

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

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

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

- A. Trustee Oaths of Office
- B. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Crystal Megaridis, Diane Ruscitti, Victoria Suriano
- C. Election of Officers Action
- D. Mission Statement: We enrich people's lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.
- E. Public Information
- F. Communications and Announcements
 - 1. White to Bukovac re: Per Capita Grant Page 3
- G. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, April 17, 2019 Page 4
 - 2. Action on Bill/Additional Bills Page 7
 - 3. Nominating Committee Minutes May 15, 2019 Distribute @ mtg.
 - 4. Strategic Plan Retreat Minutes April 13, 2019 Page 12
 - 5. Building and Grounds Committee Meeting Minutes April 30, 2019 Page 13
- H. Items Deleted from Omnibus Consent Agenda Action
- I. Library Director's Report Page 14 Information
- J. Department Reports Information
 - 1. Assistant Director Page 16
 - 2. Marketing Page 20
 - 3. Adult Page 22
 - 4. Circulation Page 27
 - 5. Technology and Technical Services Page 31
 - 6. Youth Page 34

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- K. Staff Report
Monica Dzierzbicki, Mid-Kids Librarian, Summer Challenge Information

- L. Reports
 - 1. Treasurer’s Report Page 44 Information
 - 2. Chamber Meetings (Jensen) Page 48 Information
 - 3. RAILS Page 49 Information
 - 4. Building and Grounds Committee (Krupicka)
 - 5. Finance Committee (None)
 - 6. Planning/Outreach Committee (None)
 - 7. Policy Committee (None)

- M. Unfinished Business
 - 1. Strategic Plan 2019- 2022 Page 58 Action

- N. New Business
 - 1. Committee Appointments Information

- O. Committee Meetings
Select Finance Committee meeting date May 30,
June 3, 4, 10, 11, or 12

- P. Community Events

- Q. Library Events
Bea’s Garden Celebration, May 19 at 2 p.m.

- R. Adjournment



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

March 18, 2019

Ms. Jamie Bukovac, Library Director
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 FY2019 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, 2020.

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,

Jesse White, Secretary of State
and State Librarian

cc: FY2019 Indian Prairie Public Library District Per Capita File
Victoria Suriano, Board President

JW:isl/ldg

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of April 17, 2019

**Board of Trustees Regular Meeting
April 17, 2019 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:18 p.m. Acting-Secretary Krupicka called the roll.

Present: Donald Damon, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano

Absent: Beena Deshmukh

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Ann Stovall

Others:

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

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

Vision Statement: Acting-Secretary Krupicka 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. Padalik to Bukovac re: Darien Dash
2. Bukovac to Padalik re: Darien Dash
3. Our Lady of Peace School re Fundraiser
4. Darien Turning 50
5. Darien Rotary Club’s Annual Fundraiser
6. Loftus to IPP re: Passport Services
7. Troop 55 to Birmingham re: Athletic Shoe Drive

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, February 20, 2019
2. Action on Bills/Additional Bills – February
3. Action on Bills/Additional Bills – March
4. Revised 2019 Days Closed
5. Ordinance #2019-1 Authorizing Non-Resident Cards
Damon moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

At this point the Board proceeded with the Staff Report. Stovall left at 7:40 p.m. and the Board continued with the rest of the agenda.

G. Library Director's Report

H. Department Reports

I. Staff Report – Ann Stovall, Head of Technology and Technical Services, highlighted the various ways we make digital content available to our patrons through our eLibrary collection. Patrons can read eBooks, listen to audio books, and stream movies and music.

J. Reports

1. Treasurer's Report (February) – backup in packet.
2. Treasurer's Report (March) – backup in packet.
3. Chamber Reports – backup in packet.
4. RAILS – backup in packet.
5. Building and Grounds Committee – no report.
6. Finance Committee – no report.
7. Planning/Outreach Committee – no report.
8. Policy Committee – no report.

K. Unfinished Business

1. Update Strategic Plan 2015-2018 – The Board reviewed Bukovac's final report. Bukovac said if there was anything the Trustees felt should be enhanced it could be included in the upcoming strategic plan. Bukovac will be bringing the strategic plan to the Board in May.
2. Strategic Plan Retreat Feedback - Bukovac distributed retreat notes prepared by the facilitator. She reviewed responses to the question of what makes you proud about the library, reaction to the data gathered, and responses to the question of what are you most excited about after today's discussion. Also distributed this evening was a draft strategic plan outline prepared by the facilitator. It included two variations of our current vision statement, two variations of our current mission statement, and three strategic directives. Bukovac said that the vision statement is an aspirational statement of where we want to go. It should be about the community and how they feel. The mission statement is how we get there and the strategic directives provide the support. The Board agreed that they liked the current mission statement. They discussed variations of the current vision statement and developed the following: our community looks to the Indian Prairie Public Library to achieve personal goals and enrich their quality of life.

L. New Business

1. Recommendation for Server and Back-Up Solution – Our current server and back-up are due for replacement. The Board reviewed the pricing information and recommendation in the packet. Megaridis moved, Damon seconded to use Current Technologies for the server replacement and back-up solution at a cost of \$19,600.00. Ayes: Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh. Motion carried unanimously.
2. Officers and Committees – Megaridis and Suriano will be on the nominating committee for officers. Suriano reported that Deshmukh has put her house up for sale and will be moving out of the district eventually. Her position will be open in addition to the open position that was on the April 2 ballot for which no one ran. The Board discussed a suggestion that we

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put the open positions on our website. The consensus was that the community was aware we had an opening through the election process. Someone could have run for the position or been a write-in-candidate. For now they will reach out to people in the community to see if anyone is interested. They will plan on interviewing candidates in June.

M. Scheduled Meetings

1. A Building and Grounds Committee meeting is scheduled for April 30 at 5:30 p.m.

N. Community Events

O. Library Event

P. Adjournment

At 8:52 p.m. Damon moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Marian Krupicka, Acting-Secretary

ACTION ON BILLS April 2019

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	3068 thru 3164	\$ 90,616.85
MB-Salaries for April	547 thru 565	\$ 5,939.75
Hinsdale Bank-Direct Deposits	& 28005 thru 28167	\$ 118,868.88

MONTH'S TOTAL: \$ 215,425.48

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Indian Prairie Public Library District Account QuickReport - Vendors As of April 30, 2019

Type	Date	Num	Name	Amount
10122 - MB Checking				
Bill Pmt Check	04/01/2019	3068	BCBS	9,859.42
Bill Pmt Check	04/01/2019	3069	New York Times, The	746.97
Bill Pmt Check	04/01/2019	3070	OverDrive	468.49
Bill Pmt Check	04/01/2019	3071	Quill	885.78
Bill Pmt Check	04/01/2019	3072	Baker & Taylor	752.33
Bill Pmt Check	04/01/2019	3073	Baker & Taylor (video)	112.77
Bill Pmt Check	04/01/2019	3074	Blackstone Audio, Inc.	135.00
Bill Pmt Check	04/01/2019	3075	Bottom Line Personal	39.00
Bill Pmt Check	04/01/2019	3076	CareerBuilder Employment S	35.00
Bill Pmt Check	04/01/2019	3077	Colonial Life	82.53
Bill Pmt Check	04/01/2019	3078	Conservation Foundation, Tr	50.00
Bill Pmt Check	04/01/2019	3079	Deliciously Yours	600.00
Bill Pmt Check	04/01/2019	3080	Guchenia., Kristina	35.87
Bill Pmt Check	04/01/2019	3081	Ingram Library Services	59.55
Bill Pmt Check	04/01/2019	3082	KI	511.68
Bill Pmt Check	04/01/2019	3083	Martin, Jamie	400.00
Bill Pmt Check	04/01/2019	3084	Midwest Tape	1,512.62
Bill Pmt Check	04/01/2019	3085	Penguin Random House LLC	78.75
Bill Pmt Check	04/01/2019	3086	Recorded Books, LLC	114.19
Bill Pmt Check	04/01/2019	3087	Runco	15.35
Bill Pmt Check	04/01/2019	3088	Sentimental Productions	120.00
Bill Pmt Check	04/02/2019	3089	Better Business Planning, In	181.88
Bill Pmt Check	04/02/2019	3090	Lucarelli, Anthony	72.84
Liability Check	04/04/2019	3091	Nationwide Retirement	700.00
Liability Check	04/04/2019	3092	Vantagepoint	1,281.21
Bill Pmt Check	04/12/2019	3093	U.S. Postal Service	1,000.00
Bill Pmt Check	04/15/2019	3094	Asimakopoulos, Jennifer	38.00
Bill Pmt Check	04/15/2019	3095	Baker & Taylor	5,531.54
Bill Pmt Check	04/15/2019	3096	Bal Industries	390.00
Bill Pmt Check	04/15/2019	3097	Blackstone Audio, Inc.	52.95
Bill Pmt Check	04/15/2019	3098	Canon Solutions America Inc	396.72
Bill Pmt Check	04/15/2019	3099	Case Lots Inc.	235.65
Bill Pmt Check	04/15/2019	3100	Colley Elevator Co.	398.00
Bill Pmt Check	04/15/2019	3101	Findaway World, LLC	99.92
Bill Pmt Check	04/15/2019	3102	Gale/CENGAGE Learning	688.30
Bill Pmt Check	04/15/2019	3103	Garvey's Office Products	38.50
Bill Pmt Check	04/15/2019	3104	Groot Industries, Inc.	309.86
Bill Pmt Check	04/15/2019	3105	Illinois Library Association	375.00
Bill Pmt Check	04/15/2019	3106	Ingram Library Services	60.36
Bill Pmt Check	04/15/2019	3107	LexisNexis Matthew Bender	147.43
Bill Pmt Check	04/15/2019	3108	Midwest Tape	3,303.46
Bill Pmt Check	04/15/2019	3109	OUT	29.95
Bill Pmt Check	04/15/2019	3110	OverDrive	406.95
Bill Pmt Check	04/15/2019	3111	Roy, Nancy	227.68

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Indian Prairie Public Library District
Account QuickReport - Vendors
As of April 30, 2019

Type	Date	Num	Name	Amount
Bill Pmt Check	04/15/2019	3112	Runco	317.83
Bill Pmt Check	04/15/2019	3113	Speciality Mat Service	185.86
Bill Pmt Check	04/15/2019	3114	Unique Management	62.65
Bill Pmt Check	04/15/2019	3115	Yott, Jill	64.71
Liability Check	04/16/2019	3116	LIMRICC	1,304.82
Bill Pmt Check	04/17/2019	3117	American Library Associatio	131.89
Bill Pmt Check	04/17/2019	3118	Baker & Taylor	2,839.86
Bill Pmt Check	04/17/2019	3119	Baker & Taylor (video)	151.78
Bill Pmt Check	04/17/2019	3120	Birmingham, Laura	129.32
Bill Pmt Check	04/17/2019	3121	DEMCO	197.03
Bill Pmt Check	04/17/2019	3122	Directline II USA, Inc.	56.15
Bill Pmt Check	04/17/2019	3123	ELM USA, Inc.	376.25
Bill Pmt Check	04/17/2019	3124	Gale/CENGAGE Learning	392.66
Bill Pmt Check	04/17/2019	3125	Garvey's Office Products	35.02
Bill Pmt Check	04/17/2019	3126	Ingram Library Services	134.73
Bill Pmt Check	04/17/2019	3127	LM Information Delivery, Inc.	2,303.39
Bill Pmt Check	04/17/2019	3128	Midwest Tape	1,091.11
Bill Pmt Check	04/17/2019	3129	Neviol Inc.	4,725.00
Bill Pmt Check	04/17/2019	3130	Nguyen, Bichthuy T.	75.00
Bill Pmt Check	04/17/2019	3131	Recorded Books, LLC	235.19
Bill Pmt Check	04/17/2019	3132	Runco	574.00
Bill Pmt Check	04/17/2019	3133	Sebert Landscaping	805.00
Liability Check	04/18/2019	3134	Nationwide Retirement	700.00
Liability Check	04/18/2019	3135	Vantagepoint	1,281.21
Bill Pmt Check	04/19/2019	3136	Indian Prairie Library Founda	125.76
Bill Pmt Check	04/19/2019	3137	Bank of America	12,594.14
Bill Pmt Check	04/19/2019	3138	American Library Associatio	58.49
Bill Pmt Check	04/19/2019	3139	Baker & Taylor	1,823.21
Bill Pmt Check	04/19/2019	3140	Blackstone Audio, Inc.	45.00
Bill Pmt Check	04/19/2019	3141	Call One	184.35
Bill Pmt Check	04/19/2019	3142	Canon Solutions America Inc	224.25
Bill Pmt Check	04/19/2019	3143	Case Lots Inc.	302.80
Bill Pmt Check	04/19/2019	3144	Comcast	383.70
Bill Pmt Check	04/19/2019	3145	Current Technologies	409.29
Bill Pmt Check	04/19/2019	3146	DEMCO	286.72
Bill Pmt Check	04/19/2019	3147	Dynegy Energy Services	3,387.02
Bill Pmt Check	04/19/2019	3148	Grainger	447.02
Bill Pmt Check	04/19/2019	3149	Grasso Graphics	977.92
Bill Pmt Check	04/19/2019	3150	Ingram Library Services	98.58
Bill Pmt Check	04/19/2019	3151	Layman, Jez	49.42
Bill Pmt Check	04/19/2019	3152	Midwest Tape	474.33
Bill Pmt Check	04/19/2019	3153	Neviol Inc.	200.00
Bill Pmt Check	04/19/2019	3154	OverDrive	1,110.43
Bill Pmt Check	04/19/2019	3155	Penguin Random House LLC	228.75
Bill Pmt Check	04/19/2019	3156	Principal Life Insurance Corr	1,102.33

Indian Prairie Public Library District
Account QuickReport - Vendors
As of April 30, 2019

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	04/19/2019	3157	Quill	1,037.71
Bill Pmt Check	04/19/2019	3158	Recorded Books, LLC	221.19
Bill Pmt Check	04/19/2019	3159	Roy, Nancy	38.14
Bill Pmt Check	04/19/2019	3160	Standerfer, Amanda E.	3,200.00
Bill Pmt Check	04/19/2019	3161	SWAN	10,584.50
Bill Pmt Check	04/19/2019	3162	Thomson Reuters West	77.27
Bill Pmt Check	04/19/2019	3163	VSP Vision	146.75
Bill Pmt Check	04/19/2019	3164	Wlosinski, Maria	45.82

Total 10122 · MB Checking
TOTAL

90,616.85
90,616.85

Bills for approval – Electronic Payments & Automatic Withdrawals

April 2019

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	04/05/2019	21,064.88
ILDOR-State	Payroll taxes	04/05/2019	3,892.76
EFTPS-Federal	Payroll taxes	04/19/2019	18,594.50
ILDOR-State	Payroll taxes	04/19/2019	3,539.76
IMRF	Payroll Pension	04/02/2019	19,491.61
IMRF	Payroll Pension	04/30/2019	19,641.17
DAC	Deposit to HRA	04/02/2019	2,187.50
Nicor	Gas	04/15/2019	1,458.08
INB Bank/MB	Credit Card Fee	04/02/2019	230.96
Hinsdale Bank	Fee-Direct Deposit	04/02/2019	40.00

Indian Prairie Public Library
Special Board of Trustees Meeting
Strategic Plan Retreat
April 13, 2019 – 9 a.m.
Minutes

Call to Order: 9 a.m.

Present: Vicki Suriano, Marian Krupicka, Don Damon, Beena Deshmukh, Jamie Bukovac, Laura Birmingham, Ann Stovall, Debbie Sheehan, Natalie Williams, Tony Lucarelli, Shirley Jensen, Jennifer Asimakopoulos, T.J. Szafranski, Jack Schultz

Facilitator Amanda Standerfer led the group in exercises to develop strategic directions and key initiatives for the strategic plan.

The meeting adjourned at 2:30 p.m.

Indian Prairie Public Library
Building & Grounds Committee Minutes
April 30, 2019 – 5:30 p.m.

Present: Krupicka, Deshmukh, Megaridis, Suriano, Bukovac, Birmingham

The committee discussed areas of the landscaping. Laura will contact the landscaper to do a design for the SE corner. Marian and Vicki will create a design for the area between the reading garden and the parking lot.

Bukovac reported on the donation of benches and an insect house for Bea's Garden. The committee recommended we add two more benches to the Prairie Patch.

Bukovac discussed adding a way for people to access the Prairie Patch. It was determined that steps from the Reading Garden would be best.

Expanding the reading garden patio was discussed. More research will be done and budgets put together.

Work has been done to clean up the delivery area. The committee is pleased with the results.

The committee agreed on a new planter to go between the two concrete benches near the entrance.

The committee agree that a water fountain on each floor could be replaced with the type that allows for the filling of water bottles.

The committee discussed hiring an architect. Bukovac will see about having an architect talk with board about design trends and costs.

Adjourn 7 p.m.

**Director's Report
May 2019**

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Agenda

Staff Reports:

Monica will share what is going on this year with the Summer Challenge and May visits to the schools to promote it.

Unfinished Business:

The proposed strategic plan with the vision, mission, strategic directions, and key initiatives are in the packet for your review.

Key Date

The celebration of Bea's Garden, donated by the Lawrence family in honor of their daughter Beatrix, is Sunday, May 19, at 2:00.

Visioning Committee

The committee had an all-day retreat with Amanda Standerfer facilitating to write strategic directions, key initiatives and start to develop action steps. I continued the work with the committee two weeks later where we finalized the wording on the strategic directions and initiatives and continued work on the action steps. The vision, mission, strategic directions and key initiatives are ready for the board to review. The action steps will be completed over the next month.

Parking Lot

Laura, Joe and I had a walk-through with the project manager to see how the parking lot held up over the winter. There are a few areas that we feel are retaining water longer than they should. Information has been provided to the engineer who will be looking into this.

Staff

Kathleen Buckley, Adult Services Associate, resigned to accept a full-time position. Alexandra "Lexie" Twidell started April 22 as the Early Literacy Librarian. Circulation Associate Carol Shackleton has notified us that she will be retiring June 30.

Laura put together a week of staff appreciation goodies during National Library Week with a cookie day, a pizza day, a salad bar day and a day with fruit and fruit-infused water. Staff also had one day to wear their favorite team's jersey. Our administration volunteer Geri did another wonderful job of putting together vases of fresh flowers for each department.

Meetings

One department heads meetings
Parking lot walk-through
Building and Grounds Committee meeting

Debbie one one-on-one
Laura one one-on-ones
Natalie two one-on-ones
Tony one one-on-one
Ann one one-on-ones
Visioning Committee retreat
Visioning Committee meeting

Maria and Jamie A. attended a staff discussion about the book "Dear Martin"
Nancy attended the HR Resource Roundtable meeting

Jamie Bukovac, Director

Assistant Director's Report

May 2019

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Building & Grounds:

Bea's Garden is opening on Sunday, May 19th at 2:00 pm. Joe and I have been working with Megan Lawrence on the gardens and the items for the garden. Joe built the insect hotel and two wooden plant beds for the area. He is currently building a child-sized memorial bench that will have a place of honor in the garden. The Lawrence family is absolutely thrilled that Joe is able to build a customized bench because it will be unique and a fitting tribute to their daughter. In addition to the child's bench, I am purchasing a second adult-sized three-person bench. It will match our existing benches, except it will be longer. It is made from "Polywood" like our other benches, which have held up extremely well. Memorial plaques in honor of Bea will be installed on the two benches and the insect hotel. The plaques will read: "In loving memory of Beatrix Lawrence 9/5/17-10/19/18". Thanks to the Lawrence Family, Bea's Garden will be a lovely place for families to sit and enjoy the dry river bed area.

To save us money, Joe will be mulching the plant beds this month. Normally, we pay Sebert around \$5,000 to mulch the beds. We estimate that we will save around \$4,000 with Joe doing the installation.

IPPL Foundation and Friends:

The Book Nook made \$694.23 in April. Movie donations brought in \$43.50.

The "One Dime at a Time" program at Whole Foods earned us a whopping \$2,526! People who used their own shopping bags at the Willowbrook Whole Foods from January 1st through the end of March earned the library \$.10 for every reusable bag used at checkout – that 25,260 bags! Wow!

Visioning Committee:

I led the Visioning Committee on April 16th. We continued discussion about different staffing model possibilities.

Programming:

Cindy coordinated 7 programs in April:

April 4 *Saving for Your First Home Purchase* (7 attendees)

April 7 *Wizard of Oz Concert* (30 attendees)

April 10 *The Wizard of Oz Unlocked* (30 attendees)

April 16 *Colleen Moore's Enchanted Fairy Castle* (86 attendees)

April 17 *Medicare Made Easy* (38 attendees)

April 24 *Cooking with Chef Mary Gail* 1:00 p.m. (38 attendees)

April 24 *Cooking with Chef Mary Gail* 3:00 p.m. (28 attendees)

April 30 *Using Native Plants* (33 attendees)

PopCon 2019:

Pop Con was held on Saturday, May 4th. I was on the committee to help plan and staff the event. We estimate that there were 150 attendees. The Sadowski Family sponsored the event.

In addition to the usual free comic book giveaway and crafts, we tried some new things this year:

- We held a fan art contest. I planned and coordinated the contest. There were three entry categories: 12 and younger, 13 to 18 years of age (teen), and 18 and over (adult). We had eleven entries in the 12 and younger category, one entry in the teen category and four entries in the adult category. VisoArts, another philanthropic group founded by Joe Sadowski, sponsored prizes for the art contest. (Value of prizes \$330). Both Joe and his sister Maria attended PopCon and acted as judges for the contest.
- I also planned and found artists for our first ever "artist's alley". This year, three artists joined us for our event: Carrie Rader, an embroidery artist; Ben Clark (our former employee), an illustrator; and J.E. Mueller, a YA Fantasy author. All artists sold their wares and interacted with attendees. Both Carrie and Ben demonstrated their art during the event.
- A local group of Star Trek "Klingons" join us. The group included a singer who performed popular songs in Klingon. They were a big hit.

Night of Ice and Fire:

Night of Ice and Fire, our "Game of Thrones" 21 and over event will be held on Saturday, May 18th from 7pm to pm. I am on the planning committee for this event. Game of Thrones is very popular at the moment with the series finale airing later this month, so we are jumping on the popularity bandwagon and tying in our event. We have several activities planned for the evening:

- Live sword fighting with the Chicago Swordplay Guild (This group demonstrated at a previous How to Expo and were quite popular.)
- A magician from the Chicago Magic Lounge.
- Attendees can make their own dragon egg.
- Refreshments will be available for purchase.
- A lecture by Dr. Valerie Garver, professor of History and Medieval Studies at NIU. She will present "Family, Duty, Honor: Medieval History and Game of Thrones" on the roles family, marriage, and gender play in *Game of Thrones* and compare the show and books to medieval history.
- Sit in an iron throne. (Joe made an "iron" throne for us and there will be a silent auction for the chair that evening.)
- A costume contest.
- Game of Thrones trivia contest.
- Selfie station with the throne, helmets, a castle wall and more!

Darien's 50th "Birthday":

Darien was "born" into existence on December 13, 1969. The library has been invited to participate in planning the celebrations surrounding the event. I am the liaison to this planning committee. I have offered them use of our display cases and gallery, meeting room space and the opportunity to install banners on our lawn and on the parking lot sign posts. There will be a featured article about Darien in an upcoming issue of Neighbors magazine. If you have any ideas on how the library could help celebrate Darien later this year, please share your ideas with me. I had an idea that the Library Board could do a congratulatory proclamation at a Board Meeting in honor of Darien turning 50. Perhaps we could invite the Mayor or other communities to attend the meeting and receive the proclamation in person.

Marketing and Promotion:

Dave produced promotional videos for PopCon, Night of Ice and Fire and the Sound.

Dave researched YouTube advertising and he posted a targeted ad for the Night of Ice and Fire. The ad went live on April 27th and is targeted for zip codes 60561 and 60527. So far, the ad has had 1.3K "impressions", 459 views and a 35.33% view rate. An impression is counted each time the ad is shown on a search result page or other Google site. The view rate measures the percentage of people who watched the video. We are going to poll people the night of the event to see how they found out about the event to see if the ad had any impact.

Dave will be adding a second YouTube ad featuring "The Sound". The ad will also be targeted by zip codes. We are hoping to increase community attendance at the event.

Theresa and Jill have been focused on creating the Summer newsletter most of this month. The newsletter covers June, July and August and will be in mailboxes around May 24th. The theme is "Discover your Library".

Katrice Perkins joined the marketing staff as our Communications Associate on April 29th.

Jill's report is attached.

Meetings:

- 4/18 One on one with Dave
- 4/18 One on one with Theresa
- 4/22 PopCon Committee
- 4/23 One on one with Cindy
- 4/23 All Day Strategic Planning Retreat
- 4/24 One on one with Jill
- 4/25 One on one with Dave
- 4/25 One on one with Theresa
- 4/30 Department Head Meeting
- 4/30 Building and Grounds Committee
- 5/1 One on one with Jill

- 5/1 One on one with Cindy
- 5/2 One on one with Dave
- 5/6 One on one with Jill
- 5/7 Visioning Committee
- 5/8 Night of Ice and Fire Committee
- 5/8 One on one with Cindy
- 5/9 One on one with Dave
- 5/9 One on one with Theresa
- 5/13 One on one with Jill
- 5/14 Department Head Meeting
- 5/15 Library Board Meeting

Submitted by: Laura Birmingham, Assistant Director

**Jill Yott, Communications Coordinator, Report for Board of Trustees
April 1-30**

Continuing Education

April 5: Conference, "ILA Marketing Conference, Schaumburg Public Library District"
April 23: Webinar, "Five Things Every Nonprofit Should Consider about Their Website"

Meetings & Interviews

At the end of March and the first part of April, Laura and I conducted interviews for the Communication Associate position. We are pleased to have hired Katrice Perkins as our Communication Associate. With her experience as a newspaper reporter, her customer service background in her retail job, her internships, and work on a student newspaper at the University of Illinois at Urbana-Champaign, she brings a lot to the table. She wants to learn and grow in this position, and we are excited to make her part of the marketing team. She began on Monday, April 29. I conducted her orientation, and I am working on training to perform her job duties.

Enews

In order to accommodate a SWAN survey and library events another week, enews was sent on Tuesdays a few weeks in a row.

- Thursday, April 4: 17 percent open; 6 percent click
- Wednesday, April 10: (Foundation & Friends): 39 percent open; 3 percent click
- Thursday, April 11: 16 percent open; 8 percent click
- Tuesday, April 16: 16 percent open; 5 percent click
- Tuesday, April 23: 17 percent open; 5 percent click
- Monday, April 29 (Foundation & Friends): 41 percent open; 2 percent click

Social Media Followers through March 31.

Facebook Likes: 1,723 (+)4
Instagram: 400 (+) 32
Twitter: 1,045 (+)6

Social Media Advertising

For the first time, with the assistance of fabulous David Bunn, we launched a video campaign on YouTube. Dave created a fantastic promo for the "Game of Thrones" inspired event, Night of Ice and Fire. That promo was uploaded to YouTube with a daily budget of \$2.50 to test this as an option for future advertising. We will share results in the next report.

Social Media Featured Posts



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

The chickens in Kids & Teens garnered lots of attention on both Facebook and Instagram. A live feed was set up (again by Dave) on YouTube. I know my family couldn't resist watching at home and my son's class at school also enjoyed checking in.

Jack is the person behind Instagram's Bookface Friday (pictured as Batman). Like many of our Bookface Friday photos, this one also did well, and was one of our most popular posts ever.

As I have reported in previous months, any time I can use our position to educate, especially posting articles regarding the sky, our followers engage and share those posts. This included another article about the full moon and rare lightning strikes.

Adult Services Monthly Report

April 2019

The Pages, under Shirley’s direction, consolidated the recently returned shelves in order to make better use of the space. Doing this freed up two sections of low shelving. We are planning a recently published Illinois authors collection in this space.

Shirley, Jennifer, and I have spent many hours this month in Visioning Committee meetings helping to lay out the future of the library. I am excited to see progress being made and a plan starting to take shape.

I spent time this month negotiating with online resource (database) vendors and was able to get some concessions that will help balance out the database budget this year. I also put together the department’s materials and programming budgets.

My test of how to do CREW weeding was a success. I completed the weeding of the entire 300s in a month and a half. In the past, a full year was given to weeding just half of that collection. I’m starting to meet with individual selectors to discuss this process and give them their weeding lists. I have now moved on to biographies and will repeat the process for this and all other areas I develop in the collection. A bonus to weeding this way is that we can discover items that have gone missing and cull them from the item database. I discovered almost 20 missing items in the 300s.

Kathy Buckley, Adult Services Associate, has resigned to take a full-time job. Her last day is May 9. The position opening has been posted.

Monthly Highlights

- Shirley worked on a proposal to switch our e-magazine source from RBDigital to Flipster. RBDigital lost the rights to a number of popular e-magazines (for example, *Better Homes & Gardens*) right at renewal time in December 2018. Switching to Flipster will allow us to access these titles again as well as other popular titles such as *People* and *Sports Illustrated*. Since our RBDigital subscription expires in December, we will be running the two services concurrently for six months. In January we will add as many titles as possible to Flipster that we had in RBDigital.
- Jennifer reports that after our annual “What the Library Can Do For You” program during National Library Week a non-resident attendee bought a library card as they were convinced that it was a bargain when they heard about all the library had to offer.
- Jez has been busy coordinating the library’s PopCon and Night of Ice and Fire events. Promotional bookmarks were put into all of the *Game of Thrones* DVDs and *A Song of Ice and Fire* books/materials to promote that event.
- Joe attended a RAILS webinar called *Programming and Collections for Those with Dementia/Alzheimers*. Based on information from that webinar, he has coordinated with Cindy to offer a “Name That Tune” program that will be offered this winter. According to the presenters of the webinar, music programs work especially well as dementia does not affect the portion of the brain that remembers music.

Community

- Shirley attended WBBR Women in Business meeting and Business Expo Planning meetings. She also attended the Darien Chamber Board meeting, Darien Dash Planning meeting, and Darien

Coffee Connection meetings. She assisted a WBBR chamber colleague on a reference question, helping her reach more potential clients.

- Jennifer and the Associates provided book club resources to 12 groups (six via e-mail, six via print pickup) on nine new titles and three titles that had been previously requested by other groups.

Contributing to the Profession

- Tony was approved to be part of a panel discussion at ILA Annual called *Staff-Centered Leadership: Building Relationships, Satisfaction, and a Healthy Environment for Your Library*.
- Jennifer led an ARRT Genre Study on Gentle Romance. Fifteen librarians from the area attended. She also chaired the bi-annual eMediaLibrary Consortium Meeting. In order to ease discussions among member libraries, she worked with RAILS to create a networking group and listserv. The listserv will go live in May.
- Jez was approved to present at ILA Annual with Becky Spratford (RA for All) and Arcadia McCauley (LaGrange Public Library) on reader's advisory services. She also provided a quote for an article Novelist is developing on how and why our library uses LibraryAware.
- Joe coordinated the spring LEARN event held at Skokie Public Library. There were 21 people in attendance to hear about marketing ESL resources.

Continuing Education

- As previously mentioned, Joe attended a webinar on serving patrons who have dementia/alzheimers.

Meetings

Date	Meeting	Staff
1-Apr	One-on-One	Jennifer & Denise
2-Apr	Visioning Committee Meeting	Tony, Shirley & Jennifer
3-Apr	Adult Services Department Meeting	All Librarians & Associates
4-Apr	One-on-One with Jamie	Tony
9-Apr	Visioning Committee Meeting	Tony, Shirley & Jennifer
9-Apr	WBBR Women in Business Meeting	Shirley
10-Apr	Monica Training	Tony
10-Apr	One-on-One	Tony & Shirley
10-Apr	PopCon Committee Meeting	Jez
13-Apr	Visioning Committee & Board Retreat	Tony, Shirley & Jennifer
16-Apr	Visioning Committee Meeting	Tony, Shirley & Jennifer
16-Apr	LEARN Meeting	Joe
17-Apr	WBBR Chamber Business Expo Meeting	Shirley
17-Apr	One-on-One re: ILA Award application	Jennifer & Jez
18-Apr	Darien Chamber Board Meeting	Shirley
22-Apr	One-on-One with Jamie	Tony
23-Apr	Visioning Committee Retreat	Tony, Shirley & Jennifer
24-Apr	Department Heads Meeting	Tony

24-Apr	Darien Dash Planning Meeting	Shirley
25-Apr	ELSUM Meeting	Tony
25-Apr	DUX Meeting	Tony
30-Apr	Darien Chamber Coffee Connection	Shirley

Programs

Date	Time	Program	Organizer/ Presenter	Attendance
1-Apr	9:00 a.m.	AARP Tax Aide	Denise	30
1-Apr	6:00 p.m.	Chess Club	Denise	13
3-Apr	7:00 p.m.	#LibSocial - Disney Karaoke	Jez	9
4-Apr	2:00 p.m.	Thursday Afternoon Movies: <i>Operation Finale</i>	Joe	33
4-Apr	7:00 p.m.	Saving For Your First Home Purchase	Cindy	6
5-Apr	9:00 a.m.	AARP Tax Aide	Denise	27
6-Apr	10:00 a.m.	ESL Conversation Group	Joe	11
7-Apr	2:00 p.m.	Foundation & Friends Concert: We're Off to See the Wizard	Cindy	30
8-Apr	9:00 a.m.	AARP Tax Aide	Denise	30
8-Apr	6:00 p.m.	Chess Club	Denise	12
8-Apr	7:00 p.m.	Great Decisions	Mary K.	19
9-Apr	7:00 p.m.	What Your Library Can Do For You	Jez	11
10-Apr	3:00 p.m.	Job Club	Jez	Cancelled
10-Apr	7:00 p.m.	The Wizard of Oz Unlocked	Cindy	30
10-Apr	7:00 p.m.	Novel Idea Book Club	Mary P.	19
12-Apr	9:00 a.m.	AARP Tax Aide	Denise	26
15-Apr	6:00 p.m.	Chess Club	Denise	14
16-Apr	7:00 p.m.	Colleen Moore's Enchanted Fairy Castle	Cindy	86
17-Apr	6:30 p.m.	GenLit Book Club	Jennifer	11
17-Apr	7:00 p.m.	Medicare Made Easy	Cindy	38
18-Apr	2:00 p.m.	Thursday Afternoon Movies: <i>The Children Act</i>	Joe	40
18-Apr	6:30 p.m.	Crime Readers Book Club	Kathy	7
20-Apr	10:00 a.m.	ESL Conversation Group	Joe	11
22-Apr	6:00 p.m.	Chess Club	Denise	13
22-Apr	7:00 p.m.	Great Decisions	Mary K.	16
24-Apr	1:00 p.m.	4th Wednesday: Cooking with Chef Mary Gail	Cindy	38
24-Apr	3:00 p.m.	4th Wednesday: Cooking with Chef Mary Gail II	Cindy	28
24-Apr	5:30 p.m.	#LibSocial Crafterworks - Comic Coasters	Jez	3
24-Apr	7:00 p.m.	BizConnection: Headshots	Shirley	15
25-Apr	11:30 a.m.	Mahjong Club	Denise	10
25-Apr	1:00 p.m.	Genealogy Group	Denise	21
29-Apr	7:00 p.m.	Board Game Group	Jez	4
30-Apr	7:00 p.m.	Using Native Plants for Sustainable & Pretty Gardens	Cindy	33
			Total	694

Volunteers

- Twelve volunteers completed 140 hours of service.
 - Court Ordered/Community Service: 11 volunteers performed 131.75 hours of service.
 - Regular volunteers: one volunteer did 4 hours of service.
 - Veteran's History Project: one volunteer did 4.25 hours of service.

Proctoring

- Shirley proctored two exams.

Social Media & e-Newsletter Reach

- Twitter – 336 profile visits; 23.6k impressions; 8 mentions; 1043 followers (+8)
 - Top Tweet with 2496 impressions was a retweet of a tweet about the how the Netherlands makes trains free on National Book Day for those who show a book instead of a ticket. Metra was tagged in the tweet and Metra responded by saying "Now that's a literate-ly cool idea."
 - Jez also asked followers to tweet emoji strings and we would provide book suggestions based on those emoji. Two followers took her up on the challenge.



IndianPrairieLibrary @ipplinfo · Apr 4

Copper Beach by @JayneAnnKrentz is paranormal romantic suspense involving an antiquarian bookseller, crystals, and blackmail

For a dark fantasy that makes you think, try Black Leopard, Red Wolf by Marlon James.

Mandy Kilinskis 🌟🌟 @ImAmandaJulius

Replying to @ipplinfo



IndianPrairieLibrary @ipplinfo · Apr 4

A classic: Shirley Jackson's The Haunting of Hill House

Something newer: Behind Closed Doors by @BAParisAuthor

We also have a whole list of recommended Domestic Thrillers: ippl.info/books-movies-m...

EeVee@4eevee @Eeveefigs

Replying to @ipplinfo



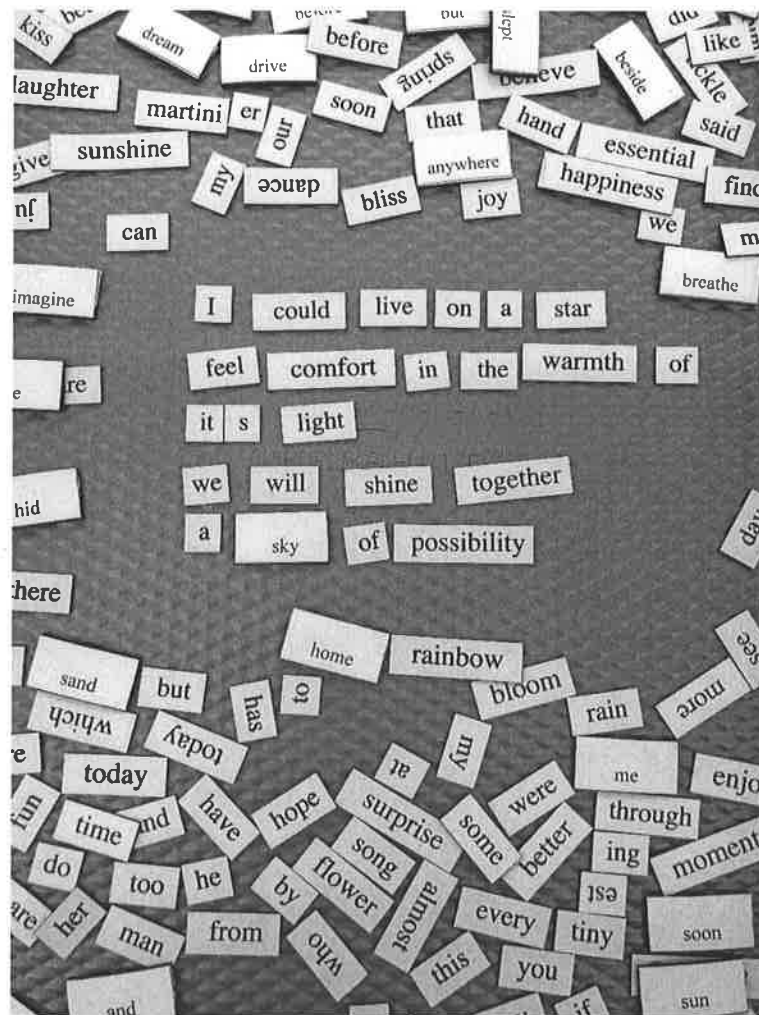
- Meetup
 - #LibSocial – 698 followers (+14)
 - Indian Prairie Public Library – 204 followers (+7)
 - Board Game Group – 198 followers (+7)
- New eBooks eNewsletter – sent to 170 addresses. Had 89 opens (52% open rate) and 20 clicks.

- Bestseller Preview eNewsletter – sent to 488 addresses. Had 202 opens (41% open rate) and 122 clicks.
- #LibSocial eNewsletter – sent to 7591 addresses on 4/1. Had 1448 opens (19% open rate) and 109 clicks. On 4/23, sent to 7389 addresses. Had 1507 opens (20.4% open rate) and 39 clicks.
- Jobs & Careers eNewsletter – sent to 171 addresses. Had 44 opens (26% open rate) and 1 click.

Book Display Restocking & Collaboration Station Use

Area	# of Items
Windowing	168
Endcap	203
Display	400

Fifty-nine people were observed using the collaboration station this month. The activity was magnetic poetry for National Poetry Month, where patrons could use magnetic words to create poems. Here is an example:



Circulation Services

April 2019

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

Checkouts and renewals were down slightly from last year. This year we circulated 54,270 as compared to 55,665 last year (a difference of 1,395 or -2-1/2%). Electronic circulation is up again. We circulated 6,198 this year compared to 5,089 last year. This is a 22% increase.

ILL's processed were slightly lower this year. We processed 7,548 this year and 7,689 last year.

As I mentioned last month, we began using a new "people counter" on March 6. The old counter was continually being bumped by people coming in and out and not giving us an accurate count. We also found that someone just standing by the doors would be counted many times. After looking at several different companies, we decided to go with SenSource. Two sensors were installed above the doors. The counts are sent to a website that can be seen in real time and by the hour. It is great to be able to see when our busy/slow times are! Unfortunately, our new numbers are much lower than what we have seen with our old counter. When I questioned SenSource as to why this was, they're answer was "... those are quite notorious for over-counting patrons. This is because the person is required to move at all times to be tracked. So if the person had stopped moving halfway through the field of view, the sensor would lose track of them and count them again. When they started to move again, the old sensor would see them as a new person, thus a new count. With video based sensors, we're able to track the person whether they are standing still or walking, as long as they are in the field of view". I asked SenSource to do an actual count for us to make sure that the new numbers were accurate. They remoted into our sensors and actually counted the number of people that came in and out of the building for 2 hours. Their count was the same as the sensor count.

April was the first full month of data. The counts *are* lower than what we are used to seeing, but are more accurate. Patron visits were 26,830 this year. Last year (on the old system) they were 32,254.

A total of 7,460 holds were placed in April. Patrons placed 5,971 (80%) holds while staff placed 1,489 (or 20%) holds.

13,537 items were checked out or renewed by staff at the desk. This is 27% of total checkouts/renewals. 25,303 items were checked out or renewed by patrons at one of our self-check machines, 6,003 items were renewed by patrons through Enterprise or BookMyne and 6,198 items were electronically checked out by patrons – for a total of 37,504 items checked out through some sort of self service. This is 70% of total checkouts/renewals. In addition we sent out 3,229 items to other SWAN libraries for a grand total of 54,270 items circulated in April.

Desk Statistics

Patron Assistance

Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/ Copier Help	Passport Questions	Notary Questions	Other
2663	117	206	349	95	81	105	38	387

Express Checkout Statistics

Station #1 (1 st floor)	7,288
Station #2 (1 st floor)	5,218
Station #3 (1 st floor-ADA)	4,406
Station #4(1 st floor – Hot Picks)	1,239
Station #5 (2 nd floor – K&T)	7,145

Community

Passports: The circulation staff accepted 93 passports in April. We accepted 73 in April last year. This is a 27% increase.

Notary Public: We notarized 134 documents in April.

User Ex

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

The Circulation Department has taken over maintaining the vending part of the café. Since we no longer have monitors to take care of this, we are now in contact with the vendor to order supplies before we run out. Staff have also taken on the responsibility to check the café to see if certain supplies need refilling and to clean up any spills. They have really stepped up and are doing a great job!

Willow Springs Cards Issued

We issued 1 new family card in April.

Sharing

At the SWAN Circulation Users Group, I was asked to do a presentation on tracking failed calls to patrons. These are automated calls that are made to patrons regarding their holds that are not able to be completed.

What's New

As of April 3, all new and "old" feature films are eligible for 2 renewals if there are no holds. New console games are also eligible for 2 renewals if there are no holds.

Workshops and Meetings Attended:

April 1 Department Heads

April 2	One on One with Jamie
April 2	Visioning Committee
April 8	Staff Evaluation\
April 9	Visioning Committee
April 13	Visioning Retreat with Trustees
April 14	Nancy Roy
April 16	Visioning Committee
April 16	Circulation Users Group
April 19	Staff Evaluation
April 23	All Day Visioning Retreat
April 24	Circulation Managers Meeting
April 24	Department Heads Meeting
April 30	Department Heads Meeting

Debbie Sheehan
Head of Circulation Services

		Circulation Statistics											
		2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Month		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	
July		79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767	61,849	
Aug.		72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603	58,027	
Sept.		62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001	40,505	
Oct.		66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236	51,829	53,121	
Nov.		66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280	51,105	50,846	
Dec.		59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932	48,477	48,713	
Jan.		72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950	53,767	53,392	
Feb.		69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,369	52,259	50,374	
Mar.		80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856	58,144	59,223	
Apr.		73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424	54,820	52,453	54,270	
May		68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	54,893	51,329		
June		84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	60,867	60,743		
Renewals through the		1,284											
	Electronic Circ		3,852										
Yearly													
Total		857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	690,893	644,477	530,320	
		*Parking lot construction											
		&InterLibrary Loan sent added											

Technology & Technical Services Board Report APRIL 2019


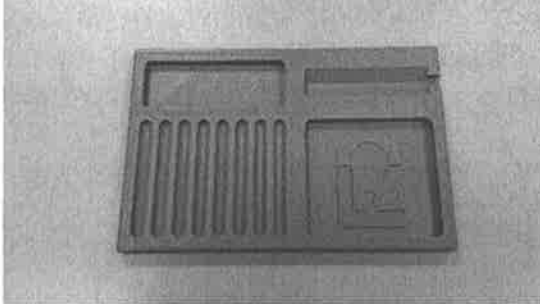
Improvements for Public, User Experience & Strategic Goals

- Technology Classes – We are expanding our offerings of technology classes by adding additional classes based on demand. Dave taught a 2nd iPad basics class when the waitlist list for the scheduled class was long.
- Tech Takeout - Two PlayStation 4s (PS4s) console gaming systems are now available for checkout. Circulating gaming systems are popular with our patrons as we continue to have holds on each of the various gaming systems.

Statistics

Maker (DIY)

- 3D Printer-5 print requests were processed. Interesting prints: Golf ball belt clip, model house with patron text, Jeep brake light covers, and a pinning tray for locks.
- Carvey- No requests this month..

Golf Ball Belt Clip	Pinning Tray
	

Technology Help Desk

- Technology Reference: 1295
- Technology Other: 82
- Individual Training: 401

Public Technology Programs & Classes

- 6 classes offered with total attendance: 111
- T.J. worked with Shirley to put on a Headshot studio program. We had 15 attend and get their picture taken.
- T.J. spoke at the Kids and Teens Coffee and Connect program about Screen Time Management.
- 1-on-1 Assistance
 - T.J. helped patron to prepare a PowerPoint presentation for a talk he was giving.
 - T.J. helped patron organize photos on her phone and iCloud.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Fri., April 5, 6 PM	3D Printing Design Basics	Ann	3
Wed. April 10, 2 PM	Facebook Basics	T.J.	11
Thurs. April 11, 2 PM	iPhone Basics	Dave	21
Thurs. April 11, 6:30 PM	Cutting the Cable Cord	Ann	55
Wed. April 17, 2 PM	iPhone Intermediate	Dave	18
Thurs. April 25 2 PM	iPhone Basics	Dave	9

Technology Services Projects

- Brett finished migrating staff to Office 365 for email and document access including security and backup. This frees up server storage, increases reliability and gives us remote access to files. We received this free by using Microsoft's school/library Office 365 A1 licensing.

Technical Services Projects

- Adult DVD Shelving- Joe reported that certain areas of the adult DVD collection is getting tight. To increase shelf space and improve patron browsing we are now using slimmer cases to process all new DVDs. We have also started to switch old DVD into slim cases in the Adult DVD drama. When we are finished with the entire collection, we will gain almost double the amount of space for this collection.
- Barcode Duplication- Staff and volunteers continue to work on adding a duplicate barcode to the cover of the book making it easier for patrons when using self-checks. We are currently working in the adult fiction, adult mystery and kids picture books.
- Collection Inventory- We are in the process of doing a complete inventory of the collection. We inventory each new item as it is added and older items when we

work on the barcode duplication project. We have inventoried around 49,000 items.

Continuing Education & Training

- T.J.- Project Management online course and readings.
- Brett attended a Network Managers meeting at Crystal Lake Public Library.
- April was trained on the classification of adult non-fiction materials.
- Anna attend the Technical Services Users Group on April 10.
- Natalya learned how to classify adult regular fiction and foreign fiction and to create pre-cataloging records for foreign adult fiction.

Sharing

- April shared our instructions on acquisitions yearly fiscal year end rollover with Westmont Library.

Personnel/Staff Meetings

- Apr. 1- Department Head Meeting
- Apr. 1 & 15 - 1-On-1 meetings with Anna- went over annual evaluation
- Apr. 2- 1-On-1 meetings with T.J.
- Apr. 2, 9, 13, 16, & 23- T.J. & I –Visioning Committee Meeting & Retreats
- Apr. 4 & 10 – 1-On-1 meetings with Jamie
- Apr. 17- Met with Martha Ramirez to review annual evaluation
- Apr. 8 & 24 - 1-On-1 meetings with April
- Apr. 24- Technical Services Department Meeting

Ann M. Stovall, Head of Technical & Computer Services, May 9, 2019

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

Programs

In April, Youth Services presented 70 programs at IPPL with 1,242 people in attendance. We also participated in 3 events out in the community serving 63 people.

PROGRAMS			
Date	Description	K&T Staff	Attendance
1-Apr	Baby Brilliance	Jack	21
1-Apr	Coffee and Connect	Megan, Natalie	11
1-Apr	Junior Genius	Heather	12
1-Apr	Toddler Finger Painting	Kristina	19
2-Apr	Talented Toddlers	Kristina	19
3-Apr	Baby Brilliance	Jack	5
3-Apr	Fantastic Families	Jimmy	21
3-Apr	Talented Toddlers	Kristina	15
4-Apr	Junior Genius	Heather	18
4-Apr	Shake, Shimmy, & Dance	Heather	70
4-Apr	Ukrainian Bilingual Storytime	Kristina	15
5-Apr	Avengers Escape Room	Jimmy	6
6-Apr	Teen and Young Adult Job Fair	Heidi, Jimmy	97
8-Apr	Baby Brilliance	Jack	13
8-Apr	Coffee and Connect	Megan	6
8-Apr	Junior Genius	Heather	15
9-Apr	Rainbow Club	Heidi	5
9-Apr	Talented Toddlers	Kristina	21
10-Apr	Baby Brilliance	Jack	6
10-Apr	Fantastic Families	Megan	24
10-Apr	Talented Toddlers	Kristina	20
11-Apr	Baby Brilliance	Jack	16
11-Apr	Scratch Jr.	Jack	6
11-Apr	Crafternoon: DIY Magnetic Poetry	Heidi	5
11-Apr	Junior Genius	Heather	20
11-Apr	Shake, Shimmy, & Dance	Heather	80
12-Apr	Super Smash Bros. Tournament	Jimmy	20
13-Apr	Sensory Sensitive Family Movie	Monica	5
15-Apr	Baby Brilliance	Jack	13
15-Apr	Monday Night Games	Heidi	5
15-Apr	Coffee and Connect	Megan, TJ	8
15-Apr	Junior Genius	Heather	12
16-Apr	Homeschooling SMART: Robotics	Monica, Jack	37
16-Apr	Talented Toddlers	Kristina	16
17-Apr	Funky Garland Circles	Monica	6
17-Apr	Fabric Bag	Jack	0

17-Apr	Baby Brilliance	Jack	4
17-Apr	Fantastic Families	Jimmy	23
17-Apr	Talented Toddlers	Kristina	18
18-Apr	Baby Brilliance	Jack	12
18-Apr	Junior Genius	Heather	16
18-Apr	Shake, Shimmy, & Dance	Heather	75
18-Apr	Ukrainian Bilingual Storytime	Kristina	15
19-Apr	Mini-Scientists Academy: Frogs	Monica	21
19-Apr	Dungeons and Dragons	Jimmy	7
20-Apr	Teen Advisory and Service Committee (TASC)	Heidi	11
20-Apr	Avengers Lock-In	Heidi, Jimmy	20
22-Apr	Baby Brilliance	Jack	6
22-Apr	Junior Genius	Heather	10
23-Apr	Talented Toddlers	Kristina	15
23-Apr	Play to Learn	Kristina	33
24-Apr	Baby Brilliance	Jack	6
24-Apr	Fantastic Families Storytime	Monica	17
24-Apr	How to Pay for College Without Going Broke	Heidi	8
24-Apr	Talented Toddlers	Kristina	16
25-Apr	Baby Brilliance	Jack	14
25-Apr	Crafternoon: Polka Dot Art	Heidi	4
25-Apr	Shake, Shimmy& Dance	Megan, Heather	54
25-Apr	Junior Genius	Heather	17
25-Apr	Shake, Shimmy, & Dance	Heather	54
26-Apr	DIY Happy Trees	Heidi	2
27-Apr	LEGO Robotics Challenge	Jack	18
29-Apr	Baby Brilliance	Jack	10
29-Apr	Junior Genius	Heather	11
30-Apr	Homeschooling Social: Egg-citing Chickens	Monica	24
30-Apr	Talented Toddlers	Kristina	13
		TOTAL:	1242

Toddler Finger Painting

This month Kristina Guchenia led her second Toddler Finger Painting class. In this class the children worked on a group project in which they painted flowers in a garden on a large piece of paper. This class focused on working collaboratively in a group setting and sharing.

Teen Job Fair

On April 6, Heidi Estrada and Jimmy Doane worked at the Teen and Young Adult Job Fair. We had 97 people in attendance with 10 employers on site, including IPPL who is hiring a teen intern for the summer. The feedback from employers was positive. The representative from Target said this was a great use of time. When they hold in house recruiting, she may get 5 candidates in 8 hours. At our event, she left with over 20. Heidi sent out a follow-up email to participating employers with a link to a survey about the experience. Six employers completed the survey. All rated high satisfaction with communication. Most were satisfied with the event layout and setup. One employer marked layout as a concern with the suggestion that tables be spread further apart. Most employers felt the event met expectations. One employer did suggest that we have a space set aside where employers could conduct

interviews. Another employer suggested we hold a job fair in the fall. Heidi will evaluate this for future events.

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How to Pay for College without Going Broke

On April 24, Heidi Estrada welcomed a representative, Stephanie Kennedy, from My College Planning Team to lead the How to Pay for College Without Going Broke presentation. The presentation was very informative and all attendees were engaged with the presenter, asking questions throughout.

Ukrainian Storytime

Kristina Guchenia presented two Ukrainian Storytime classes this month. In the first class, a traditional folktale called "Ivasik Telesik" was read, a story in which a young fisherman is captured by a witch and then saved by a group of passing swans. The children later explored the story by "catching" magnetic fish and creating swans out of paper. The second Ukrainian storytime was called "The Straw Bull". To explore the story, the kids made their own "straw bull" out of pipe cleaners and explored the Ukrainian tradition of painting Ukrainian Easter eggs (otherwise known as pysanky). In all of these activities the children practiced fine motor skills and learned about Ukrainian culture.

Community

Date	Description	K&T Staff	Attendance
3-Apr	Lakeview Jr. High Flex Time	Heidi	23
4-Apr	Whole Foods Storytime	Kristina	32
8-Apr	4H Incubation Installation	Natalie	2
12-Apr	Barbara's Bookstore Storytime	Heather	8
TOTAL:			65

(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.)

LittleShop

In the LittleShop, Heather Forster Jensen provided materials for two spring activities, a twirling ladybugs craft and a flower tower counting and building activity. The ladybug project provided a lesson in geometry, working with circles, tracing and cutting them out, and following directions to create their finished project. The flower tower counting activity provided colorful mats with numbered flowers. Children and their caregivers were able to work together to build towers with MathLink blocks to match the number on the flowers.

WouldShop

Kristina Guchenia introduced three new projects in the WouldShop: paper plate wind spirals, flower magnets, and circuit bugs. These projects focused on learning about the natural world and weather, magnetism, and electricity.

In the WouldShop, we have been using the screen to live stream an eagle nest in IL with a new brood of babies. We have also been showing our own egg-cam feed to highlight that we have the this service and to allow more patrons to view the hatching of the baby chickens.

New Kits

Jack Schultz added more circulating instruments to the Maker Kits. The Library now circulates a guitar, a ukulele, and bongos. Several STEM kits were also updated and a new kit with LEGO Boost was added to the collection.

Seed Library

Number of Checkouts: 10

Number of Seed Packets Checked Out: 21

Number of Donations: 8

(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.)

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Continuing Education

Date	Description	K&T Staff
10-Apr	Adult Services Desk review training	Monica
29-Apr	Building Bridges: Inclusive Literature Collections	Monica

Contributing to the Profession

Date	Description	K&T Staff
4-Apr	Interview About Library Services	Heidi

Interview about Library Services

On April 4, Heidi Estrada met with Kate Rogers, one of the Downers Grove South High School librarians, to answer questions about providing services to marginalized groups for a master's project.

Meetings & Planning

Date	Description	K&T Staff
1-Apr	Dept Heads	Natalie
2-Apr	Dare to Lead	Jack, Natalie
2-Apr	One on One with Jamie	Natalie
2-Apr	Visioning	Jack, Natalie
3-Apr	K&T Librarians Meeting	Jack, Natalie, Monica, Heidi
4-Apr	VR Meeting (discussion of Reaching Forward presentation)	Jack
4-Apr	Dear Martin Discussion	Heidi, Natalie, Megan
4-Apr	<i>Dear Martin</i> Book Discussion	Heather
8-Apr	Book Boxes, Explorer Packs	Jack, Monica
8-Apr	One on One	Megan Natalie
8-Apr	One on One	Monica, Natalie
8-Apr	One on One	Heidi Natalie
8-Apr	One on One	Kristina Natalie
8-Apr	New Mid-Kids collections development planning	Monica, Jack
9-Apr	One on One	Kelli, Natalie
9-Apr	Visioning	Jack, Natalie
10-Apr	PopCon planning	Jack
13-Apr	Visioning Retreat	Jack, Natalie
15-Apr	Review	Jack, Barb
15-Apr	Homebound Delivery services	Monica
15-Apr	One on One	Heidi Natalie
15-Apr	One on One	Kristina Natalie

15-Apr	One on One	Monica, Natalie
15-Apr	The Sound Video	Heidi, Jill
15-Apr	Meeting with Natalie Williams	Kristina, Natalie
16-Apr	Visioning	Jack, Natalie
22-Apr	Staff Orientation	Natalie, Lexy
23-Apr	Visioning	Jack, Natalie
23-Apr	Provided K&T Department tour and service desk training	Monica, Lexy
24-Apr	K&T Librarians Meeting	Jack, Natalie, Monica, Heidi, Lexy
24-Apr	One on One - Performance Review with Jamie	Natalie
24-Apr	Dept Heads	Natalie
25-Apr	Performance Review	Natalie, Heidi
25-Apr	Garden Planning with Joe	Natalie, Megan
29-Apr	K&T Department Meeting	Jack, Natalie, Monica, Heidi, Lexy, Jimmy, Heather, Kristina, Megan
30-Apr	Dept Heads	Natalie

Incubation Project

We are working with the 4H Darien Dragons again this year to provide an incubation project for families to learn about the life cycle and hatching process for chickens. The eggs arrived on April 8. We candled eggs on April 17 (think egg ultrasound) to check on the progress of the eggs. Six eggs hatched on April 29. Jack Schultz set up a live feed camera so that people can watch the chicks even when they are not at the library. Heather Forester Jensen created the signage/display around the incubation station. Natalie Williams and Monica Dzierzbicki have worked closely with 4H leaders to make all of this possible. The chickens will go to their new home, a small farm in Warrenville on May 6.

Tadpoles

Monica Dzierzbicki has introduced two tadpoles to the department as part of a passive program for kids to explore the concept of metamorphosis. During the month of April, kids have been able to vote for their favorite names for the tadpoles by placing a sticker by one of eight name choices. The names with the highest votes will be announced in May. The tadpoles are expected to take 10-12 weeks to fully develop into frogs before they are released back into nature.

Managing Adult Volunteers

We have a handful of adult volunteers who donate their time each week to help with storytimes and to do various clerical tasks. Heather Forster Jensen and Jack Schultz worked together to create a guide for Kids and Teens staff to manage the workloads and schedules for the adult volunteers in our department. All staff are now able to review the information on our newly designated volunteer cart and quickly organize projects and tasks for volunteers.

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

STATISTICS FOR	Apr-19	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	28,328	30,408	289,736	308,819	-6.18%
Teen	2,006	2,181	21,763	23,416	-7.06%
Kids	14,509	14,775	153,188	151,554	1.08%
ILLs Sent	3,229	3,212	33,484	35,258	-5.03%
TOTAL	48,072	50,576	498,171	519,047	-4.02%
Electronic Circulation	6,198	5,089	58,915	48,616	21.18%
GRAND TOTAL CIRC.	54,270	55,665	557,086	567,663	-1.86%
% Reciprocal Borrowing	12%	15%	13%	14%	
Patron Visits	26,830	32,254	316,366	337,463	-6.25%
<u>Current Cards</u>					
Resident	141	125	22,954		
Non-Resident	46	67	1,109	1,053	5.32%
TOTAL	187	192	24,063		
Non-Resident Households	25	39	510	492	3.66%
<u>Patron Assistance</u>					
Adult - Reference	2,802	2,941	28,548	30,190	-5.44%
Kids - Reference	1,369	730	13,818	10,132	36.38%
Technology - Reference	1,295	1,165	11,429	10,324	10.70%
TOTAL REFERENCE	5,466	4,836	53,795	50,646	6.22%
Adult - Other	633	868	7,290	8,903	-18.12%
Kids - Other	213	1,371	5,708	17,338	-67.08%
Technology - Other	82	91	721	911	-20.86%
TOTAL OTHER	928	2,330	13,719	27,152	-49.47%
GRAND TOTAL ASST.	6,394	7,166	67,514	77,798	-13.22%
<u>ILL/Reserves</u>					
Holds	7,460	8,036	75,639	78,625	-3.80%
ILLs Sent	3,229	3,212	33,484	35,258	-5.03%
ILLs Checked Out	3,894	3,992	39,353	39,507	-0.39%
ILLs Received	4,319	4,477	43,846	44,481	-1.43%
<u>Programs - Adult</u>					
# Programs	14	15	114	126	-9.52%
Attendance	400	411	2,669	2,838	-5.95%
<u>Technology Classes</u>					
# Programs	6	9	70	78	-10.26%
Attendance	111	129	755	761	-0.79%
<u>Individual Technology Training</u>					
# of Patrons	448		2,040		
<u>Groups</u>					
# Programs	14	15	138	118	16.95%
Attendance	181	184	1,481	1,426	3.86%
<u>Others</u>					
# Programs	4	4	15	19	-21.05%
Attendance	113	103	393	439	-10.48%
<u>Programs - Teen</u>					
# Programs	12	8	97	76	27.63%
Attendance	216	151	1,334	1,176	13.44%
<u>Programs - Kids</u>					
# Programs	62	54	405	953	-57.50%
Attendance	1,233	1,435	11,595	12,913	-10.21%
GRAND TOTAL ATT.	2,702	2,413	20,267	19,553	3.65%

STATISTICS FOR	Apr-19	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,197	3,124	30,079	30,636	-1.82%
Kids Computers	464	1,122	6,375	11,177	-42.96%
Teen Laptop	70	91	654	1,246	-47.51%
Adult Laptop	84	109	975	1,497	-34.87%
TOTAL PATRON USE	3,815	4,446	38,083	44,556	-14.53%
Hours Used					
Adult Computers	2,511	2,486	23,494	23,892	-1.67%
Kids Computers	295	594	4,025	6,632	-39.31%
Teen Laptop	59	109	699	1,402	-50.14%
Adult Laptop	156	193	1,712	2,723	-37.13%
TOTAL HOURS USED	3,021	3,382	29,930	34,649	-13.62%
Wireless Total Connections	9,670	7,797	88,000	78,992	11.40%
IPPL Total Web Site Access	16,337	18,352	172,802	233,210	-25.90%
IPPL Total Page Views	42,760	45,651	438,674	414,920	5.72%
Subscription Database Logins	4,409	2,516	30,656	33,102	-7.39%
Outreach-Homebound					
Items Delivered	127	110	1,251	1,510	-17.15%
Volunteers					
Number Active	46	41			
Hours Worked	365.25	255	3,661.25	3,663.50	-0.06%
Staff Training Hours	43.50	43.50	692.50	721.50	-4.02%
Room Use					
Youth Room					
Library	47	36	216	219	-1.37%
Non-Library	10	7	112		
Meeting Room					
Library	45	45	340	376	-9.57%
Non-Library	13	8	128	69	85.51%
Conference Rooms	459	471	4,292	4,018	6.82%
Lobby Programs	1	3	44	26	69.23%
Board Room					
Library	30	24	262	179	46.37%
Non-Library	20	22	220	192	14.58%
Clavinova	0	0	3	2	50.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - April 2019

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	496	1	2	495	34	17	35	19
Non-Fiction	43064	337	392	43009	2623	5501	2960	5893
Fiction	36531	340	112	36759	3448	5419	3788	5531
ADULT TOTALS	80091	678	506	80263	6105	10937	6783	11443
KIDS								
Non-Fiction	10912	17	23	10906	840	4131	857	4154
Fiction	21941	141	293	21789	1619	3655	1760	3948
KIDS TOTALS	32853	158	316	32695	2459	7786	2617	8102
TEEN								
Non-Fiction	546	1	5	542	63	119	64	124
Fiction	3652	94	76	3670	510	413	604	489
TEEN TOTALS	4198	95	81	4212	573	532	668	613
BOOK TOTALS	117142	931	903	117170	9137	19255	10068	20158

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audiobooks on CD	6463	30	45	6448	353	120	383	165
Music CDs	7969	35	1	8003	294	491	329	492
Playaway	356	0	0	356	14	6	14	6
DVDs (DVD & Blu-ray)	20517	132	217	20432	1290	1044	1422	1261
ADULT TOTALS	35305	197	263	35239	1951	1661	2148	1924
KIDS								
Audiobooks on CD	610	12	3	619	22	16	34	19
Music CDs	810	3	1	812	50	20	53	21
Playaway	94	3	0	97	4	6	7	6
DVDs (DVD & Blu-ray)	4229	9	12	4226	333	378	342	390
KIDS TOTALS	5743	27	16	5754	409	420	436	436
TEEN								
Audiobooks on CD	218	3	0	221	26	29	29	29
Playaway	24	4	0	28	0	9	4	9
DVDs (DVD & Blu-ray)	518	5	3	520	51	93	56	96
TEEN TOTALS	760	12	3	769	77	131	89	134
AUDIOVISUAL TOTALS	41808	236	282	41762	2437	2212	2673	2494

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Console Games	116	1	0	117	25	8	26	8
Tech Takeout (except digital content devices)	93	2	0	95	33	0	35	0
CD-ROMs	45	0	0	45	0	13	0	13
ADULT TOTALS	254	3	0	257	58	21	61	21
KIDS								
Kits (STEM, Book bundles, etc.)	136	4	4	136	30	2	34	6
Puzzles (New Aug. 2018)	16	0	0					
Playaway Launch Pads	24	0	0	24	6	0	6	0
KIDS TOTALS	176	4	4	160	36	2	40	6
TEEN								
Equipment (CD Players, etc.)	6	0	0	6	5	1	5	1
Console Games	685	1	4	682	51	34	52	38
Board Games	64	4	0	68	32	0	36	0
TEEN TOTALS	755	5	4	756	88	35	93	39
OTHER TOTALS	1185	12	8	1173	182	58	194	66
COLLECTION TOTALS	160135	12	8	160139	182	58	194	66

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- April 2019

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BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla- Year (ebooks & comics)	199,198	69,927		269,125				
Reference- Year	573	0	31	542				
eRead Illinois (Canceled July 201)	29506	0	29506	0	0	0	0	29506
TOTALS FOR ALL AGES	229,277	69,927	29506	269,667	0	0	0	29506
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,947	27	0	2,974	185	0	212	0
eMedia (Overdrive Advantage)	976	4	0	980	78	0	82	0
Fiction								
eMedia (Overdrive Consortium)	12,265	123	0	12,388	723	0	846	0
eMedia (Overdrive Advantage)	4,249	53	0	4,302	452	0	505	0
Preloaded eReaders	6	0	0	6				
ADULT TOTALS	20,437	207	0	20,644	1438	0	1645	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	97	1		98	5		6	
eMedia (Overdrive Advantage)	32	0		32	6		6	
Fiction								
eMedia (Overdrive Consortium)	1,768	27		1,795	89	0	116	0
eMedia (Overdrive Advantage)	309	0		309	55	0	55	
KIDS TOTALS	2,206	28		2,234	144	0	183	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	132	0		132	4		4	
eMedia (Overdrive Advantage)	17	0		17	2		2	
Fiction								
eMedia (Overdrive Consortium)	2,728	25		2,753	132	0	157	0
eMedia (Overdrive Advantage)	520	1		521	39	0	40	
TEEN TOTALS	3,397	26		3,423	177	0	203	0
BOOK TOTALS	255,317	70,188		295,968	1759	0	2,031	29506

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	14354		58,306				
Music	281,004		15489	265,515				
Movies/TV Episodes	31,741	0	18265	13,476				
eRead Illinois Audiobooks (Cance	9,397	0	9397	0	0	0	0	9397
Yearly Total for All Ages	366,094	14354	43151	337,297	0	0	0	9397
ADULT								
Audiobooks								
eMedia (Overdrive Consortium)	4,177	34	0	4,211	187		221	0
eMedia Advantage (Overdrive)	808	14		822	122		136	0
Preloaded Audiobook iPods	39	0		39	43		39	
Movies								
Preloaded Roku Titles	1,071	10		1,081	119		129	
ADULT TOTALS	6,095	58		6,153	471	0	525	18794
KIDS								
Audiobooks								
eMedia Library (Overdrive)	289	6		295	11		17	
eMedia Advantage (Overdrive)	28	0		28	5		5	
Movies								
Preloaded Roku Titles	152	3		155	16		19	
KIDS TOTALS	469	9		478	32	0	41	0
TEEN								
Audiobooks								
eMedia Library (Overdrive)	259	6		265	30		36	0
eMedia Advantage (Overdrive)	46	1		47	9		10	0
TEEN TOTALS	305	7		312	39	0	46	0
AUDIOVISUAL TOTAL	372,963	74		344,240	542	0	612	28191
COLLECTION TOTALS	628,280	70,262		640,208	2301	0	2,643	57697

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 4/30/2019

Balance on hand as of March 31, 2019.....	2,596,079.46
Cash Receipts for April.....	23,220.35
Cash Disbursements for April.....	305,566.70
Cash on hand as April 30, 2019.....	2,313,733.11

Investments

Illinois Funds (Money Market) - Average Monthly Rate 2.447%	
General.....	15,694.18
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,763.01
Children's Endowment.....	3,001.53
Endowment.....	11,618.91
MPI Investment (Corporate Fund).....	2,061,386.93

MB - Checking	
General.....	30,992.50
Hinsdale Bank & Trust - Checking.....	62,932.27
MB - Savings - Rate 1.60%	
General.....	102,973.04
Petty Cash/Circulation.....	404.00
Balances as of April 30, 2019.....	2,313,733.11

FUND BALANCES AS OF 04/30/2019

Corporate Fund.....	2,125,226.96
Building & Maintenance Fund.....	17,180.47
I.M.R.F. Fund.....	10,699.14
Liability Fund.....	(494.39)
Social Security Fund.....	908.67
Special Reserve Fund.....	5,763.01
Deferred Property Taxes.....	117,856.84
Current Liabilites.....	36,592.41
Grand Total All Funds.....	2,313,733.11

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Indian Prairie Public Library District Consolidated Revenue Report for April 2019

Percent of Year: 83.33

	RECEIVED April 2019	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	19.49	3,575,861.15	100.39%	3,562,098.00	-13,763.15
41150 · Non-current Property Taxes	0.00	27.40	0.00%	0.00	-27.40
43100 · Interest-Tax Levy	0.00	1,191.05	0.00%	0.00	-1,191.05
TOTAL PROPERTY TAX & LEVY INTEREST	19.49	3,577,079.60	100.42%	3,562,098.00	-14,981.60
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	0.00	265.94	0.00%	0.00	-265.94
TOTAL INTERGOVERNMENTAL	0.00	53,427.19	100.50%	53,161.00	-266.19
INTEREST					
43500 · Interest - Investment	552.04	22,687.45	453.75%	5,000.00	-17,687.45
TOTAL INTEREST	552.04	22,687.45	453.75%	5,000.00	-17,687.45
DESK MONIES					
45100 · Copier	453.71	3,493.80	75.95%	4,600.00	1,106.20
45120 · Computer Copies	1,410.99	12,327.76	82.19%	15,000.00	2,672.24
45200 · Fines/Fees	4,053.37	40,211.83	74.47%	54,000.00	13,788.17
45250 · Gifts/Donations	0.00	1,095.00	1095.00%	100.00	-995.00
45300 · Lost Materials	591.85	6,975.16	87.19%	8,000.00	1,024.84
45350 · Non-Resident Fees	6,161.61	80,323.25	93.40%	86,000.00	5,676.75
45400 · DVD Fines	138.00	1,095.81	91.32%	1,200.00	104.19
45450 · Top Picks	5.00	166.00	83.00%	200.00	34.00
45550 · Meeting Room Rental	150.00	738.75	369.38%	200.00	-538.75
45600 · ILL Fees	254.42	1,042.50	130.31%	800.00	-242.50
45650 · 3D Printing	10.10	211.00	70.33%	300.00	89.00
45660 · Carvey	0.00	42.50	42.50%	100.00	57.50
45700 · Passport Fees	3,640.00	24,780.00	123.90%	20,000.00	-4,780.00
45750 · Notary Fees	151.00	1,218.00	121.80%	1,000.00	-218.00
TOTAL DESK MONIES	17,020.05	173,721.36	90.72%	191,500.00	17,778.64
OTHER INCOME					
46500 · OCLC Refund	0.00	880.00	125.71%	700.00	-180.00
46700 · Miscellaneous	100.63	1,305.74	65.29%	2,000.00	694.26
46800 · Collection Agency Fee	0.00	180.00	90.00%	200.00	20.00
* 49000 · Operating Transfer In	0.00	235,936.94	0.00%	0.00	-235,936.94
TOTAL OTHER INCOME	100.63	238,302.68	8217.33%	2,900.00	-235,402.68
GRAND TOTAL	17,692.21	4,065,218.28	106.57%	3,814,659.00	-250,559.28

Operating Transfer In reflects \$235,936.94 from Corporate Reserves

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

69150 · Parking Lot Rehab - Manhard Consulting - \$15,224.55

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

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

69100 · Building Improvements - Masonry Project - Chicago Project Mgmt. - \$2,550.00

69100 · Building Improvements - Masonry Project - Slaten - \$44,845.00

70000 · Operating Transfer Purchases - Self Checks - \$2,446.89

Indian Prairie Public Library District Consolidated Expenditures Report for April 2019

Percent of Year: 83.33

	April 19	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	170,307.20	1,711,061.05	76.51%	2,236,300.00	525,238.95	2,258,663.00	75.76%
61310 · Benefits - Medical / Life Ins.	11,304.26	104,364.14	66.64%	156,600.00	52,235.86	166,600.00	62.64%
61330 · Benefits - IMRF	28,362.23	158,618.32	77.95%	203,467.00	44,868.68	277,000.00	57.26%
61340 · Benefits - FICA	12,891.39	128,723.37	75.40%	170,722.00	41,998.63	230,000.00	55.97%
61400 · Staff Development	3,785.48	13,552.41	79.72%	17,000.00	3,447.59	19,000.00	71.33%
61600 · Board Development	375.00	775.00	77.50%	1,000.00	225.00	2,000.00	38.75%
61710 · Workers Compensation	0.00	4,778.00	78.33%	6,100.00	1,322.00	10,000.00	47.78%
61720 · Unemployment Insurance	242.15	2,237.28	81.53%	2,744.00	506.72	3,800.00	58.88%
TOTAL PERSONNEL	227,267.71	2,124,109.57	76.03%	2,793,953.00	669,843.43	2,967,063.00	71.59%
MATERIALS							
62100 · Books	13,455.18	160,750.59	72.99%	220,250.00	59,499.41	234,000.00	68.70%
62200 · Periodicals	3,119.31	26,819.73	86.17%	31,125.00	4,305.27	33,000.00	81.27%
62300 · Audio	3,144.72	29,761.80	62.07%	47,950.00	18,188.20	50,000.00	59.52%
62400 · Video	6,049.18	57,517.17	76.74%	74,950.00	17,432.83	82,000.00	70.14%
62500 · Multi-Media	89.26	4,558.43	44.47%	10,250.00	5,691.57	13,000.00	35.06%
62600 · Electronic Reference Resources	182.88	63,234.35	97.98%	64,540.00	1,305.65	65,000.00	97.28%
62700 · Software	113.90	5,220.20	74.57%	7,000.00	1,779.80	8,000.00	65.25%
62800 · ESL	48.58	369.91	36.99%	1,000.00	630.09	1,300.00	28.45%
62900 · Materials Supplies	2,008.53	19,107.26	94.59%	20,200.00	1,092.74	24,000.00	79.61%
TOTAL MATERIALS	28,211.54	367,339.44	76.97%	477,265.00	109,925.56	510,300.00	71.98%
BUILDING							
63200 · Cleaning Service	5,500.86	56,077.17	78.43%	71,500.00	15,422.83	78,000.00	71.89%
63300 · Utilities (1-8-11 · Gas)	1,458.08	9,394.33	78.29%	12,000.00	2,605.67	16,000.00	58.71%
63300 · Utilities (1-8-12 · Electric)	3,387.02	52,903.37	83.97%	63,000.00	10,096.63	68,000.00	77.80%
63300 · Utilities (1-8-13 · Telephone)	184.35	3,188.66	72.47%	4,400.00	1,211.34	6,000.00	53.14%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	5,324.82	71.00%	7,500.00	2,175.18	10,000.00	53.25%
63300 · Utilities (1-8-15 · Garbage Disposal)	309.86	3,771.12	125.70%	3,000.00	-771.12	4,000.00	94.28%
63400 · Maintenance Supplies	1,907.04	15,483.96	91.08%	17,000.00	1,516.04	22,000.00	70.38%
63500 · Security System Monitoring	0.00	562.50	70.31%	800.00	237.50	1,200.00	46.88%
63600 · Property Maintenance	805.00	37,353.00	149.41%	25,000.00	-12,353.00	34,000.00	109.86%
63800 · Building Maintenance/Repair	623.67	46,359.42	84.29%	55,000.00	8,640.58	65,000.00	71.32%
TOTAL BUILDING	14,175.88	230,418.35	88.90%	259,200.00	28,781.65	304,200.00	75.75%
OPERATIONS							
64200 · Supplies - Office	1,285.27	9,884.11	74.04%	13,350.00	3,465.89	16,000.00	8.03%
64300 · Photocopy Supplies	370.59	2,640.45	52.81%	5,000.00	2,359.55	6,000.00	44.01%
64400 · Patron Card Supplies	0.00	525.03	87.51%	600.00	74.97	1,000.00	52.50%
64450 · Passport Postage	0.00	1,549.19	67.36%	2,300.00	750.81	4,000.00	0.00%
64500 · Postage	1,001.80	3,622.73	82.34%	4,400.00	777.27	5,000.00	72.45%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	118.66	778.35	119.75%	650.00	-128.35	900.00	86.48%
64800 · Organizational Memberships	39.00	1,953.00	65.10%	3,000.00	1,047.00	4,000.00	48.83%
64900 · Bank Fees	270.96	2,589.71	86.32%	3,000.00	410.29	4,000.00	64.74%
TOTAL OPERATION	3,086.28	23,542.57	68.64%	34,300.00	10,757.43	43,900.00	53.63%
AUTOMATION							
65100 · Supplies-Public Toner	1,759.86	6,390.96	91.30%	7,000.00	609.04	8,500.00	75.19%
65150 · Supplies-Staff Toner	918.86	6,841.08	97.73%	7,000.00	158.92	8,500.00	80.48%
65160 · Supplies-Maker	19.98	225.75	28.22%	800.00	574.25	1,200.00	18.81%
65200 · Technology-Prof Services	0.00	1,425.00	28.50%	5,000.00	3,575.00	8,000.00	17.81%
65300 · Purchase of Equipment	268.69	14,794.74	105.68%	14,000.00	-794.74	20,000.00	73.97%
65400 · Automation Equip Mnt/Repair	552.98	3,492.81	74.32%	4,700.00	1,207.19	6,000.00	58.21%
65500 · Software	59.17	11,386.05	89.04%	12,787.00	1,400.95	20,000.00	56.93%
65600 · SWAN	10,584.50	42,338.00	99.88%	42,388.00	50.00	43,000.00	98.46%

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Indian Prairie Public Library District Consolidated Expenditures Report for April 2019

Percent of Year: 83.33

	April 19	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 - Telecommunications	383.70	5,270.37	79.40%	6,638.00	1,367.63	8,000.00	65.88%
TOTAL AUTOMATION	14,547.74	92,164.76	91.88%	100,313.00	8,148.24	123,200.00	74.81%
CONTRACTUAL SERVICES							
66100 - General Professional Services	35.00	6,615.00	82.69%	8,000.00	1,385.00	20,000.00	33.08%
66200 - Credit Bureau	62.65	492.25	54.69%	900.00	407.75	1,200.00	41.02%
1-10-22 - Equip-Photocopier Maint Cont	396.72	2,396.35	0.00%	0.00	-2,396.35	0.00	0.00%
66300 - Copier	224.25	2,312.28	77.08%	3,000.00	687.72	5,000.00	46.25%
66900 - Fees - Bond Registrar	0.00	100.00	45.46%	220.00	120.00	1,500.00	0.00%
TOTAL CONTRACTUAL SERVICES	718.62	11,915.88	98.32%	12,120.00	204.12	27,700.00	43.02%
INSURANCE							
67100 - Multi Peril-Physical Assets	0.00	10,797.00	100.00%	10,797.00	0.00	17,000.00	63.51%
67200 - Bonding	0.00	1,370.00	97.86%	1,400.00	30.00	1,500.00	91.33%
67300 - Officers & Directors Liability	0.00	2,511.00	86.59%	2,900.00	389.00	9,000.00	27.90%
67400 - Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	8,500.00	25.29%
TOTAL INSURANCE	0.00	16,828.00	97.57%	17,247.00	419.00	36,000.00	46.74%
MARKETING							
68110 - Marketing Newsletter	0.00	25,425.26	72.64%	35,000.00	9,574.74	37,000.00	68.72%
68111 - eNewsletter	0.00	1,788.50	89.43%	2,000.00	211.50	2,200.00	81.30%
68210 - Marketing Advertising	0.00	133.75	26.75%	500.00	366.25	1,800.00	7.43%
68310 - Marketing Supplies	22.94	336.93	67.39%	500.00	163.07	1,000.00	33.69%
68410 - Marketing-Information Printing	0.00	1,810.14	82.28%	2,200.00	389.86	5,000.00	36.20%
68500 - Legal Notices	0.00	1,191.47	79.43%	1,500.00	308.53	2,000.00	59.57%
68600 - Programming	2,955.42	17,774.89	69.98%	25,400.00	7,625.11	30,000.00	59.25%
TOTAL PUBLIC INFORMATION	2,978.36	48,460.94	72.22%	67,100.00	18,639.06	79,000.00	61.34%
CAPITAL OUTLAY & CONTINGENCY							
69100 - Building Improvements	1,006.62	21,360.24	0.00%	43,891.00	22,530.76	100,000.00	0.00%
69125 - Masonry Project	0.00	47,395.00	0.00%	0.00	-47,395.00	0.00	0.00%
69150 - Parking Lot Rehab	0.00	187,287.55	0.00%	0.00	-187,287.55	0.00	0.00%
69200 - Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69250 - Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	700,000.00	0.00%
* 69800 - Operating Transfer Out	0.00	235,936.94	0.00%	0.00	-235,936.94	0.00	0.00%
69900 - Contingency	6,344.86	8,378.83	90.39%	9,270.00	891.17	20,000.00	41.89%
69920 - Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 - Operating Transfer Purchases	0.00	2,446.89	0.00%	0.00	-2,446.89	0.00	0.00%
GRAND TOTAL	298,337.61	3,417,584.96	89.59%	3,814,659.00	397,074.04	5,011,363.00	68.20%

* Operating Transfer Out reflects \$235,936.94 from Corporate Reserves

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

69150 - Parking Lot Rehab - Manhard Consulting - \$15,224.55

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

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

69100 - Building Improvements - Masonry Project - Chicago Project Mgmt. - \$2,550.00

69100 - Building Improvements - Masonry Project - Slaten - \$44,845.00

70000 - Operating Transfer Purchases - Self Checks - \$2,446.89

Chamber Report
April 2019

Darien:

I assisted Executive Director April Padalik with distributing some membership certificates and promoting the chamber. This gave me an opportunity to introduce myself and promote the library on an individual basis to several businesses.

The April Chamber board meeting kicked off with a group photo that will go on the website. We continued discussions of Darien Dash. In addition, work has begun on Darien Fest. Discussions continued about how we can increase membership; unpaid memberships; and managing all that. I also went to a Darien Dash planning meeting later in the month. As with the fest, many members of organizations in the community and the board participate in planning this event.

I attended a coffee connection at First American Bank with six others and heard a short presentation by DuPage Star Technology which offers I.T. support, telephone systems and website design.

Jamie suggested that we can sell Shop Local cards (a chamber initiative) here. They promote use of local businesses and the library can have its own offer, too. April will let us know the logistics of that after presenting the idea at the executive board meeting.

Willowbrook/Burr Ridge:

This year I will again sit on the planning committee for the June business expo at Ashton Place. We had our first planning meeting on April 17. It seems that most of the organizing team comes from the Women in Business group. The library will also have a booth this year so I will connect with Jill regarding our table display.

One of the members held a program on wills here. That took place in the board room on April 11.

Shirley Pride Jensen
Assistant Head of Adult Services and Business Liaison



E-News May 8, 2019

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Current RAILS News

RAILS Closed for Memorial Day

RAILS will be closed on Monday, May 27 (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.

Head to the Polls!

You have just a little over a week to vote in the RAILS Board Election. It's quick and easy, so don't miss this opportunity to let your voice be heard. RAILS libraries of all types (academic, public, school, and special) are urged to vote in the [RAILS Board election](#) by 5 p.m. on Friday, May 17. You can review brief summaries for each candidate before completing the [2019 RAILS Board ballot](#).

Each library and school district (or other agency with multiple library locations) designates one person who will vote; generally, it is either the library director or the board president. Your library may vote on all seats, regardless of your library type.

Because the RAILS Board helps shape the future of the system, your vote is very important. Please vote today!

Photography & Filming in Libraries

Some RAILS members have inquired about the increased activity of people taking photographs and filming employees, members of the public, or the library building and grounds. Under the First Amendment, individuals have the right to take photographs or videos in public places. Preventing this may interfere with these rights.

RAILS has contacted our attorneys at Ancel Glink to provide some guidance for our members on this issue. This [memo](#) provides some basic information. We also asked them to draft a [sample library photography and video policy](#).

This information is also available on the RAILS website under Services > Consulting Services > [Library Laws and Policies](#).

ILA Election Results

The Illinois Library Association (ILA) has [announced the results](#) of their board election for 2019. RAILS' own Joe Filapek, Director of Consulting and Continuing Education, has been named as Director at Large for ILA. Congratulations to all the candidates elected to the ILA Executive Board.


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

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

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

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

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

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

Continuing Education (CE)

RAILS Continuing Education

"Creating a Solution-Centered Team" Workshop, May 23

Michelle Peterson will present her fun and engaging customer service workshop at Geneseo Public Library on May 23, from 9:30 a.m.–12:30 p.m. This workshop will focus on "how" rather than "who" in a variety of customer service issues. Topics will include team building, staff empowerment, and change management. [Register on L2](#).

Data CE Series

RAILS is offering a series of CE opportunities that will run over the next several months and focus on the topic of data in libraries. [View the entire series](#) of CE events centered on this important topic.

- ["Simple Spreadsheets: Data Analysis Techniques and Time-Saving Secrets"](#)
Thursday, June 13, 1:30–3:00 p.m.
- ["Great Graphs: Transform Spreadsheets into Stories with Data Visualization"](#)
Thursday, June 20, 1:30–3:00 p.m.



"Building High-Performance Teams," June 20

Staff from HR Source will present this interactive, half-day workshop on maximizing team performance. This event will be offered on June 20, at Glenside Public Library, from 9:30 a.m.–12:30 p.m. This workshop is intended for staff in a leadership position who are looking for strategies to successfully

oversee. [Register on L2](#). Please note, registration will be limited to no more than two staff members per institution.

More CE...

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

"Minimum Wage Compliance," May 31

The LACONI Middle Managers & Administrators sections will present this program on May 31, at Fountaindale Public Library in Bolingbrook. HR Source compensation and legal experts will lead this discussion and share compliance strategies. Cost is \$30 for LACONI members and \$40 (+fee) for non-members. For additional information, please visit the [website](#).

"Creating Local Linkages"

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

College of DuPage Library and Information Technology Program

[Registration](#) for [summer and fall 2019 classes](#) is underway for new and returning students. Summer eight-week classes will run online from June 3-July 28, and fall classes run from August 19-December 13. Online and in-person classes are available for the fall term.

For further information, please contact [Amanda Musacchio](#), Coordinator, College of DuPage Library & Information Technology, 630.942.3787. Or see additional information at <http://cod.edu/lti> and <http://cod.edu/>.

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

Networking Opportunities

RAILS Online Round Table: 20s and 30s Programming

On Wednesday, May 15, 2-3 p.m., you're invited to participate in a [RAILS Online Round Table: 20s and 30s Programming](#). This discussion will be led by the 20s and 30s Programmers networking group. RAILS Online Round Tables are hour-long forums hosted by networking groups on a specific topic. These forums are held via GoToWebinar and any library staff member from any Illinois library is invited to attend.

View and sign up for this and other [networking groups](#) on the RAILS website.

E-Resources

May Is Mental Health Month

To celebrate the 70th anniversary of Mental Health Month, BiblioBoard

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the [Mental Health Month](#) curation.

Items on BiblioBoard have no holds, no waits, and can be read simultaneously by anyone in Illinois free of charge. No library card required. [See more](#) about RAILS' partnership with BiblioLabs and all our digital offerings.

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Conferences

Capitol Hill Visits During ALA Conference in Washington, D.C.

If you are attending the American Library Association Annual Conference in Washington, D.C. in June, please consider visiting your congressional representative while you're there.



This year, the Illinois Library Association will coordinate Capitol Hill visits during the conference, rather than attendees scheduling them individually, in order to support Illinois librarians in this effort and also to avoid confusing congressional scheduling staff with multiple requests. [Learn more or sign up for a visit.](#)

2019 Midwest Business Librarian Summit

Are you a business librarian or liaison, or someone who wants to know more about business librarianship? This day-long summit will be held on July 24, 10 a.m.-4 p.m., at Purdue University. The summit is free. [Register](#). Send questions to [Heather Howard](#) or [Laura Leavitt Walesby](#).

Reaching Forward South

There's still time to register for [Reaching Forward South](#), an annual professional development conference for library support staff in central and southern Illinois. Make sure to attend "[What's Trending in Digital Lending](#)" presented by Anna Behm, RAILS' E-Content Specialist.

This year's conference will be held on May 17, at the Southern Illinois University Student Center in Carbondale. Registration is \$100.

Other Library News

NEFE Fall 2019 Library Reimbursement Program

Smart About Money and the National Endowment for Financial Education® (NEFE®) are happy to announce that applications are open for the Fall 2019 Library Reimbursement Program. Twice a year, Smart About Money and NEFE® provide funds for incentives (up to \$500) to qualifying projects that promote financial education awareness. Their primary goals are listed below:

- Engage and inform patrons through effective programming.
- Make more staff aware of the importance of financial literacy and comfortable with sharing resources with patrons.
- Promote financial awareness with engaging and helpful programs during certain times of the year, such as Financial Literacy Month (April) and National Retirement Security Week (in October).



E-News May 1, 2019

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Current RAILS News

Let Your Voice Be Heard! Vote in RAILS Board Election

RAILS libraries of all types (academic, public, school, and special) are urged to vote in the [RAILS Board election](#) by 5 p.m. on Friday, May 17. There are 10 candidates running for two at large seats, five candidates running for two public library trustee seats, and four candidates running for one special library seat. You can review brief summaries for each candidate before completing the [2019 RAILS Board ballot](#).

Each RAILS member library may cast one ballot on behalf of the library agency. For school districts and other agencies with multiple library locations, the vote is cast on behalf of the agency as a whole, not a vote from each location. Each library designates one person who will vote; generally, it is either the library director or the board president. Your library may vote on all seats, regardless of your library type.

A map showing the library locations of the current RAILS Board and all 2019 candidates is available on the [RAILS website](#). RAILS seeks a board that reflects the diversity of our membership in terms of race, ethnicity, age, geographic location, background, and other factors. Because the RAILS Board helps shape the future of the system, your vote is very important. Please vote today!

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

existing Illinois library systems. It was originally conceived of as a continuing education calendar, and also quickly became a directory of system member libraries. Since that time, L2 has evolved into a critical tool for staff from all types of libraries (academic, public, school, and special), library systems, LLSAPs (Local Library System Automation Projects), and the Illinois State Library.

The original platform can no longer support the evolving needs of all of these stakeholders. RAILS has been maintaining the L2 platform since 2011. We recently received special grant funding from the Illinois State Library for a total restructure and refresh of L2 that will result in a more robust and flexible platform that better suits the ongoing needs of all those who use L2.

L2 currently serves as a statewide calendar of continuing education, networking meetings, catalog consortium training, and other events. Library staff can search and register for these events, and track attendance for different time periods. They can also find like-minded colleagues for networking purposes, and even create email lists based on different staff positions. L2 provides a wealth of data on individual libraries as well, including lists of library staff with contact information, building information, delivery data (codes, routes, delivery frequency, etc.), ILS types (standalone, shared catalog consortium, etc.), and more. Public libraries use L2 to track nonresident card participation as required by law.

The grant project will maintain the major L2 functionality that libraries have come to depend on, while at the same time updating the product and making it much easier to use. In the next few months, RAILS will issue an RFP and choose a consultant to work with us on this project. We will keep members up-to-date on the latest developments throughout the grant period (approximately 18 months). We will also give members opportunities to share how they currently use L2 and any issues they have with the platform that we might be able to resolve through the grant project. In the meantime, if you have any comments or questions, please contact L2r@railslibraries.info.

More for Special Libraries

Any type of library-academic, public, school, or special-can benefit by joining Find More Illinois. Here are three ways special libraries can benefit:



- Find More Illinois will help you fill the recreational reading needs of your library customers.
- The Find More Illinois software supports electronic delivery of articles and other files in response to ILL requests.
- Patron-filled interlibrary loan leads to a reduction in library staff time and effort.

Visit the [Find More Illinois website](#) to learn more.



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

"Creating a Solution-Centered Team" Workshop, May 23

Michelle Peterson will present her fun and engaging customer service workshop at Geneseo Public Library on May 23, from 9:30 a.m.–12:30 p.m. This workshop will focus on "how" rather than "who" in a variety of customer service issues. Topics will include team building, staff empowerment, and change management. [Register on L2](#).

 Data CE Series

RAILS is offering a series of CE opportunities that will run over the next several months and focus on the topic of data in libraries. This programming is a result of feedback we received during the strategic planning process last year. [View the entire series](#) of CE events centered on this important topic.



- "[Separating the Wheat from the Chaff; Developing a Scalable Strategy for Gathering and Reporting Analytics](#)"
Thursday, May 9, 1:30–3:00 p.m.
- "[Simple Spreadsheets: Data Analysis Techniques and Time-Saving Secrets](#)"
Thursday, June 13, 1:30–3:00 p.m.

"Building High-Performance Teams" – Second Workshop Added, June 20

Due to high demand, RAILS has added a second date for the workshop "Building High-Performance Teams" with HR Source. This event will be offered on June 20, at Glenside Public Library, from 9:30 a.m.–12:30 p.m. This workshop is intended for staff in a leadership position who are looking for strategies to successfully form and develop effective teams. The focus of this class will be for the individual charged with selecting and developing a team they oversee. [Register on L2](#). Please note, registration will be limited to no more than two staff members per institution.

A handful of seats still remain for this workshop at Galesburg Public Library on May 8, from 9:30 a.m.–12:30 p.m. [Register on L2](#).

Space Planning Workshop, May 15

Join NYU professor and Forbes contributor David Vinjamuri as he leads participants through this workshop focused on space planning techniques from retail stores that can be applied to libraries. This workshop will help you critically assess how your current space functions and will give you tools to increase circulation and discovery, as well as more efficient use of space. The workshop is May 15, at Gail Borden Public Library, from 9:30 a.m.–4:00 p.m. The \$20 registration fee will also include lunch. Please complete registration by May 3. [Register on L2](#).

More CE...

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

[Library Staff Team Training, May 3, 2-4 p.m.](#)

Made possible by [RAILS CE Event Grant](#).

Networking Opportunities

RAILS Member Meetup – Barry

Please join us for a RAILS Member Meetup on Tuesday, May 7, 10:00–11:30 a.m., at Barry Public Library. RAILS Member Meetups are in-person, multitype library events for members to connect on issues related to the profession.

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. All library staff from any type of library are invited. [Please register](#).

RAILS Online Round Table: 20s and 30s Programming

On Wednesday, May 15, 2-3 p.m., you're invited to participate in a [RAILS Online Round Table: 20s and 30s Programming](#). This discussion will be led by the 20s and 30s Programmers networking group. RAILS Online Round Tables are hour-long forums hosted by networking groups on a specific topic. These forums are held via GoToWebinar and any library staff member from any Illinois library is invited to attend.

View and sign up for this and other [networking groups](#) on the RAILS website.

E-Resources

Read a Recovered Classic

BiblioBoard is home to [dozens of classic novels](#), including canonical works of American, British, and world literature. These e-books are available for simultaneous use and can be read at any time by anyone in Illinois via the BiblioBoard website or app.

Better yet, each book in the Recovering the Classics collection features reimaged, contemporary cover art. As a RAILS member, you have access to these images to use for programs, promotion, or inspiration for classroom projects. Go to the [RAILS website](#) to download any of the covers.

All items on BiblioBoard are available with no holds, no waits, and no library card required. [See more](#) about RAILS' partnership with BiblioLabs and all our digital offerings.



Conferences

Stop by the RAILS Table at Reaching Forward

[Reaching Forward](#) will be held this Friday, May 3, at the Donald E. Stephens

help you in your job or answer questions about how we can help your library.

Reaching Forward programming is designed for library staff at all levels of experience and types of service. The conference will include a full day of programming as well as morning coffee (sponsored by RAILS), lunch, and the Performers' Showcase. See [more information/register](#). Email [Tina Koleva](#) with questions.

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Other Library News

SLA Chicago Library Museum Tour

The Special Library Association - Illinois Chapter is hosting a tour of the International Museum of Surgical Science library and exhibits. The museum visit is on May 6, from 3-5 p.m.



Non-members, co-workers, friends, and those just interested in surgery are welcome to join. Cost is \$10. Please RSVP to [David Bender](#) by May 1. [More information](#).

Member News

[Library News](#), [Director Updates](#), [Member Question](#), [Fast Facts Surveys](#)

RAILS Library Director News

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

Steven Harris is the Dean of Library Services at Northeastern Illinois University, effective August 1.

Library News

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

- [Mount Prospect Library Names New Top Director](#)
- [Oak Park Screening, Discussion of "The Public"](#)

Fast Facts Surveys

- [AV Item Limits](#)
- [Director Hourly Wage](#)
- [Digital Signs \(Outside Building\)](#)

More Links

Strategic Plan 2019- 2022

The parts to the strategic plan are:

The Vision provides the aspirational context.

The Mission is the guiding statement and provides direction.

The Strategic Directions provide a focus.

The Key Initiatives support the Strategic Directions.

The Action Steps move the plan forward.

The board approves the vision, mission, strategic directions, and key initiatives. I've provided a summary document with the vision, mission, strategic directions and key initiatives. The Word document provides the same information as well as examples of the types of actions steps that will support each initiative. I've started working with the staff on action steps and will provide final information about the action steps at the June board meeting.

A note about the vision. There are two visions for you to consider - and thus there are two summaries for you to look at.) At the last board meeting this vision statement was developed:

Our community looks to us to achieve personal goals and enrich their quality of life.

The Visioning Committee developed a second vision statement for you to consider:

Potential fulfilled. Aspirations met. Dreams reached.

I shared with them our discussion about putting the community first and we discussed how all the initiatives are ultimately about enhancing the lives of our residents. The second vision statement is entirely focused on the outcomes we'd like to see for our residents.

Indian Prairie Public Library

Strategic Plan 2019-2022

Strategic Direction 1: Empowering

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

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

Strategic Direction 2: Welcoming

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

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

Strategic Direction 3: Connecting

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

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

OUR VISION Potential fulfilled. Aspirations met. Dreams reached.

OUR MISSION We provide opportunities to explore, connect, and be inspired.



Indian Prairie
Public Library



Strategic Plan 2019 – 2022

Vision

Our community looks to us to achieve personal goals and enrich their quality of life

or

Potential fulfilled. Aspirations met. Dreams reached.

Mission

We provide opportunities to explore, connect, and be inspired

Strategic Directions

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

Key Initiatives:

1. *We care about people and cultivate relationships to connect around individual interests and their information, education, and entertainment needs.*

In order to truly be responsive the library must continue to develop relationships with our residents and learn about their interests.

Actions steps involve training staff on having conversations that provide feedback; developing a process to incorporate feedback into development of services; ensuring staff are well-informed about library services so they can share information as is appropriate in conversations; following up with patrons on the service provided them; develop roaming services in the library that spark conversation with patrons;

2. *We offer interest-driven programs that spark enjoyment, participation, learning and creativity.*

Survey responses and attendance figures show great interest in the library's programs and a desire for more offerings both in topics already offered and new topics.

Sample action steps are engaging with the various senior living residences in our district; offering more programs on nights and weekends; programs of interest to those in their 40's and 50's; creating a matrix to understand and track our community's demographics and how our programs relate; targeted promotion of programs; identifying more ways to use

spaces in the library to provide programs; creating more synergy and collaboration among staff providing programs so as to create efficiencies and greater impact.

3. We curate dynamic collections that are exciting, responsive, and inclusive.

Our goal is that the community will see the library as a first choice for getting their materials. Patrons will be delighted with what we offer and see increased availability of what they want when they want it.

Activities center around surveying of cardholders regarding their interests to aid in targeted collection development; shifting funds to support popular and trending items and to increase our digital materials collections; evaluating our collection development process to ensure a popular materials collection; curating kits for all ages; expanding our "library of things"; providing more curated choices; employing merchandising best practices to increase ease of browsing collections and the "surprise and delight" factor; increasing promotion activities in this area; doing a diversity audit of the collection; examining outdoor lockers for pick-up and drop-off.

4. We provide opportunities for our residents to discover, learn about, and use technology.

This area is responsive to survey results that show great interest in technology, equipment, and DIY. There is a need in the community for this type of service. Besides the schools, there are no other community entities that provide technology learning and access.

Activities provide more opportunities for residents to try out technology; increase basic and advanced computer and other technology classes; developing more opportunities for one-on-one training; offering more DIY classes; creating an all-ages technology/maker space.

5. We use innovative ways to reach and inform our community about all we have to offer and to share stories of impact.

We know that our community, including our regular users, is not aware of all the library offers. New methods of sharing information are needed and the stories about how the library contributes to the community need to be told.

Action steps include marketing expert services such as reader's advisory, technology assistance, and early literacy; training staff to share messages and stories and have them out in the community doing so; to show impact rather than statistics, develop the stories model and use it for promotion and sharing out in the community in a variety of ways.

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

Key Initiatives:

- 1. *Our commitment to exceptional experiences for everyone informs and guides the development of our services.*

To be responsive and competitive we must offer an experience that is easy, convenient, and flexible. Changes in retail and entertainment show that the experience matters.

Activities include integrating UX design principles into review of and development of services; examining our staffing model to provide the best user experience for our patrons; identifying where we should cross-train; develop a staff roaming service that is proactive and aids people in using the library and easily finding exactly what they want.

- 2. *Our talented and knowledgeable staff embody outstanding hospitality.*

Our community deserves, but also expects, the best in service. It's important that our users experience a friendly, welcome, helpful experience as they interact with staff.

Action steps include developing uniform, consistent "white-glove" customer service; ensuring all staff are knowledgeable about the library's services so each can respond positively to patron questions; regularly querying our patrons as to their experience at the library;

- 3. *We continuously learn about our community's needs and interests to ensure we are inclusive.*

The library is a community institution that freely welcomes all and we should ensure that all feel welcome.

Activities include staff training in cultural awareness; promoting services in multiple languages; examining our collections and programs to ensure representation and inclusivity; investigate providing sensory friendly spaces and hours; connecting with special interest groups for input on services.

- 4. *Our physical and virtual spaces are welcoming, engaging, useful, and easy to use.*

We've received feedback that the building needs to be updated and that patrons want more types of spaces. The library provides a "third place" for many and this can be expanded. Virtual spaces are an extension of the library and should be continuously examined for their usefulness and usability.

Activities include examining the layout of the building, determining priorities for use, and hiring an architect; replacing the furniture on the first floor; expanding the outdoor space;

creating flexible spaces; examining adding more hours; working with a consultant to redesign the website.

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

Key Initiatives:

1. *We increase opportunities for people to connect and engage with each other.*

The library is a community institution that brings people together in many ways – through programming and classes, by facilitating discussions, connecting people through their interests, and providing meeting spaces.

Some activities will be to convene and sponsor forums for civic engagement and discourse; offer space and a presence around community discussions; provide more meeting spaces; offer expos on various community interests; increase the special interest groups sponsored by the library; provide opportunities to learn about other cultures.

2. *We develop and nurture partnerships that benefit our community.*

The library is trusted institution that can aid in furthering a sense of community and in meeting aspirations.

Activities include developing a staffing model that allows staff to focus on community outreach; training staff on developing community relationships; developing deeper relationships with businesses and organizations; being present at community events; partnering with senior living centers.

3. *We grow our reputation as a valued community resource and partner.*

The library's presence out in the community, having conversations, and being visible in how we contribute will aid in telling our story and enhancing our status.

Examples of activities are sharing stories and the impact of our community partnerships in a variety of ways; being part of "Next Door"; hosting conversations on important community issues; providing regular updates and stories to community stakeholders; having staff at more community events.

Circulation

Patron said it seems like a waste to check-out a DVD and a blu-ray in one case.

"This is such a great service (notary), I'm so glad you do this. I didn't know about it until I saw it on your e-mail, Thank you so much!" (A patron said when getting something notarized)

After showing someone "Stocard" she said - "This is life changing, you've made my day"

Patron suggested to put something on the edge of the 3 tiled steps going up from the lobby.

Administration

This department (Tech) is the best! There is so much to offer & you're all so helpful! I filled out a card about you yesterday (to Jason P) and I need to fill out one for Joe. He's wonderful!

"I hear chirping. Why do I hear chirping??" I pointed out our chicks that just hatched and the patrons got excited & went to see them.

Technology

Helping patron find an audiobook he said "this makes my drive to work better"

After helping a patron find a DVD, she said "I am moving to Oak Brook senior home and the one thing I am going to miss is this library"

Adult

I had noticed on a recent high-demands hold report someone had put a hold on a copy of a book from another library. We recently acquired the title, but it was a reprint and therefore had a different item record. I contacted the patron to let them know I was moving their hold and this was the response: "Thank you for letting me know.

I am so happy to hear this. You do a fantastic job at the library. We feel so privileged to have this wonderful resource. The library has become the center of our life since we moved here 2 years ago. Can't wait to get this book!"

Patron stopped by the desk to say he's really appreciated the trivia programs we've done in the past that they keep his brain sharp and he hopes we'll do more in the future.

Patron was very impressed by our Hindi movies and Indian cookbook collections.

I so appreciate the staff who gets all of the copies of the book for our book club!

April 2019 Listening Posts

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I overheard at the Ask Desk a woman talking to Jennifer. She had just been on the "What Your Library Can Do for You Tour" and she said that she had decided to purchase a library card based on the tour. She had just recently moved to an area without library service and thought it was a lot of money to pay for just one person, but the tour helped her decide. Then she thanked Jennifer and left with a smile on her face.

A patron stopped by the Ask Us desk today to let us know that the recommendation to look into the free computer classes at Peoples Resource Center was working out really well for her. She said the instructor and course content was "wonderful" and expressed sincere appreciation to IPPL for the recommendation.

Patron stopped at the desk to say she loved the previous week's program on What Your Library Can Do. "I really enjoyed learning about all that. There's always something new." – Jez

Patron asked if we have a laminating machine.

Patron stopped at the desk to say how much she learned from the What Your Library Can Do program. She had no idea the library did so many things and she's been trying new services out for the last few weeks.

"Wow! Guys, guys, guys--look at this." -a toddler showing her family the staff picks display near the Ask Us Desk

Kids & Teens



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.