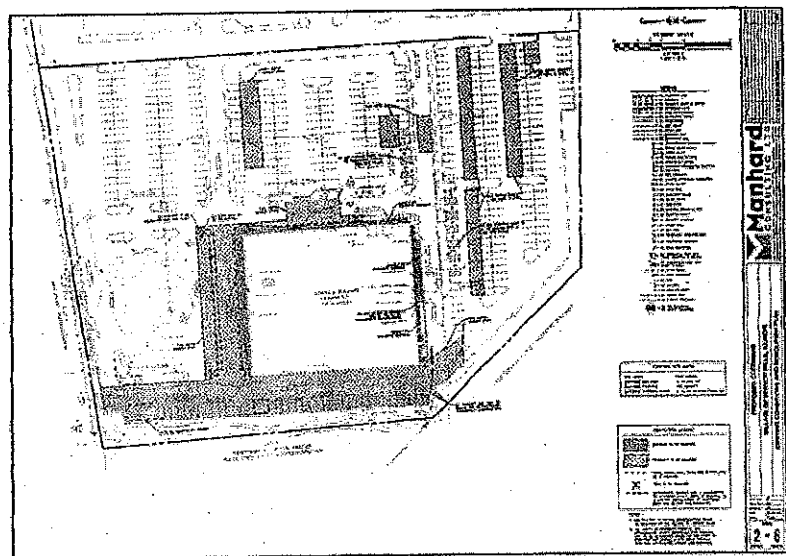
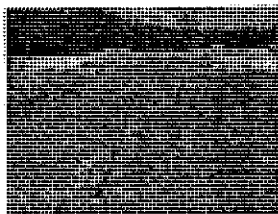
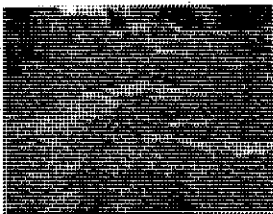


Manhard Consulting, Ltd. was retained to provide civil engineering services for the expansion of an existing commercial building to a Gordmans Department Store. Included in these services was an assessment of the existing parking lot condition, recommendation of rehabilitation improvements and preparation of final plans for construction of parking lot improvements.



The bituminous parking lot was originally constructed in 1987 and had not been used for several years. Very little maintenance had occurred prior to this project which was reflected in the pavement condition. Significant pavement distresses included joint cracking, meandering cracking, and fatigue (alligator) cracking throughout the pavement. Moisture was able to infiltrate the pavement and saturate the base materials through these cracks, reducing the strength of the base material. Pavement cores were obtained to determine the existing pavement materials and thicknesses.

Recommended improvements included full depth patching at several locations, milling and resurfacing of the existing pavement where auto parking occurs and total pavement replacement where truck traffic was proposed. Surface drainage was improved by re-grading of the pavement. The project also addressed sub-standard ADA facilities.



Larson Engineering, Inc.  
1488 Bond Street, Suite 100  
Naperville, Illinois 60563  
630.357.0540 Fax: 630.357.0164  
www.larsonengr.com

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**PROPOSAL**



**Larson**

**CIVIL**

May 8, 2018

Ms. Jamie Bukovac  
Indian Prairie Library  
401 Plainfield Road  
Darien, Illinois 60561

PHONE: (630) 887-8760  
FAX: (630) 887-8801

Dear Ms. Bukovac:

Pursuant to your request, **Larson Engineering, Inc. (LEI)**, acting as an independent contractor to the Client addressed above, respectfully submits the following Proposal of engineering services.

**PROJECT**

Indian Prairie Library  
2018 Pavement Rehabilitation  
Darien, IL

LEI Project No.: 22180000.021

**PROJECT DESCRIPTION**

It is LEI's understanding that the project is to consist of rehabilitation of the existing HMA pavement serving the subject site (located on the south/west side of the building). Anticipated rehabilitation measures include milling and overlaying the existing HMA pavement with full depth replacement, where deemed necessary during the site inspection. Curb & gutter and sidewalk rehabilitation will also be considered, where necessary.

It is understood that a building permit for the project is required by the City of Darien. Since the amount of impervious surface and the grading of the site will remain the same, a stormwater management certification will not be required. If additional permitting is determined to be required, LEI can provide an additional service proposal to assist Client with submittal of required permits for the project.

**SCOPE OF SERVICES**

Provide civil engineering services (Services) required in the preparation of construction contract documents as further defined below for the Project described above.

**Phase 001: Construction Documents**

Based upon PDF drawings of the subject site provided by Client, LEI will perform the following services:

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Ms. Jamie Bukovac  
Indian Prairie Library

- Project initiation:
  - Review local codes,
  - Conduct one (1) initial site visit to assess site conditions.
- Prepare civil/site engineering documents including:
  - Cover Sheet,
  - Existing Conditions Plans,
  - Demolition Plans,
  - Geometric Paving Plans,
  - Erosion & Sediment Control Plans,
  - Notes/Specification/Permit Notes Sheet,
  - Details Sheet,
- Project design:
  - Delineate removal/milling limits,
  - Design HMA pavement rehabilitation section,
  - Design sidewalk rehabilitation section,
  - Design curb rehabilitation, as necessary,
  - Design minor grading modifications, as necessary,
- Prepare written specifications that will be included as a sheet in the civil/site engineering documents,
- Incorporate local notes into the engineering documents,
- Prepare an Engineer's Estimate of Probable Construction Cost for the site improvements,
- Attend up to one (1) meeting with Client to discuss issues relating to civil/site design.

Revisions to the construction documents resulting from design changes requested by the Client after drawings have been issued for bid will be charged at the hourly rates established below.

### **Phase 002: Permitting**

Based upon the Construction Documents prepared under Phase 001, LEI will perform the following services:

- Assist Client in submittal of required materials to the City of Darien in order to obtain a building permit for the proposed improvements. Services shall include incorporation of City review comments for up to one (1) review cycle.

### **Phase 003: Bidding Assistance**

Based upon the Construction Documents prepared under Phase 001, LEI will perform the following services:

- Prepare a Project Manual, including bidding requirements, contracting requirements per EJCDC, and project specifications,
- Prepare an Engineer's Estimate of Probable Construction Cost for civil/site related items,
- Respond to written Requests for Clarification (RFCs) from any prospective bidders,
- Attend bid opening,
- Review bids from each responsive contractor and summarize bids in a bid tabulation,
- Check references of the lowest two bidders,

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Indian Prairie Library

- Provide Client with a recommended lowest-responsive bidder.

#### **Phase 004: Construction Administration**

Services include the following:

- Provide up to four (4) total hours responding to written, contractor Requests for Information (RFIs),
- Provide a first review and one subsequent review of shop drawings for civil/site related items. Any additional reviews for an item will be paid for at the hourly rates established in the FEES section of this agreement,
- Perform one (1) post-construction site visit and prepare and issue a punch list for civil/site related items.

#### **BASIS OF PROPOSAL**

This Proposal is based upon a Request for Proposal received via email from Mr. Dan Eallonardo on April 27, 2018. Existing drawings of the site were made available as part of the RFP. If, when working drawings are made available, the project is different than as described to LEI, the fees below may need to be reevaluated.

#### **CLIENT RESPONSIBILITY**

Client shall be responsible for providing the following:

- The legal description for the Project described above,
- PDF drawings of the subject site for use as backgrounds,
- A minimum of one printed, full-size, all-inclusive drawing set at each project milestone,
- Clear indication of requested changes to the design after 75% Construction Documents,
- A proposed schedule and written notification of any changes to schedule,
- Electronic files of plan drawings, for use as backgrounds, complete with all required reference files, attachments and settings necessary to be printed by an outside source,
- A site geotechnical subsurface report complete with pavement cores to verify existing pavement thicknesses,
- Copies of all construction budgets and cost estimates as soon as they are available,
- Payment of all fees associated with permits and permit reviews.

#### **DUE DILIGENCE**

It is understood that due diligence has been performed by others, and that issues of jurisdiction, land use and zoning (including availability of utilities, traffic access, and drainage restrictions, wetlands, air space, Phase I and follow-up environmental studies, and fees for development, licensing, and permitting) have been resolved. Determination of whether wetlands or flood hazard areas exist, and incorporation of such facts into the initial planning is assumed to have been satisfactorily completed at this time, with no anticipated impact on the project.

LEI is competent to perform all of the above tasks and can do so for a separately negotiated fee upon the Client's request. However, should the results of these tasks indicate that services are



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Ms. Jamie Bukovac  
Indian Prairie Library

required beyond the Scope of Services defined above, the Fee(s) below may need to be re-negotiated.

**SCHEDULE**

Services to follow a mutually agreed upon schedule at project commencement. LEI's schedule shall not begin until LEI has received a signed Proposal from Client and sufficient design information to begin our Services.

**FEES**

We propose to perform the Services described herein for a fee of **FOURTEEN THOUSAND EIGHT HUNDRED FIFTY AND NO/100 DOLLARS (\$14,850.<sup>00</sup>)**, in accordance with our standard Terms and Conditions.

Services shall be performed within the following phases as follows:

Construction Documents	\$6,350
Permitting	\$2,000
Bidding Assistance	\$5,000
Construction Administration	\$1,500

**Additional Services** beyond the Scope of this Agreement including but not limited to:

- Stormwater management design and permitting,
- Analysis or Modeling of off-site stormwater drainage,
- Floodplain/floodway encroachment studies and design,
- Wetlands Delineation,
- Storm Water Pollution Prevention Plan,
- Off-site Roadway Improvement design,
- Evaluation of Internal and Off-site Movements of Fire Protection Equipment,
- Evaluation of Internal and Off-site Traffic Flow and Controls,
- Evaluation and Modelling of internal and off-site water distribution systems,
- Off-site Utility design, other than sewer and water service to lot line utilities,
- Traffic Studies,
- Geotechnical Investigations,
- Landscape Planning or design,
- Site Lighting design,
- Surveying Services including, but not limited to, researching deeds and ownership records and verifying legal descriptions,
- Additional Engineering and Drafting after bid documents are distributed, or if significant portions of the Services are changed after having been officially released to LEI to begin Services,
- Additional Engineering and Drafting due to a change in jurisdictional codes and ordinances after having been officially released to LEI to begin Services,
- Additional work due to the introduction of fast-track scheduling,
- Lift Stations for sanitary or storm sewage,
- Meetings beyond those listed in Services,
- Shop Drawing Review beyond those listed in Services,

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- Response to written, contractor Requests for Information (RFIs) beyond those listed in Services,
- Site Visits beyond those listed in Services,
- As-built or Record Drawing preparation or review,
- Preparation of Master SPEC/CSI format specifications,
- Special Inspections,

shall be charged at LEI's annually adjusted hourly rates in effect at the time of the Additional Service or at a negotiated lump sum fee. LEI's current hourly rates are as follows:

Principal	\$238.00/hr	Engineer 3	\$131.00/hr
Department Head	\$181.00/hr	Engineer 2	\$118.00/hr
Senior Project Manager	\$167.00/hr	Engineer 1	\$109.00/hr
Project Manager	\$139.00/hr	CADD Technician	\$103.00/hr

Additional Services will be commenced only after written authorization to proceed is received from Client.

**Reimbursable Expenses**, to be charged at 1.10 times cost, shall include the following:

- Printing charges above in-progress coordination prints including Client-supplied plot files and signed and sealed permit sets beyond the quantity stipulated above,
- Express Mail/Messenger Service/UPS Service,
- Mileage/travel expenses associated with Additional Services.

This Proposal shall remain in effect for 30 days of the date hereof.

**TERMS AND CONDITIONS**

1. **Invoicing:** Invoices shall be rendered monthly in proportion to Services performed.
2. **Payment:** Invoices are due and payable 15 days after Client receives payment but no later than 30 days after receipt of LEI's invoice. Client shall notify LEI in writing when payment of LEI invoices will exceed 60 days. Should payment of LEI invoices exceed 60 days, payment will be considered past due and LEI may exercise its right to file a Mechanics' Lien against the property including interest and recovery of collection costs.
3. **Acceptance of Invoice:** Client shall review LEI invoices promptly. Client shall notify LEI of any disputes with invoice within 10 business days of receipt of invoice. If Client fails to formally notify LEI of any disputes with any part of any invoice within 10 business days of receipt of invoice, entire invoice shall be deemed accepted. Disputes involving only portions of an invoice shall not relieve the Client of responsibility for prompt payment of any portion of same invoice that is not disputed.
4. **Interest and Unpaid Balance Due:** If any payment is not paid by Client when due, the unpaid balance shall accrue interest at one and one-half percent (1.5%) per month until paid. (Annual effective rate = 18%). In the event the default interest rate exceeds the maximum rate of interest allowable by law, the balance owing shall accrue interest until paid, at the maximum allowable interest rate.
5. **Attorney Fees and Collection Costs:** In the event it becomes necessary for LEI to refer an unpaid account to any attorney or collection agency, then in addition to any amount due to LEI, LEI will be entitled to recover its costs of collection, which includes reasonable attorney fees.

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6. **Existence of Prime Contract:** Where Client is not also Owner, Client warrants that Client and Owner have entered into, or intend to enter into, prior to commencement of Project, a contractual agreement (Prime Contract) for services including Services provided under this Agreement. Client shall identify to LEI the name(s) of the Owner at the time of acceptance of this Proposal. Owner, as defined for the purposes of this Proposal, is one who has improved, intends to improve or has knowledge of proposed improvements to any tract or lot of land in which he/she has such an estate, right or interest.
7. **Document Ownership:** All original calculations, sketches, building models and/or drawings (Documents) prepared by LEI shall remain the property of LEI unless other terms in writing are agreed upon by both parties. Any copies of Documents held by Client shall be considered instruments of professional service. Client shall not reuse or make any modifications to Documents without the prior written authorization of LEI. Client agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless LEI from any claim, liability or cost (including reasonable attorney's fees and defense costs) arising or allegedly arising out of any unauthorized reuse or modification of Documents by Client or any person or entity that acquires or obtains Documents from or through Client without the written authorization of LEI.
8. **Electronic Documents/Model Files Transfer:** Should Client require electronic drawing/model files be transferred to Owner, contractor and/or subcontractors for their use in or after construction, LEI will require an executed waiver of liability from recipient as well as a nominal transfer fee. Should Client establish a standard nominal transfer fee different from LEI's, LEI shall be notified of such at the time of execution of this Agreement.
9. **Information in a Timely Manner:** LEI reserves the right to withhold documents scheduled for bid/construction release if sufficient design information from Client, required for the production of accurate bid/construction documents, is not provided to LEI in a timely manner. LEI will not be responsible for coordination of information not provided to LEI in a timely manner.
10. **Information Provided by Others:** LEI shall indicate to Client the information needed for the rendering of Services hereunder. Client shall provide to LEI such information as is necessary for LEI to perform the Services defined above. LEI shall be entitled to rely upon the accuracy and completeness of said information. As such, Client agrees, to the fullest extent permitted by law, to indemnify and hold LEI harmless from any claim, liability or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in the information provided by Client to LEI.
11. **Building Information Modeling (BIM):** If Services include BIM, Client shall be responsible for coordination of the BIM models from each Architect/Engineer (A/E) design team discipline and shall provide LEI with background information necessary to develop LEI's portion of the BIM model prior to LEI's commencement of the model. Furthermore, Client shall obtain and provide to LEI, for our records, evidence of an executed agreement between Client and any other party outside of the Project's A/E design team that has been provided the BIM model. Such agreement shall include language indemnifying LEI from any and all claims, suits, liability, demands or costs arising out of or resulting from the use of said model (for purposes including quantity take-offs).
12. **Record Documents:** Client shall provide LEI with an all-inclusive set of completed documents (drawings, specifications, etc.) at time of completion and all reissued documents at time of release.
13. **Consequential Damages:** Notwithstanding any other provision of this Agreement, neither Client nor LEI shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by Client or LEI, their employees, agents, sub-consultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
14. **Acceptance By Performance:** The terms of this Proposal shall be considered accepted and shall be enforceable if any Services are provided by LEI upon the verbal or written direction of Client and no other form of agreement has been formally accepted by both parties to this Agreement.

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15. **Agreements:** This Proposal represents the entire Agreement between Client and LEI, and supersedes all previous oral and written agreements on the Project. LEI shall not be held to the terms of any other agreements or contracts, unless expressly made part of this Agreement and amended in conformance with the Terms and Conditions of this Proposal. Furthermore, changes to this Agreement are not considered binding unless received in writing and accepted in writing by both original signatories of this Proposal.
16. **Assignments:** Client hereby warrants and represents that they will not transfer or assign this Agreement to any third party, directly, indirectly, by subrogation or operation of law without written consent from LEI. Furthermore, nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either LEI or Client. Services under this Agreement are being performed by LEI solely for the benefit of Client. No third party is intended as a beneficiary of this Agreement or of the Services being performed by LEI pursuant to this Agreement.
17. **Additional Insured:** Where Client, any affiliate of Client, owner, contractor, subcontractor, design professional or any other party (collectively herein "Additional Insured Parties") are required to be listed as an additional insured on any policy where LEI is the named insured, the Additional Insured Parties agree that LEI's obligations are limited to obtaining a certificate of insurance listing the applicable Additional Insured Parties as additional insured, and the Additional Insured Parties further agree that LEI has no responsibility for the decisions made by any insurer. LEI shall have no responsibility for providing coverage in the event that an insurer denies coverage for any reason.
18. **Third Party Beneficiaries:** The parties to this Agreement understand and expressly agree that there are no direct or intended third party beneficiaries to this Agreement. The parties further understand and expressly agree that nothing contained in this Agreement is intended to create nor shall create a contractual relationship with or cause of action in favor of a third party against LEI.
19. **Site Visitations:** If site visits are performed under this Agreement, then said visits are for the purpose of determining whether the construction work associated with this Agreement is in accordance with the Contract Documents. These site visits shall not constitute responsibility on the part of LEI for construction supervision nor construction means and methods nor devising, implementing or enforcing any safety precautions, and shall not relieve the Contractor and/or any subcontractors of any responsibilities in conjunction with their work, unless specifically stated within the Services of this Proposal. Unless specifically stated otherwise, site visits shall not be construed as a special inspection as defined by the International Building Code (IBC).
20. **Project Delay:** If Services covered by this Agreement have not been completed within 12 months of the date of this Proposal through no fault of LEI, the fees and hourly rates set forth herein shall be equitably adjusted. Should Project become inactive or LEI be instructed to cease performance of Services for a period longer than six months, a restart fee may apply. Should Project be delayed, LEI shall be compensated for Services performed, whether complete or partially complete, including time and expenses accrued up to LEI's receipt of Project delay notice from Client.
21. **Project Cancellation:** Should Project be canceled, LEI shall be compensated for Services performed, whether complete or partially complete, including all time and expenses accrued up to LEI's receipt of Project cancellation notice from Client. Hours accumulated prior to LEI's receipt of Project cancellation notice will be billed at LEI's standard hourly rates in effect at the time of notice. Upon receipt by LEI of final payment from Client, this Agreement will be considered terminated.
22. **Termination:** This Agreement may be terminated by either party upon not less than seven days written notice should either party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. In the event of termination for convenience by Client, LEI shall be entitled to recover all reasonable costs and expenses incurred

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up to the date of termination, plus all costs incurred to assemble and close Project files and documents.

- 23. **Liability:** LEI's liability to Client for Services performed under this Agreement shall be limited to eight times the amount of the Fee received under this Agreement.

**SUBMITTED**

Chelsea Bush  
Chelsea E. Bush

Joseph B. Tinder  
Joseph B. Tinder, P.E., S.E.

**ACCEPTANCE**

To accept this Proposal as written, please execute by signing below and return a copy to LEI for countersigning by LEI. A fully executed copy will be returned to Client.

This Proposal shall become an Agreement only after execution by both parties.

By execution with signature below, signatory indicates that they have read, understood, and agree with the terms of this Proposal in its entirety and have the authority to enter into this Agreement on behalf of Client. By execution of this Agreement, Client agrees to compensate LEI for all Services performed in accordance with this Agreement, whether or not Client's client has formally agreed to the Services above.

Company: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Name (Print): \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Client Proj. #: \_\_\_\_\_

Larson Engineering, Inc.  
 Signature: \_\_\_\_\_  
 Name (Print): Joseph B. Tinder, P.E., S.E.  
 Title: Regional Manager  
 Date: \_\_\_\_\_

CEB:jlb

## Pavement Experience

### Target – Wheaton, IL

The project consisted of reconstructing the Target store's existing asphalt parking lot, including handicap accessibility evaluations. LEI developed a Pavement Maintenance Management Program, handicap accessibility evaluation and construction cost estimate for review by Target. Upon approval, LEI performed pavement rehabilitation design, construction administration and inspection services. This is one example of a typical project scope on over 100 other projects that LEI has performed for Target.



Target  
Glenview, IL

### The Church of Jesus Christ of Latter-Day Saints – Joliet, IL

The project consisted of reconstructing the Church's nearly 25 year old asphalt parking lot, concrete curb & gutter and sidewalks. LEI performed a preliminary analysis of the existing parking lot to develop the appropriate rehabilitation method, developed construction cost estimates and, once approved by the Church, developed construction documents, conducted the bidding process and performed construction administration and inspection services.

### Moraine Valley Community College Southwest Education Center – Tinley Park, IL

The project included the construction of a new, 32,000 square foot, 2-story community college on an 11-acre parcel of land. A new 390 stall parking lot, drive lanes, adjacent county highway improvements, stormwater management facility and utilities were also constructed to serve the needs of the new college.

### SuperValu Distribution Center – Hopkins, MN

Developed pavement maintenance management program for the distribution center which contains 175,000 square yards of bituminous pavement and 310,000 square feet of Portland cement concrete pavement.

### Xcel Energy at Chestnut Service Center – Minneapolis, MN

Evaluated, developed construction cost estimates, designed, bid, and performed construction administration and inspection to remove 1,300 cubic yards of contaminated soil and repave 5,200 square yards of bituminous pavement.

### St. Francis High School – St. Francis, MN

Developed site/civil design to reconstruct parking lots at 10 sites, relocate 8 tennis courts, rehabilitate athletic track and field events, and new parking lot and stormwater design for high school addition.

## Pavement Experience

### SuperValu Distribution Center – Green Bay, WI

Performed pavement evaluation, construction cost estimating, design, bidding and construction administration and inspection to rehabilitate 1,430 square yards of bituminous pavement and 1,000 square feet of concrete pavement.

### The Church of Latter Day Saints – Twin City Metro Area, MN

Performed site assessments, cost estimates and prepared rehabilitation design and performed construction inspection at 4 LDS Church sites for a total of 20,000 square yards bituminous pavement and sidewalks.

### SuperValu Champaign Distribution Center – Urbana, IL

Five-year Pavement Maintenance Management Program for 105,300 square yards of pavement area. Larson Engineering prepared subsequent design and construction inspection services for the 2008 portion of work.

### SuperValu Fort Wayne Distribution Center – Fort Wayne, IN

Ten-year Pavement Maintenance Management Program for 119,500 square yards of pavement area.

### William Rainey Harper College – Palatine, IL

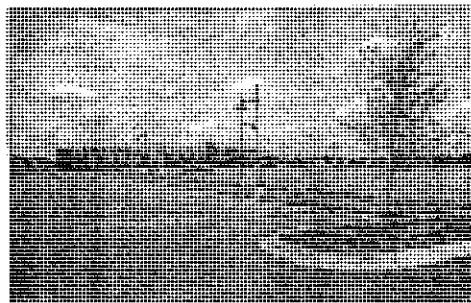
Prepared plans and specifications for the college's annual parking lot maintenance including pavement seal coating, patching, striping and repair of concrete curbs, gutters and sidewalks. Performed construction administration and inspection during the construction phase of the project.

### Brook Hill Apartments – Westmont, IL

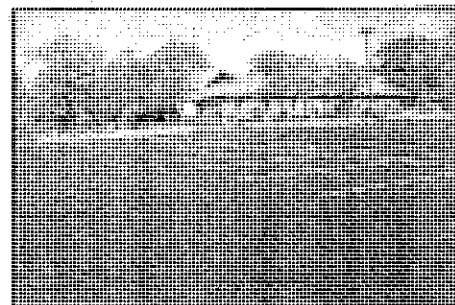
Provided civil site engineering services to develop a Pavement Maintenance Management Program and to develop pavement construction and rehabilitation plans and specifications.

### Reskin Elementary School – Glendale Heights, IL

Evaluated existing pavement condition of an asphalt playground area. Prepared construction plans and specifications for pavement reconstruction and overlay.



Moraine Valley Community College  
Southwest Education Center  
Tinley Park, IL



The Church of Jesus Christ of  
Latter-Day Saints  
Orland Park, IL



223 W. Jackson Blvd., Suite 1200  
Chicago, IL 60606  
Phone: 312.253.3400  
Fax: 312.253.3401

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## Architectural Services Proposal

DATE: April 24, 201

TO: Jamie Bukovac, Director  
Indian Prairie Public Library  
410 Plainfield Road  
Darien IL 60561

FROM: Darren Schretter, Senior Project Manager

RE: Professional Services for Site Renovations

Project:

**PROJECT DESCRIPTION** Provide site renovations on the existing library property consisting of parking lot paving replacement, concrete curb and sidewalk paving repair and stormwater structure repair.

Scope of Architectural Services:

**SCOPE/CONTRACT DEFINITION** StudioGC, Inc. shall provide schematic design, design development, construction documentation, bidding and negotiation and construction administration services per a negotiated AIA B101 Standard Form of Agreement Between Owner and Architect.

StudioGC, Inc. services do not include civil engineering, building design or building system engineering.

Compensation

**FEE STRUCTURE** Compensation will be based on the attached term sheet.

Cc: StudioGC

E: \_Proposal.doc



# Indian Prairie Public Library Contract Terms

Review Date: 4/25/2018

## Project Description:

*Provide site renovations on the existing library property consisting of parking lot paving replacement, concrete curb and sidewalk paving repair and stormwater structure repair.*

**Estimated Construction Costs:**

\$300,000

**Estimated FF&E Costs:**

\$0

AIA B101 Owner Architect Agreement

**Fee**

**Est'd Fee**

**Basic Architectural Services include:**

9%

\$27,000

Architecture

## Additional Services:

None

lump sum

\$0

## Note:

Arch. Consultants Add Services: 25% markup, invoiced at 1.25 X cost

## Reimbursable Expenses:

10% markup, invoiced at 1.10 X cost

**Estimated Total Fee:**

\$27,000

## Fee per phase:

Fee % Project Start Date: xx/xx/xxxx

20% Schematic Design

\$5,400

25% Design Development

\$6,750

30% Construction Documents

\$8,100

5% Bidding & Negotiation

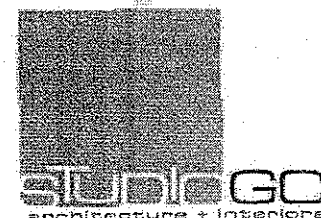
\$1,350

20% Construction Administration

\$5,400

## Notes:

- 1 All costs and fees are estimated at this point in the project.
- 2 A full description of any additional services will be included as an Exhibit in the AIA B101 Owner-Architect Agreement.



**From:** Darren Schretter  
**To:** Dan Fallonardo  
**Subject:** Parking Lot Repair  
**Date:** Thursday, May 10, 2018 10:36:03 AM

---

Good Morning Dan

The following is a list of parking lot improvement projects that we have done (or will be completed this summer) since 2014 without a civil engineer. The projects include repairs to whole parking lots, specific sections, and strategic patching.

Evanston Township High SD202  
Jose Guerrero, Director of Operations  
2017 - Parking lot 7 (Mill and Overlay)  
Evanston Township High School

Queen Bee SD 16  
Kevin Hooper, Chief School Business Official  
Annual Asphalt Patching 2015 - Present  
Glenside Middle School  
Americana Elementary  
Glen Hill Primary  
Pheasant Ridge Elementary

Niles Township High School 219  
2018 - Patching; mill and overlay; curb improvements; structure repair  
Niles West High School

West Aurora SD129  
Pat Dacy, Capital Projects Manager  
2014 Resurfacing & Sealcoating  
Hall Elementary  
Todd Early Childhood  
West High  
Transportation Center

West Aurora SD129  
Pat Dacy, Capital Projects Manager  
2015 Sealcoating  
McCleery Elementary School

Saratoga SD60C  
Kathy Perry, Superintendent  
Expanded Bus Parking Lot 2015

Consolidated High School District 230

Bob Hughes, Director of Facilities.  
Asphalt Patching & Repair 2015  
Victor J Andrew High School  
Carl Sandburg High School

Park Ridge SD64  
Luann Kolstad, Chief School Business Official  
2018 Sealcoating  
George B Carpenter Elementary School  
Theodore Roosevelt Elementary School  
Eugene Field Elementary School  
Franklin Elementary School  
George Washington Elementary School

Please let me know if you need anything else.

**Darren Schretter**  
**StudioGC architecture + interiors**  
223 W Jackson Blvd | Suite 1200  
Chicago, IL 60606  
o: 312.253.3425 | m:630.217.9241

Landscaping projects discussed at Building and Grounds:

- Area: Corner bed on Plainfield and Clarendon Hills Roads  
Removal of three pine trees, install three new pine trees
- Area: Beds along the Reading Garden  
Removal of dead trees and installation of new shrubs and plants in beds
- Area: Large bed along Clarendon Hills sidewalk  
Sod and add bush to hide electrical box
- Area: Patch of dead grass (due to deicer) on island along the book drop drive  
Add decorative stones along the drive
- Area: West of Clarendon Hills driveway patch of dead grass (due to deicer)  
Add decorative stones

# LANDSCAPING PROPOSAL (LS)

distributed @ mtg.

## Landscaping Projects Discussed at building and grounds (Updated with prices):

### Area: Corner bed on Plainfield and Clarendon Hills

Removal of three pine trees, install three new trees

Cost:

9' Norway Spruce \$3,889

5' Norway Spruce \$2,959

### Area: Beds along reading garden

Removal of dead trees and installation of new shrubs, plants and/or ground cover in beds

Cost: \$1,200 (Boxwoods, Hosta or Vinca, shrubs, or other ground cover)

### Area: Large Bed along Plainfield Road sidewalk

Cut down bed, sod and add bush to hide electrical box

Cost: \$1,275

### Area: Patch of dead grass (due to deicer) on island along the book drop drive

Add decorative stones along the drive

Waiting on cost

### Area: West of Clarendon Hills driveway patch of dead grass (die to deicer)

Add decorative stones

Waiting on cost

**Kids & Teens**

A patron to Jane, "You are my favorite person at the library. You're always so sweet."

"This is a nice library."

**Circulation**

**Adult**

An attendee at the Queen Elizabeth II program said she became a member of the library because she had attended some programs and liked them.

Member was excited to discover the variety of adult programs offered--from handyman to TED Talks.

"I could just live in this library, everything here is so wonderful. I come all the time. I really appreciate you."

The members of the Novel Idea book club were very excited to see bookmarks of our book and movie bibliographies at their April meeting. They did not know we offered these! What a good service.

"This is so cool!!" 4 college-aged people said as they crowded around the Collaboration Station and started playing with the sensory boxes.

"My friend loves your library. She cannot say enough nice things. She likes the new area for millennials a lot." (new GenLit shelves)

From Twitter: "I was talking to a friend of mine last week about a trip to her local public library and how awesome the person was who showed everyone around (Jez). She said the nicest things about you!! She is the one who asked about jobs and I think she is even applying. That is all thanks to you!" (This is in response to the What Your Library Can Do program)

We just moved to Darien & have been to many #LibSocial events. We've had a great time and met lots of nice people!

**Technology**

This is the "bee's knees" when referring to the paper cutter.

**Administration**



### Meeting Ground Rules

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