

Truth in Taxation Hearing

November 18, 2015 – 7 p.m. – Conference Room

- A. Call to Order and Statement of Purpose: The purpose of the hearing is to provide the opportunity for public comment on the proposed property tax levy increase. Page 4
- B. Public Questions/Comments
- C. Closing of Hearing

Board of Trustees Regular Meeting

November 18, 2015 – 7:10 p.m. – Conference Room

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Julia Lacayo, Crystal Megaridis, Diane Ruscitti, Victoria Suriano
- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
 - 1. Vuillaume to Works re: Thank you Page 5
 - 2. Bukovac Letter re: Nature of Monarch Pollinator Protection Project Page 6
 - 3. *Illinois Literacy* Article Featuring Library's Citizenship Corner Page 7
- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, October 21, 2015 Page 11
 - 2. Treasurer's Report Page 15
 - 3. Action on Bill/Additional Bills Page 19
 - 4. Ordinance #2015-10 Directing County Clerk as to PTELL Reduction Page 25
 - 5. Finance Committee Meeting Minutes, November 11, 2015 Page 27
 - 6. Approval of FY2016 Illinois Public Library Per Capita Grant Page 35
 - 7. Proposal to Purchase Fabric for the Purpose of Upholstering Study Chairs Page 39
 - 8. Intergovernmental Agreement Between the Darien Park District and Indian Prairie Public Library District for Snow and Ice Removal Page 40
 - 9. Determination to Dispose of Property Distribute at Mtg.

- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Page 51 Information
- H. Department Reports Information
 - 1. Assistant Director Page 53
 - 2. Marketing Page 55
 - 3. Adult Page 57
 - 4. Circulation Page 58
 - 5. Technology and Technical Services Page 60
 - 6. Youth Page 62
- I. Staff Reports Information
 Jez Layman, Adult Services Librarian, Readers' Advisory on the Website
- J. Reports
 - 1. Chamber Reports (no report)
 - 2. RAILS Page 70 Information
 - 3. Building and Grounds Committee (no report)
 - 4. Finance Committee (Krupicka) Information
 - 5. Plan/Annexation Committee (no report)
 - 6. Policy Committee (no report)
- K. Unfinished Business
 - 1. Ordinance #2015-11 Levying and Assessing Taxes Page 88 Action
- L. New Business
 - 1. Review of *Serving Our Public 3.0*, Chapter 5 "Technology" Page 92 Information
 - 2. Overview of How the Library Fosters Resource Sharing Information
 - 3. FY15/16 Strategic Plan Update Information
 - 4. Director's Annual Performance Appraisal Distribute at mtg
Page 96 Information
- M. Meetings Scheduled
 Building and Grounds Committee December 10, 7:00 pm
- N. Community Events

O. Library Events

Dinner at Home	11/18/2015	7:00 PM
Genealogy Group	11/19/2015	1:00 PM
MIMO - Make it My (Your) Own - T-Shirt Stenciling	11/19/2015	4:30 PM
Tech Talk: Virtual Reality	11/19/2015	6:00 PM
The Family Book Club	11/19/2015	6:30 PM
River Cruising	11/19/2015	7:00 PM
FrISK - Boys of Steel:the Creators of Superman	11/20/2015	4:00 PM
Inside the Box: International Game Day	11/20/2015	6:30 PM
ESL Conversation Group	11/21/2015	10:00 AM
Video Game Swap	11/21/2015	12:00 PM

National Novel Writing Month (NaNoWriMo)	11/21/2015	1:00 PM
Teen Advisory Board (TAB)	11/21/2015	2:30 PM
Fabulous Frank	11/22/2015	2:00 PM
Adult Chess Group	11/23/2015	6:00 PM
Current Events Group	11/23/2015	7:00 PM
Stuffed Animal Sleepover	11/27/2015	4:00 PM
Make It and Take It: Holiday Outdoor Container	12/2/2015	6:30 PM
Holiday Help with Whole Foods Market Willowbrook	12/3/2015	7:00 PM
Upcycled Book Night	12/4/2015	6:30 PM
ESL Conversation Group	12/5/2015	10:00 AM
Gifts Galore	12/5/2015	10:30 AM
DIY Holiday Presents	12/5/2015	1:00 PM
Consumer Information Drop-in	12/7/2015	2:00 PM
Adult Chess Group	12/7/2015	6:00 PM
Intro to Publisher 2013	12/8/2015	3:00 PM
Facebook 101	12/8/2015	6:00 PM
3D Cookie Cutter Creation	12/10/2015	3:00 PM
Photoediting with Pixlr	12/10/2015	6:00 PM
Kids Tech Touch	12/12/2015	10:00 AM
iPad 101	12/12/2015	10:00 AM
Adult Chess Group	12/14/2015	6:00 PM
Current Events Group	12/14/2015	7:00 PM
Play to Learn	12/15/2015	10:00 AM

P. Adjournment

NOTICE OF PROPOSED PROPERTY TAX INCREASE
FOR INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

1. A public hearing to approve a proposed property tax levy increase for the Indian Prairie Public Library District for 2015 (2015-16 fiscal year) will be held on November 18, 2015 at 7 p.m. at the Library, 401 Plainfield Road, Darien, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Jamie Bukovac, Library Director, 401 Plainfield Road, Darien, Illinois, phone 630/887 8760, ext. 242.

2. The corporate and special purpose property taxes extended or abated for 2014 were \$3,299,821.

The proposed corporate and special purpose property taxes to be levied for 2015 are \$3,680,964. This represents a 11.55% increase over the previous year.

3. The property taxes extended or abated for debt service and public building commission leases for 2014 were \$0.

The estimated property taxes to be levied for debt service and public building commission leases for 2015 are \$0. This represents an increase/decrease of 0%.

4. The total property taxes extended or abated for 2014 were \$3,299,821.

The estimated total property taxes to be levied for 2015 are \$3,680,964. This represents a 11.55% increase over the previous year.

Published in The Daily 11/5/15

5

Jamie Bukovac

From: Tyler Works
Sent: Monday, November 02, 2015 8:19 PM
To: Jamie Bukovac; Natalie Williams; Marianne Ryan
Subject: Gift of Carl Thank you

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

Char from the Gift of Carl sent me an email to go over some of the details for next, and she also included a short thank you that I thought you all would be interested to read:

"Thanks again for making the 10th Anniversary of the Write On so special. The article in the IPPL newsletter was amazing and improved our website hits alot. We appreciate out partnership with Indian Prairie Library for all these years."

Tyler



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

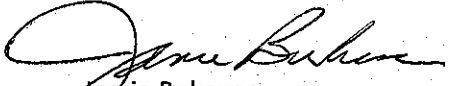
November 9, 2015

To Whom It May Concern:

I am very happy to be writing this letter of support for the Nature of Monarch Pollinator Protection Project being submitted by the Chicago Zoological Society (Brookfield Zoo). We welcome the opportunity to partner with others to inspire habitat restoration and species preservation and are very excited to be one of the organizations that will support and participate in the Monarch Waystations Program. The Indian Prairie Public Library incorporates STEM programming into our offerings and tying science together with literacy is a natural fit for the library. The library sees the project and the programming to be valuable to our community and we commit to meeting our responsibilities as detailed in the grant.

We look forward to the partnership and sense of community this project will create.

Sincerely,


Jamie Bukovac
Library Director

LIBRARY

FALL
2015

ILLINOIS

Jesse White
Secretary of State
& State Librarian

As Secretary of State, I have had the pleasure of awarding Adult Literacy programs across the state with grants each year that help learners better their lives through education. Last year, more than 22,000 learners received educational services through a myriad of agencies that participated in our literacy grant program. This issue highlights some learner and program success stories.



Illinois citizens continue to volunteer as tutors at local literacy programs throughout the state. You will be able to read about one such volunteer who not only tutors, but has used his professional knowledge to help make a program even stronger.

As the immigrant population increases, so does the need for educating those who wish to become United States citizens. A local library has established a specific collection of materials to help with citizenship and has incorporated special programming. This example shows the importance of libraries in Illinois and why they are the cornerstone of every community.

Finally, I invite everyone to participate in this year's annual Family Reading Night on Thursday, November 19, 2015. Please encourage your adult program participants to spend time with their children. In this issue, you can find ideas along with book suggestions to incorporate into your event to make Family Reading Night a success.

Jesse White
Jesse White
Secretary of State

Highlights from FY15 grant projects

Secretary of State Jesse White awarded more than \$5.7 million to 154 literacy projects throughout Illinois last fiscal year. Following are descriptions of those awards along with personal success stories.

Adult Volunteer Literacy — \$3,940,901 was awarded to 85 programs to provide training for volunteers who tutor adults over age 17 who read, write, compute or comprehend below the ninth-grade level or score below SPL 7 for speakers of foreign languages.

FY15 Success Story: Albany Park Community Center, Chicago — Seeking a better education for her two daughters, Khadija immigrated to the U.S. from Morocco in 2012 and shortly after enrolled in Albany Park Community Center's (APCC) Adult Education Program. At APCC, Khadija immediately felt that she was in the right place. "This school is my second home; the teachers are patient and everyone is so nice," said Khadija. Immersing herself in her studies, she quickly progressed from a low intermediate to an advanced ESL class within a year. Additionally, she took advantage of various program offerings, including a CPR certification course, computer training and citizenship classes.

As a participant in the tutoring program, Khadija has spent over 126 hours improving her English and literacy skills and attributes her confidence in speaking to working one-on-one with a tutor. Although her husband suffered a stroke last year, Khadija has persisted with the goal of acquiring her GED to enhance her job prospects and to help support her family. Starting pre-GED classes last year, she is well on her way to reaching that goal, having taken the state-mandated U.S. Constitution exam after only six months of study. Her



Khadija pictured at the computer lab in Albany Park Community Center.

GED teacher recognized her ambition and commitment to learning English and selected her as the first student from APCC to participate in Northeastern Illinois University's Intensive English Program. The intensive 13-week course meets seven hours a day, five days a week. Despite this busy schedule and the college curriculum, Khadija has not been deterred from accomplishing her goals. Not only does she have perfect attendance in the class, but she has also earned perfect scores on each of her exams. With the encouragement of family and APCC staff, she plans to obtain her bachelor's and master's degrees in linguistics.

Penny Severns Family Literacy — \$1,582,627 was awarded to 48 programs to provide parents and children — both individually and together — instructional services to enhance their basic reading, math, writing or language skills. Grants are awarded to partnerships

(Continued on page 2)

that include an adult literacy provider, a public library and a child-at-risk organization.

FY15 Success Story: C.E.F.S. Economic Opportunity Corporation, Effingham —

Miriam is an immigrant from Ecuador who is single and raising her three young grandsons on a part-time income. The C.E.F.S. Family Literacy Program offers her services the family needs: English language lessons and parenting support for her, homework help and bilingual reading activities for the boys, and PACT and library events for the family.

The three boys were in kindergarten, first grade, and fifth grade this past school year. Although Miriam had some secondary education in her home country, she was unable to help her boys with their homework; she could not check due dates and assignment directions because of her limited English. The family came to the learning center several times a week during the school year. While Miriam worked on English skills, the boys received homework help. Recognizing the boys' culture and heritage, the tutor had them read books in both English and Spanish, including a Curious George book that included both languages on each page. The C.E.F.S. literacy coordinator was invited to Family Night at the boys' school where Giovanni, Julius and Daniel beamed with pride as they showed off their classrooms, desks and work.

Miriam appreciates the parenting discussions offered in the Family Literacy Program. Her situation is difficult with the language limitations, compounded by being the single head of the family and the only female at home. It is evident that Miriam uses multiple resources available, including the public library, to provide the best environment she can for her three grandsons.

As enrolled clients of C.E.F.S., the family was eligible to receive summer scholarships available from grant money provided to the agency by the Community Services Block Grant Program. The learning center staff assisted Miriam with the applications, and as a result, the boys received park district swimming lessons and summer science lab activities at no cost to the family. Miriam's family and C.E.F.S. collaborate for a successful family literacy experience.



C.E.F.S. Penny Severns Family Literacy Program participant Miriam and her three grandsons enjoy reading together.



Sterling Lumber employee Victor Cazarez (left) receives his class completion certificate from instructor Joe Cichocki (center) and Sterling Lumber COO Mike O'Connell (right).

Workplace Skills Enhancement —

\$231,350 was awarded to 20 businesses and educational providers to offer employees on-site instructional services to enhance their basic reading, math, writing or language skills; maintain their employment; and increase their eligibility for promotion. Grants are matched by the businesses at least one-to-one.

FY15 Success Story: Sterling Lumber Company, Phoenix —

Sterling Lumber is a family-owned business that is committed to investing in its current workforce by partnering with South Suburban College (SSC)

to provide English language skills instruction. With 90 percent of its employees being non-native English speakers, Sterling Lumber's overall goal is to improve and develop their employees' English skills, confidence and self-esteem.

Sterling Lumber manufactures and supplies crane mats and other industrial lumber products to companies for use in road and building construction. By keeping the manufacturing process of its products in-house, the company is able to produce superior products while eliminating the need for out-

(Continued on page 4)



RTL volunteer Michael La Vant.

Volunteer Profile

Township High School District 214 of Arlington Heights sponsors the Read to Learn (RTL) Adult Literacy Program. Its heavily used library desperately needed organization and ongoing maintenance as site supervisors were constantly borrowing and returning materials as they prepared individualized student lesson plans for their tutors.

Recently, retired librarian and volunteer literacy tutor Michael La Vant stepped up to the plate and took over the organization and management of the RTL collection. Michael comes to the RTL office every Tuesday and Thursday morning to put the

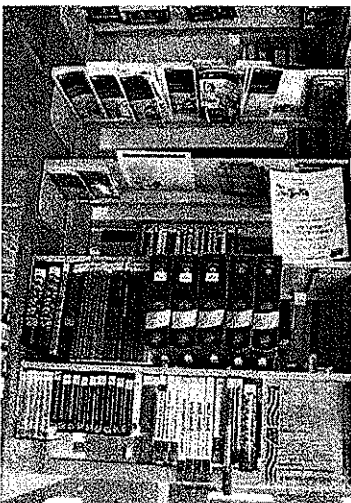
library shelves back into good shape and then works on other literacy projects that require attention.

For example, Michael develops monthly resource packets for the site supervisors to use at the tutoring sites. These packets contain articles on current events and happenings plus related activities, exercises and puzzles. He also assists in materials preparation and is an excellent editor, being a self-proclaimed grammar purist. In addition, Michael oversees the twice annual "Book Fairs," where RTL hosts a Book Swap-Sale-Give Away event to promote reading and literacy.

Michael began volunteering as a RTL literacy tutor in the spring of 2014 at Mount Prospect Library. He has exceeded the required number of tutor training hours, is nearing 80 hours of tutoring adult learners and has accrued over 260 non-instructional hours assisting in the RTL office with the library and other tasks.

Michael has a Bachelor of English and a Master of Library Science with a minor in secondary education. He worked at the Roselle Library for 13 years as a reference librarian. Michael states that research and learning motivate him, "RTL gives you the opportunity to make an impact on a person's life. You can see the results when working with one person." Michael volunteers with many organizations and in many capacities, however, he feels most fulfilled with RTL because he is making a difference in someone's life and can put his acquired skills and expertise to good use.

Library provides citizenship assistance



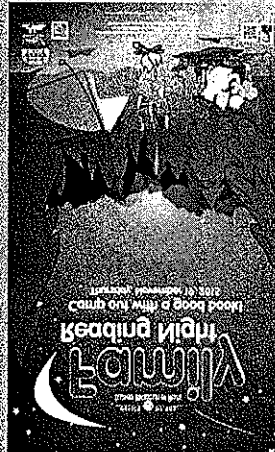
Indian Prairie Public Library District's Citizenship Corner.

Indian Prairie Public Library District in Darien recently created a "citizenship corner" using money awarded through a "Another Opportunity for Back 2 Books" grant from the Illinois State Library. Funds for the grant program were provided by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act (LSTA).

Library staff purchased citizenship preparation materials and placed them alongside existing items pulled from the collection into a new, more visible "citizenship corner." The designated area includes brochure to local agencies that help immigrants study for the citizenship test and a computer to access links to citizen-

(Continued on page 4)

Family Reading Night ideas



Secretary of State and State Librarian Jesse White and the Illinois Center for the Book in cooperation with the Illinois Reading Council once again are sponsoring Family Reading Night. This annual state-wide event encourages families to spend quality time reading together.

This year's Family Reading Night is set for November 19, 2015, with the theme, "Camp out with a good

book!" Get creative in building on the theme. Include ideas such as:

- **Camping/Nature Books**
 - "Maisy Goes Camping" by Lucy Cousins.
 - "The Giving Tree" by Shel Silverstein.
 - "S is for Smores" by Helen Foster James.
- **Camping/Outdoor Experiences**
Set up a campsite with an artificial campfire, tents, sleeping bags, back packs, flashlights, canteens and compasses.
- **Campfire Snacks**
Fill a cooler with apples and juice boxes. Make S'mores out of graham crackers, chocolate icing and marshmallow cream. Make trail mix with dried fruit and grains. Make ants on a log — celery sticks spread with peanut butter and raisins (ants) sprinkled on top.
- **Camping/Outdoor Activities**
 - Set up a fishing pond with plastic fish, magnets and fishing poles.
 - Hold a scavenger hunt for camping items or animal tracks.
 - Play board games such as Cootie (bug game), Go Fish or Snug as a Bug in a Rug matching game.

For older children, focus on using books to plan a camping trip, gathering camping recipes, routing hiking trails and using a compass.

For more information about Family Reading Night, visit <http://www.cyberdriveillinois.com/departments/library/public/frn.html>.

ILLINOIS ADULT LEARNING HOTLINE

To locate a literacy program or volunteers as a tutor, call 800-321-9511. You also may register at www.thecenterweb.org/alrc/hotline/index.html



Make a difference

On Saturday, October 24, volunteers across the nation will unite with a common mission – to improve the lives of others. In its 24th year, Make A Difference Day is a USA TODAY initiative, backed by the Gannett Company. In collaboration with Points of Light, it is the largest national day of community service. Join millions of volunteers around the country, and take this opportunity to make a difference in the lives of people in your community by volunteering at a local literacy program. Call the Illinois Adult Learning Hotline at 800-321-9511 to find a literacy program near you, and start your adventure in tutoring adult learners who need help.

Highlights from FY15 grant projects (Continued from page 2)

sourcing. The company is expanding and would like to promote its current employees to operate a new facility.

Three levels of English as a Second Language (ESL) classes were held at the company; basic, intermediate and higher level English instruction. The goal of each class was to increase the employees' verbal skills and ability to comprehend manuals and safety information without the need of a translator. The company hopes that by providing these opportunities, employees will not only be able to better communicate at work, but also in their personal lives.

One instructor from SSC noted in the final report that the three groups improved their ability to speak, write and read English and were all eager to learn. Another instructor said, "There was not one person who could do it all, but together, the members of the group were competent in furnishing individual pieces of the puzzle, which showed that their English comprehension was both flourishing and growing."

Sterling Lumber's human resource manager noted that the company has already noticed that participants are more comfortable approaching management and supervisors. Management has also seen excitement in the workers, knowing that the company is willing to invest in them.

Library provides citizenship assistance (Continued from page 3)

ship websites. The collection was promoted through the library website and newsletter, fliers, local newspapers, tutoring groups and neighboring municipalities.

In conjunction with the promotion of the new area, the library hosted two programs. In the first program, a representative from the U.S. Citizenship and Immigration Services gave a Citizenship 101 presentation to 13 people from 10 countries. The program entailed the process of becoming a U.S. citizen and included a mock citizenship interview. Partnering with the immigrant and refugee assistance organization World Relief DuPage/Aurora, the second program provided free half-hour legal consultations on immigrant issues.

In the first year, library staff has seen good circulation statistics of items included in the citizenship collection. With the success of the legal consultations and Citizenship 101 presentation, the library has scheduled additional programming to utilize the collection. The library hopes that by offering these programs and services every year it will be able to give immigrants the resources they need to become citizens.

Illinois Literacy is a publication of the Secretary of State/Illinois State Library Literacy Office. Jesse White, Secretary of State and State Librarian
Anne Craig, Director, Illinois State Library • Kathryn Dauksza, Program Manager, Literacy Office

To subscribe to *Illinois Literacy*, call 217-785-6921 or 800-665-5576 (Illinois only), #3.

ON THE HORIZON

November 11-13 – Low-Educated Second Language and Literacy Acquisition Conference, St. Augustine, FL, www.leslla.org

November 17-20 – American Association for Adult and Continuing Educator's Annual Conference, Oklahoma City, OK, www.aaace.org

November 19-22 – National Council of Teachers of English, Minneapolis, MN, www.ncte.org

November 19 – Family Reading Night, the theme for 2015 is "Camp out with a good book!"

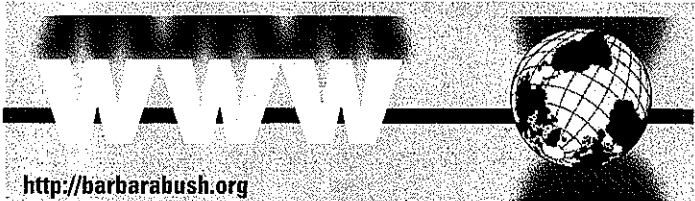
December 2-5 – Literacy Research Association, Carlsbad, CA, www.literacyresearchassociation.org

January 20-22 – Annual Illinois Comprehensive Literacy & Reading Recovery Conference, Chicago, IL, www.nl.edu/readingrecoveryconference

February 15-18 – Learning Disabilities Association Annual International Conference, Orlando, FL, www.lidaamerica.org/

February 27-28 – IL TESOL-BE Annual Convention, Naperville, IL, www.itbe.org

More literacy event information is available at www.cyberdriveillinois.com (click Departments, Illinois State Library, Literacy, Calendar of Literacy Events).



<http://barbarabush.org>

The Barbara Bush Foundation for Family Literacy partners with a network of high-performing local family literacy programs that help both young children and their parents learn how to read and write. Supporting family literacy programs is a win-win for parents and children because they acquire basic literacy skills that help them advance their education and provide greater opportunities to succeed.

www.familyliteracyprogram.org

P.A.L. Family Literacy Program is focused on providing guidance by implementing an effective family literacy program for Bilingual/ELL students. P.A.L. is a research based, data driven program that promotes academic socialization involvement while showing parents classroom strategies used by teachers every day.

www.literacyworldwide.org

The International Literacy Association (ILA) is a global advocacy and membership organization of more than 300,000 literacy educators, researchers and experts across 75 countries. Its mission is to empower educators, inspire students and encourage leaders with the resources they need to make literacy accessible for all.

11

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of October 21, 2015

**Board of Trustees Regular Meeting
October 21, 2015 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7 p.m. Secretary Deshmukh called the roll.
Present: Donald Damon, Beena Deshmukh, Julia Lacayo, Marian Krupicka, Diane Ruscitti,
Victoria Suriano

Absent: Crystal Megaridis

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Tyler Works

Others:

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

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

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

- C. Public Comment – none

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

- D. Communications and Announcements

1. Weaver to Bukovac re: Thank You for Hosting
2. Szczepaniak to Bukovac re: Arts DuPage
3. Both to Suriano re: Library Staff
4. Ritzman to Public Library Clients re: FOIA and Personal Devices

- E. Omnibus Consent Agenda

1. Minutes of Budget and Appropriations Hearing and Regular Board Meeting, September 16, 2015
2. Treasurer's Report
3. Action on Bills/Additional Bills
4. Ordinance #2015-6 Approving Proposed Amendments to the LIMRiCC By-laws and Intergovernmental Agreement
5. Ordinance #2015-7 Providing for the Execution of an Intergovernmental Agreement with LIMRiCC
6. Proposed Revisions to Study Rooms Policy
7. 2016 Days Closed Calendar
8. Determination to Dispose of Personal Property
9. Proposal to Replace Sump Pumps

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that she was contacted by the superintendent of the high school districts regarding construction on the LADSE building. He wanted to let Bukovac know that the construction will not impact the library in any way and to give her contact information for an on-site person in case there is a problem. They will be moving the functional life skills program to the building. They plan on having the construction work complete by the beginning of the summer. Bukovac and the department heads will be having a retreat in two weeks to discuss the user experience based on the strategic plan. Bukovac discussed the library's philosophy of service to residents and non-residents with the Board. While the library is welcoming to all and provides many services to non-residents including placing holds, checking out materials and answering of reference questions, the Board agreed that when a resource is limited (i.e. computers, storytime and computer class space), then we limit the usage to residents.

H. Department Reports

Birmingham updated the Board on Dancing in the Spooky Stacks. Fifty-nine tickets have been sold. Ticket sales have been slow. Miskatonic Brewing Company is providing the beer and three prizes for the costume contest. Whole Foods donated a \$400 Whole Foods gift card for the purchase of wine and provided coupons that will be inserted in our brochures. We received cash donations from Visographic, Chuck's, Community Bank of Willowbrook, Conklin Accounting and Fox Financial.

I. Staff Report -

Tyler Works, Youth Services Senior Librarian and Teen Specialist, spoke to the Board about the library's Write-On Teen Literary Festival. The Festival, sponsored by the Gift of Carl Foundation, is celebrating its 10th anniversary. Works said he is unaware of another library of our size hosting a writing contest for this length of time, with the level of awards that are given out and the caliber of authors that are featured. The Festival not only supports and recognizes teen creativity on a local level but it also connects teens with professionals, and creates partnerships with the Foundation and the high schools. The Cool Compositions categories include short stories, poetry, and song lyrics. The writing workshop will feature two local authors who will discuss sharing stories online. The finale will be An Evening with author, A.S. King. In honor of King's visit the library will be giving away free copies of her books to read and to then pass along to someone else ("Read On" funded by The Friends). The success of Write-On led to The Sound Teen Music Festival, a battle of the bands competition that just celebrated its third anniversary. The department has also started a Write-On Junior Contest for grades 5 and 6. This year categories are poetry and short stories.

J. Reports

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

K. Unfinished Business

- 1. Operating Budget Planning-Key Forces Impacting the Library – A list of driving forces and restraining forces impacting the library had been developed at the January Board retreat. In order to focus discussion about the library’s budget, Bukovac asked the Trustees to identify their top ten points under each category and then select the top five from their top ten. Bukovac already conducted the exercise with the department heads and shared those results with the Board.

L. New Business

- 1. FY 2014-2015 Audit – The Board did not feel it was necessary for the auditor to attend a future meeting to review the report.
- 2. Ordinance #2015-8 To Abolish Bond Fund and Transfer Bond Fund Reserves to Corporate Fund Reserves - Since the bond has been paid off, the money earned through interest can be moved to the corporate reserves. Damon moved, Deshmukh second to abolish the Bond Fund and transfer the Bond Fund Reserves to the Corporate Fund Reserves. Motion carried unanimously.
- 3. Ordinance #2015-9 To Abolish Working Cash Fund as Allowed Under ILCS16/30-100 and Transfer Working Cash Reserves to Corporate Fund Reserves – The library has never needed the Working Cash Fund and is allowed to move that money to the corporate reserves. Krupicka moved, Lacayo seconded to abolish the Working Cash Fund as allowed under ILCS16/30-100 and transfer the Working Cash Reserves to the Corporate Fund Reserves. Motion carried unanimously.
- 4. Combine Monies from Working Cash Fund Managed by MPI With Corporate Fund Monies Managed by MPI – Krupicka moved, Deshmukh seconded to combine monies from the Working Cash Fund managed by MPI with the Corporate Fund Monies managed by MPI. Motion carried unanimously.
- 5. Draft of Levy for FY 2015-2016 - There were no questions from the Trustees regarding the levy draft.
- 6. Resolution #2015-D To Determine Estimate of Funds Needed For 2015-2016 Fiscal Year – Damon moved, Lacayo seconded to approve Resolution #2015-D To Determine Estimate of Funds Needed for 2015-2016 Fiscal Year. Motion carried unanimously.
- 7. Notice of Proposed Property Tax Increase for Indian Prairie Public Library District – Krupicka moved, Damon seconded to approve the Notice of Proposed Property Tax Increase for Indian Prairie Public Library District. Motion carried unanimously.
- 8. Chicago Zoological Library Pollinator Project – The Chicago Zoological Society asked us to partner with them on a grant. The library would plant a garden to create a corridor for the Monarch Butterfly. The Society is writing the grant which includes the funds needed for the library to participate so there is no cost to the library. The Society will find out in September 2016 if they will receive the grant. The Board agreed that the library can be included in the Chicago Zoological Society’s grant.
- 9. Revisions to Use of Library Facilities Policy 602 and 611 - Damon moved, Lacayo seconded to approve the revisions to the Use of Library Facilities Policy 602 and 611. Motion carried unanimously.

M. Scheduled Meetings

A Finance Committee meeting has been scheduled for November 11 at 1:30 p.m.
 A Building and Grounds Committee meeting has been scheduled for December 10 at 7 p.m.

N. Community Events

O. Library Events

P. Adjournment

At 8:40 p.m. Deshmukh moved, Lacayo seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 10/31/2015

Balance on hand as of September, 2015.....	3,883,293.84
Cash Receipts for October.....	137,553.83
Cash Disbursements for October.....	300,010.80
Cash on hand as October 31, 2015.....	3,720,836.87

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.045%	
General.....	1,752,828.04
Special Reserve.....	20,957.36
Bond.....	0.21
Children's Endowment.....	2,886.96
Endowment.....	11,175.13
MPI Investment (Corporate Fund).....	1,584,448.53

JP Morgan Chase - Checking	
General.....	17,807.77
Hinsdale Bank & Trust - Checking.....	5,074.61
JP Morgan Chase - Savings - Rate .03%	
General.....	325,054.26
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of October 31, 2015.....	3,720,836.87

FUND BALANCES AS OF 10/31/2015

Corporate Fund.....	3,562,657.47
Building & Maintenance Fund.....	48,161.76
I.M.R.F. Fund.....	408.58
Liability Fund.....	4,060.05
Social Security Fund.....	2,534.79
Special Reserve Fund.....	22,081.26
Bond Fund.....	0.21
Current Liabilites.....	80,932.75
Grand Total All Funds.....	3,720,836.87

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**Indian Prairie Public Library District
Consolidated Revenue Report for October 2015**

Percent of Year: 33.33

	RECEIVED October 15	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	124,211.22	3,285,101.17	96.77%	3,394,610.00	109,508.83
41150 · Non-current Property Taxes	0.00	0.00	0.00%	500.00	500.00
43100 · Interest-Tax Levy	0.23	1.57	0.00%	0.00	-1.57
TOTAL PROPERTY TAX & LEVY INTEREST	124,211.45	3,285,102.74	96.76%	3,395,110.00	110,007.26
INTERGOVERNMENTAL					
42100 · I Lead Grant	0.00	4,000.00	100.00%	4,000.00	0.00
42200 · Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
TOTAL INTERGOVERNMENTAL	0.00	4,000.00	8.42%	47,500.00	43,500.00
INTEREST					
43500 · Interest - Investment	79.75	249.35	99.74%	250.00	0.65
TOTAL INTEREST	79.75	249.35	99.74%	250.00	0.65
DESK MONIES					
45100 · Copier	393.05	1,644.67	34.26%	4,800.00	3,155.33
45120 · Computer Copies	1,153.38	4,647.04	38.73%	12,000.00	7,352.96
45200 · Fines/Fees	3,552.90	15,910.23	31.82%	50,000.00	34,089.77
45250 · Gifts/Donations	5.00	505.00	33.67%	1,500.00	995.00
45300 · Lost Materials	744.83	3,124.05	24.03%	13,000.00	9,875.95
45350 · Non-Resident Fees	5,748.26	30,829.40	38.54%	80,000.00	49,170.60
45400 · DVD Fines	523.80	2,439.40	30.49%	8,000.00	5,560.60
45450 · Book Rental	79.35	278.50	16.38%	1,700.00	1,421.50
45550 · Meeting Room Rental	0.00	75.00	37.50%	200.00	125.00
45600 · ILL Fees	37.10	967.30	138.19%	700.00	-267.30
45650 · 3D Printing	30.60	166.75	33.35%	500.00	333.25
TOTAL DESK MONIES	12,268.27	60,587.34	35.14%	172,400.00	111,812.66
OTHER INCOME					
46700 · Miscellaneous	5.50	210.24	70.08%	300.00	89.76
46800 · Collection Agency Fee	20.00	110.00	36.67%	300.00	190.00
* 49000 · Operating Transfer In	5,903.58	14,508.58	241.81%	6,000.00	-8,508.58
TOTAL OTHER INCOME	5,929.08	14,828.82	224.68%	6,600.00	-8,228.82
GRAND TOTAL	142,488.55	3,364,768.25	92.90%	3,621,860.00	257,091.75

* Operating Transfer In reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund and \$8,508.58 from Building Reserve Fund for New Study Room.

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Indian Prairie Public Library District Consolidated Expenditures Report for October 2015

Percent of Year: 33.33

	October 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	162,890.85	622,077.33	29.64%	2,099,153.00	1,477,075.67	2,142,000.00	29.04%
61310 · Benefits - Medical / Life Ins.	9,114.21	37,157.27	34.73%	107,000.00	69,842.73	132,000.00	28.15%
61320 · Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00	2,600.00	0.00%
61330 · Benefits - IMRF	14,968.07	57,840.76	29.88%	193,612.00	135,771.24	215,000.00	26.90%
61340 · Benefits - FICA	12,310.81	48,294.05	29.97%	161,142.00	112,847.95	175,000.00	27.60%
61400 · Staff Development	859.14	2,750.94	13.76%	20,000.00	17,249.06	25,000.00	11.00%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	0.00	75.00	7.50%	1,000.00	925.00	3,000.00	2.50%
61710 · Workers Compensation	157.00	8,556.00	101.87%	8,399.00	-157.00	13,000.00	65.82%
61720 · Unemployment Insurance	145.16	922.42	26.04%	3,542.00	2,619.58	6,000.00	15.37%
TOTAL PERSONNEL	200,445.24	777,673.77	29.95%	2,596,348.00	1,818,674.23	2,714,600.00	28.65%
MATERIALS							
62100 · Books	20,936.07	69,804.14	28.99%	241,175.00	171,270.86	250,000.00	27.96%
62200 · Periodicals	0.00	9,564.81	28.77%	33,250.00	23,685.19	35,000.00	27.33%
62300 · Audio	4,186.51	14,977.96	32.39%	46,250.00	31,272.04	50,000.00	29.96%
62400 · Video	3,858.61	13,414.42	22.85%	58,700.00	45,285.58	60,000.00	22.36%
62500 · Multi-Media	193.21	620.07	7.75%	8,000.00	7,379.93	10,000.00	6.20%
62600 · Electronic Reference Resources	5,011.00	55,828.44	82.96%	67,300.00	11,471.56	70,000.00	79.75%
62700 · Console Games	1,524.11	2,165.59	30.94%	7,000.00	4,834.41	8,000.00	27.07%
62800 · ESL	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
62850 · I Lead Grant Supplies	1,803.90	3,928.23	98.21%	4,000.00	71.77	0.00	0.00%
62900 · Materials Supplies	1,798.88	5,084.94	20.34%	25,000.00	19,915.06	30,000.00	16.95%
TOTAL MATERIALS	39,312.29	175,488.60	35.62%	492,675.00	317,186.40	516,000.00	34.01%
BUILDING							
63200 · Cleaning Service	5,304.86	21,114.58	28.15%	75,000.00	53,885.42	82,000.00	25.75%
63300 · Utilities (1-8-11 · Gas)	616.81	2,280.68	17.54%	13,000.00	10,719.32	50,000.00	4.56%
63300 · Utilities (1-8-12 · Electric)	16,375.66	22,315.03	30.57%	73,000.00	50,684.97	100,000.00	22.32%
63300 · Utilities (1-8-13 · Telephone)	798.56	2,327.44	38.79%	6,000.00	3,672.56	8,000.00	29.09%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	2,054.19	20.54%	10,000.00	7,945.81	13,000.00	15.80%
63300 · Utilities (1-8-15 · Garbage Disposal)	223.14	898.62	29.95%	3,000.00	2,101.38	50,000.00	1.80%
63400 · Maintenance Supplies	1,944.36	5,043.91	31.52%	16,000.00	10,956.09	20,000.00	25.22%
63500 · Security System Monitoring	0.00	227.00	15.13%	1,500.00	1,273.00	3,000.00	7.57%
63600 · Property Maintenance	1,117.00	4,253.00	17.01%	25,000.00	20,747.00	30,000.00	14.18%
63800 · Building Maintenance/Repairs	4,392.77	17,936.31	41.71%	43,000.00	25,063.69	55,000.00	32.61%
TOTAL BUILDING	30,773.16	78,450.76	29.55%	265,500.00	187,049.24	411,000.00	19.09%
OPERATIONS							
64200 · Supplies - Office	639.38	3,428.17	21.56%	15,900.00	12,471.83	18,000.00	19.05%
64300 · Photocopy Supplies	490.30	1,314.71	26.29%	5,000.00	3,685.29	6,000.00	21.91%
64400 · Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	1,500.00	0.00%
64500 · Postage	0.00	288.85	7.22%	4,000.00	3,711.15	8,000.00	3.61%
64600 · Non-Payment Reimbursement	0.00	483.44	16.12%	3,000.00	2,516.56	6,000.00	8.06%
64700 · Travel	47.15	127.67	23.21%	550.00	422.33	1,000.00	12.77%
64800 · Organizational Memberships	0.00	20.00	1.11%	1,800.00	1,780.00	2,200.00	0.91%
64900 · Bank Fees	205.30	862.34	34.49%	2,500.00	1,637.66	3,000.00	28.74%
TOTAL OPERATION	1,382.13	6,525.18	19.33%	33,750.00	27,224.82	45,700.00	14.28%
AUTOMATION							
65100 · Supplies-Public Toner	183.56	1,836.26	26.23%	7,000.00	5,163.74	8,000.00	22.95%
65150 · Supplies-Staff Toner	452.40	2,991.54	49.86%	6,000.00	3,008.46	8,000.00	37.39%
65160 · Supplies-3D Printer	0.00	144.00	28.80%	500.00	356.00	1,000.00	14.40%
65200 · Automation-Prof Services	0.00	100.00	2.00%	5,000.00	4,900.00	10,000.00	1.00%
65300 · Purchase of Equipment	279.35	548.20	2.74%	20,000.00	19,451.80	26,000.00	2.11%
65400 · Automation Equip Mnt/Repair	80.02	1,230.43	61.52%	2,000.00	769.57	4,000.00	30.76%

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**Indian Prairie Public Library District
Consolidated Expenditures Report for October 2015**

Percent of Year: 33.33

	October 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65500 · Software	154.25	4,431.19	21.62%	20,500.00	16,068.81	27,000.00	16.41%
65600 · SWAN	11,405.00	22,810.00	50.00%	45,620.00	22,810.00	47,000.00	48.53%
65700 · Telecommunications	344.99	979.81	43.45%	2,255.00	1,275.19	4,000.00	24.50%
TOTAL AUTOMATION	12,899.57	35,071.43	32.21%	108,875.00	73,803.57	135,000.00	25.98%
CONTRACTUAL SERVICES							
66100 · General Professional Services	0.00	2,605.00	17.97%	14,500.00	11,895.00	26,000.00	10.02%
66200 · Credit Bureau	134.25	307.45	20.50%	1,500.00	1,192.55	2,000.00	15.37%
66300 · Equipment-Maintenance Repair	892.10	2,054.18	34.24%	6,000.00	3,945.82	8,000.00	25.66%
66900 · Fees - Bond Registrar	0.00	20.00	20.00%	100.00	80.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,026.35	4,986.63	22.56%	22,100.00	17,113.37	36,000.00	13.85%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,070.00	100.00%	10,070.00	0.00	10,000.00	100.70%
67200 · Bonding	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 · Officers & Directors Liability	0.00	2,842.00	100.00%	2,842.00	0.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	4,000.00	53.75%
TOTAL INSURANCE	0.00	16,398.00	99.61%	16,462.00	64.00	19,500.00	84.09%
MARKETING							
68110 · Marketing Newsletter	0.00	9,997.78	28.57%	35,000.00	25,002.22	37,000.00	27.02%
68111 · eNewsletter	1,638.00	1,638.00	109.20%	1,500.00	-138.00	2,000.00	81.90%
68210 · Marketing Advertising	365.00	485.00	16.17%	3,000.00	2,515.00	5,000.00	9.70%
68310 · Marketing Supplies	0.00	386.75	15.47%	2,500.00	2,113.25	4,000.00	9.67%
68410 · Marketing-Information Printing	170.50	757.87	15.16%	5,000.00	4,242.13	8,000.00	9.47%
68500 · Legal Notices	835.71	1,089.67	77.83%	1,400.00	310.33	2,000.00	54.48%
68600 · Special Events	1,666.43	7,143.03	26.55%	26,900.00	19,756.97	32,000.00	22.32%
TOTAL PUBLIC INFORMATION	4,675.64	21,498.10	28.55%	75,300.00	53,801.90	90,000.00	23.89%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
* 69800 · Operating Transfer Out	0.00	6,000.00	100.00%	6,000.00	0.00	0.00	0.00%
69900 · Contingency	1,519.00	1,968.00	40.58%	4,850.00	2,882.00	50,000.00	3.94%
69920 · Gift/Donation Purchases	0.00	391.37	0.00%	0.00	-391.37	0.00	0.00%
** 70000 · Operating Transfer Purchases	3,299.58	5,903.58	0.00%	0.00	-5,903.58	0.00	0.00%
GRAND TOTAL	295,331.96	1,130,355.42	31.21%	3,621,860.00	2,491,504.58	4,117,800.00	27.45%

* Operating Transfer Out reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund.

** Operating Transfer Purchases reflects \$5,903.58 in purchases from Building Fund Reserves for New Study Room.

ACTION ON BILLS October 2015

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	47558 thru 47696	\$ 113,270.73
Chase Bank-Salaries for October	36317 thru 36343	\$ 8,173.38
Hinsdale Bank-Direct Deposits	& 20680 thru 20835	\$ 109,562.63

MONTH'S TOTAL: \$ 231,006.74

Indian Prairie Public Library District
 Account QuickReport

As of October 31, 2015

Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Bill Pmt Check	09/28/2015	47545	Darien Woman's Club - VOID	-75.00
Bill Pmt Check	10/05/2015	47558	Cavanaugh, Nancy	550.00
Liability Check	10/05/2015	47559	LIMRICC	650.72
Bill Pmt Check	10/06/2015	47560	Asimakopoulos, Jennifer	54.92
Bill Pmt Check	10/06/2015	47561	Baker & Taylor	3,560.83
Bill Pmt Check	10/06/2015	47562	Bal Industries	390.00
Bill Pmt Check	10/06/2015	47563	Blackstone Audio, Inc.	134.99
Bill Pmt Check	10/06/2015	47564	Carey, Arianne	629.60
Bill Pmt Check	10/06/2015	47565	Colonial Life	82.53
Bill Pmt Check	10/06/2015	47566	Comcast	145.92
Bill Pmt Check	10/06/2015	47567	DAC	135.00
Bill Pmt Check	10/06/2015	47568	DEMCO	206.60
Bill Pmt Check	10/06/2015	47569	Dynegy Energy Services	5,256.68
Bill Pmt Check	10/06/2015	47570	Dzierzbicki, Monica	42.15
Bill Pmt Check	10/06/2015	47571	Edmonds Incorporated	372.28
Bill Pmt Check	10/06/2015	47572	Ernst, Mary Kay	26.78
Bill Pmt Check	10/06/2015	47573	Gale/CENGAGE Learning	509.42
Bill Pmt Check	10/06/2015	47574	Garvey's Office Products	129.36
Bill Pmt Check	10/06/2015	47575	Hazelgrove, William	150.00
Bill Pmt Check	10/06/2015	47576	Home Depot	77.07
Bill Pmt Check	10/06/2015	47577	JavaSmart USA LLC	136.66
Bill Pmt Check	10/06/2015	47578	Jensen, Shirley P	75.00
Bill Pmt Check	10/06/2015	47579	LexisNexis Matthew Bender	111.83
Bill Pmt Check	10/06/2015	47580	Mailbox Yearbook, The	39.95
Bill Pmt Check	10/06/2015	47581	Medicom Reimbursement Spec., Ltd.	15.00
Bill Pmt Check	10/06/2015	47582	Metropolitan Industries, Inc.	1,058.00
Bill Pmt Check	10/06/2015	47583	Midwest Tape	1,119.24
Bill Pmt Check	10/06/2015	47584	Movie Licensing USA	120.00
Bill Pmt Check	10/06/2015	47585	Nancy McConathy Library	40.00
Bill Pmt Check	10/06/2015	47586	NCPERS Group Life	64.00
Bill Pmt Check	10/06/2015	47587	OverDrive	2,214.73
Bill Pmt Check	10/06/2015	47588	Palmisano, Stacy.	31.05
Bill Pmt Check	10/06/2015	47589	Penguin Random House LLC	30.00
Bill Pmt Check	10/06/2015	47590	Phillip's Interior Plants	215.00
Bill Pmt Check	10/06/2015	47591	Phoenix System & Service, Inc.	292.32
Bill Pmt Check	10/06/2015	47592	Quill	446.51
Bill Pmt Check	10/06/2015	47593	Roy, Nancy	34.35
Bill Pmt Check	10/06/2015	47594	Runco	265.09
Bill Pmt Check	10/06/2015	47595	Ryan, Marianne	33.76
Bill Pmt Check	10/06/2015	47596	Sebert Landscaping	767.00
Bill Pmt Check	10/06/2015	47597	Thomson Reuters West	58.94
Bill Pmt Check	10/06/2015	47598	VISOgraphic	130.50
Bill Pmt Check	10/06/2015	47599	VSP Vision	125.03
Liability Check	10/08/2015	47600	Nationwide Retirement	610.00

Indian Prairie Public Library District
 Account QuickReport

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As of October 31, 2015

Type	Date	Num	Name	Amount
Liability Check	10/08/2015	47601	Vantagepoint	1,308.00
Bill Pmt Check	10/08/2015	47602	Atlas	VOID
Bill Pmt Check	10/08/2015	47603	Baker & Taylor	848.05
Bill Pmt Check	10/08/2015	47604	Carey, Arianne	111.90
Bill Pmt Check	10/08/2015	47605	Gale/CENGAGE Learning	68.00
Bill Pmt Check	10/08/2015	47606	Law Bulletin Publishing Company	80.56
Bill Pmt Check	10/08/2015	47607	Midwest Tape	1,844.35
Bill Pmt Check	10/08/2015	47608	Penguin Random House LLC	108.75
Bill Pmt Check	10/08/2015	47609	Quality Books Inc.	204.09
Bill Pmt Check	10/08/2015	47610	Showcases	34.98
Bill Pmt Check	10/14/2015	47611	Dynergy Energy Services	11,118.98
Bill Pmt Check	10/14/2015	47612	Miskatonic Brewing Company	200.00
Bill Pmt Check	10/16/2015	47613	Anderson, Tabatha	261.15
Bill Pmt Check	10/16/2015	47614	Baker & Taylor	8,298.23
Bill Pmt Check	10/16/2015	47615	Blackstone Audio, Inc.	45.00
Bill Pmt Check	10/16/2015	47616	Bukovac, Jamie	34.50
Bill Pmt Check	10/16/2015	47617	Canon Solutions America Inc.	892.10
Bill Pmt Check	10/16/2015	47618	Case Lots Inc.	367.95
Bill Pmt Check	10/16/2015	47619	Cavendish Square	43.11
Bill Pmt Check	10/16/2015	47620	Center Point Large Print	164.89
Bill Pmt Check	10/16/2015	47621	Chicago Tribune	835.71
Bill Pmt Check	10/16/2015	47622	DEMCO	203.41
Bill Pmt Check	10/16/2015	47623	Downers Grove South High School	350.00
Bill Pmt Check	10/16/2015	47624	EBSCO	5,011.00
Bill Pmt Check	10/16/2015	47625	Findaway World, LLC	49.47
Bill Pmt Check	10/16/2015	47626	Garvey's Office Products	26.70
Bill Pmt Check	10/16/2015	47627	Interact Business Products, LLC	830.00
Bill Pmt Check	10/16/2015	47628	Kamm Insurance Group	157.00
Bill Pmt Check	10/16/2015	47629	Leonette, Jessica	10.70
Bill Pmt Check	10/16/2015	47630	Midwest Tape	1,650.26
Bill Pmt Check	10/16/2015	47631	Near West Youth Services	25.00
Bill Pmt Check	10/16/2015	47632	Neviol Inc.	4,390.00
Bill Pmt Check	10/16/2015	47633	OverDrive	969.92
Bill Pmt Check	10/16/2015	47634	Pack, William	300.00
Bill Pmt Check	10/16/2015	47635	Penguin Random House LLC	210.00
Bill Pmt Check	10/16/2015	47636	Quill	107.38
Bill Pmt Check	10/16/2015	47637	RAILS	751.00
Bill Pmt Check	10/16/2015	47638	Recorded Books, LLC	544.40
Bill Pmt Check	10/16/2015	47639	Runco	46.42
Bill Pmt Check	10/16/2015	47640	Schaffer, Cynthia D.	200.00
Bill Pmt Check	10/16/2015	47641	Scholastic Library Publishing	469.95
Bill Pmt Check	10/16/2015	47642	Speciality Mat Service	94.86
Bill Pmt Check	10/16/2015	47643	Unique Management	134.25
Bill Pmt Check	10/21/2015	47644	Asimakopoulos, Jennifer	42.28
Bill Pmt Check	10/21/2015	47645	Atlas	75.00

Indian Prairie Public Library District
 Account QuickReport

As of October 31, 2015

Type	Date	Num	Name	Amount
Bill Pmt Check	10/21/2015	47646	Bengal Electric Inc.	810.00
Bill Pmt Check	10/21/2015	47647	Blooming Color, Inc.	40.00
Bill Pmt Check	10/21/2015	47648	Bunn, David	17.71
Bill Pmt Check	10/21/2015	47649	Call One	798.56
Bill Pmt Check	10/21/2015	47650	Comcast	187.85
Bill Pmt Check	10/21/2015	47651	Garvey's Office Products	137.37
Bill Pmt Check	10/21/2015	47652	Goldy Locks, Inc.	VOID
Bill Pmt Check	10/21/2015	47653	Groot Industries, Inc.	223.14
Bill Pmt Check	10/21/2015	47654	Heritage House Florist	55.00
Bill Pmt Check	10/21/2015	47655	LACONICSS	15.00
Bill Pmt Check	10/21/2015	47656	Lincoln National Life	119.07
Bill Pmt Check	10/21/2015	47657	Palmisano, Stacy.	28.86
Bill Pmt Check	10/21/2015	47658	Patel, Suni	10.30
Bill Pmt Check	10/21/2015	47659	Peck, Michael A.	50.00
Bill Pmt Check	10/21/2015	47660	Quill	138.37
Bill Pmt Check	10/21/2015	47661	Raincoat Roof Maintenance, Inc.	2,545.00
Bill Pmt Check	10/21/2015	47662	Runco	35.98
Bill Pmt Check	10/21/2015	47663	Salahi, Lynn	14.00
Bill Pmt Check	10/21/2015	47664	Sebert Landscaping	350.00
Bill Pmt Check	10/21/2015	47665	Stephens Plumbing & Heating, Inc.	137.45
Bill Pmt Check	10/21/2015	47666	Suburban Door Check & Lock Service	540.50
Bill Pmt Check	10/21/2015	47667	SWAN	11,405.00
Liability Check	10/22/2015	47668	Nationwide Retirement	610.00
Liability Check	10/22/2015	47669	Vantagepoint	1,308.00
Bill Pmt Check	10/26/2015	47670	Business Card	6,912.70
Bill Pmt Check	10/26/2015	47671	Baker & Taylor	1,715.59
Bill Pmt Check	10/26/2015	47672	Baker & Taylor (video)	43.76
Bill Pmt Check	10/26/2015	47673	Blackstone Audio, Inc.	495.00
Bill Pmt Check	10/26/2015	47674	Corporate Concepts, Inc.	2,787.08
Bill Pmt Check	10/26/2015	47675	Gale/CENGAGE Learning	570.20
Bill Pmt Check	10/26/2015	47676	Ingram Library Services	8.38
Bill Pmt Check	10/26/2015	47677	Layman, Jez	23.02
Bill Pmt Check	10/27/2015	47678	Baker & Taylor	1,526.03
Bill Pmt Check	10/27/2015	47679	BCBS	8,700.92
Bill Pmt Check	10/27/2015	47680	Blooming Color, Inc.	55.00
Bill Pmt Check	10/27/2015	47681	Bukovac, Jamie	16.10
Bill Pmt Check	10/27/2015	47682	Case Lots Inc.	374.25
Bill Pmt Check	10/27/2015	47683	Colonial Life	82.53
Bill Pmt Check	10/27/2015	47684	DEMCO	689.00
Bill Pmt Check	10/27/2015	47685	Garvey's Office Products	99.09
Bill Pmt Check	10/27/2015	47686	King, Amy	2,886.20
Bill Pmt Check	10/27/2015	47687	Midwest Tape	937.90
Bill Pmt Check	10/27/2015	47688	Niestrom, Kathy	200.00
Bill Pmt Check	10/27/2015	47689	Penguin Random House LLC	116.25
Bill Pmt Check	10/27/2015	47690	Phillip's Interior Plants	215.00

1:55 PM
10/06/15
Accrual Basis

Indian Prairie Public Library District Account QuickReport

As of October 31, 2015

Type	Date	Num	Name	Amount
Bill Pmt Check	10/27/2015	47691	Principal Life Insurance Company	401.44
Bill Pmt Check	10/27/2015	47692	Quill	10.04
Bill Pmt Check	10/27/2015	47693	Regent Book Company	16.06
Bill Pmt Check	10/27/2015	47694	Runco	54.85
Bill Pmt Check	10/27/2015	47695	Thomson Reuters West	58.94
Bill Pmt Check	10/27/2015	47696	VSP Vision	115.13
Total 10121 - Checking JP Morgan Chase				<u>113,270.73</u>
TOTAL				<u><u>113,270.73</u></u>

Bills for approval – Electronic Payments & Automatic Withdrawals

October 2015

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	10/09/2015	21,460.32
ILDOR-State	Payroll taxes	10/09/2015	2,811.06
EFTPS-Federal	Payroll taxes	10/23/2015	19,456.30
ILDOR-State	Payroll taxes	10/23/2015	2,564.72
IMRF	Payroll Pension	10/30/2015	20,189.55
DAC	Deposit to HRA	10/21/2015	1,700.00
Nicor	Gas	10/19/2015	616.81
US Bank	Credit Card Fee	10/02/2015	180.30
Hinsdale Bank	Fee-Direct Deposit	10/02/2015	25.00

Ordinance No. 2015-10

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

ORDINANCE DIRECTING COUNTY CLERK AS TO PTELL REDUCTION
(Tax Cap Allocation)

WHEREAS, the Indian Prairie Public Library District (Library District) must file on or before December 29, 2015 its Levy Ordinance for the 2015-2016 fiscal year (Levy); and

WHEREAS, the Library District's Levy may be subject to the Property Tax Extension Limitation Law (PTELL) (tax cap); and

WHEREAS, the Cook County Clerk has advised the Library District that, in the event the Library District's Levy is subject to reduction pursuant to PTELL, the reduction will be accomplished in one of two ways, i.e.:

- Option 1. The County Clerk will reduce each Preliminary Tax Rate proportionally, i.e., by applying the same reduction percentage to each Levy category;
- Option 2. The County Clerk will reduce the Levy amounts as directed by the Library District pursuant to Library District Ordinance;

WHEREAS, if the Library District selects Option 2, the County Clerk requests that the Library District file its Ordinance with its Levy thereby enabling the County Clerk to process the Library District's reduction request at the time of preparation of the County Clerk's Levy Edit Report/Agency Tax Rate Report.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Indian Prairie Public Library District as follows:

Section 1: The Cook County Clerk shall allocate the amount of any reduction in the Levy (the reduction resulting from PTELL) proportionally to the I.M.R.F., Social Security, Liability Insurance and Library Building and Sites Funds.

Section 2: The Board Secretary shall timely file a certified copy of this Ordinance with the Cook County Clerk.

Section 3: This Ordinance shall be in full force and effect from and after its passage and approval.

Adopted this 18th day of November, 2015.

AYES:
NAYS:
ABSENT:

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

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Indian Prairie Public Library District
Finance Committee Minutes
November 11, 2015 – 1:30 p.m.

Call to Order: 1:30 p.m.

Present: Marian Krupicka, Diane Ruscitti, Don Damon, Vicki Suriano, Jamie Bukovac, Dave Pequet from MPI Investments

Absent: None

Investments and future investment strategies:

Pequet reviewed the library's investment portfolio and discussed MPI's style of investment. Less risk comes from buying shorter maturity bonds and buying government and agency bonds. The longer the maturity the greater the risk when interest rates rise. Their stated style is 1 – 5 years maturity but is actually 1.7 – 4.3 years. This way they capture 70-80% of the value but only 30% of the risk. 27% of the library's bonds will mature in 18 months, the average maturity is 2.24 years.

MPI purchases seasoned mortgage backed bonds, triple A, which means they really have 12 – 18 months life left. MPI uses Bloomberg for the pay down default amount.

They don't co-mingle our funds with other accounts which prevents potential problems. We are independently managed with an independent custodian (Schwab). MPI only advises. They use 20 – 30 brokers to get the best price.

Pequet said that due to new regulations in Dodd-Frank law money funds won't go up as interest rates go up.

If the library has cash flow needs we should share that information with MPI and they'll tailor their investments to fit those needs. The investments are very liquid, liquidity is not an issue. The more advance notice they have will give them more time to tailor the library investments. Right now we have 40 positions. They do this for many clients.

Operating budget reserves

Bukovac shared a cash flow chart (attached) which shows that in the past 12 months the library always had at least \$400,000.00 in the bank not including over \$1.5 million in investments. So there should be no concern that the library maintain three – six months of reserves for cash flow. Three months reserves would currently be \$900,515.00. Bukovac suggested the library maintain a philosophy of maintaining at least \$500,000.00 for capital projects. The committee agreed.

Review of Capital Expenditures

Bukovac updated the list of needed capital expenditures and reviewed this for the committee.

Review of Financial Forecast

Bukovac had updated the financial forecast based on the FY14/15 audit. Bukovac has also prepared a financial forecast which includes \$500,000.00 for capital projects throughout rather than the 25% figure for cash flow.

The committee adjourned at 3:55 p.m.

Date	Start Bank Balances	\$ Received	\$ Spent	End Bank Balances	Cash Available	\$ in IL Fund Bank Accts*	MPI Account
May-14	728,386.30	17,444.84	289,762.40	456,068.74	413,294.17	42,774.57	
Jun-14	456,068.74	1,505,318.44	331,641.67	1,629,745.51	1,586,970.42	42,775.09	
Jul-14	1,629,745.51	136,607.95	336,561.38	1,429,792.08	1,387,016.56	42,775.52	
Aug-14	1,429,792.08	113,392.85	321,470.10	1,221,714.83	1,178,938.90	42,775.93	
Sep-14	1,221,714.83	1,274,819.13	272,004.37	2,224,529.59	2,181,753.20	42,776.39	
Oct-14	2,224,529.59	128,416.74	246,639.96	2,106,306.37	2,063,529.56	42,776.81	
Nov-14	2,106,306.37	70,154.93	288,026.33	1,888,434.97	1,845,657.82	42,777.15	
Dec-14	1,888,434.97	57,169.98	284,612.88	1,660,992.07	1,618,214.37	42,777.70	
Jan-15	1,660,992.07	19,358.78	350,771.07	1,329,579.78	1,286,801.67	42,778.11	
Feb-15	1,329,579.78	35,915.25	268,033.72	1,097,461.31	1,054,682.77	42,778.54	
Mar-15	1,097,461.31	92,781.58	276,062.99	914,179.90	871,400.78	42,779.12	
Apr-15	914,179.90	72,245.65	274,394.45	712,031.10	669,251.17	42,779.93	
May-15	712,031.10	37,605.62	278,698.60	470,938.12	428,157.35	42,780.77	
Jun-15	470,938.12	1,632,234.45	394,895.31	1,708,277.26	1,665,495.32	42,781.94	1,563,711.00
Jul-15	1,708,277.26	125,995.15	409,699.85	1,424,572.56	1,381,789.07	42,783.49	
Aug-15	1,424,572.56	113,616.42	272,823.90	1,265,365.08	1,222,579.58	42,785.50	
Sep-15	1,265,365.08	1,296,801.57	263,321.34	2,298,845.31	2,256,058.19	42,787.12	

* - Special Reserve Fund, Working Cash Fund, Children's Endowment, Bond Fund, Endowment Prime Fund

FINANCIAL FORECAST

FISCAL YEAR ENDING JUNE 30 AS INDICATED
Updated November 2015

29

personnel line 2.5 percent increase, materials 1, building 2,
automation 1, operations .5, contractual .5 insurance 2, marketing .5
New

	#	2014	2015	2016	2017	2018	2019	2020
Revenues								
Taxes		3,249,958	3,305,184	3,395,110	3,422,271	3,456,494	3,525,623	3,596,136
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,577	43,500	42,000	42,000	42,000	42,000
Fees, Fines, Rentals	#	185,300	177,100	170,900	172,267	173,990	177,470	181,019
Interest	#	30,928	25,993	35,349	34,071	31,585	29,947	28,070
Miscellaneous	#	583	3,054	300	1,000	1,000	1,000	1,000
Collection Agency Fee		430	280	300	300	300	300	300
Donations and gifts	#	2,150	1,659	1,500	2,000	2,000	2,000	2,000
Total Revenues	#	3,768,045	3,603,847	3,646,959	3,673,909	3,707,368	3,778,340	3,850,525
Expenditures								
Personnel	#	2,437,574	2,517,170	2,586,548	2,651,212	2,717,492	2,785,429	2,855,065
Materials	#	474,667	473,567	488,675	493,562	498,497	503,482	508,517
Building	#	225,516	226,611	265,500	270,810	276,226	281,751	287,386
Automation	#	112,570	125,096	108,875	109,964	111,063	112,174	113,296
Operations	#	39,040	34,857	33,750	33,919	34,088	34,259	34,430
Contractual Service	#	17,472	20,534	22,100	22,211	22,322	22,433	22,545
Insurance	#	16,458	15,104	16,462	16,791	17,127	17,470	17,819
Public Information	#	63,125	58,767	75,300	75,677	76,055	76,435	76,817
Contingency	#	34,789	18,287	4,850				
Debt Service	#	461,598						
Capital Projects	#		98,555					
Total Expenditures	#	3,882,809	3,588,548	3,602,060	3,674,144	3,752,871	3,833,433	3,915,875
Excess revenues over (under) expenditures	#	-114,764	15,299	44,899	-236	-45,503	-55,093	-65,351
District Fund Balance July 1	#	1,513,444	1,398,680	1,317,924	1,263,623	1,243,388	1,177,885	1,122,792
District Fund Balance June 30*	#	1,398,680	1,413,979	1,362,823	1,263,388	1,197,885	1,122,792	1,057,442
less Fund Balance for Cash Flow (25% of expenditures)	#	855,303	872,498	900,515	918,536	938,218	958,358	978,969
equals Fund Balance for Special Reserves and Projects	#	543,377	541,481	462,308	344,852	259,668	164,434	78,473
Potential Capital Projects			86,055	6,900	20,000	20,000		
			chiller	study room	VOIP telephone	servers		
			10,000	4000				
			YS furniture	sump pumps				
				45000				
				brick/masonry				
				3300				
				Fabric/study chairs				
				40000				
				self checkouts				
				replace vinyl in exterior signs				

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
3,668,059	3,741,420	3,816,248	3,892,573	3,970,425	4,049,833	4,130,830
42,000	42,000	42,000	42,000	42,000	42,000	42,000
184,639	188,332	192,099	195,941	199,860	203,857	207,934
26,436	24,541	22,116	15,887	12,495	9,249	0
1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,924,434	3,999,593	4,075,763	4,149,701	4,228,079	4,308,239	4,384,064
2,926,442	2,999,603	3,074,593	3,151,458	3,230,244	3,311,000	3,393,775
513,602	518,738	523,926	529,165	534,457	539,801	545,199
293,133	298,996	304,976	311,076	317,297	323,643	330,116
114,429	115,573	116,729	117,896	119,075	120,266	121,468
34,602	34,775	34,949	35,124	35,299	35,476	35,653
22,658	22,771	22,885	23,000	23,115	23,230	23,346
18,175	18,539	18,910	19,288	19,674	20,067	20,468
77,201	77,587	77,975	78,365	78,757	79,151	79,547
4,000,243	4,086,583	4,174,943	4,265,371	4,357,918	4,452,634	4,549,573
-75,809	-86,990	-99,179	-115,670	-129,838	-144,395	-165,510
1,057,442	971,633	734,643	615,463	499,793	-300,045	-459,441
981,633	884,643	635,463	499,793	369,955	-444,441	-624,950
1,000,061	1,021,646	1,043,736	1,066,343	1,089,479	1,113,159	1,137,393
-18,428	-137,003	-408,273	-566,550	-719,525	-1,557,599	-1,762,344
10,000	150,000	20,000		670,000	15,000	
circulating pumps	parking lot	servers		boiler, generator building refurbishment	HVAC bearings	

<u>2028</u>	<u>2029</u>	<u>2030</u>	
4,213,446	4,297,715	4,383,670	
42,000	42,000	42,000	
212,093	216,335	220,661	
0	0	0	
1,000	1,000	1,000	
300	300	300	
2,000	2,000	2,000	
<hr/> 4,470,839	<hr/> 4,559,350	<hr/> 4,649,631	
3,478,619	3,565,585	3,654,725	2.5
550,651	556,158	561,719	1
336,718	343,453	350,322	2
122,683	123,910	125,149	1
35,832	36,011	36,191	0.5
23,463	23,580	23,698	0.5
20,878	21,295	21,721	2
79,944	80,344	80,746	0.5
<hr/> 4,648,789	<hr/> 4,750,336	<hr/> 4,854,271	
-177,950	-190,986	-204,640	
-624,950	-822,900	-1,013,886	
<hr/> -802,900	<hr/> -1,013,886	<hr/> -1,218,526	
1,162,197	1,187,584	1,213,568	
-1,965,097	-2,201,470	-2,432,093	
20,000		12,000	
servers		humidifier	

FINANCIAL FORECAST

FISCAL YEAR ENDING JUNE 30 AS INDICATED

Updated November 2015

\$500,000 maintained for capital

personnel line 2.5 percent increase, materials 1, building 2, automation 1, operations .5, contractual .5 insurance 2, marketing .5
New

32

	#	2014	2015	2016	2017	2018	2019	2020
Revenues								
Taxes		3,249,958	3,305,184	3,395,110	3,422,271	3,456,494	3,525,623	3,596,136
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,577	43,500	42,000	42,000	42,000	42,000
Fees, Fines, Rentals	#	185,300	177,100	170,900	172,267	173,990	177,470	181,019
Interest	#	30,928	25,993	35,349	34,071	31,585	29,947	28,070
Miscellaneous	#	583	3,054	300	1,000	1,000	1,000	1,000
Collection Agency Fee		430	280	300	300	300	300	300
Donations and gifts	#	2,150	1,659	1,500	2,000	2,000	2,000	2,000
Total Revenues	#	3,768,045	3,603,847	3,646,959	3,673,909	3,707,368	3,778,340	3,850,525
Expenditures								
Personnel	#	2,437,574	2,517,170	2,586,548	2,651,212	2,717,492	2,785,429	2,855,065
Materials	#	474,667	473,567	488,675	493,562	498,497	503,482	508,517
Building	#	225,516	226,611	265,500	270,810	276,226	281,751	287,386
Automation	#	112,570	125,096	108,875	109,964	111,063	112,174	113,296
Operations	#	39,040	34,857	33,750	33,919	34,088	34,259	34,430
Contractual Service	#	17,472	20,534	22,100	22,211	22,322	22,433	22,545
Insurance	#	16,458	15,104	16,462	16,791	17,127	17,470	17,819
Public Information	#	63,125	58,767	75,300	75,677	76,055	76,435	76,817
Contingency	#	34,789	18,287	4,850				
Debt Service	#	461,598						
Capital Projects	#		98,555					
Total Expenditures	#	3,882,809	3,588,548	3,602,060	3,674,144	3,752,871	3,833,433	3,915,875
Excess revenues over (under) expenditures	#	-114,764	15,299	44,899	-236	-45,503	-55,093	-65,351
District Fund Balance July 1	#	1,513,444	1,398,680	1,317,924	1,263,623	1,243,388	1,177,885	1,122,792
District Fund Balance June 30*	#	1,398,680	1,413,979	1,362,823	1,263,388	1,197,885	1,122,792	1,057,442
less Fund Balance for Capital	#	500,000	500,000	500,000	500,000	500,000	500,000	500,000
equals Fund Balance for Special Reserves and Projects	#	898,680	913,979	862,823	763,388	697,885	622,792	557,442
<i>Potential Capital Projects</i>			86,055	6,900	20,000	20,000		
			chiller	study room	VOIP telephone	servers		
			10,000	4,000				
			YS furniture	sump pumps				
				45,000				
				brick/masonry				
				3,300				
				fabric/chairs				
				40,000				
				self checkouts				
				replay vinyl in exterior signs				

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
3,668,059	3,741,420	3,816,248	3,892,573	3,970,425	4,049,833	4,130,830
42,000	42,000	42,000	42,000	42,000	42,000	42,000
184,639	188,332	192,099	195,941	199,860	203,857	207,934
26,436	24,541	22,116	15,887	12,495	9,249	0
1,000	1,000	1,000	1,000	1,000	1,000	1,000
300	300	300	300	300	300	300
2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,924,434	3,999,593	4,075,763	4,149,701	4,228,079	4,308,239	4,384,064
2,926,442	2,999,603	3,074,593	3,151,458	3,230,244	3,311,000	3,393,775
513,602	518,738	523,926	529,165	534,457	539,801	545,199
293,133	298,996	304,976	311,076	317,297	323,643	330,116
114,429	115,573	116,729	117,896	119,075	120,266	121,468
34,602	34,775	34,949	35,124	35,299	35,476	35,653
22,658	22,771	22,885	23,000	23,115	23,230	23,346
18,175	18,539	18,910	19,288	19,674	20,067	20,468
77,201	77,587	77,975	78,365	78,757	79,151	79,547
4,000,243	4,086,583	4,174,943	4,265,371	4,357,918	4,452,634	4,549,573
-75,809	-86,990	-99,179	-115,670	-129,838	-144,395	-165,510
1,057,442	971,633	734,643	615,463	499,793	-300,045	-459,441
981,633	884,643	635,463	499,793	369,955	-444,441	-624,950
500,000	500,000	500,000	500,000	500,000	500,000	500,000
481,633	384,643	135,463	-207	-130,045	-944,441	-1,124,950
10,000	150,000	20,000		670,000	15,000	
circulating pumps	parking lot	servers		boiler, generator building refurbishment	HVAC bearings	

<u>2028</u>	<u>2029</u>	<u>2030</u>	
4,213,446	4,297,715	4,383,670	
42,000	42,000	42,000	
212,093	216,335	220,661	
0	0	0	
1,000	1,000	1,000	
300	300	300	
2,000	2,000	2,000	
<hr/> 4,470,839	<hr/> 4,559,350	<hr/> 4,649,631	
3,478,619	3,565,585	3,654,725	2.5
550,651	556,158	561,719	1
336,718	343,453	350,322	2
122,683	123,910	125,149	1
35,832	36,011	36,191	0.5
23,463	23,580	23,698	0.5
20,878	21,295	21,721	2
79,944	80,344	80,746	0.5
<hr/> 4,648,789	<hr/> 4,750,336	<hr/> 4,854,271	
-177,950	-190,986	-204,640	
-624,950	-822,900	-1,013,886	
<hr/> -802,900	<hr/> -1,013,886	<hr/> -1,218,526	
500,000	500,000	500,000	
<hr/> -1,302,900	<hr/> -1,513,886	<hr/> -1,718,526	
20,000		12,000	
servers		humidifier	



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANTS APPLICATION

If the library does not have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library, the application will not be reviewed or considered for funding.

Enter initials to confirm authorization to submit this application, and that you have read and understand the Program Overview and Administrative Rules for this grant offering from the Illinois State Library. If initials have not been entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

JPB 11/12/2015
Initials Date

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: Indian Prairie Public Library District

2. Library's Control Number: 30366 Branch Number: 00

3. Contact Information of Person completing this grant application:

Preparer's Name: MS Jamie Bukovac
(Prefix) (First Name) (Last Name)

Preparer's Title: Library Director

Preparer's Phone Number: 630-887-8760

Preparer's Email Address: jamieb@ippl.info

4. Population Served: 42,259

All changes in population must be documented, and that documentation must be attached as a separate document(s) and electronically submitted along with this application. Documentation should include one of the following:

- Any U.S. Census documentation (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial documentation. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions about what documentation should be included.

5. **Standards Chapter Review:** As per the requirements, the library administration and board of trustees must review Chapter 5, "Technology," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014. (75ILCS 10/8.1,1)*. Provide the date(s) of review and a short narrative discussing the library's progress toward meeting the standards, including any changes that were made as a result of the review.

The trustees and administration reviewed Chapter 5 "Technology" on November 18, 2015. The library meets all the technology standards except that we review the Internet policy bi-annually rather than annually and we do not apply for the E-rate discounts. Indian Prairie is a library that is continually evaluating and updating existing technology and adding new technology. New technology in the past 18 months includes a 3D printer, electronic kits for patrons to use at the library and checkout, and digital media equipment. We also offer a full complement of classes to support patrons' technology needs and interests and to support the technology we provide. Our strategic plan includes a strategy that states "The library introduces new technologies to the community and provides opportunities for residents to experiment with technology as well as receive instruction and assistance." Staff are in the process of a library website redesign using statistics and usability studies to improve user experience. Our library not only inputs and makes its holdings accessible through a regional database (SWAN), our staff has served on various committees and the board to assist in making the database the best it can be.

6. **Education and Training:** Identify educational programs and training opportunities the library currently provides to its patrons. If the library does not currently provide such programs and training, how does the library meet or plan to meet the educational and technological needs of its patrons?

The library provides a very full schedule of programs and classes. To start, we offer a wide array of technology classes. We address the needs of beginners with classes such as "Introduction to Computers and the Internet", "Introduction to Your Mac" and "Introduction to Windows 8". Staff also provide classes on such topics as coding, social media, tablets, 3D printing, robotics and photo editing. Other types of classes include genealogy and resume workshops, do-it-yourself type topics, opera lectures, how to use the library's databases, ACT and SAT practice sessions, and STEM themes for our youth. Each summer we offer a week-long technology instruction "camp" for seniors.

We recently purchased Lynda.com and have heavily promoted that including offering classes on how to use it. The library also provides Brainfuse to our patrons.

7. **Technology:** Library staff and board will complete the Edge Assessment which is supported by the Illinois State Library and provided at no charge. If the library already completed the Assessment, it does not have to be repeated. Provide the date(s) of review and completion and a synopsis of information gleaned from completion of the Edge Assessment.

The library completed the Edge Assessment and the trustees, administration and department heads reviewed the results in August 2014 (this was reported on last year's per capita grant). Our total score was 725 and we've either implemented or added to our strategic plan 14 additional actions from the Edge Assessment. since August 2014. The director and the department heads have attended the four training courses.

8. **Trustees:** Having previously analyzed the library's finances and fiscal climate, identify and describe how library funds are currently used to support educational programs and training opportunities for patrons.

As answered in question #6 the library provides a wide variety of educational and training opportunities for patrons. The library spends \$27,000 on programming with about two-thirds of the programming being some type of class or training. In addition, staff duties include teaching classes and working one-on-one with residents who require more assistance. Staff have also created short teaching videos which are located on our website and are in the process of creating more. The recent purchase of Lynda.com has been a wonderful addition to the educational and training opportunities we provide our community.

Also, as per the requirements, the library board and staff engaged in a discussion on how the library fosters resource sharing. As the next step, provide an example of how the library has expanded or improved resource sharing for its patrons.

The library is a member of SWAN and its online catalog provides eight million items. We also are active in ILL through OCLC and SHARE. The library is also a member of eMedia Library which provides ebooks and e-audiobooks to cardholders in 25 libraries. Most recently the library has provided its card holders the option to pick up holds at any library who is a member of SWAN.

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures. **Per Capita funds cannot be used for appliances such as refrigerators, stoves, microwaves, water coolers and drinking fountains. Vehicles, parking-lot maintenance and landscaping are also excluded from Per Capita funding.**

Monies will be used to support the Standards for Collection Management and Resource Sharing - #6 "The library places a high budgetary priority on collection development...", #7 "The library provides access to materials in a variety of formats..." and #8 "The library strives to purchase materials in electronic format."

Staff has recently weeded the Junior non-fiction collection and funds will be used to enhance that collection. In addition funds will be used to increase the library's digital collection with an emphasis on adding more copies of popular ebook titles and increasing the number of e-audiobooks. The monies will also be used to purchase materials for the library's large type and audiobook collections.

Proposal to Purchase Fabric to Reupholster Adult Services' Study Chairs

Unfortunately the fabric on approximately 12 study chairs has ripped apart. These are chairs that were reupholstered as part of the renovation. We have selected new fabric which is made by the same manufacturer who made fabric we used for upholstery project prior to the renovation and it has held up very well. Mike will do the actual upholstery work.

We have a total of 79 chairs covered in the fabric and one yard is needed per chair. We won't immediately reupholster every chair but we want to make sure we get enough fabric to do all the chairs plus some additional just in case.

The fabric is \$32.00 per yard and will cost around \$2,800.00. The fabric has to be ordered through a designer and there may be a charge for that and we don't know the shipping charges. We are requesting the board approve purchase of fabric up to \$3,300.00.

AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE DARIEN PARK DISTRICT AND THE INDIAN PRAIRIE LIBRARY DISTRICT PROVIDING FOR SNOW AND ICE REMOVAL SERVICES AT 401 PLAINFIELD ROAD

THIS INTERGOVERNMENTAL AGREEMENT is made and entered into by and between the Darien Park District, DuPage County, Illinois, (hereinafter the "Park District"), and the Indian Prairie Library District, DuPage County, Illinois, (hereinafter the "Library District"), both Illinois units of local government.

WITNESSETH:

WHEREAS, the Board of Commissioners of the Darien Park District authorized staff to work cooperatively with the Library District in order to determine the terms of an agreement for snow and ice removal services at 401 Plainfield Road; and

WHEREAS, The Library District is the owner of certain real property in DuPage County, Illinois located at 401 Plainfield Road, Darien, IL; and

WHEREAS, The Library District desires to utilize Park District's expertise and services to assist in maintaining certain Library property; and

WHEREAS, the Library District Board of Trustees carefully reviewed the terms of the agreement for snow and ice removal at 401 Plainfield Road; and

WHEREAS, the Park District's Board of Commissioners has determined that it is reasonable, necessary and in the public interest and welfare for the Park District to provide snow and ice removal services for the Library District at 401 Plainfield Road, subject to the terms and conditions set forth herein; and

WHEREAS, the parties are authorized to enter into this Agreement under authority conferred by Article VII, Section 10, of the Illinois Constitution (1970).

NOW, THEREFORE, in consideration of the mutual promises, terms and conditions set forth herein, the parties agree as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.

2. This Agreement shall commence on November 9, 2015 and, unless sooner terminated in accordance with Paragraph 10, below, shall expire on July 9, 2018. Upon the expiration of the initial term of this Agreement on July 9, 2018, this Agreement shall be renewed automatically for successive one (1) year terms for a maximum of two (2) additional years, unless sooner terminated in accordance with Paragraph 10. All terms and conditions of this Agreement shall remain in full force and effect during successive years except that the Park District will notify the Library District of any change in the scope of services to Library District as outlined in Exhibit A for the upcoming year at least ninety (90) days before the expiration date of the current term of this agreement.

3. That it is mutually understood that Park District does not by virtue of services rendered to the Library District expressly or impliedly undertake to perform or assume any duty owed by the Library District to any of the Library District's employees, students, visitors or other third persons with respect to the safe/healthful maintenance and/or operation of the facilities/properties where Park District's services are performed. Park District will provide the Services in the same manner as it provides generally for its own park properties, and in a timely manner to protect the safety and well-being of Library District property users and Park District employees providing the Services and any additional services hereunder.

4. The Park District shall provide snow and ice removal services to the Library District at the prices attached as determined by the Park District each year by the first of October each year ("Cost Addendum"). Said Cost Addendum shall be sent to the Library District on October 1 each year and shall be approved or rejected by the Library District within ten (10) days thereafter. If the Library District rejects the Cost Addendum, the Park District shall be

under no further obligation to provide services pursuant to this Agreement. If the Library District accepts the terms of the Cost Addendum, both parties shall sign the Cost Addendum and it shall be incorporated fully as a part of this Agreement.

5. The Park District shall provide labor and equipment for snow and ice removal on Library property as provided in Exhibit A which is attached hereto and incorporated into this Agreement (collectively "Services").

6. Park District shall invoice Library District monthly as services are performed. Library District shall pay such invoice in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 et. seq.). The Park District shall allow the Library District reasonable access to Park District records substantiating actual costs upon at least 48 hours prior written notice.

7. The Library District agrees to provide the Park District reference services.

8. The Park District agrees to defend, indemnify and hold harmless the Library District, its elected officials, officers, agents, and employees, from and against all liabilities, judgments, settlements, damages, losses, claims, demands and actions of any nature, including costs of suit and expenses for legal services, that may at any time arise or be claimed by any person as a result of providing snow and ice removal service at 401 Plainfield Road.

9. The Library District agrees to defend, indemnify and hold harmless the Park District, its elected officials, officers, agents, and employees, from and against all liabilities, judgments, settlements, damages, losses, claims, demands and actions of any nature, including costs of suit and expenses for legal services, that may at any time arise or be claimed by any person as a result of providing snow and ice removal service at 401 Plainfield Road.

10. This Agreement may be terminated by either Party upon sixty (60) days advance written notice. Such notice shall be sent certified mail return receipt requested to the other Party at its address set forth below (or such other address as either Party may hereinafter designate to the other Party in writing) or by hand delivery evidenced by receipt. Upon cancellation of this Agreement, all obligations of the Parties cease except that Library District shall pay Park District for all Services performed through the effective date of termination.

11. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

12. This Agreement constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior or contemporaneous agreements and understandings whether oral or written of the Parties in connection therewith. No modification of this Agreement shall be effective unless made in writing, signed by both Parties, and dated after the date hereof.

13. The insurance company, self-insurance pool or similar entity of the party providing the indemnification shall be allowed to raise on behalf of the other party any and all defenses statutory and/or common law to such claim or action which the other party might have raised, including but not limited to any defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS §10/1-101, et seq (1991).

14. In furtherance and not in limitation of each parties' obligation herein, in the event that either party purchases insurance from an insurance company, each party shall keep in force at all times during the term of this agreement Commercial General Liability Insurance

specifically including fire legal liability, bodily injury, personal injury and property damage limits of not less than \$3,000,000 per occurrence, written on an occurrence basis and at all times naming the other party to this agreement, its public officials, employees, volunteers and agents as additional insured. In the event that any party is self-insured, member of an intergovernmental pool or provides for its risk financing by a means other than commercial insurance, said party shall keep in force at all times during the term of this agreement, General Liability coverage specifically including fire legal liability, bodily injury, personal injury and property damage limits of not less than \$3,000,000 per occurrence provided on an occurrence basis and at all times specifically extending that coverage to the other party to this agreement, its public officials, employees, volunteers, and agents. In addition, each party shall furnish certificates of the insurance and/or coverage in place as required herein and including a 90-day notice of cancellation or reduction in limits. The policy and/or coverage shall also contain a "contractual liability" clause.

15. All notices required to be given under the terms of this Agreement shall be in writing and either (a) served personally during regular business hours; (b) served by facsimile transmission during regular business hours; or (c) served by certified or registered mail, return receipt requested, properly addressed with the postage prepaid and deposited in the United States mail. Notices served on the Park District shall be directed to the Executive Director, Darien Park District, 7301 Fairview Avenue, Darien, Illinois 60561. Notice served upon the Library District shall be directed to the Library Director, Indian Prairie Library District, 401 Plainfield Road, Darien, Illinois 60561. Notices served personally or by facsimile transmission shall be effective upon receipt, whereas notices served by mail shall be effective two business days after mailing.

16. In the event any provision of this Agreement is found to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not invalidate or render unenforceable any other provision of this Agreement.

17. The provisions set forth herein represent the entire agreement between the parties and supersede any previous oral or written agreements. No provision may be modified in any respect unless such modification is in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the _____ day of _____.

DARIEN PARK DISTRICT

INDIAN PRAIRIE LIBRARY DISTRICT

By: _____

By: _____

ATTEST:

ATTEST:

Its Secretary

Its Secretary

Exhibit (A)

Darien Park District

Snow and Ice Removal Services

The Darien Park District and Indian Prairie Public Library have agreed upon the services that are outlined in Exhibit (A). The following items are which the Darien Park District and Indian Prairie Public Library agree to follow. The following site will fall under this service.

Indian Prairie Public Library

401 Plainfield Road

Darien, IL. 60561

1. The location listed above is the only property the Darien Park District is responsible to perform snow removal.
2. The Darien Park District will begin plowing the property as soon as the snow reaches a depth of 2 inches. Snowfall totals will be measured at the sight of snow removal. Any news station or website measurements will be disregarded. Blowing and drifting of snow may alter snow totals from location to location.
3. The Darien Park District will salt the lots in occurrences of snow accumulation of less than 2 inches.
4. In occurrences of snow accumulation of more than 2 inches, the Park District will only apply salt once the lots have been cleared of snow.
5. If snow events occur during business hours or during the hours of special events, the Park District will plow to the best of their ability. If the district is not able to remove snow due to lack of areas to push snow, they will complete the plowing during non-business hours.
6. The Park District is not responsible for the snow removal on any sidewalks or walkways.
7. If The Indian Prairie Public Library hosts any events after business hours, the library is responsible for notifying the Superintendent of Parks of the hours and date of the event. The Superintendent of Parks must receive the notice one week prior to the date the event will take place.
8. The Park District will determine if plowing or salting is needed.
9. The library will be charged per Addendum (A) See Attachment

10. All contact from The Indian Prairie Public Library regarding snow removal will be with Jamie Bukovac, Library Director.
11. Any questions or concerns from The Indian Prairie Public Library regarding the snow removal operations must be directed to Blake Ertmanis, Superintendent of Parks, through email or phone. Phone number 630-669-6639 Email address bertmanis@darienparks.com
12. Invoices will be done the first of every month, coming from the Superintendent of Parks office.

Exhibit (A)

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9. The library will be charged per Addendum (A) See Attachment

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12. Invoices will be done the first of every month, coming from the Superintendent of Parks office.

Addendum (A)

2015 & 2016

Plow & Salt Cost Break Down

Library

2" to 4"	\$196.92
4" to 8"	\$393.82
Full Plow 8" or more	T/M only @ \$50.00 per hr.
Salting if under 2" of snow accumulation	\$50.00 per Hour
Salt per ton	\$70.44*
Calcium Chloride 50lb Bag	\$25.00

The price for Bulk salt is dependent on cost given to the Park District from the City of Darien. The price is subject to change.

DETERMINATION TO DISPOSE OF PERSONAL PROPERTY

The Indian Prairie Library Board of Trustees has determined to dispose of the following unused computer equipment no longer usable by the district.

- 8 printers
- 14 desktop computers and parts
- 2 netbooks
- 1 projector
- 10 Wi-Fi access points and 1 Wi-Fi LAN controller
- 6 network switches

The equipment will be disposed of using a recycling service who will recycle or dispose the equipment properly.

11/11/2015

Director's Report November 2015

Agenda

The ordinance regarding the PTELL (Property Tax Extension Limitation Law) Reduction is required to direct Cook County how to proportion any reduction that occurs when they apply the tax cap formula. DuPage County does not require this notification.

The State Per Capita Grant is part of the Omnibus. This is the application we fill out to receive the annual per capita grant monies. In the past it has been due by October 15 but they've changed the due date to January 15. Last year the grant amount was over \$50,000 but I budgeted \$42,000 for it. Of course, we don't yet if the state will approve the money. The grant requires brief answers to certain questions each year and certain activities to be conducted, some of which we'll be doing at the board meeting. They also required a report on the grant received two years ago instead of the grant received last year and I don't know why that is.

There is a memo regarding the request for fabric.

The Intergovernmental Agreement provides for the snow plowing and de-icing of the parking lot. Their rates went up a bit but they do an excellent job. I don't think we've ever had to call them because they haven't taken care of the parking lot in a timely manner.

New Business:

The first two items are required by the Per Capita Grant. For #1 there is a document in the packet that we'll review at the meeting. I'll give an oral report regarding #2.

Under new business you also have an update relative to the strategic plan. This worksheet lists tasks for the current fiscal year and the department heads have typed their updates in bold type under each task.

My performance appraisal will be conducted at the January board meeting. Vicki will review the timeline and procedures.

SWAN

There was a directors' meeting last week and the SWAN Director reported on the work that is being done to improve the user experience on the SWAN catalog. There have been surveys to the membership regarding how buttons and tasks are labeled and several changes are taking place that I think will be easier for people to understand. SWAN staff have been visiting libraries, talking to the staff and observing at public service desks. They have also received proposals from companies to conduct usability tests. The vendor, Sirsi Dynix is very interested in this and we're hoping they will pay for it. (We're not sure why they haven't done this themselves!). But the very good news is that the relativity for searching will be improving. There will be an upgrade in a few weeks, plus SWAN has been studying relativity settings as well as something called MARC mapping and is making adjustments. The SWAN Director demonstrated several searches showing how a book search occurs now and how it will occur

when these changes are implemented. Now the book copy is often ending up on the second or third page and there are a lot on unrelated hits. That doesn't occur with the changes.

Community

Natalie's report notes a number of interactions with various community businesses and organizations last month. In addition, Natalie and Ann will be attending the Willowbrook Corner Community Connections dinner 11/13 and presenting on technology for youth and adults. They'll bring the 3D printer and have it running. Circulation Associate Kim Palisz will also be there to take applications for library cards.

The Imam from the Muslim Community Center, currently located near Plainfield and Madison, stopped by to talk about possible ways that we could partner. He said that his members are looking for ways to contribute to the community and we discussed ideas for volunteer opportunities. They also host a monthly dinner and we're making plans for staff to make a presentation at one of their dinners.

The 10th anniversary of Write-On was very successful with over 400 students reached in the schools and over 65 people attending the library program. The Vuillaumes were very pleased with everything.

Staff

The department heads, Laura and I had a retreat day to discuss user experience. Each of us read the book *Useful, Usable and Desirable* by Aaron Schmidt and Amanda Etches. Essentially everything we do, offer and manage impacts the user experience from the appearance of the building to the process to pick up a hold to how staff interact with our members. The book defines user experience and creates a template for discussion, it reviews assessment and research techniques to determine best user experience, and it addresses user experience in relation to physical space, service points, policies and customer service, signage and wayfinding, online presence, and using the library (technology, materials, programs). It also discusses designing for the user experience and whole library thinking. We had a lively, in-depth discussion on these points. Our next steps are to have the rest of the leadership team (other supervisors) read the book and we'll all meet in January to discuss how best to approach examining user experience in the library. We're also planning for a presentation to the staff at the February staff institute day.

At the retreat we also spent some time talking about staffing and where we see gaps or needs. Suzy's resignation provides a good time to analyze our staff responsibilities and determine if we should design staff responsibilities in a different way. We're continuing this discussion next week.

Youth Services Associate Krista Kountz has announce her resignation to take a position as a teen librarian at the Glenside Public Library. Weronica Herka has been hired as a Computer Desk Associate at a salary of \$12.92 starting October 27.

Jamie Bukovac

**Assistant Director's Report
November 2015**

Building:

The new room is finished. Mike did a great job! Since its completion, we have noticed that the acoustics in the new room are not good. Mike researched acoustical ceiling tiles and we will be trying them in the new room in order to deaden the sound. If it works in the new room, we may want to add them to the other existing group rooms.

We are changing vending companies for the snack, cold beverage and coffee machines in the Inspiration Café. The new vendor is Appleyard Vending, located in Darien. They also manage the equipment at the Downers Grove Library and they have been very happy with their service. Be sure to check out the new machines next time you are visiting the library!

Just a heads up...the (former)LADSE building has been the local polling place but due to their construction the library's meeting room will be a polling place for 2016 elections.

Parking Lot:

As you know, comments about the parking lot came up in our latest community survey, so I have done some investigation. I was asked to find out if our current spots can be made smaller to gain more parking spaces. I met with Dan Gombac from the City of Darien and he told me that the size of our spaces are up to the current Darien Municipal Code and cannot be made any smaller.

I also got prices on removing the islands in the parking lot:

Island removal and conversion (Single parking stall): \$1,402.00

Island removal and conversion (Double stall): \$2,663.00

I also got a price on removing some or most of the island next to the Book Drop drive:

Part of island removed and converted into three new parking stalls: \$4,065.00

Most of island removed and converted into sixteen stalls: \$32,495.00

Community Outreach/Engagement:

So far, I have received three applications from community members for the April "How To Fest". The application deadline is February 1st.

Friends of the Library:

The Book Nook made \$671 in September and \$602.25 in October.

The Friends will be selling copies of A. S. King's books at her November 10th "Write-On" visit.

Marketing:

Marianne's monthly report is attached.

Meetings & Workshops :

- 10/22 One-on-One with Marianne
- 10/24 Dancing in the Spooky Stacks Events
- 10/29 One-on-One with Marianne
- 11/3 Department Head Retreat
- 11/6 One-on-One with Jamie
- 11/10 Friends of the Library A.S. King book signing
- 11/18 Library Board Meeting

Submitted by:

Laura Birmingham

Marketing Department Report – October 2015

Promotional Support

The Marketing Department supported and promoted several library events, programs, and services, including the IPPL Foundation's Dancing in the Spooky Stacks, Write-on Teen Literary Festival and Cool Compositions Contest, Write-on Jr., An Evening with A. S. King, How-To Expo, Dark Horse Comics and Halloween entertainment on hoopla, Brainfuse HelpNow and JobNow databases, October art gallery exhibit, and digital media equipment for checkout, plus the following programs: Mighty Mid-Kids-Board Game Play, Finding the Novel Inside of You, S&P 101, Blogging with Tumblr, Catalog Tips & Tricks, Wattpad & More, National Novel Writing Month (NaNoWriMo) Write-ins, November Book Discussions, and Harry Potter Trivia Night.

Social Media

The following Facebook post on Oct. 31 reached 613 people with 25 likes, 2 comments, and 1 share.



eNews

There are currently 15,749 (+139) email addresses on the mailing list. In addition to the regular weekly eNews, special Dancing in the Spooky Stacks eNews' were sent on Oct. 9, 16, 22, and 30.

Newsletter

Production of the winter newsletter is complete. It will be delivered to resident mailboxes by Saturday, Nov. 21. The cover story will feature the library's participation in the Veteran's History Project.

Advertising

An ad for the Brainfuse HelpNow and Brainfuse LearnNow databases was placed in the October issue of the Downers Grove South High School Blueprint student newspaper. Ads for the December issues of the Hinsdale South High School Stinger and Downers Grove South High School Blueprint student newspapers are due Dec. 4.

Suburban Life

Our next *Suburban Life* Community Voice column is due Dec. 3 for Dec. 11 publication.

Darien Neighbors Magazine

Calendar events and Around the Block articles for the January/February issue are due Dec. 1.

Misc.

Marianne attended:

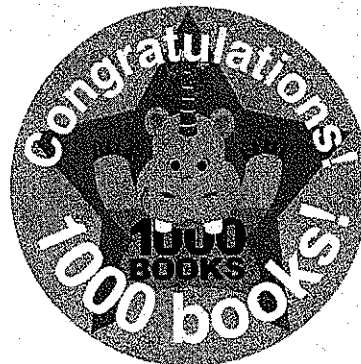
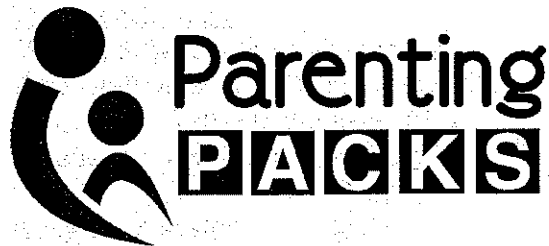
- Weekly meetings w/Laura on Oct. 1, 8, 15, 22, 29
- Weekly meetings w/Theresa & Laura on Oct. 1, 8, 16, 22, 29
- Website Committee meeting on Oct. 5
- Food for Fines meeting w/Debbie S. & Theresa on Oct. 6
- Veterans History Project interview w/Joe on Oct. 7
- Sponsorship meeting w/Josh Mowry at Miskatonic Oct. 8
- Veterans History Project interview w/Deb Barrett on Oct. 12
- Website Committee meeting on Oct. 15
- Admin department meeting on Oct. 19
- Dancing in the Spooky Stacks on Oct. 24

Theresa attended:

- October 5: Web committee meeting
- October 6: Meeting w/Debbie S. for Food for Fines
- October 15: Web committee meeting
- October 19: Admin safety meeting

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa also designed a logo for the new Parenting Packs, as well as the final sticker for the 1000 Books Before Kindergarten program. She also taught an Intro to Your Mac class on Oct. 6, and co-chaired the website committee meetings on Oct. 5 and 15.



Marianne Ryan, Marketing Coordinator
Nov. 11, 2015

Adult Services Monthly Report
October 2015

Programming is back in full swing after the summer. The most popular program we had was Houdini: His Life and Legend with 40 in attendance. Sugar Blues Revenge had 18 in attendance and a hands on program on painting pumpkins had 10. The 4th Wednesday program about being a WAC in WWII had 24 in attendance. A program on novel writing, in keeping with our fall theme of writing and publishing, had 11 in attendance. Jennifer had arranged for a trainer from Standard and Poor to give a presentation for the public. There were eight in attendance.

Jez continued with #libsocial programming with a visit to the new Miskatonic Brewery with 20 (the group limit) taking the tour. She also held a board game night with 15 in attendance. After the first of the year we are cutting this program back to once a month.

Staff presented a number of programs this month. Mary Krekelberg gave a beginners genealogy class with 12 in attendance, and hosted the third annual Genealogy after hours with 15 people staying for some quality time after hours to work on their genealogy. Several volunteers with specialized genealogy knowledge helped with both programs. Jez had 5 people for a program on Tumblr and Jennifer gave a class on the library catalog that she inherited from Suzy. She had only two people in attendance. Jennifer and Denise hosted a discussion at Whole Foods for recommending books with nine people in attendance. I guest led a neighborhood book discussion group with nine in attendance. The hostess told me they had never stayed on topic discussing the book for so long and several people thanked me. Many of the women in the group were familiar from the library.

We also had two lobby drop-ins in November. Joe did a drop-in on StoryShare with 10 people dropping by.. The Master Gardener answered questions of five people who dropped by.

The groups met as usual. The Chess group averaged 7. ESL averaged 6 and Current Events 8. The Play reading averaged 3 at each meeting and the Genealogy group had 22. All three book discussions were held in November. Novel Idea had 17, Crime Readers had 14, and GenLit had eight. We also scheduled a special GenLit discussion in early November for a book by the Write On author had only 3 in attendance. Jennifer leads the regular GenLit discussion and Jez led the extra discussion. Because of timing for the author visit, the extra discussion was held very near the regular meeting, and that might have held down attendance. The GenLit group has also recently read *The Martian*. Jennifer arranged for members of the GenLit group to attend a showing of the movie together. Six people went to the movie.

We have one last shift of large print books to do and then we hope to have space to move part of the audio book collection and make more room there. We just put out the Christmas CDs. This seems early, but we start to get patrons asking for them before Thanksgiving. Shirley has made new additions to our magazine subscriptions for 2016.

Staff have started using LibraryAware to create bookmarks and send out staff recommendations.

The Computer Desk staff has added the in-house circulation of digital media equipment. They have been working on procedures for booking equipment.

Shirley went to the Illinois Library convention in Peoria. Jennifer participated in The Adult Reading Round Table steering committee and the SWAN User Experience Committee. She also attended a program on negotiating database prices. I attended a program on patron driven acquisitions. Shirley and I attended a meeting of local adult services librarians (formerly Zone 1) for a discussion of the book *BiblioTech: Why Libraries Matter Even More in the Age of Google*. We had the S&P trainer do an hour long training of Adult Ask Us Desk staff.

Debbie Wordinger

Circulation Services
October 2015

Total checkouts for October were 60,141. This compares to 65,894 last year or -9%. Electronic Circulation was 4,226 this year, while it was 3,190 last year or +32%

ILL's processed were down 20%. We processed 7,823 this year and 9,804 last year.

Patron visits were down 3% from last year (37,151 this year compared to 38,448 last year)
A total of 7,882 holds were placed in October. Patrons placed 5,883 holds while staff placed 1,999 holds.

22,195 items were checked out or renewed by staff at the desk. This is 37% of total checkouts/renewals. 26,988 items were checked out or renewed by patrons at one of our self-check machines, 6,732 items were renewed by patrons through enterprise and 4,226 items were electronically checked out by patrons – for a total of 37,946 items checked out through some sort of self service. This is 63% of total checkouts/renewals.

We are continuing to work with SWAN to be able to obtain the types of reports that we used to be able to run in our old ILS. Unfortunately, most of the time we need to ask SWAN to run the report or to create a template for us. Much of our autonomy seems to be gone for now. And to make matters worse, many reports come in a format that we are unable to utilize because they cannot be put into an excel format.

Circulation continues to offer extra services to our patrons. The fact that we sell stamps and offer a Notary Public has become an immeasurable service to our patrons. Patrons continually offer their thanks. In addition, during the month of October, we also were responsible for the sale of tickets for "Dancing in the Spooky Stacks".

Meetings and Workshops Attended:

- Oct. 6 Marketing (Food for Fines)
- Oct. 6 Department Heads
- Oct. 7 One on One with Jamie
- Oct. 20 Department Heads
- Oct. 22 One on One with Jamie

Debbie Sheehan
Head of Circulation Services

Circ Stats											
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Month	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
July	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425
Aug.	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971
Sept.	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006
Oct.	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141
Nov.	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	
Dec.	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	
Jan.	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	
Feb.	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	
Mar.	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	
Apr.	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	*
May	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	
June	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	
Renewals through the webpack not included bef				1,284							
Electronic Circulation					3,852						
Yearly											
Total	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	260,543
*Missing data--used an average number to get a total											
Indicates highest number for that month											
Indicates library was closed partial months for construction											

TECHNICAL & TECHNOLOGY SERVICES BOARD REPORT October 2015

Technical Services

- **Parents Collection Project-** Started to de-Dewey and relabel the parenting collection so that they are easier to browse.
- **Book Bundles-** Processed 14 backpacks with books, puzzles, education toys for ages 2-6.

Technology Services

- **3D Printing**
 - We received 21 print requests and 20 of them were successfully printed.
 - Most interesting object printed: "Pumpkin King" Jack-o-Lantern; P-51 plane and propeller; Visor left/right pieces for a Halloween costume; Skeleton decoration with movable joints
- **Wi-Fi Usage-** We had a total of 5,681 Wi-Fi connections and 4,939 of those were from patrons using their own device.

Staff Training

- I trained Denise Tucker how to run reports in SWAN to get new DVDs added to the collection.

Technology Classes

- Offered seven hands-on classes with a total attendance of 79.
- 3 tech tutors assist with 4 classes this month.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor/Presenter</u>	<u>Attendance</u>
Tues. Oct. 6, 2 p.m.	Intro to Mac	Theresa	4
Tues. Oct., 6 p.m.	Intro to Excel Part 1	Ron	10
Wed. Oct. 7, 2 p.m.	Intro to Windows 8	Microsoft Instructor	11
Wed., Oct. 7, 6 p.m.	Facebook 101	Dave	10
Tues. Oct. 13, p.m.	Intro to Excel Part 2	Ron	10
Wed. Oct. 13, 2 p.m.	iPad 101	Dave	18

Wed. Oct. 13, 6 p.m.	Android 101	Ann	12
Thurs. Oct. 15, 6 p.m.	Linked-in	Jez	4
Thurs. Oct. 22, 6 p.m.	Tech Talk: Coding	Tyler	5

Ann M. Stovall, Head of Technical & Computer Services, November 12, 2015.

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**Youth Services
Monthly Report to the Board
October 2015**

Programs

October kicks off the fall programming session for the Kids & Teens department. This month we provided 52 programs, reaching 1,121 people.

All of our regular weekly storytimes, such as Baby Brilliance, Talented Toddlers, Junior Genius, and Fantastic Families, are back this session. FRISK and DIYT have started up again too. Our newest weekly program is called Make It My Own, or MIMO. MIMO is an interactive maker program that introduces STEAM concepts for grades 4-6. *(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 5.1)*

Partnerships

We continued providing storytime outside of the library at Whole Foods and Chick-fil-a. We also worked with many of our schools to provide special programming and support.

Monica Dzierzbicki and Krista Kountz hosted author Nancy Cavanaugh at three area schools on October 6th. Nancy Cavanaugh is an award winning author, a Willowbrook resident, and an Indian Prairie patron. She visited Cass Jr. High School 5th grades (68 students and 7 faculty) in the morning, the 6th graders at Eisenhower Jr. High (162 students and 12 faculty), and then she the Teens 4 Xcellence after school group at Burr Ridge Middle School. The author inspired the students at each of the schools with her presentation which included actual engine parts (these play a huge role in her book *This Journal Belongs to Ratchet*, which is currently an Illinois state Rebecca Caudill 2016 nominee). Nancy also used the engine parts to explain her writing process for all three of her books. Twenty five students won a free copy of one of Nancy's books. The books were provided by the Indian Prairie Friends of the Library.

On October 8, Krista Kountz visited Cass Jr. High school to present a special program to students who could not attend a field trip. Since they had read *The Hatchet* recently, she brought survival themed activities. The group used library books to research a survival fact and then represented this fact on a pinback button. They then explored the Leaf application on the Mid-Kid iPads. *(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.)*

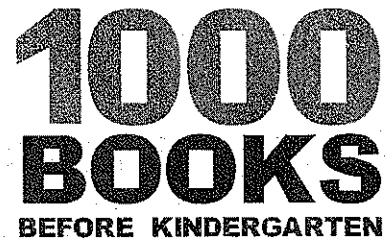
Date	Description of Partnership	Location	Staff
1-Oct	Whole Foods Storytime	Whole Foods	Katie Salo
2-Oct	Holmes School 1st grades storytime & tour	IPPL	Monica Dzierzbicki, Natalie Williams
6-Oct	Nancy Cavanaugh author visit - Eisenhower Jr High	Eisenhower	Monica Dzierzbicki, Krista Kountz
6-Oct	Nancy Cavanaugh author visit - Burr Ridge Middle	BRMS	Krista Kountz
6-Oct	Nancy Cavanaugh author visit - Cass Jr High	Cass Jr.HS	Monica Dzierzbicki
8-Oct	Cass Jr. High School Visit - STEM group	Cass Jr.HS	Krista Kountz
12-Oct	Chick - fil- A storytime	Chick -Fil - A	Jane Hartney
15-Oct	WholeFoods Kids Club Storytime	Whole Foods	Monica Dzierzbicki
27-Oct	District #60 Family Fall Fest at Holmes Elementary	Holmes	Monica Dzierzbicki

This month we also made several presentations. We have been able to share information about IPPL and the works, the services, and unique projects our staff is working on out in our communities and across the state.

Date	Description of Presentations	Location	Staff
6-Oct	Presentation about 1, 000 Books Before K at Rotary Club Meeting	Argonne	Katie Salo and Natalie Williams
14-Oct	Presentation about lifelong learning at IPPL at Burr Ridge Village Meeting	Village Hall	Natalie Williams
16-Oct	Presentation about library cards at WBC Community Dinner	Anne M Jeans	Natalie Williams
24-Oct	Presentation on shareablelibrary.com at Illinois Library Association conference	Peoria	Natalie Williams
26-Oct	ILEADUSA interview and final presentation	Springfield	Natalie Williams

1000 Books before Kindergarten

On October 6, Katie Salo and Natalie Williams presented at the Darien Rotary Club meeting. They updated our partners on the successes of the 1000 Books Before Kindergarten program and shared early literacy concepts. We still have families signing up and we are starting to see families turning in logs. We have 78 sign-ups so far! *(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 5.1 Develop a variety of ways to showcase the library.)*



WouldShop™

This month we changed the WouldShop to include a Star Wars Reads theme. This included a floor to ceiling space ship launcher (made out of string, balloons, and tape), activity sheets, origami Star Wars, Star Wars and Outer Space book display, and a Princess Leia IPPLpotamus.

The next theme was "build," which incorporated engineering displays and activities. Krista Kountz changed the bulletin board and book displays to reflect the theme. There were two activities to fit the theme. On one table we provided the Strawbees and Toobalinks, both tools used to build structures. On the other table we provided a challenge to build the tallest structure using only two sheets of newspapers.

Seed Library

The Seed Library was quiet this month with only 4 packets checked out. Natalie Williams is working with the Darien Gardening Club to host several seed harvesting events next month.

Number of Checkouts: 3

Number of Seed Packets Checked Out: 5

Number of Donations: 3

(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.)

Trainings

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

Date	Description of Trainings	Location	Staff
7-Oct	Beanstack digital badge webinar		Natalie Williams
8-Oct	RAILS patron driven acquisitions with Andrew Medlar	RAILS	Natalie Williams
21-Oct	ATLAS Academy Session 1: Core Values and Intellectual Freedom	Tinley Park Library	Heather Jensen
22-Oct	SignUp Boot Camp Webinar - Evanced Systems		Jane Hartney
26-Oct	ILEADUSA Session 3	Springfield	Natalie Williams

Staff Changes

Krista Kountz has resigned. She started as a temporary Summer Associate and has grown into a full-time Associate. In the time that she has worked at IPPL, Krista has earned an MLIS from Dominican University, she has created colorful, instructional programs for all ages, and she has provided wonderful customer service and support to staff. She will be missed. She is taking a Teen Librarian position at Glenside Public Library. Her last day will be December 5.

Submitted by Natalie Williams 11/10/2015

STATISTICS FOR	Oct. 2015	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	34,306	39,279	146,499	167,534	-12.56%
Teen	2,443	3,432	12,423	15,941	-22.07%
Kids	19,166	19,922	83,892	85,249	-1.59%
TOTAL	55,915	62,633	242,814	268,724	-9.64%
Electronic Circulation	4,226	3,261	17,729	14,257	24.35%
GRAND TOTAL CIRC.	60,141	65,894	260,543	282,981	-7.93%
% Reciprocal Borrowing	14%	14%	15%	13%	
Patron Visits	37,151	38,448	156,562	162,886	-3.88%
<u>Current Cards</u>					
Resident	208	274	21,501	22,613	-4.92%
Non-Resident	69	67	878	905	-2.98%
TOTAL	277	341	22,379	23,518	-4.84%
Non-Resident Households	37	31	511	430	18.84%
<u>Patron Assistance</u>					
Adult - Reference	3,298	3,395	14,046	13,275	5.81%
Kids - Reference	1,349	1,265	6,003	5,240	14.56%
TOTAL REFERENCE	4,647	4,660	20,049	18,515	8.29%
Adult - Other	1,893	2,009	8,604	7,879	9.20%
Kids - Other	2,192	1,590	8,124	6,764	20.11%
TOTAL OTHER	4,085	3,599	16,728	14,643	14.24%
GRAND TOTAL ASST.	8,732	8,259	36,777	33,158	10.91%
<u>ILL/Reserves</u>					
Holds	7,882	7,657	31,558	32,118	-1.74%
ILLs Sent	3,322	4,582	13,928	18,243	-23.65%
ILLs Checked Out	4,981	4,803	18,006	19,882	-9.44%
ILLs Received	4,501	5,222	19,164	21,745	-11.87%
<u>Programs - Adult</u>					
# Programs	13	11	36	29	24.14%
Attendance	197	238	794	801	-0.87%
<u>Technology Classes</u>					
# Programs	10	7	25	47	-46.81%
Attendance	86	80	320	477	-32.91%
<u>Individual Technology Training</u>					
# of Patrons	81	102	272	475	-42.74%
<u>Groups</u>					
# Programs	15	18	50	50	0.00%
Attendance	123	194	520	564	-7.80%
<u>Others</u>					
#Programs	2	3	4	3	33.33%
Attendance	89	166	215	166	29.52%
<u>Programs - Teen</u>					
# Programs	9	10	32	34	-5.88%
Attendance	95	85	443	546	-18.86%
<u>Programs - Kids</u>					
# Programs	38	51	102	127	-19.69%
Attendance	1,026	1,073	3,493	4,116	-15.14%
GRAND TOTAL ATT.	1,697	1,938	6,057	7,145	-15.23%

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STATISTICS FOR	Oct. 2015	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	4,119	4,313	16,503	14,936	10.49%
Kids Computers	1,486	1,711	6,819	7,304	-6.64%
Teen Laptop	291	374	913	1,362	-32.97%
Adult Laptop	201	320	889	1,320	-32.65%
TOTAL PATRON USE	6,097	6,718	25,124	24,922	0.81%
Hours Used					
Adult Computers	2,845	2,831	11,149	10,978	1.56%
Kids Computers	919	954	4,395	4,179	5.17%
Teen Laptop	319	652	1,214	2,558	-52.54%
Adult Laptop	304	806	1,259	3,119	-59.63%
TOTAL HOURS USED	4,387	5,243	18,017	20,834	-13.52%
IPPL Total Web Site Access	27,004	27,360	119,792	102,259	17.15%
IPPL Total Page Views	50,486	52,803	230,424	198,271	16.22%
Subscription Database Logins	3,168	2,954	10,569	10,832	-2.43%
Outreach-Homebound					
Items Delivered	183	169	636	476	33.61%
Volunteers					
Number Active	55	50			
Hours Worked	357.50	302.75	2,258.75	1,781.25	26.81%
Staff Training Hours	66.75	135.25	321	487.50	-34.15%
Room Use					
Multi-Purpose Room	39	41	120	86	39.53%
Meeting Room					
Library	41	48	141	170	-17.06%
Non-Library	8		38		
Group Study Room	203	186	814	785	3.69%
Lobby Programs	5	4	21	14	50.00%
Conference Room					
Library	14	25	63	74	-14.86%
Non-Library	18		81		
Clavinova	0	0	5	1	400.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - OCTOBER 2015

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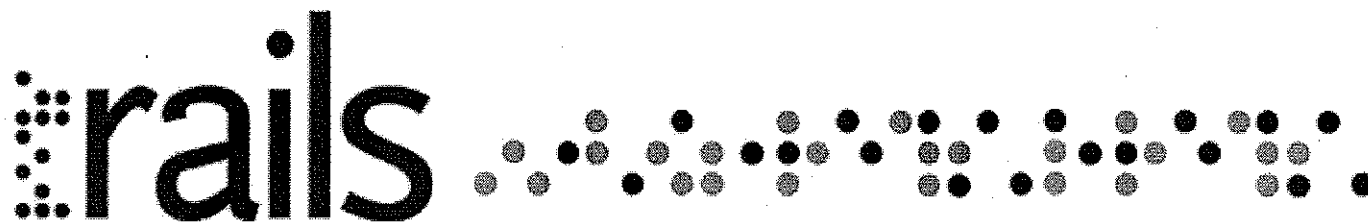
BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1217	2	2	1217	21	44	23	46
Non-Fiction	51637	355	396	51596	671	1220	1026	1616
Fiction	38987	482	240	39229	1191	596	1673	836
ADULT TOTALS	91841	839	638	92042	1883	1860	2722	2498
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	16301	97	61	16337	124	17	221	78
Fiction	28940	573	32	29481	454	193	1027	225
KIDS TOTALS	45262	670	93	45839	578	210	1248	303
TEEN								
Non-Fiction	702	23	4	721	17	2	40	6
Fiction	3815	91	127	3779	159	423	250	550
TEEN TOTALS	4517	114	131	4500	176	425	290	556
BOOK TOTALS	141620	1623	862	142381	2637	2495	4260	3357

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audio Books on CD	5644	59	2	5701	132	55	191	57
Music CD	10205	29	3	10231	68	20	68	23
Playaway	378	0	1	377	2	2	2	3
DVDs (DVD & Blu-ray)	18654	196	2	18848	377	23	573	25
CD-ROMs	155	0	1	154	0	4	0	5
ADULT TOTALS	35036	284	9	35311	579	104	834	113
KIDS								
Audio Books	711	1	4	708	17	43	18	47
Childrens Music CD	914	1	0	915	2	4	3	4
Junior Music CD	176	0	0	176	1	24	1	24
Playaway	83	0	0	83	5	0	5	0
DVDs (DVD & Blu-ray)	5562	66	26	5602	42	63	108	89
KIDS TOTALS	7446	68	30	7484	67	134	135	164
TEEN								
Audio Books on CD	296	6	0	302	17	1	23	1
Playaway	70	0	0	70	0	0	0	0
DVDs (DVD & Blu-ray)	636	14	1	649	27	69	41	70
CONSOLE GAMES	456	40	5	491	29	37	69	42
PC-GAMES	59	0	0	59	0	0	0	0
TEEN TOTALS	1517	60	6	1571	73	107	133	113
AUDIOVISUAL TOTALS	43999	412	45	44366	719	345	1102	390
COLLECTION TOTALS	185619	2035	907	186747	3356	2840	5362	3747

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- OCTOBER 2015

BOOKS	Previous Month Totals	Monthly Update		Current Totals	Prev. Mo. YTD		YTD	
		Items			A	W	Added	Discards
Hoopla (Yearly for all ages)	12,928			12,928				
Reference (Yearly for all ages)	549			549				
eRead Illinois (Monthly for all ages)	22670	632		23302	1916	0	2548	0
TOTALS FOR ALL AGES	36,147	632		36,779	1916	0	2548	0
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,188	13		2,201	28	0	41	0
eMedia (Overdrive Advantage)	613	4		617	22	0	26	0
Fiction								
eMedia (Overdrive Consortium)	8,849	34		8,883	175	0	209	0
eMedia (Overdrive Advantage)	2,131	27		2,158	143	0	170	0
ADULT TOTALS	13,781	78		13,859	368	0	446	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	73	0		73			0	
eMedia (Overdrive Advantage)	6	0		6			0	
Fiction								
eMedia (Overdrive Consortium)	1,146	15		1,161	6	0	21	0
eMedia (Overdrive Advantage)	141	0		141	1	0	1	
KIDS TOTALS	1,366	15		1,381	7	0	22	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	67	1		68			1	
eMedia (Overdrive Advantage)	10	0		10			0	
Fiction								
eMedia (Overdrive Consortium)	1,915	17		1,932	23	0	40	0
eMedia (Overdrive Advantage)	338	2		340	7	0	9	
TEEN TOTALS	2,330	20		2,350	30	0	50	0
BOOK TOTALS	53,624	745		54,369	2321	0	3,066	0

AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD		YTD	
				A	W	Added	Discarded
Hoopla (Yearly for all ages)							
Audio Books	16,978		16,978				
Music	255,428		255,428				
Movies/TV	17,497		17,497				
eRead Illinois Audio Books	1,958	0	1,958	788	0	788	0
Yearly Total for All Ages	291,861	0	291,861	788	0	788	0
ADULT							
Audio Books							
eMedia (Overdrive Consortium)	3,491	0	3,491	6		6	0
eMedia Advantage (Overdrive)	347	0	347	18		18	0
Movies							
Preloaded Roku Titles	400	24	424	20		44	
ADULT TOTALS	4,238	24	4,262	44	0	68	0
KIDS							
Audio Books							
eMedia Library (Overdrive)	220	0	220	1		1	
eMedia Advantage (Overdrive)	1	0	1				
Movies							
Preloaded Roku Titles	60	10	70	2		12	
KIDS TOTALS	281	10	291	3	0	13	0
TEEN							
Audio Books							
eMedia Library (Overdrive)	440	0	440	2		2	0
eMedia Advantage (Overdrive)	12	0	12	1		1	0
TEEN TOTALS	452		452	0	0	3	0
AUDIOVISUAL TOTAL	296,832	34	296,866	835	0	872	0
COLLECTION TOTALS	350,456	779	351,235	3156	0	3,938	0



 e-news

Required Delivery Count November 16 - 20

All RAILS members are required to count all outgoing items being picked up for delivery between Monday, November 16 and Friday, November 20. Outgoing items are those being delivered from your library to another location, including items being sent to fill interlibrary loan requests and items you are returning to other libraries.

Beginning on Friday, November 13, after your delivery items have been picked up for that day, please count all items in each delivery container, complete [this form](#), and place it on top of the items in each container. Please use this same procedure through Friday, November 20. For more information, see: www.railslibraries.info/delivery/fine-count.

Reminder to Pick Up Auction Items

The successful bidders in RAILS' three online auctions will need to make an appointment to pick up their items at the service center where the items are housed, between 8 a.m. and 4 p.m., Wednesday, November 11 through Friday, November 13. Acceptable forms of payment are cash, certified check, or a check drawn on a library account.

To make arrangements to pick up items at the [RAILS Burr Ridge service center](#), contact Demond Warfield (demond.warfield@railslibraries.info or 630.734.5142), for the [Coal Valley service center](#), contact Todd Williams (todd.williams@railslibraries.info or 309.623.4208), and for the [Wheeling service center](#), contact Don Johnson (don.johnson@railslibraries.info or 224.400.4301).

RAILS Member Update December 10

The next RAILS Member Update is Thursday, December 10, from 10 a.m. – noon (view [meeting agenda](#)). Anne Craig, Director of the Illinois State Library, and Amanda Trimmer from the Secretary of State's Budget Office will give an update on the Illinois state budget. RAILS will share our latest budget news and invite attendees to talk briefly about how their libraries are dealing with the current Illinois funding situation. Jim Dieters and Denise Raleigh, co-chairs of the Illinois Library Association's [Advocacy Committee](#), will provide tips on contacting your elected officials regarding the Illinois budget.

RAILS will also share our plans for 2016 and invite attendees to talk about their plans for the new year as well. You can register to attend the update session at a variety of locations throughout the RAILS area. See L2 for [more information/registration](#).

Lunch and Networking Opportunity Prior to November Board Meeting

The next meeting of the RAILS Board will be Friday, November 20, at 1 p.m., at the RAILS

November 11, 2015

RAILS Links

[RAILS Website](#)[Member Directory](#)[Contact RAILS](#)[RAILS Facebook Page](#)[RAILS YouTube Channel](#)

Member Resources

[RAILS Community Forums](#)[RAILS Regions](#)[Library News](#)[Continuing Education](#)[Jobs](#)[Free/For Sale](#)**Upcoming Meetings**

[November 20 RAILS Networking Event \(prior to RAILS Board Meeting\)](#)

[November 20 RAILS Board Meeting](#)

[December 10 RAILS Member Update](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[November 12 Inclusive Programming](#)

[December 1 RA for All: School Library Edition](#)

[December 8 Copyright Basics/LL](#)

[December 9 E-rate Eligibility](#)

Coal Valley service center and at designated videoconference locations. View the meeting agenda, when available, at: www.railslibraries.info/board/meeting/2015-11-20.

All RAILS members, working in all types of libraries are invited to attend a lunch at the Coal Valley service center at 11:30 a.m. on November 20 to visit with RAILS Board, staff, and other colleagues in attendance and to stay for the Board meeting immediately after the lunch. Please [register for the networking lunch](#) on L2 and be sure to indicate any dietary restrictions.

RAILS Closed on Thanksgiving

RAILS will be closed for Thanksgiving on Thursday, November 26. Delivery and Talking Book Services will not be provided. (RAILS will be open on Friday, November 27.) A list of [RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

RAILS Announces New PrairieCat Manager

RAILS is pleased to announce that Carolyn Coulter will be the new PrairieCat Manager, effective January 4, 2016. Coulter is currently the Information Technology and Virtual Services Officer at the Pikes Peak Library District in Colorado Springs, where she is involved with long-range planning, decision-making and major project oversight and implementation for all aspects of IT and Collection Management. Coulter was named one of *Library Journal's Movers and Shakers* in 2012. Please join RAILS in giving Coulter a warm welcome!

[PrairieCat](#) is one of four RAILS shared online catalogs and has 124 member libraries. Through membership in RAILS shared catalogs, Illinois library users share more than 18 million items annually.

ALA Launches Libraries Transform Campaign

If you visit the RAILS Burr Ridge service center, note the [Libraries Transform](#) banner hanging by the reception desk. [Libraries Transform](#) is the American Library Association's new public awareness campaign. Check out the [Libraries Transform Toolkit](#) for posters, postcards, and videos you can use to help spread the word about how libraries (including yours) transform lives and view [10 Ways to Engage](#) with the campaign.

Webinar on Copyright Basics and Interlibrary Loan December 8

This webinar on Tuesday, December 8, from 2:00 – 3:30 p.m., is geared toward school and public library staff and will focus on interlibrary loan and copyright law. There will be a time for questions toward the end of the webinar. Log into L2 for [registration/more information](#).

E-rate Webinar on Eligibility and Requirements for Form 470 December 9

This webinar on Wednesday, December 9, from 10:00 - 11:30 a.m., will cover eligibility, connectivity and infrastructure services that qualify for E-rate discounts, and the procurement process, including the regulatory requirements for Form 470. See more [information/registration](#).

RAILS also has limited consulting support available to help public and school library staff apply for E-rate. If you are interested, contact ce@railslibraries.info.

Webinar on Serving Youth and Young Adults with Disabilities December 10

This webinar on Thursday, December 10, from 9:30 – 11:00 a.m., is the last in a series of [ADA25 programs](#). Renee Grassi, Youth Department Director at Glen Ellyn Public Library, and Holly Jin, Community Engagement Supervisor at Skokie Public Library, will talk about how you can create a welcoming environment for young patrons with disabilities. See L2 for [more](#)

[and Requirements](#)

[December 10 Serving Youth with Disabilities](#)

[ADA25 Partner Programs](#)

[E-rate Webinars](#)

[RAILS Networking Events](#)

[November 13 Morris Public Library](#)

[December 10 Mini Networking Event at ILA Office \(prior to RAILS Member Update\)](#)

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[information/registration.](#)

Webinar on "Readers' Advisory for All: The School Library Edition" December 1

School library staff are invited to hear Becky Spratford talk about how to promote leisure reading and help children become life-long readers and listeners. This webinar will be offered on Tuesday, December 1, from 4:00 – 5:30 p.m. Professional Development Hours (1.5 PDHs) will be given to those viewing the live session. (An evaluation form must be submitted prior to receiving credit hours.) Log into L2 for [registration/more information.](#)

"Book Blogging 101" December 3

Seasoned book bloggers Karen Keefe and Rebecca Vnuk will discuss the benefits of starting a library-related or personal book blog. The program will be held in person at the RAILS Burr Ridge service center and broadcast via [one-way streaming](#) on Thursday, December 3, from 2:00 – 3:30 p.m. Part of the Readers' Advisory Conversations series sponsored by NoveList, the program will cover blogging platforms, subject matter, publicity, and more. See [registration/more information.](#)

Other RAILS CE Opportunities:

[Webinar on Inclusive Programming for Adults with Developmental Disabilities November 12](#)

[Webinar on Understanding the USAC E-rate November 18](#)

[Webinar on Top Employment Issues for Libraries November 19](#)

RAILS Networking Group Grants for Continuing Education

RAILS is offering a limited number of grants to networking groups to fund continuing education events. The events must be made available to RAILS members and be of interest to a wide range of library staff. The deadline for the current award period is November 30. See [more information/application.](#)

RAILS Member Networking Event at Morris Public Library

There is still time to register for this event on Friday, [November 13, at Morris Public Library, from 10 a.m. - noon.](#) In addition to learning more about RAILS and networking with colleagues, Michelle Petersen, from Plainfield Public Library, will talk about how to inspire your staff to better serve internal customers.

RAILS Mini-Networking Session in Chicago Prior to December 10 Member Update

RAILS will hold a 30-minute mini networking event at the Illinois Library Association's (ILA's) Chicago office (33 West Grand Avenue, Suite 401) at 9:30 a.m. on Thursday, December 10. You will learn about a variety of RAILS-sponsored networking opportunities and this information will be targeted to the libraries that register. All staff from all types of RAILS libraries are welcome. Academic, school, and special libraries in the Chicago area are especially encourage to attend. Breakfast treats will be served.

Attendees are also invited to stay for the RAILS Member Update at 10 a.m. (see above article). ILA is the newest RAILS videoconference location and is conveniently located near public transportation. To register for the networking event and the Member Update, see [www.librarylearning.info/events/?eventID=21231](#) and choose Illinois Library Association/videoconference as your location.

Connect with Talking Books

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In addition to receiving talking books via U.S. mail, [Illinois Talking Book Outreach Center](#) (ITBOC) patrons can download digital audio and braille books and magazines for Android and iOS devices via BARD (Braille and Audio Reading Download). The Android BARD Mobile app is now compatible with 2nd generation Kindle Fire devices and is available for free download from the [Amazon Appstore](#). Visit ITBOC's [BARD page](#) for more information. If you have questions about how the Illinois Talking Book Outreach Center can serve your patrons that cannot read standard print, contact info@illinoistalkingbooks.org or call 1.800.426.0709.

Second Call for Proposals for Great Lakes Resource Sharing Conference

The Conference Program Committee invites you to [submit a proposal](#) for the [3rd Annual Great Lakes Resource Sharing Conference](#) on June 10, 2016 in Indianapolis, Indiana, with a preconference on June 9. This is an opportunity for individuals working in resource sharing to share information and network with other colleagues. Proposals should be for programs that are 45 minutes in length, including time for questions. Submit proposals through January 15, 2016.

The Great Lakes Resource Sharing Conference is partnering with the *Journal of Interlibrary Loan, Document Delivery, & Electronic Reserve* to feature 2016 conference papers in a special issue. See more information at: www.railslibraries.info/members/announce/20151110/104672.

Podcasting Experts Speak in Barrington November 17

Jason Saldanha and Robin Linn, producers of the [Sound Opinions](#) radio show/podcast, will share their experiences and offer advice on creating podcasts for your community on Tuesday, November 17, from 9:30 a.m. - 12:30 p.m. at the Barrington Area Library. This program is sponsored by LACONI's (Library Administrators Conference of Northern Illinois) Technology Section. The program is \$15 for members, \$25 for non-members. [Register here](#).

Archive of Edge Assessment Webinar

If you missed the instructional webinar on completing the Edge Assessment, [a recording](#) is available online. Completion of the Edge Assessment is a requirement for the 2016 Public Library Per Capita Grant. See the Illinois State Library's (ISL's) website for the [FY2016 - 2017 grant requirements](#).

Reminder on Science Kits for Public Libraries Grant

The Science Kits for Public Libraries Grant offers up to \$2,000 in funding to Chicago area public libraries for the development of circulating math and science collections for pre-university students (K-12). The application deadline is November 15, 2015. See [more information](#).

RAILS Library Director News

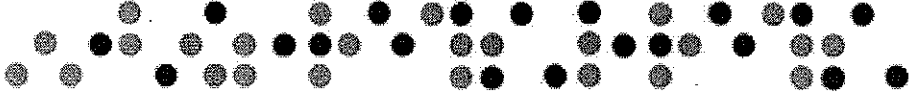
Kiana Nafziger will be the Director of the Mackinaw District Public Library, effective December 1.

Cheryl Ziegler is now the Director of Library and Archives at the Union League Club of Chicago.

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

Member News

rails



e-news

Great Deals in RAILS Online Auctions

The RAILS online auctions are now open and you are invited to bid on unneeded items from our Burr Ridge, Coal Valley, and Wheeling service centers. The auctions will close on Tuesday, November 10, at 11:45 p.m. Items include: all-in-one computers, desktop computers, a rolling step ladder, a paper cutter, work stations (sets of four), book carts, dollies, cargo vans, and so much more! Bids on some items start as low as \$1.00.

Successful bidders will need to make arrangements to pick up items at the service center where the items are housed, between 8 a.m. and 4 p.m., Wednesday, November 11 through Friday, November 13. Acceptable forms of payment are limited to cash, certified check, or a check drawn on a library account. View and bid on items in the three separate auctions at:

- www.32auctions.com/RAILS_BurrRidge
- www.32auctions.com/RAILS_CoalValley
- www.32auctions.com/RAILS_Wheeling

For complete details, see: www.railslibraries.info/alert/103682.

Next RAILS Member Update December 10

The next RAILS Member Update is Thursday, December 10, from 10 a.m. – noon. Because members have told us that they would like to hear more from other members at the update sessions, RAILS will share our latest budget news and then invite attendees to talk about how they are dealing with the current Illinois funding situation, including how they are forming partnerships and seeking grants to develop alternate sources of revenue. Jim Dieters and Denise Raleigh, co-chairs of the Illinois Library Association's [Advocacy Committee](#), will also provide tips on how you can contact your elected officials and what you can say to them about the Illinois budget situation.

RAILS will also share some of our plans for 2016 during the update and invite attendees to share their plans for the new year as well. Dee Brennan will host the meeting at the Vernon Area Public Library District (Annex) and members can attend at many other videoconference locations as well. See L2 for [more information/registration](#).

RAILS October Board Meeting Highlights

The RAILS Board met on Friday, October 30. [Meeting highlights](#) are posted on the RAILS website. Meeting minutes, when approved, will be posted with the [October Board Meeting documents](#). The next meeting of the RAILS Board will be Friday, November 20, at the RAILS Coal Valley service center and at designated videoconference locations.

November 4, 2015

RAILS Links

- [RAILS Website](#)
- [Member Directory](#)
- [Contact RAILS](#)
- [RAILS Facebook Page](#)
- [RAILS YouTube Channel](#)

Member Resources

- [RAILS Community Forums](#)
- [RAILS Regions](#)
- [Library News](#)
- [Continuing Education](#)
- [Jobs](#)
- [Free/For Sale](#)

Upcoming Meetings

[November 20 RAILS Networking Event \(prior to RAILS Board Meeting\)](#)

[November 20 RAILS Board Meeting](#)

[December 10 RAILS Member Update](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[November 5 Improving Technology Skills](#)

[November 9 Expanding Resource Sharing with OCLC Resources](#)

[November 9 Demystifying Genre](#)

Lunch and Networking Opportunity Prior to November Board Meeting

All RAILS members, working in all types of libraries are invited to attend a lunch at the RAILS Coal Valley service center prior to the RAILS Board meeting on Friday, November 20. The lunch will begin at 11:30 a.m. This will be a great opportunity to learn more about RAILS, share your ideas, ask questions, etc. You will also have the opportunity to network with RAILS Board members and staff as well as other colleagues in attendance. Members are invited to attend both the lunch and the RAILS Board meeting (1 p.m.). See L2 for [registration](#).

[November 11 Beyond MARC](#)

[November 12 Inclusive Programming](#)

[December 1 RA for All: School Library Edition](#)

[ADA25 Partner Programs](#)

[E-rate Webinars](#)

RAILS Networking Events

[November 13 Morris Public Library](#)

Congratulations Mary Jo Matousek

Congratulations to Mary Jo Matousek, RAILS Board President and Meridian Media Center Director (Aptakisic-Tripp School District #102), on being honored by the Illinois State University's (ISU's) Library Science Program with an Outstanding Alumni award on October 24. (See [photo of Mary Jo with Dane Ward](#), Dean of ISU's Milner Library and RAILS Board member.)

Archives

[RAILS E-News Archives](#)

Required Delivery Count November 16 - 20

All RAILS members are required to count all outgoing items being picked up for delivery between Monday, November 16, and Friday, November 20. For more information, see: www.railslibraries.info/delivery/fine-count.

Subscriptions

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RAILS Closed on Thanksgiving

RAILS will be closed for Thanksgiving on Thursday, November 26. Delivery and Talking Book Services will not be provided. (RAILS will be open on Friday, November 27.) A list of [RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

Important Reminder on November 6 Deadline for Completion of Capital Needs Survey

Only 51% of Illinois public libraries have completed the [Capital Needs Assessment Survey](#). If you have not filled out this brief survey, please complete it prior to the November 6 deadline.

Every two years, the Illinois State Library (ISL) is required to file an assessment of the capital needs of public libraries. All public libraries are asked to complete the one-page, electronic survey, even if no capital improvements are needed. This is an opportunity to convey to the General Assembly and general public the need for capital improvements in our public libraries. [Complete this short survey](#) and submit it to construct-grant@ilsos.net by **Friday, November 6, 2015**. (The latest version of [Adobe Reader](#) is recommended.) Questions? Contact [Mark Shaffer](#), [Pat Boze](#) or [Jay O'Dell](#) at ISL.

Updated Map of RAILS State of Resource Sharing

RAILS has updated the map showing the "State of Resource Sharing" within our system. The map shows member-library participation in RAILS' four shared catalogs, other RAILS consortia, and public library "standalone" catalogs, as well as unserved areas within the RAILS region. You can find the [updated map](#) on our website's [Catalog page](#) by clicking on Resource Sharing Map in the sidebar.

ALA Launches Libraries Transform Campaign

[Libraries Transform](#) is the American Library Association's (ALA's) new, multi-year public awareness campaign. The campaign is designed to be used by all types of libraries to reach individuals within their communities. Goals include increasing funding support for libraries and shifting the perception of the library from "obsolete" or "nice to have" to essential. The [Libraries Transform Toolkit](#) has posters, postcards, and videos to help libraries spread the word about the campaign. Supplementary images for social media are available [here](#). Visit

www.librariestransform.org for more information. RAILS will also be sharing additional information on how our members can get involved in the weeks ahead.

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WorldCat Discovery Services Access for RAILS

OCLC's [WorldCat Discovery Services](#) will replace FirstSearch access to WorldCat and FirstSearch Base Package databases in late 2016. The service provides access to resources in Illinois and worldwide libraries that are represented in WorldCat. The Illinois State Library's (ISL's) subscription continues to provide access to WorldCat and FirstSearch Base Package databases through WorldCat Discovery.

- **RAILS Libraries that use OCLC cataloging and interlibrary loan** may set up locally-branded WorldCat Discovery sites using a library-specific WorldCat Discovery URL. This unique URL replaces the 9-digit authorization and password you now use to access FirstSearch. Request your library's URL at: <http://oc.lc/RegDiscovery>.
- **RAILS Libraries that connect to FirstSearch through ISL's subscription account** may link directly to the [Illinois State Library's website](#) to search WorldCat and other databases on WorldCat Discovery.

OCLC is offering a variety of [webinars](#), [training resources](#), and [documentation](#) to help library staff learn about WorldCat Discovery.

"Expanding Resource Sharing for Illinois Libraries with OCLC Resources" November 9

On Monday, November 9, from 2:00 – 3:30 p.m., Dawne Tortorella from OCLC will present this program on OCLC resources (including WorldCat Discovery – see above) in person at the RAILS Burr Ridge service center and via one-way streaming. The program will also be recorded and archived. See L2 for [more information/registration](#). Contact [Amanda Musacchio](#), RAILS Resource Sharing Specialist, at 630.734.5118 with questions.

Webinar on "Readers' Advisory for All: The School Library Edition" December 1

School library staff are invited to hear Becky Spratford talk about how you can promote leisure reading and help children become life-long readers and listeners. This webinar will be offered on December 1, from 4:00 – 5:30 p.m. Professional Development Hours (1.5 PDHs) will be given to those viewing the **live session. (An evaluation form must be submitted prior to receiving credit hours.)** Log into L2 for [registration/more information](#).

"Book Blogging 101" December 3

Seasoned book bloggers Karen Keefe and Rebecca Vnuk will discuss the benefits of starting a library-related or personal book blog. The program will be held in person at the RAILS Burr Ridge service center and broadcast via [one-way streaming](#) on Thursday, December 3, from 2:00 – 3:30 p.m. Part of the Readers' Advisory Conversations series sponsored by NoveList, the program will cover blogging platforms, subject matter, publicity, and more. See [registration/more information](#).

Webinar on Understanding the USAC E-rate November 18

This webinar on Wednesday, November 18, from 10:00 – 11:30 a.m., will provide the latest news about E-rate (the Schools and Libraries Program of the Universal Service Fund) for FY2016. This is the fifth in a series of [webinars on E-rate](#). See L2 for [more information/registration](#). RAILS also has limited consulting support available to help public and school library staff apply for E-rate. If you are interested, contact ce@railslibraries.info.

Webinar on Top Employment Issues for Libraries November 19

The Management Association will present a webinar on top employment issues for libraries

and how they affect the decisions made by library directors and administrators. The webinar will be offered on Thursday, November 19, from 9:30 - 11:00 a.m. Log into L2 for [more information/registration](#).

Other RAILS CE Opportunities:

[Improving Technology Skills November 5](#)

[Webinar on Demystifying Genre November 9](#)

[Webinar on BIBFRAME and the Future of Bibliographic Data November 11](#)

[Webinar on Inclusive Programming for Adults with Developmental Disabilities November 12](#)

[RAILS ADA25 Programs](#)

New Resources for Trustees

RAILS is now offering the [Trustee Academy](#) from United for Libraries. This series of in-depth online courses expands on the [Short Takes for Trustees](#) video series. Courses include "Trustee Competencies," "Trustee Basics," and "Working Effectively with Your Library Director." All courses are offered free to RAILS members. For more information on the Trustee Academy, log into the RAILS website (with the email address and password used for L2) and see: <https://www.railslibraries.info/ce/archive/102253>. The Trustee Academy will be available online through September 2016.

Upcoming RAILS Member Networking Event

Attend a RAILS member networking event to hear the latest about RAILS programs and services and interact with colleagues. The next networking opportunity is scheduled for Friday, [November 13 at Morris Public Library, from 10 a.m. - noon](#). In addition to learning more about RAILS, Michelle Petersen, from Plainfield Public Library, will talk about how you can inspire your staff to better serve internal customers.

RAILS is scheduling member networking events throughout the RAILS area, some featuring continuing education (CE) topics. All RAILS members working in all types of libraries (academic, public, school, and special) are welcome to attend. For more information, contact [Debbie Baaske](#), RAILS Member Engagement Manager.

Coming Soon: Gail's Toolkit

[Gail's Toolkit](#) is a project funded by a Carnegie-Whitney Grant that runs from March 1, 2015 through March 30, 2017. This free online portal—sponsored by RAILS—will offer lesson plans, presentations, handouts, and surveys that library staff can use to teach classes ranging from Microsoft Word to LinkedIn. The portal will also offer an online bibliography of training resources for those who want to learn more. Congratulations to team members: Melissa Bernasek, Monica Dombrowski, Shana Lopez, Stacy Michel, and Phil Schneider from Gail Borden Public Library District. Watch for more information as resources are added to the Toolkit.

Library Journal Names Star Libraries

Congratulations to the RAILS member libraries named 2015 Star Libraries by *Library Journal*:

- Algonquin Area Public Library District
- Arlington Heights Memorial Library

- Cook Memorial Public Library District (Libertyville)
- Cordova District Library
- Ela Area Public Library District (Lake Zurich)
- Elk Grove Village Public Library
- Elmhurst Public Library
- Fountaindale Public Library District (Bolingbrook)
- Glenview Public Library
- Hodgkins Public Library District
- Lake Forest Library
- Mount Prospect Public Library
- Naperville Public Library
- Niles Public Library District
- Northbrook Public Library
- Oak Park Public Library
- Schaumburg Township District Library
- Skokie Public Library

See *Library Journal* for [more information](#).

Northern Illinois Food Bank Seeks Library Partnerships

[Northern Illinois Food Bank](#) sponsors summer meal and after school meal programs at more than 200 locations in a 13-county service area. In 2015, nine new partnerships with local libraries were formed. Libraries are a great avenue to reach kids during the summer months when school is not in session and school lunches are not provided. If you are interested in learning more about the program, see [these resources](#).

Reminder on Science Kits for Public Libraries Grant

The Science Kits for Public Libraries Grant offers up to \$2,000 in funding to Chicago area public libraries for the development of circulating math and science collections for pre-university students (K-12). The application deadline is November 15, 2015. See [more information](#).

RAILS Library Director News

Jennifer Willard is now the Director of the Astoria Public Library District.

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

Member News

The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media. (All RAILS members are welcome to post their news to the [Library News](#) section.)

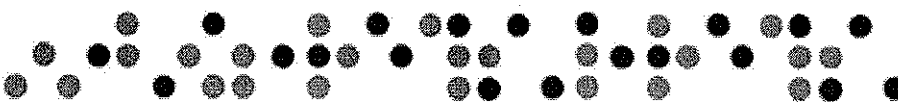
[Novel Writing at Northbrook Public Library](#)

[La Grange Public Library Holds Focus Groups on Lobby Redesign](#)

[Naperville Public Library Looks to Upgrade Nichols Branch](#)

[Plainfield Public Library Releases Survey Results](#)

rails



e-news

RAILS Online Auctions Open November 2

RAILS is holding three separate online auctions to dispose of unneeded items from the Burr Ridge, Coal Valley, and Wheeling service centers. The auctions will begin Monday, November 2, at 7 a.m. and end Tuesday, November 10, at 11:45 p.m. Items include all-in-one computers, desktop computers, monitors, vans, tables, book carts, flatbed carts, dollies, and more! Bids for some items start as low as \$1.00.

Successful bidders will need to make arrangements to pick up items at the service center where they are located between 8 a.m. and 4 p.m., Wednesday, November 11 through Friday, November 13. Acceptable forms of payment are limited to cash, certified check, or a check drawn on a library account. You can view available items before the auctions open at:

- www.32auctions.com/RAILS_BurrRidge
- www.32auctions.com/RAILS_CoalValley
- www.32auctions.com/RAILS_Wheeling

For complete details, see: www.railslibraries.info/alert/103682.

October 30 RAILS Board Meeting

The RAILS Board will meet on Friday, October 30, at 1 p.m., in person at the RAILS Burr Ridge service center and other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See the [RAILS website](#) for an [agenda](#) and supporting documents.

Required Delivery Count November 16 - 20

All RAILS members are required to count all outgoing items being picked up for delivery between Monday, November 16, and Friday, November 20. For more information, see: www.railslibraries.info/delivery/fine-count.

Thank You for Connecting with RAILS at Library State of Mind Conference

Thank you to all the RAILS members that attended the Better Together preconference co-sponsored by RAILS and/or attended other programs where RAILS staff and board members presented at last week's joint conference. Thanks also to the hundreds of RAILS members who stopped by the RAILS and [ITBOC](#) booths. We enjoyed connecting with you! Photos from the conference can be found on [Facebook](#).

RAILS also thanks all those who entered the word search drawing at the RAILS booth. Congratulations to Cathy Grafton, Director of the Odell Public Library District in Odell, on being the lucky winner of a \$50 Amazon gift card.

October 28, 2015

RAILS Links

- [RAILS Website](#)
- [Member Directory](#)
- [Contact RAILS](#)
- [RAILS Facebook Page](#)
- [RAILS YouTube Channel](#)

Member Resources

- [RAILS Community Forums](#)
- [RAILS Regions](#)
- [Library News](#)
- [Continuing Education](#)
- [Jobs](#)
- [Free/For Sale](#)

Upcoming Meetings

[October 30 Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[November 5 Improving Technology Skills](#)

[November 9 Demystifying Genre](#)

[November 11 Beyond MARC](#)

[November 12 Inclusive Programming](#)

[ADA25 Partner Programs](#)

[E-rate Webinars](#)

[RAILS Networking Events](#)

RAILS Closed on Thanksgiving

RAILS will be closed for Thanksgiving on Thursday, November 26. Delivery and Talking Book Services will not be provided. (RAILS will be open on Friday, November 27.) A list of RAILS observed holidays can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

RAILS Inclement Weather and Emergency Closings

RAILS procedures for emergency and weather-related closings can be found at: www.railslibraries.info/about/dates-closed. If RAILS decides to completely close a service center, a special alert will be posted at the top of the RAILS website as soon as possible. If you would like to automatically receive RAILS Alerts (including weather closings) via email, see www.railslibraries.info/subscribe and click on Subscribe to Email under RAILS Alerts in the first column.

If a RAILS building is open, the RAILS Delivery Manager at each location will decide if any routes need to be cancelled due to weather conditions. RAILS will contact libraries affected by delivery route cancellations as soon as possible. To receive route-based email delivery messages, see "Update Your Information in L2 to Receive Notice of Delivery Changes by Email," on the RAILS website.

Public Web Browser Available at No Cost to RAILS Members

RAILS has negotiated access to Public Web Browser (PWB) as a benefit of membership for RAILS libraries of all types (academic, public, school, and special) through December 24, 2016. PWB works with Microsoft's Internet Explorer and is designed for use in public areas. Only library staff are able to make customizations such as setting the home page, favorites, default printer, etc. Learn more.

If your library is interested in participating, see the instructions on the Deals and Discounts page at www.railslibraries.info/deals/rails-group-purchase/96741. (To view this information, log into the RAILS website with the email address/ password used for L2). For more information, contact Amanda.Musacchio, RAILS Resource Sharing Specialist, at amanda.musacchio@railslibraries.info.

Expanding Resource Sharing for Illinois Libraries with OCLC Resources November 9

OCLC staff will present "OCLC Resource Sharing for Illinois Libraries" at the RAILS Burr Ridge Service Center and via streaming on Monday, November 9, from 2:00 - 3:30 p.m. There will be an update on OCLC's resource sharing products/services and OCLC staff will answer any questions you have. See L2 for registration/more information or contact Amanda Musacchio, RAILS Resource Sharing Specialist, at 630.734.5118.

Webinar on Understanding the USAC E-rate November 18

This webinar on Wednesday, November 18, 2015, from 10:00 – 11:30 a.m., will provide the latest news about E-rate (the Schools and Libraries Program of the Universal Service Fund) for FY2016. This is fifth in a series of webinars on E-rate. See L2 for more information/registration. RAILS also has limited consulting support available to help public and school library staff apply for E-rate. If you are interested, contact ce@railslibraries.info.

Webinar on Top Employment Issues for Libraries November 19

The Management Association will present a webinar on top employment issues for libraries and how they affect the decisions made by library directors and administrators. The webinar will be offered on Thursday, November 19, from 9:30 - 11:00 a.m. Log into L2 for more

[Archives](#)

[RAILS E-News
Archives](#)

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Webinar on Demystifying Genre November 9

Becky Spratford will offer tips for helping all types of readers in this webinar on Monday, November 9, from 10:00 – 11:30 a.m. You will learn how to keep your genre knowledge up to date and some tricks for working with genre readers. Log into L2 for [more information/registration.](#)

Webinar on “Beyond MARC: BIBFRAME and the Future of Bibliographic Data” November 11

This webinar will cover the basics of the Bibliographic Framework Initiative or BIBFRAME, describe what it can provide, and tell you what you need to know about the changing cataloging landscape. The webinar will be on Wednesday, November 11, from 2 – 3 p.m. Log into L2 to for [more information/registration.](#)

Webinar on Inclusive Programming for Adults with Developmental Disabilities November 12

This webinar on November 12, from 1:30 – 3:00 p.m., will help you create an inclusive library atmosphere for adults with developmental disabilities. You will also learn more about identifying community partners and performing community outreach. This program is one of the [RAILS-sponsored programs for ADA25 Chicago.](#) See [more information/registration.](#)

Other RAILS CE Opportunities:

[Crowdfunding for Open Access E-Resources October 29](#)

[Improving Technology Skills November 5](#)

[RAILS ADA25 Programs](#)

RAILS Networking Group Grants for Continuing Education

RAILS is offering a limited number of grants to networking groups to fund continuing education (CE) events. CE events must be made available to RAILS members and be of interest to a wide range of library staff. The deadline for the current award period is November 30. See [more information/application.](#)

Upcoming RAILS Member Networking Event

Attend a RAILS member networking event to hear the latest about RAILS programs and services and interact with colleagues. The next networking opportunity is scheduled for Friday, [November 13 at Morris Public Library, from 10 a.m. - noon.](#) In addition to learning more about RAILS, Michelle Petersen, from Plainfield Public Library, will talk about how you can inspire your staff to better serve internal customers.

RAILS is scheduling member networking events throughout the RAILS area, some featuring continuing education (CE) topics. All RAILS members working in all types of libraries (academic, public, school, and special) are welcome to attend.

Public Library Per Capita and Equalization Aid Grant Applications Available

The Illinois State Library (ISL) announced in last week's [ISL E-News](#) that the FY2016 Public Library Per Capita and Equalization Aid Grant application and FY2014 Expenditure Report forms are now available on the ISL [website.](#) Completed applications and reports should be sent to Percap-grant@ilsos.net by **January 15, 2016.**

Reminder: Deadline Approaches for Capital Needs Survey

Every two years, the Illinois State Library (ISL) is required to file an assessment of the capital needs of public libraries. To help with this effort, ISL is asking all Illinois public libraries to complete a one-page, electronic [Capital Needs Assessment Survey](#), even if no capital improvements are needed. This is an opportunity to convey to the General Assembly and general public the need for capital improvements in our public libraries. [Complete the short survey](#) and submit it to construct-grant@ilsos.net by **Friday, November 6, 2015**. (The latest version of [Adobe Reader](#) is recommended.) Questions? Contact [Mark Shaffer](#), [Pat Boze](#) or [Jay O'Dell](#) at ISL.

Chicago Collections Launches New Online Portal

Chicago Collections has launched [Explore Chicago Collections](#), a free web-based search engine and record-finding tool that will allow access to more than 100,000 maps, photos, and other archival materials held at its [21 member institutions](#). See more information in this [news release](#) and at: <http://chicagocollections.org>.

RAILS Library Director News

Brock Peoples is now the Director of the Chillicothe Public Library District.

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

Member News

The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media. (All RAILS members are welcome to post their news to the [Library News](#) section.)

[Big Read Kicks Off in Waukegan](#)

[Park Ridge Public Library Looks at Renovation](#)

[Army Vet Saves Children in Morton](#)

[Illinois Central College's Renovated Library](#)

[Carol Stream Library Looks for Closed Circuit TV Proposals](#)

[La Grange Park Library Offers More](#)

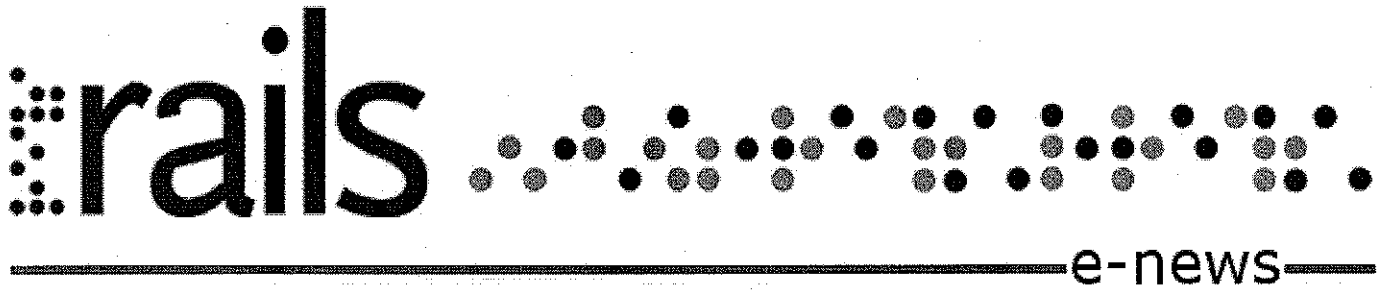
[Book Group Site for RSA Members](#)

[Galesburg Public Library puts Land Purchase on Hold](#)

Fast Facts Surveys

[Severe Weather Policy/Procedures](#)

[Actuary Names](#)



RAILS E-News Publishing Schedule

Due to the Library State of Mind conference, *RAILS E-News* will not be published on October 21 and will resume publication on October 28.

On-Site Registration for Library State of Mind Conference

If you haven't registered for the Library State of Mind conference (Peoria - October 21-24), you can still register on-site. There is a one-day conference registration option, as well as an exhibits-only pass for \$15 (no access to conference programs). See on-site registration options and view the final program guide to see all conference offerings.

"Better Together" Preconference Reminder

2015 marks the 50th anniversary of Illinois library systems. Join us on Wednesday, October 21, from 10:30 a.m. - 5:45 p.m., as we honor our past while seeking new directions, strategies, and goals for the future. The preconference will feature speakers from across the country, a panel discussion addressing what is happening in each type of library, and small group sessions focusing on multitype collaboration. See the agenda for more information. The fee is \$20 and includes lunch. The preconference also includes a special reception from 6 - 8 p.m.

Connect with RAILS and Talking Books in the Exhibit Hall

All staff from all types of libraries (academic, public, school, and special) can learn more about RAILS programs and services for their type of library by visiting the RAILS exhibit booth (#216) and the Illinois Talking Book Outreach Center booth (#221) at the Library State of Mind conference. RAILS members can complete this word search puzzle ahead of time and bring it to the RAILS booth to be entered into a drawing for a \$50 Amazon gift card.

RAILS members are also invited to take a "RAILS Challenge" while visiting our booth (#216) to win your choice of three great prizes.

Exhibit booth hours are:

- Thursday, October 22, noon - 5 p.m.
- Friday, October 23, 9 a.m. - 2 p.m.
- Saturday, October 24, 10:00 a.m. - 1:30 p.m.

Learn More About eRead Illinois at RAILS Exhibit Booth

The eRead Illinois Axis 360 team will have "office hours" at the RAILS exhibit booth (#216). Natalie DeJonghe, E-Book Trainer/Coordinator, will be on hand with the eRead Illinois Axis 360 "petting zoo" of e-book devices to answer your questions on:

October 14, 2015

- [RAILS Links](#)
- [RAILS Website](#)
- [Member Directory](#)
- [Contact RAILS](#)
- [RAILS Facebook Page](#)
- [RAILS YouTube Channel](#)

Member Resources

- [RAILS Community Forums](#)
- [RAILS Regions](#)
- [Library News](#)
- [Continuing Education](#)
- [Jobs](#)
- [Free/For Sale](#)

Upcoming Meetings

[October 30 Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[October 15 Negotiating Skills](#)

[October 15 Mental Health Awareness - Kewanee](#)

[October 20 Technology Skills](#)

[October 27 Surviving Board Dysfunction](#)

[November 5 Improving Technology Skills](#)

[November 9 Demystifying Genre](#)

[November 11 Beyond MARC](#)

- Thursday, October 22, 3 - 5 p.m.
- Friday, October 23, 10 a.m. - noon
- Saturday, October 24, 10 - 11 a.m.

You will also be able to pick up information about joining eRead Illinois at the RAILS booth any time the exhibit hall is open.

Connect with RAILS at Conference Programs and Activities

RAILS' staff look forward to seeing you at the following:

"Delivery Discussion" (Thursday, October 22, 1:45 - 2:45 p.m., Pere Marquette Hotel)

Community Delivery Partnerships and other delivery issues will be discussed. RAILS Delivery and Facilities Director Mark Hatch will be joined by statewide delivery colleagues.

"That All May Read" (Thursday, October 22, 1:45 - 2:45 p.m., Peoria Civic Center, room 202)

Learn how all types of libraries can implement new technologies to serve students and patrons unable to read standard print. Rose Chenoweth, Director of Talking Books, and Beth Weimer, Outreach Associate, will be part of this program along with talking book colleagues from throughout the state.

"Technology Competencies for Everyone" (Thursday, October 22, 3 - 4 p.m., Peoria Civic Center, room 210-211)

This program will focus on core competencies for all levels of library staff. Speakers include Anne Slaughter, RAILS Director of Technology Services, and Kate Hall, RAILS Board Member and Director of the Northbrook Public Library.

Pub Stroll (Thursday, October 22, 6:00 p.m., Pere Marquette Lounge, 501 Main St.)

Join RAILS and the Illinois Heartland Library System (IHLS) at one of the stops along the Pub Stroll - the Pere Marquette Marriott Lounge (501 Main Street, Peoria). Appetizers will be courtesy of corporate sponsors. Attendees are responsible for purchasing their own drinks. For more information about the Pub Stroll, see page 16 of the conference program book.

"FaceTime: Networking is A Library State of Mind" (Friday, October 23, 9 - 10 a.m., Peoria Civic Center, room 222)

Kick off your Friday morning with a continental breakfast and mingle with colleagues from across the state at "FaceTime: Networking is A Library State of Mind." Join RAILS Member Engagement Manager Debbie Baaske and other colleagues at this 2nd annual statewide event. Talk tables will be organized by topic. A list of table topic facilitators and registration is available on L2.

"Playing Nice on the Playground: Multitype Library Cooperation for Professional Development" (Friday, October 23, 2:45 - 3:45 p.m., Peoria Civic Center, room 212-213)

RAILS Consulting and Continuing Education Manager Joe Filapek and other presenters will discuss how staff from all types of libraries can collaborate to offer professional development and programming for their communities.

"Trivia Kraken - Everything You Wanted to Know About eRead Illinois and Wanted a Prize for Asking" (Friday, October 23, 2:45 - 3:45 p.m. Peoria Civic Center, room 201)

This fun and interactive session is open to both current and potential members of eRead Illinois. Speakers include Veronda Pitchford, RAILS Director of Membership Development and Resource Sharing, Natalie DeJonghe, E-Book Trainer/Coordinator, and Lesley Zavediuk from the Illinois Heartland Library System. There will also be trivia contests, fun facts, and prizes!

November 12 Inclusive Programming

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ADA25 Partner Programs

E-rate Webinars

RAILS Networking Events

October 15 Kewanee Public Library

November 13 Morris Public Library

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RAILS E-News Archives

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"I Heard It Through the Grapevine: The ILLINET ILL Code Revision Unleashed"

(Saturday, October 24, 9 – 10 a.m., room 202)

The ILLINET Interlibrary Loan (ILL) Code Revision Committee will talk about the revised ILLINET ILL Code. All RAILS libraries must follow this code to remain members of the system in good standing. RAILS Resource Sharing Specialist Amanda Musacchio will be among the panelists.

"No Need to Re-Invent the Wheel: Best Practices for Library Networking Groups"

(Saturday, October 24, 11 a.m. – noon, room 212-213)

RAILS Member Engagement Manager Debbie Baaske will be among the panelists sharing expertise on forming and maintaining networking groups that focus on special libraries, academic libraries, rural libraries, special needs youth, marketing, and more.

"Autism Spectrum Disorder Resource Kits for Libraries" (Saturday, October 24, noon - 1:30 p.m., Exhibit Hall C)

Natalie DeJonghe, E-Book Trainer/Coordinator, will be a co-presenter at this poster session that will focus on two kits being created for an ILEAD USA 2015 project.

For more information on these programs, see the RAILS website. We hope to see you there!

Great Lakes Resource Sharing Conference Call for Proposals

The Great Lakes Resource Sharing Conference Program Committee invites you to submit a proposal for the 3rd Annual Great Lakes Resource Sharing Conference. The conference will be June 9 and 10, 2016, in Indianapolis. This conference is an opportunity for individuals working in resource sharing to gather information and communicate with colleagues. Program proposals are invited until **January 15, 2016**. There are also opportunities to help the committee plan the preconference program by participating in a short survey. See more information.

Webinar on Demystifying Genre November 9

Becky Spratford will offer tips for helping all types of readers in this webinar on Monday, November 9, from 10:00 – 11:30 a.m. You will learn how to keep your genre knowledge up to date and some tricks for working with genre readers. Log into L2 for more information/registration.

Webinar on "Beyond MARC: BIBFRAME and the Future of Bibliographic Data" November 11

This webinar will cover the basics of the Bibliographic Framework Initiative or BIBFRAME, describe what it can provide, and tell you what you need to know about the changing cataloging landscape. The webinar will be on Wednesday, November 11, from 2 – 3 p.m. Log into L2 to for more information/registration.

Webinar on Inclusive Programming for Adults with Developmental Disabilities November 12

This webinar on November 12, from 1:30 – 3:00 p.m., will help you create an inclusive library atmosphere for adults with developmental disabilities. You will also learn more about identifying community partners and performing community outreach. This program is one of

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Ten Easy Steps to Improving Technology Skills Webinar November 5

Stay current with the latest emerging library technologies by viewing this webinar on Thursday,

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November 5, from 1:30 – 3:00 p.m. The ten steps will help you create a plan so you can stay ahead of the learning curve while providing the best service to your patrons. See [more information/registration](#).

Other RAILS CE Opportunities:

[Negotiating Skills for Information Professionals October 15](#)

[Mental Health Awareness Training \(Kewanee\) October 15](#)

[Technology Skills Webinar October 20](#)

[Strategies for Surviving Board Dysfunction October 27](#)

[Crowdfunding for Open Access E-Resources October 29](#)

[RAILS ADA25 Programs](#)

New Programs Added to CE Archives

If you missed the recent webinars on Complying with FOIA and Libraries and Autism, recordings are now available in the [CE Archives](#). To view full content, log in with the email address and password used for L2.

Upcoming RAILS Member Networking Events

RAILS is scheduling member networking events throughout the RAILS area, some featuring continuing education (CE) topics. All RAILS members working in all types of libraries (academic, public, school, and special) are welcome to attend a networking event to hear the latest about RAILS programs and services and interact with colleagues. Please register on L2 to attend the below events:

[October 15 - Kewanee Public Library 11:00 a.m. - 12:30 p.m.](#)

There are still openings to attend this networking event and catch up with colleagues in the area. Lunch is included. Members are welcome to stay after lunch to attend the program on "[Mental Health Awareness](#)."

[November 13 - Morris Public Library 10 a.m. - noon](#)

In addition to hearing the latest RAILS news and networking with colleagues, Michelle Petersen, from Plainfield Public Library, will present ideas on internal customer service. She will focus on teamwork, problem solving, and inspiring staff to better serve their colleagues.

Connect with Talking Books

The Illinois State Library is unable to print and mail the Fall 2015 edition of [Talking Book and Braille News](#). Libraries are encouraged to view, print, and share the [newsletter](#). For more information on how you can assist patrons who have difficulty reading print, contact info@illinoistalkingbooks.org or call 1.800.426.0709.

Call for Proposals for 2016 IACRL Conference

The [Illinois Association of College & Research Libraries](#) Conference Committee is seeking program submissions for the 2016 IACRL Conference: "Raise Your Voice: Librarians in the Lead," to be held March 18, 2016, at the [Marriott Chicago O'Hare](#). Proposals are invited for presentations, panels, and "lightning rounds." Submissions are due November 16, 2015. See [more information](#).

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New Award for Academic Librarians

The Association of College and Research Libraries (ACRL) has a new award intended to recognize librarians, archivists, or curators whose contributions to providing professional development opportunities for librarians have been noteworthy or influential. Winners will receive \$1,000 and will be celebrated at ALA Annual 2016 in Orlando. Send applications to blakisto@email.arizona.edu by December 4, 2015. See more information.

Illinois Libraries Invited to Celebrate Shakespeare

Illinois libraries are invited to plan a library-sponsored program to participate in a collaborative reading and programming initiative, "Discover Will: Illinois Libraries Celebrate Shakespeare's First Folio." Events will take place in February 2016. See more information.

"GIF IT UP" Challenge

The "GIF IT UP" Challenge is returning in 2015 and is seeking innovative and endlessly looping uses of archival videos and images. To participate, you need to make a GIF file with material that you have found via DigitalNZ, DPLA, Trove, or Europeana, or a combination from several of these sources. See more information.

Reminder on Science Kits for Public Libraries Grant

The Science Kits for Public Libraries Grant offers up to \$2,000 in funding to Chicago area public libraries for the development of circulating math and science collections for pre-university students (K-12). The application deadline is November 15, 2015. See more information.

Final Reminder on School District Library Grant Application Deadline October 15

The deadline for the School District Library Grant Program is Thursday, October 15. Eligible school districts should submit the 2016 Application to school-grant@ilsos.net as an attachment. For instructions on completing the application, visit the Illinois State Library's website. Contact school-grant@ilsos.net or call 217.524.8836 with questions.

RAILS Library Director News

The new Director of the Thermo Fisher Scientific Information Center is Karen Martin.

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

Member News

The following include items posted to the Library News section of the RAILS website and other articles featured in the media. (All RAILS members are welcome to post their news to the Library News section.)

Lena Community District Library Receives RAILS Grant

Downers Grove Music Club Donates Grand Piano to Library

Community Leaders Express Support as Peoria Public Library Celebrates 135 Years

Fox River Valley Public Libraries Continue "Designing Our Future" Discussion

Pekin Public Library Nears Completion

ORDINANCE #2015-11

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE INDIAN PRAIRIE
PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR
FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016**

BE IT ORDAINED by the Board of Trustees of the Indian Prairie Public Library District as follows:

Section 1: That the sum of Three Million, Six Hundred Eighty Thousand, Nine Hundred Sixty Four and No/100 Dollars be and the same is hereby assessed and levied from and against all taxable property within the limits of said Indian Prairie Public Library District as the same is assessed and equalized for State and County purposes for the current year 2015. Said taxes are hereby levied for the current fiscal year of said Library District commencing July 1, 2015 and ending June 30, 2016 and are to be applied in liquidation of the appropriations heretofore made by Ordinance adopted by the Board of Trustees of the Indian Prairie Public Library District at a regular meeting held September 16, 2015 said Ordinance, having been duly published as provided by law, is hereby incorporated herein by reference; the various objects and purposes for which said appropriations were made are set forth under the column entitled "Amount Appropriated" and the specific amount hereby levied for each object and purpose is as set forth under the column entitled "Amount to be Raised by Tax Levy," as follows:

CORPORATE FUND

	Amount Appropriated	Amount to Be Raised by Tax Levy
A. PERSONNEL		
Salaries	2,142,000	2,120,145
Medical/Life Insurance	132,000	108,070
Staff Development	25,000	21,000
Recruitment	1,000	0
Board Development	3,000	1,100
Employee Assistance Program	2,600	0
Workers Compensation	13,000	8,500
Unemployment Compensation	6,000	3,850
IMRF	150,000	134,000
FICA	120,000	108,000
B. MATERIALS		
Books	250,000	243,587
Periodicals	35,000	33,583
Audio	50,000	46,713
Video	60,000	59,287
Electronic Reference Resources	70,000	69,000
Materials Supplies	30,000	26,000
Software/Games	8,000	7,070
Life Skills/ESL	3,000	2,100
Multi-Media	10,000	10,000
C. BUILDING		
Cleaning Service	82,000	75,750
Water/Sewer	13,000	10,100
Maintenance Supplies	20,000	16,200
Telephone	8,000	6,600
Gas	0	0
Electric	0	0
Security System Monitoring	3,000	1,600
Garbage Disposal	0	0

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Building Maintenance Repairs	55,000	48,000
Property Maintenance	30,000	28,000
D. AUTOMATION		
Supplies - Public Toner	8,000	8,000
Supplies - Staff Toner	8,000	7,000
Supplies - 3D Printer	1,000	600
Automation-Professional Services	10,000	5,500
Purchase of Equipment	26,000	22,000
Automation-Equipment Repairs	4,000	2,200
Software	27,000	23,000
System Wide Automated Network (SWAN)	47,000	47,000
Telecommunications	4,000	3,000
E. OPERATIONS		
Office Supplies	18,000	16,059
Photocopy Supplies	6,000	5,050
Patron Cards	1,500	1,100
Non-Payment Reciprocal Reimbursement	6,000	4,100
Postage	8,000	7,000
Travel	1,000	600
Organizational Memberships	2,200	1,900
Bank Fees	3,000	2,600
F. CONTRACTUAL SERVICES		
Professional Services	12,000	8,000
Legal Services	10,000	5,000
Audit	4,000	3,800
Credit Bureau	2,000	2,000
Equipment Maintenance/Repairs	3,000	3,000
Photocopier Maintenance Contracts	5,000	4,500
G. INSURANCE		
Insurance	0	0
Bond	1,500	1,500
H. PUBLIC INFORMATION		
Marketing Supplies	4,000	2,600
Legal Notices	2,000	1,500
Marketing Newsletter	37,000	36,000
Enewsletter	2,000	1,600
Advertising	5,000	3,500
Informational Printing	8,000	5,500
Special Events	32,000	27,000
I. CAPITAL OUTLAY		
Equipment/Furnishings	0	0
J. CONTINGENCY		
	50,000	5,000
TOAL CORPORATE FUND EXPENDITURES	3,679,800	3,455,464

The foregoing appropriations are appropriated from the general property tax for corporate purposes. Said appropriations, less estimated amount receivable from other sources, are hereby levied from the tax for general corporate purposes.

PART II

AUDIT FUND	0	0
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Levied for the foregoing expense of the Annual Audit from a SPECIAL TAX in addition to all other taxes levied by the District.

PART III

.02% BUILDING/MAINTENANCE FUND	200,000	90,000
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Levied for the foregoing expense of Building and Maintenance from SPECIAL TAX in addition to all other taxes levied by the District.

PART IV

ILLINOIS MUNICIPAL RETIREMENT FUND	65,000	65,000
------------------------------------	--------	--------

Levied for the foregoing expense of Illinois Municipal Retirement Fund from SPECIAL TAX in addition to all other taxes levied by the District.

PART V

LIABILITY INSURANCE FUND	18,000	15,500
--------------------------	--------	--------

Levied for the foregoing expense of Liability Insurance from a SPECIAL TAX in addition to all other taxes levied by the District.

PART VI

SOCIAL SECURITY FUND	55,000	55,000
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Levied for the foregoing expense of Federal Insurance Contributions from SPECIAL TAX in addition to all other taxes levied by the District.

PART VII

SPECIAL RESERVE FUND	100,000	0
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Appropriated from sources other than a current tax levy. Said amount to be used in accordance with applicable law.

PART VIII

BOND RETIREMENT FUND	0	0
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Levied for the foregoing expense of bond retirement from a special tax in addition to all other taxes levied by the district. (See Ordinance 1993-9 "An Ordinance Providing for the Issue of \$4,950,000 Library Bonds of the Indian Prairie Public Library District, DuPage County, Illinois, and for the Levy and Collection of a Direct Annual Tax for the Payment of the Principal of and Interest on Said Bonds" - Filed with the County Clerk on December 30, 1993 as supplemented by direction for abatement of taxes per issuance in 2003 of \$3,840,000 General Obligation Refunding Bonds, Series 2003.)

PART IX

WORKING CASH FUND

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This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2015/2016 fiscal year, of \$397,122. Said amount shall not be deemed a current asset available for library purposes. Neither an appropriation nor levy will be made from the working cash fund this year.

SUMMARY:		
CORPORATE FUND EXPENDITURES	3,679,800	3,455,464
AUDIT EXPENDITURES	0	0
BUILDING/MAINTENANCE FUND	200,000	90,000
ILLINOIS MUNICIPAL RETIREMENT FUND	65,000	65,000
LIABILITY INSURANCE	18,000	15,500
SOCIAL SECURITY	55,000	55,000
SPECIAL RESERVE FUND	100,000	0
BOND RETIREMENT FUND	0	0
WORKING CASH FUND	0	0
GRAND TOTAL	4,117,800	3,680,964

Section 2: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of DuPage & Cook Counties within the time specified by law.

Section 3: The Indian Prairie Public Library District Secretary shall publicly post and keep this ordinance available for inspection by any interested party in the main office of the Indian Prairie Public Library District.

Section 4: That this Ordinance shall be in full force and effect from and after its passage and approval as required by law.

ADOPTED this 18th day of November, 2015, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 18th day of November, 2015.

ATTEST:

Victoria Suriano, President

Beena Deshmukh, Secretary

Serving Our Public 3.0

Standards for

Illinois Public Libraries

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Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Twenty-first century libraries are no exception. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on user's expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- An informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- An adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- A long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- telecommunications conduit(s): telephone, fax, Internet, e-mail, library network;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, e-mail, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

APPLICABLE CORE STANDARDS – Please see Core Standards 11, 13, 16, 17, 18, 19, 22, 23, and 24 in Chapter 1.

TECHNOLOGY STANDARDS

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have a(n):
 - telephone, with a listing in the phone book;
 - telephone voice mail and/or answering machine;
 - fax and/or scanner;
 - photocopier;
 - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental e-mail accounts for patron communication with the library (e-mail must be read and responded to during library hours.)
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers with sufficient capacity to meet needs for staff and public access;
 - up-to-date printers with sufficient capacity to meet needs for staff and public access;
 - up-to-date anti-virus protection and Internet security software installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - telephone access for deaf/hearing-impaired patrons: TTY (text telephone), TDD (Telecommunications Devices for the Deaf), TRS (Telecommunications Relay Service), or other relevant technologies;
 - a valid e-mail address, accessible via the library's website, for the library director; and,
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.

5. The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and,
 - virtual reference service, and/or instant or text messaging services, and/or library e-mail account.
6. The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via e-mail and/or through messaging services.
7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, e-mail, productivity software, and the Internet.
8. The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and,
 - virtual reference service.
9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
 - goals and realistic strategy for using telecommunications and information technology;
 - a professional development strategy;
 - an assessment of telecommunications services, hardware, software, and other services needed;
 - budget resources; and,
 - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspaces, and mobile apps.
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and,
 - ongoing staff continuing education/training related to all aspects of technological services.

15. The library protects the integrity, safety, and security of its technological environment via:
 - anti-virus software and other Internet security software;
 - firewalls;
 - authentication;
 - routine installation of upgrades, patches, etc;
 - scheduled data backup; and,
 - remote/off-site storage of data backups.
16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
 - Illinois Statewide Cataloging Standards [www.cyberdriveillinois.com/library/libraries/cataloging_standards.html]
 - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
 - ANSI (American National Standards Institute);
 - NISO (National Information Standards Organization);
 - ISO (International Organization for Standardization); and,
 - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library applies for E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). [www.universalservice.org/sl]

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Strategic Plan Worksheet 2015-2018

FY 15/16

1.1. User experience philosophy and concepts are integrated into library practices.

1.1.1. Educate Department Heads and Supervisors on the theory of user experience August/Sept 2015 Jamie Laura Department Heads

1.1.1.1 Read Usability book and articles, watch webinars, hold heads retreat 11/3 to discuss and plan

This has been accomplished and next steps developed.

1.1.1.2 Conduct workshop for supervisors to review user experience concepts and their roles in implementation

This has been scheduled for January 21, 2016

1.1.2. Educate staff about the theory of user experience.

1.1.2.1. Use "Catch the Wave" as a vehicle to share user experience concepts with staff. Fall 2015 ongoing, Jamie Laura Department Heads

We have not started doing this since we did not have our department head retreat until 11/3. This will start after the concept is introduced to staff at the staff institute day.

1.1.2.2. Focus on user experience practices at the FY15/16 staff institute day. Spring 2016 Jamie Laura

1.1.2.3. Include discussion of user experience in department meetings. Spring 2016 Department Heads

1.1.2.4. Train staff in handling disruptive and inappropriate behavior in order to maintain a comfortable and non-threatening environment for all users. Spring 2016 Laura

1.1.3. Form a Staff User Experience Committee. May 2016 Jamie Laura

1.1.4. Develop and implement a plan for training staff in the theory of user experience and how to apply the principles to their areas of responsibility. May/June 2016 Staff Committee

1.2. Input from our community drives our services.

1.2.1. Use topical surveys and user assessments to determine how services should be developed, refined or discontinued.

1.2.1.1. Create a formal system of organizing and reviewing residents' comments and input from community interactions.
Winter 2016 Admin

1.2.1.2. Survey residents using questions from the 2014 community survey and compare results annually. ongoing

1.2.1.2.1. The focus for FY15/16 will be technology, digital media and other forms of "making", and use of the building.
Fall 2015 Technology Services, Jamie

Staff have conducted a seating survey, the technology survey is in the works as is a survey regarding use of space

1.2.1.3. Use surveys, focus groups, and comment/evaluation forms to collect information in specific areas of interest. ongoing

1.2.1.3.1. Use Tech Talks to help identify technology interests in the community. Fall 2015 Technology Services

Ann has beta-tested a short survey in a Tech Talk in September and will be using this going forward.

1.2.1.3.2. Use program evaluations to determine class and programming interests. Fall 2015 ongoing AS, Technology Services

Staff review this as an ongoing process

1.2.1.3.3. Survey niche groups. ongoing

1.2.1.3.3.1. Survey parents at the end of each storytime session. FY15/16 ongoing

1.2.1.3.3.2. Survey mid-kids regarding programming and services. FY15/16 Monica

1.2.1.3.3.3. Survey seniors regarding programming and services. FY15/16 AS

Debbie has begun work on a survey for this age group.

1.2.2. Communication with community organizations will assist in identifying community strengths and needs.

1.2.2.1 Create a list of discussion questions to use when talking with community organizations. Spring 2016 Jamie

1.2.2.2 Train staff to gather pertinent community input as they engage with organizations. Spring/Summer 2016 Jamie

1.3. The facility is attractive and comfortable and patrons are easily able to find what they want. Patrons are able to use the building for a wide variety of needs and enjoy spending time at the library.

1.3.1. Study and consider how best to improve patrons' use and enjoyment of the library property and facility.

1.3.1.1. Conduct a seating study to identify if there is a need for additional seating or different types of seating. Fall 2015 YS, AS

This study has been completed.

1.3.1.2. Survey library users as to how they use the library and their satisfaction in using the library for particular purposes. Fall 2015. Jamie

This study will be completed in January

1.3.1.3. Evaluate the need for digital media and hands-on learning spaces. Fall 2015 AS, YA, Jamie, Technology Services

A survey is being prepared and will be sent to newsletter subscribers in January

1.3.1.4. Determine the need for a book return on the second floor. winter 2015 YS, Circ

1.3.1.5. Evaluate how easily patrons navigate the library and its collections. Winter 2015 Jamie, AS, YS

1.3.1.5.1. Evaluate signage.

1.3.1.5.2. Evaluate ease of use and access to library collections.

Natalie and YS staff has begun planning for user testing/signage for youth materials.

1.3.1.6. Consider a concierge or greeter style service. Winter 2015 Jamie, Department Heads

1.3.2. Provide sufficient and flexible quiet, collaborative, and creation spaces.

1.3.2.1 Consider new ways to repurpose current public spaces or create new public spaces to meet the interests and needs of the community. FY15/16 Jamie Trustees

The Building and Grounds committee will discuss this

1.3.3 Determine ways to provide adequate parking based on patrons' comments.

1.3.3.1 Study the parking lot to potentially add more parking spaces. Fall 2015 Laura

Laura Birmingham has investigated the removal of islands and the size of spaces.

1.3.4 Support our patrons' use of personal technology in the building.

1.3.4.1 Provide wireless printing for personal devices. FY15/16 Technology Services

1.3.4.2 Provide patrons with easy access to outlets and ways to charge their devices. FY15/16 Technology Services

Ann and Jamie has surveyed the first floor and determined some solutions which are in the process of being implemented

1.4 Library online services are highly used and valued by our residents.

1.4.1 The website is engaging and easy to use. FY 15/16 Ann and the committee

1.4.1.2 Analyze statistics, user experience surveys and current best practices to determine priorities of the website. FY15/16 committee

This is in process as the new website is being developed

1.1.1.2. Develop a new website with content that is of high quality, current, easily accessed and useful to our residents. FY15/16 committee

In development with a planned release date of March 1, 2016

1.4.2. Users are very satisfied with the eLibrary. FY15/16 ongoing

1.4.2.1 Collection development policies for the eLibrary assist in meeting our patrons' interests in/desires for popular

materials for children, teens and adults. FY15/16 Suzy, YS

Debbie Wordinger is currently evaluating user's interest against budget and overall use of the collection.

- 1.4.2.2 Increase awareness of the eLibrary. FY15/16 ongoing Suzy, YS, Marianne
- 1.4.2.3 Training resources for the public are current and easily available. FY15/16 ongoing Suzy, Dave
- 1.4.2.4 Add to our eLibrary, trying new models and opportunities and gathering community input to determine success. FY15/16 ongoing Suzy, YS, AS

1.4.3. The library's booking software is user-friendly. FY 15/16 ongoing

1.4.3.1 Upgrade Evanced software. August 2015 Suzy

Evanced software was upgraded in August.

1.4.3.2 Evaluate how Evanced is being used and identify user and staff needs to determine if Evanced is meeting those needs. FY15/16 Ann will lead the process

1.4.4 Users find the library catalog informative and easy to use.

1.4.4.1 Staff take every opportunity to be involved in development of the catalog at the system level. Suzy FY15/16

Jennifer (and formerly Suzy) is on the SWAN User Experience Committee

1.4.4.2 Staff investigate the Sirsi/Dynix mobile app and determine what mobile services to offer patrons. FY15/16 Technology Services

1.4.4.3 Create engaging age-specific catalogs. FY15/16 YS, AS oversight with Dave and Theresa trained and responsible for development of catalogs.

This activity is dependent on SWAN providing the training and that has not occurred.

1.4.4.4 Ensure a high quality SWAN database. FY15/16 ongoing Technical Services

Staff added formats to improve searching capabilities; changed item types to also enhance searching

1.5 We ensure ease of access to library services.

1.5.1 Offer more programs and classes on the weekends in response to patrons' requests. FY 15/16 ongoing YS, AS, Technology

Cindy has 4 weekend programs scheduled for the programming cycle and Jez held a resume workshop on Saturday and is hosting a NaNowriMo Write-in on a Saturday.

Youth Services offered 7 programs on Saturdays or Sundays in Fall 2015. They will offer 14 programs in Winter 2015.

Technology Services has 5 classes scheduled on Saturday for the Winter 2015 newsletter. Classes offered on Saturdays: Making Movies with iMove; Intermediate iPad

1.5.2 Assess the hours the library should open for optimal service. FY 15/16 Jamie, Department Heads, Trustees

1.5.5 Create a plan for management of our public technology and related services with the goal of providing excellent user experiences in this area. FY 15/16 Jamie, Department Heads, Technology Services

1.5.5.1. Annually review usage of public computers, laptops and the wi-fi to determine if service should be changed. FY15/16 ongoing Technology Services

1.5.5.2 Perform speed tests on equipment to compare advertised and actual bandwidth speed. FY15/16 Technology Serv

1.5.5.3 Use traffic shaping to optimize or guarantee performance, improve latency and increase usable bandwidth. FY15/16 Technology Services

1.5.5.4 Review all devices being checked out by patrons and develop best practices for managing this service. FY15/16 Department Heads

1.5.5.5 Examine technology related services with a goal toward identifying where staff training is needed and whether processes are efficient and provide excellent user experiences. FY15/16 Department Heads, Technology Services

2.1. The library fosters a love of reading for learning and enjoyment.

2.1.1 Prepare young children for school.

2.1.1.1 Implement the 1,000 Books before Kindergarten program. Katie Natalie 9/1/15

This was implemented in September.

2.1.1.2 Online early literacy resources are available to parents and caregivers. Katie 3/1/16

2.1.3 Promote readers' advisory services for all ages. FY15/16 ongoing

2.1.3.1 Provide more programming and resources for local book clubs. FY15/16 AS

We offered to guest lead neighborhood book discussion groups and two groups have taken us up on it so far.

2.1.3.1 Highlight our readers' advisory services. FY15/16 AS

Mary Paxson and Lora Bruggeman did a reads advisory drop-in in the lobby.

2.1.3.3 Integrate bibliographies within the catalog. FY15/16 AS

Novelist bibliographies are in the catalog, but there is still a problem with NovelistSelect loading consistently.

Staff are in the process of getting in-house bibliographies to appear through NovelistSelect

2.2 The library provides ways for patrons to easily explore our collections and discover materials that spark their interest.

2.2.1 Develop new ways to highlight and promote library collections. DW and NW Fall 2015

Katie is in the process of creating a special display to promote and recommend picture books in support of 1,000 Books Before Kindergarten.

Krista created a Mid-Kid Trending section to highlight popular or recommended titles.

2.2.1.1 Digital displays will be used to promote the collections. Jez Nov. 2015

Jez is in the process of working with Theresa to promote selected recommendations on the digital displays.

Tyler began promoting teen recommendations on the digital displays.

Heather is beginning to develop promotions for the digital displays using Library Aware.

2.2.1.2 Identify and develop areas of exploration and discovery of materials. FY15/16 ongoing AS, YS

2.2.2 Highlight library staff and their excellent recommendations for books, movies and music. Jan 2016 YS, Jez

We have started a column in the eNews "Under the radar" in which staff, by name, highlight authors, books, movies, etc. that are not best sellers.

Part of what Jez is working on with Theresa for the digital displays will highlight staff.

2.2.3 Promote the library's eLibrary to increase awareness and use. FY 15/16 Suzy, Marianne

2.2.3.1 Offer training on how to access the library's digital collections to students and/or faculty at k – 8th grade schools. Fall 2015 Monica, Suzy

Krista has been working with Burr Ridge Middle School staff to train them on how to use eBooks through IPPL.

Krista has been communicating with Overdrive to figure out if or how we can access multicopies of items for book club use in schools.

2.2.3.2 Create a promotional video for adults to highlight entertainment at your fingertips. Jan 2016 Suzy, Theresa

2.2.3.3 Create a promotional video to highlight the various children's digital collections. May/June 2016 Natalie, Theresa

2.3 The library provides residents opportunities for learning, exploration, creativity and enjoyment. FY15/16 ongoing

2.3.1 Expand making and creation programming for all ages. FY15/16 ongoing

2.3.1.1 Develop ideas for maker and creation programming. Topics including, but not limited to, 3d printing, hands-on cooking, programming electronics, and hands-on painting. FY15/16 Cindy, YS, Suzy

2.3.1.1.1 Offer at least two maker/creation programs for adults, teens and kids each quarter. FY15/16 ongoing YS, AS, Technology Services

Cindy had scheduled programs on flower arranging, pumpkin painting, several cooking programs and several more hands on classes. Jez held a #libsocial program on coloring.

K&T are offering weekly maker programs for Kids (MIMO) and teens (DIYT).

2.3.1.1.2 Identify residents who are able to effectively teach others and share their skills. Fall/Winter 2015 Administration

We are currently seeking demonstrators for the 2016 How-To-Expo.

Residents from the Darien Gardening Club are setting up a booth at the Seed Library to teach seed harvesting in November.

2.3.1.1.3 Identify and acquire equipment and tools to support maker/creation programming. YS, AS, Technology Services ongoing

Tyler, Natalie, and Ann are currently writing several grant proposals for equipment.

2.3.1.1.4 Expand hands-on projects in the Kids & Teens WouldShop. FY15/16 YS

Krista has taken over as coordinator of the WouldShop. She has expanded many of the activities, added new technology and STEM equipment/materials.

Natalie is investigating tech tools and toys. We've already acquired Kano computer building kits, Sphero robots, and Lego WeDots.

2.3.1.1.5 Provide creation, exploration and technology kits that residents can check out. YS summer/fall 2015

Natalie has meet with Ann to discuss timelines for purchasing kits. There are already 10-15 kits waiting to be processed.

2.3.1.1.6 Hold an event that focuses on creating, making and DIY. All depts. event to be held Spring 2016

The How-To Expo will be in Spring 2016.

2.3.1.2 Develop media technology programming with topics including, but not limited to, photo-editing, digital media equipment, and video editing. FY15/16 ongoing

2.3.1.2.1 Offer at least one media technology program for adults, teens, and kids each quarter. FY15/16 YS, AS, Technology Services

Dave taught a class this fall for adults to learn how to create movies using their iPad "Making Movies with iMovie class".

Krista taught music mixing to teens on October 13.

2.3.1.2.2 Purchase additional software and hardware to support media technology. Staff to identify needed software and hardware by 1/1/16

2.3.1.2.3 Create a brand and promotional plan for the library's digital media technology services and programs. FY15/16 Suzy, Tyler, Marianne and Theresa

2.3.2 Provide opportunities for online learning and creation. FY15/16

2.3.2.1 Implement Lynda.com. July 2015 Jen

Done

2.3.2.1.1 Create training and promotional videos for Lynda.com Jen, Tyler, Technology Services Fall 2015

2.3.2.1.2. Identify target markets for promotion of Lynda.com Marianne Fall 2015

Jez put information in the job hunting eNews she has started and Jennifer gave information to Laura to share with the Chamber, but not official fully fledged plan.

2.3.2.2 Investigate possible subscription to resources that teach coding. Tyler March 2016

2.3.2.3 Investigate possible subscription to hobby and creation resources. Jen March 2016

Jennifer has started looking into this with a query at the ELSUM group.

2.3.3. Promote and support information literacy and resources to assist residents with their questions and information needs.

2.3.3.1. Promote mobile use of databases. FY15/16 Technology Services

2.4. The library introduces new technologies to the community and provides opportunities for residents to experiment with technology as

well as receive instruction and assistance.

2.4.1. Use a variety of methods to introduce technologies to the community. FY15/16 ongoing

2.4.1.1. Develop technology classes for all ages featuring the latest in technology. FY15/16 Technology Services, AS, YS

Nov 17 - Tech Tues for Teens, Dec 12 - Kids Tech Touch event, Feb 19 (Winter) Making History, exploring history through technology.

2.4.1.2. Acquire additional needed materials and equipment for technology programming as needed. FY15/16

K&T staff are investing equipment purchases for Winter 2015 - Making History, exploring history through technology

2.4.1.3. Expand the number of trained people who teach technology classes, particularly with new skills. FY 15/16

Jez has started teaching Tumblr; Theresa is now teaching the iMac and photo editing with Pixir class.

2.4.1.4. Create videos that assist in teaching patrons about new technology. FY15/16 Ann, Dave

2.4.3. Identify and determine how to provide technology that residents want to check out for home use. FY15/16 ongoing

2.4.3.1. Create a brand and promotional plan to inform residents about the various types of equipment that can be checked out.
Marianne winter 2016

2.4.3.2. Survey residents as to their interest in checking various types of technology. Technology Services, use current survey and 2nd survey winter 2016

2.4.3.3. Research grants that might provide funding for a "technology 2go" service. FY15/16 ongoing Technology Services, Admin

Tyler submitted the IEEE grant in Nov 2015.

Natalie submitted the Curiously Creates Grant in Sept 2015.

2.5. The library supports the cultural diversity of our community through services and resources.

2.5.1. Enhance our ESL services.

2.5.1.1. Recruit volunteers for area literacy organizations. FY15/16 ongoing Joe

Joe was in the lobby in September for Literacy Volunteers of America. (He also did one in March 2015 for any literacy organization)

2.5.1.2. Create language specific marketing materials. FY15/16 ongoing, YS, Joe

2.5.2. Effectively promote our services to various ethnic groups in the community. FY15/16

2.5.2.1. Identify organizations that represent or provide services to ethnic groups within the community. Spring 2016 Joe

Joe has begun work on this.

3.1. The library is more visible in the community. FY15/16

3.1.1. Identify staff and their roles who will lead the library in further engagement with the community. FY15/16 Admin, dept heads, Marianne

3.1.2. Offer more offsite programming within the community. FY 15/16 ongoing AS, YS, Technology

Jennifer and Denise hosted Books on Tap at Whole Foods

Jez hosted a #libsocial program at the new Miskatonic Brewery

Shirley has her first book discussion scheduled for after the first of the year at Whole Foods

The library held storytime at the Darien Farmers Market, continues to do so at Whole Foods and started at Chik-Fil-A

3.1.2.1. Identify the goals the library would like to achieve by offering offsite library programming.

3.1.2.2. Identify populations and locales that should be served by offsite programming.

3.1.2.3. Inventory and evaluate current library programs already being held out in the community.

- 3.1.2.4. Identify and approach potential partners to develop collaborative programming.
- 3.1.2.5. Develop, schedule and promote the programs.
- 3.1.2.6. Evaluate the success of offsite programming relative to the goals established for the initiative.
- 3.1.3. Participate in community events that contribute to the library's mission and vision. FY15/16 Marianne, AS, YS, Technology
 - 3.1.3.1. Develop criteria to clarify when and how the library should participate in community events with the intent of increasing the library's visibility and reputation as a community partner.
 - 3.1.3.2. Create a calendar of community events in the library district.
 - 3.1.3.3. The Marketing and Promotion Coordinator works with staff to determine which community events meet the established criteria and organize the library's participation.
- 3.2. The library creates partnerships throughout the community that provide mutual benefits and enhance the community.
 - 3.2.1. Identify areas of growth within existing partnerships and develop at least two new partnerships each year. FY15/16 ongoing, all departments
 - 3.2.1.1. Develop an evaluation tool to evaluate the benefit of established partnerships. FY 15/16 Jamie, Laura, Dept Heads, trustees
- 3.3. The library will provide opportunities for residents to gather at the library and activities that feature the community.
 - 3.3.1. The library is the place for meet-up opportunities for people of all ages. FY 15/16 ongoing AS, YS Technology
 - Monthly Friday night programs for 20 and 30 year olds have so far all been of a "meet up" nature. Ongoing discussion and game groups hit other ages.
 - 3.3.2. Identify ways the library can feature local organizations. FY 15/16 ongoing Marianne, Jamie, AS, YS,
 - 3.3.2.1. Continue the Volunteer Fair and include service organizations. FY 15/16 AS, Laura

Mary Krekelberg and Laura are currently organizing a Community Connections Expo in January with organizations, clubs, and social service agencies..

3.3.2.2. Provide opportunities for organizations to hold drop-in programs in the lobby. FY15/16 ongoing

The Peace Corp and DuPage Federation on Human Services Reform and the Master Gardener were all in the lobby this fall.

3.3.3. Use library programming to promote the sharing of ideas, skills and knowledge among residents. FY 15/16 ongoing AS YS Technology

4.1. The library provides a collaborative, supportive workplace and staff are confident in their ability to serve our members and guests. FY15/16 ongoing

4.1.1. Staff are knowledgeable about the services offered by the library. FY15/16 ongoing

4.1.1.1. The library holds joint adult services/youth services staff meeting to share information. FY15/16 AS,YS

This is scheduled for December 2015 with a topic of marketing. Marianne to present.

4.1.1.2. Technology Services staff attend department meetings to introduce discuss technology topics. FY15/16 Technology Services

4.1.1.3. Staff-written informational articles are part of Catch the Wave. FY15/16 ongoing

Ongoing.

4.1.1.4. Continue to create YOLO classes as needed and each year select a new set of mandatory classes. FY 15/16 ongoing

4.1.2. Establish staff technology competencies, including for SWAN, and develop/implement training modules. FY 15/16 ongoing
Department Heads, Laura, Suzy

4.1.4. Conduct an annual staff engagement survey. FY 15/16 ongoing Jamie

4.1.6. Review staff responsibilities and assignments and adjust responsibilities in relation to strategic priorities. FY 15/16 ongoing
Jamie, dept heads

4.1.6.1. Conduct a staff work actions assessment.

4.1.6.2. Analyze workflows and procedures regularly for effectiveness and efficiency.

4.2. The building is designed to meet a wide variety of needs and is attractive and well-maintained. The library continues to implement environmental stewardship strategies.

4.2.1. Develop a facility enhancement plan to explore better use of existing space to meet community priorities, support technologies and provide for staff needs. FY 15/16 Jamie

4.2.1.1. The library provides adequate quiet and collaborative spaces.

This will be studied and discussed in January

4.2.1.2. The library provides for personal use of technology.

Ann and Jamie have begun examining the building to create better access points for personal devices

4.2.1.3. Evaluate the need for digital media and hands-on learning/creation spaces.

This is currently being studied

4.2.2. Use products and practices in our facility that are "green" and "sustainable" as well as that create financial savings.

4.2.2.1. The library will earn the "Green Flag". FY15/16

4.2.2.2. The library will investigate using rain barrel system for watering plants. FY15/16

4.2.2.3. The library will investigate replacing current lighting with LED lighting. Feb 2016 Laura

Laura is monitoring opportunities for LED lighting grants.

4.2.2.4. The library will investigate VOIP telephone services. Feb 2016 Laura

Laura is currently soliciting pricing and information from several VOIP vendors..

4.3. Technology is continually evaluated to effectively support library services and provide the greatest efficiencies and cost savings.

4.3.1. Investigate RFID. March 2016 Deb S., Ann

4.3.2. Investigate self-checkout software options. March 2016 Ann, Deb S.

This process has been started.

4.3.3. Create a plan for support of the library's technology infrastructure. FY15/16 Ann

4.4. New sources of funding are developed using a variety of methods.

4.4.1. Apply for at least two grants each year.

4.4.1.1. Provide grant training to staff. Ongoing Jamie, Laura

Five staff have attended workshops on grant writing and grant resources.

4.4.1.2. Develop an internal grant application review process. FY15/16 Jamie

4.4.1.3. Research viable grant opportunities. FY15/16 Admin, YS, AS, Technology Services

As stated above, Youth Services has applied for two grants so far this fiscal year.

4.4.2. Evaluate, refine and expand the library's giving program and promotion of that program. FY 15/16 Jamie, Laura, Marianne, Nancy.

Staff are in process of creating a Foundation website.

4.4.3. Consider the use of sponsorships of services. FY15/16 Trustees, Admin, AS, YS. Technology

5.2. Residents understand how the library can enhance their lives.

5.2.1. Target community segments with timely information about library services and programs. FY15/16 ongoing

- 5.2.1.1. Identify community segments and geographic areas that underuse the library. FY15/16 Jamie
 - 5.2.1.3. Target people in their twenties and thirties. FY15/16 ongoing AS YS
- Friday night programming for this age group has been launched as well as the ongoing book discussion.
- 5.2.1.5. Promote technology and digital services in the media at least quarterly. Start winter 2016 and ongoing Marketing
 - 5.2.1.6. Market to parents of students. FY15/16 ongoing
- We have starting including a Parents column in the newsletter.
- 5.2.2. Identify and implement new ways of communicating with the community.
 - 5.2.2.1. Identify community interest in receiving text messages and if there is interest, develop a process. FY15/16 Marketing

Tyler has been using a texting service to promote programs to teens.

 - 5.2.2.2. Promote the library through cable TV to village in the library district. FY15/16 Marketing
 - 5.2.2.3. Establish a focused and effective approach of disseminating information about services and programs to seniors. FY15/16 ongoing AS Marketing
 - 5.2.2.4. Distribute the library newsletter in more locations. FY15/16 Marketing
 - 5.2.2.5. Create targeted niche newsletters. FY15/16 AS, YS Technology, Marketing
- Jez has started a 20's and 30's newsletter.
- 5.2.2.7. Evaluate how to do promotion through local publications such as park district brochures. FY15/16 Marketing
- 5.2.4. Tell the library story using outcomes focusing on how residents benefit from the library. FY 15/16 Marianne
 - 5.2.4.1. Develop a process for capturing stories from our patrons. All service desks
 - 5.2.4.2. Identify ways to effectively use the stories. Marketing

5.2.4.3. Enlist and train staff to take photos and videos to tell the library story. Marianne, Dave

Marianne attended a Kids and Teens staff meeting to give staff a quick "Photography 101" and digital camera lesson.

5.3. Non-residents understand how they can receive library services and see the value of purchasing a library card.

5.3.1. Market library services to non-residents. FY15/16 ongoing Jamie Marketing Trustees

5.3.1.1. Develop marketing approaches appropriate to each area. FY 15/16 ongoing Marketing

5.3.2. Create a campaign around the value of a library card. FY15/16 Marketing

5.4. Community stakeholders are well-informed about library services and accomplishments.

5.4.1. Under the Board's leadership, develop and implement an advocacy plan for the library.

5.4.1.1. The trustees make a presentation to each village and city council/board annually. FY 15/16 ongoing Trustees

5.4.2. Meet with the director of each municipal body annually. FY 15/16 ongoing Jamie

5.5. Library communication methods are continually evaluated as to their effectiveness.

5.5.2. Continually assess the effectiveness of the library's website. FY15/16 Ann, Website Committee

5.5.3. Increase user engagement on the library's social media. FY15/16 Laura Staff

5.5.3.1. The Social Media Committee will be re-established.

5.5.3.2. The library will develop a purpose statement for its social media activities.

Laura is currently working on this.

5.5.3.3. Staff will evaluate the library's current social media policy, our presence on social media, and analyze postings and statistics.

Marianne has been evaluating the types of posts, the timing of posts, and statistics to determine what gets the most interactions.

5.5.3.4. Target audiences will be identified for each type of social media.

5.5.3.5. A social media strategy will be developed using SMART goals.

5.5.3.6. Staff will set-up a process for continuous evaluation of our social media efforts.

- 1.2. Input from our community drives our services.
 - 1.2.2. Communication with community organizations will assist in identifying community strengths and needs.
 - 1.2.2.3 Schedule one visit per year with each community group to discuss their goals, community needs and areas for partnership. FY16/17
 - 1.3. The facility is attractive and comfortable and patrons are easily able to find what they want. Patrons are able to use the building for a wide variety of needs and enjoy spending time at the library.
 - 1.3.3 Determine ways to provide adequate parking based on patrons' comments.
 - 1.3.3.2 Explore adding a pick-up window. FY16/17
 - 1.3.3.3 Examine providing kiosks within the community. FY16/17
 - 1.3.4 Support our patrons' use of personal technology in the building.
 - 1.3.4.3 Investigate a new fax service for the public. FY16/17 Technology Services
- 1.4 Library online services are highly used and valued by our residents.
 - 1.4.3. The library's booking software is user-friendly.
 - 1.4.3.3 Investigate ways in which patrons can reserve other services online. Suzy FY16/17
- 1.5 We ensure ease of access to library services.
 - 1.5.3 Provide users with more opportunities for self-service. FY16/17 ongoing Circ, Technology, AS, YS
 - 1.5.4 A Staff User Experience Committee continuously evaluates policies, procedures, services, and collections to ensure positive user experiences. FY 16/17 ongoing Jamie, Laura, Dept Heads will initiate

2.1. The library fosters a love of reading for learning and enjoyment.

2.1.1 Prepare young children for school.

2.1.1.3 Create and brand special needs storytimes. Katie FY16/17

2.1.2 Parents and schools see the Summer Reading Challenge as being an important program in children's lives. FY 16/17 YS

2.1.3 Promote readers' advisory services for all ages. FY15/16 ongoing

2.1.3.4 Investigate offering off-site book talks at public locations or to local groups. FY16/17

2.1.3.5 Create short videos of staff recommending books. FY16/17

2.1.4 Develop a community alternative to World Book Night. FY 16/17 AS, YS

2.2 The library provides ways for patrons to easily explore our collections and discover materials that spark their interest.

2.2.3.4 Investigate a digital download station. FY16/17 Ann, Suzy

2.3 The library provides residents opportunities for learning, exploration, creativity and enjoyment. FY15/16 ongoing

2.3.1 Expand making and creation programming for all ages. FY15/16 ongoing

2.3.1.1 Develop ideas for maker and creation programming. Topics including, but not limited to, 3d printing, hands-on cooking, programming electronics, and hands-on painting.

2.3.1.1.1 Offer at least two maker/creation programs for adults, teens and kids each quarter. FY15/16 ongoing YS, AS, Technology Services

2.3.1.1.3 Identify and acquire equipment and tools to support maker/creation programming. YS, AS, Technology Services ongoing

2.3.1.1.5 Provide creation, exploration and technology kits that residents can check out. AS FY16/17

2.3.1.1.7 Develop a plan to highlight patron-created projects. FY16/17

2.3.1.2 Develop media technology programming with topics including, but not limited to, photo-editing, digital media equipment, and video editing. FY15/16 ongoing

2.3.1.2.1 Offer at least one media technology program for adults, teens, and kids each quarter. FY15/16 ongoing
YS, AS, Technology Services

2.3.1.2.4 Hold an event that focuses on digital media creation. FY16/17

2.3.1.2.5 Develop a plan to share patron-created projects. FY16/17 Tie into 2.3.1.1.8

2.3.2 Provide opportunities for online learning and creation. FY15/16

2.3.2.4 Record library classes and programs to provide members with remote access through the website or a video hosting site such as YouTube. FY16/17

2.3.2.5 Provide online makerspace services that offer user-friendly creative software options and instructions. FY16/17

2.3.2.6 Create a brand and promotional plan for the library's online learning and creation opportunities. FY16/17

2.4. The library introduces new technologies to the community and provides opportunities for residents to experiment with technology as well as receive instruction and assistance.

2.4.2. Provide assistance to patrons of all ages on how to use devices and software offered by the library. FY 16/17 ongoing

2.4.2.1. Explore ways to educate and train staff so they are able to assist patrons in a continuous and sustainable manner.

2.4.2.2. Schedule Tech Tutors to be available to assist patrons with devices and software as needed.

2.4.2.3. Develop more drop-in sessions.

2.4.2.4. Provide more classes where patrons are taught using their own devices.

2.4.2.5. Create additional e-tutor instructional videos.

- 2.4.2.6. Explore partnerships in the community to expand opportunities for teaching residents.
- 2.4.2.7. Do demonstrations and on-the-spot training of devices at community events.
- 2.4.2.8. Promote our online resources as a tool for learning about technology.
- 2.5. The library supports the cultural diversity of our community through services and resources.
 - 2.5.1. Enhance our ESL services.
 - 2.5.1.3 Merge the children's language collections FY16/17
 - 2.5.1.4 Cross promote adult ESL and Kids & Teens ELL collections FY16/17
 - 2.5.2. Effectively promote our services to various ethnic groups in the community. FY15/16
 - 2.5.2.2. Use the organizations as a resource and partner for programs, displays and information. FY 16/17 ongoing AS, YS, Marianne
 - 2.5.2.3. Promote the foreign language materials available through SWAN to the community. Fall 2016 ongoing
 - 2.5.3. Assess development of collections of foreign language materials. FY 16/17 AS, YS
 - 2.5.3.1. The library will provide magazines in foreign languages.
 - 2.5.4. Offer programs and services that appeal to people of different ethnic backgrounds and that promote an appreciation for and understanding of our community's diverse heritage. FY 16/17 AS, YS
 - 2.5.4.1. Investigate bi-lingual programming.
 - 2.5.4.1.1. Investigate offering bi-lingual storytimes.
- 3.2. The library creates partnerships throughout the community that provide mutual benefits and enhance the community.

- 3.2.2. Create sustainable partnerships with the schools in the library district. FY 16/17 ongoing YS
- 3.2.2.1. Create a plan for communicating and developing relationships with the schools in the district that support the library's strategic plan.
- 3.2.3. Celebrate and communicate the outcomes that result from community partnerships. FY16/17 ongoing
- 3.3. The library will provide opportunities for residents to gather at the library and activities that feature the community.
 - 3.3.2. Identify ways the library can feature local organizations. FY 15/16 ongoing Marianne, Jamie, AS, YS,
 - 3.3.2.3. Organize a moderated open forum that allows community groups to exchange information. FY16/17 Jamie, Trustees
- 4.1. The library provides a collaborative, supportive workplace and staff are confident in their ability to serve our members and guests. FY15/16 ongoing
 - 4.1.1. Staff are knowledgeable about the services offered by the library. FY15/16 ongoing
 - 4.1.1.5. Each staff position has a procedure manual. FY16/17
 - 4.1.1.6. Policies are searchable. FY16/17 Admin
 - 4.1.3. Identify new opportunities to seek out employee feedback and suggestions. FY16/17
 - 4.1.5. Develop a "One-Library" initiative to nurture a culture of staff partnership and engagement and leadership at all levels. FY16/17 ongoing Jamie Laura Department Heads
 - 4.1.5.1. Focus on cross-department committees and projects.
 - 4.1.5.2. Staff responsible for developing programming meet/communicate on a regular basis to develop themes and ways to partner. FY15/16 ongoing
 - 4.1.6. Review staff responsibilities and assignments and adjust responsibilities in relation to strategic priorities. FY 15/16 ongoing Jamie, dept heads

4.1.6.1. Conduct a staff work actions assessment.

4.1.6.2. Analyze workflows and procedures regularly for effectiveness and efficiency.

5.1. Staff develop a variety of ways to showcase the library.

5.1.1. Train library staff on how to give tours. FY 16/17 Marianne Laura Jamie Dept heads

5.1.2. Provide scripts to staff on various topics. FY 16/17 Marianne AS YS

5.1.3. Create mini video tours and promotions. FY 16/17 Technology AS YS

5.2. Residents understand how the library can enhance their lives.

5.2.1. Target community segments with timely information about library services and programs. FY15/16 ongoing

5.2.1.2. Target home businesses and entrepreneurs. FY16/17 ongoing AS

5.2.1.3. Target people in their twenties and thirties. FY15/16 ongoing AS YS

5.2.1.4. Market to Willowbrook Corner. FY16/17

5.2.2. Identify and implement new ways of communicating with the community.

5.2.2.6. Targeted communications will be created for community organizations and businesses to educate them about library services. FY16/17 AS, Marketing

5.2.2.8. Develop a community ambassador Volunteer Corps consisting of active community members who will receive training in IPPL services and will be charged with actively communicating this knowledge in their community circles. FY16/17

5.2.3. Promote the value of library services by emphasizing staff expertise. FY 16/17 Marianne and staff

5.2.3.1. Create profiles of various staff members to showcase areas of expertise.

5.2.3.2. Identify ways to showcase staff expertise.

5.4. Community stakeholders are well-informed about library services and accomplishments.

5.4.1. Under the Board's leadership, develop and implement an advocacy plan for the library.

5.4.1.2. Invite organizations to hold a meeting at the library and take a tour. FY 16/17 Jamie Trustees

5.4.1.3. Invite elected officials for a tour. FY 16/17 Jamie Trustees

5.4.3. Regularly share library developed successes, initiatives, solutions and research with key community stakeholders. FY 16/17 Marianne Trustees Jamie

5.5. Library communication methods are continually evaluated as to their effectiveness.

5.5.1. Develop an assessment process for the library's communication strategies. FY 16/17 Marianne Laura Jamie

1.4 Library online services are highly used and valued by our residents.

1.4.5 Investigate providing online real-time reference and readers' advisory services. FY17/18

1.4.5.1 Investigate what other libraries are doing.

1.4.5.2 Examine costs.

1.4.5.3 Survey patrons as to their interest in this type of service.

2.3 The library provides residents opportunities for learning, exploration, creativity and enjoyment. FY15/16 ongoing

2.3.3. Promote and support information literacy and resources to assist residents with their questions and information needs.

2.3.3.2 Offer additional types of training to residents to assist them in using the databases.

2.3.3.2.1. Partner with middle schools to provide student and teacher training on library research databases. FY17/18

2.3.3.2.2. Expand individual and group instruction on database resources. FY17/18

2.3.3.2.3. Create e-tutor videos to instruct residents on how to use the databases. FY17/18

**Indian Prairie Public Library
Library Director Evaluation**

Director Name _____ Evaluation Year _____

Definition of Terms

- Exceeds expectations Director has gone beyond what you would expect.
- Meets expectations Director meets most or all of what you expect.
- Does not meet expectations Director is not working at level acceptable to you.
- NI No information

A. Organization Leadership

1. The director promotes the library to state and local officials, other libraries, and library patrons to enhance the respect and support from the community.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

2. The director is aware of community needs and interests and adjusts library services and plans accordingly.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

3. The director makes contributions to the library profession.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

4. The director has broad knowledge of subjects relevant to library services and management of the library. The director continues to develop that knowledge and stay current with new ideas and trends in library services and management.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

5. The director develops and executes sound personnel practices.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

6. The director is able to motivate staff and encourage teamwork and morale.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

B. Business and Financial Management

1. The director has complete understanding of library finances and the budget process, develops a budget that meets the needs of the library and oversees that funds are spent within budget limits.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

2. The director works with the board in sound financial planning and provides the board, in a timely manner, with accurate, understandable information about the financial status of the library.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

3. The director keeps informed of relevant legal information and funding opportunities including resources for donations and grants.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

C. Relationship with the Board

1. The director keeps board members informed about issues, needs, and the operation of the library and responds in a timely manner to requests for information by the board.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

2. The director offers direction to the board and makes appropriate recommendations based on thorough study and analysis.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

3. The director interprets and executes the intent of board policy.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

4. The director is open to ideas, suggestions, and critiques from the board.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

D. Personal/Professional Characteristics

1. The director maintains high standards of ethics, honesty, and integrity.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

2. Work is completed in a timely manner with accuracy and thoroughness.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

3. The director applies appropriate analysis and exercises good judgment when making decisions and ably handles problems in a professional manner and with a positive attitude.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

4. The director displays a service-oriented attitude.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

E. Innovation/Improvement

1. The director displays creativity and initiative in modifying existing services or creating new services for improvement of library service.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

2. The director's activities and accomplishments are consistent with the strategic plan.

Exceeds _____ Meets _____ Does not meet _____ NI _____

Comments:

Part Two

List any other areas that you feel were not reflected in part one where you feel the director has done an exceptional job or areas where there are weaknesses in performance.

Part Three

List goals you would like to see the director work on for the next year.

Kids & Teens

After showing a Woodridge patron which storytimes she can attend without an IPPL card and explaining that Woodridge has storytimes too, they've just been remodeling, she said, "Yeah, we just really like being at your library."

One of the teens from the gaming event just came into the K&T Department and took a selfie with IPPO!!

Circulation

"I like this library. You guys have a lot of stuff I like" said a patron from Hinsdale. Barb G.

Patron came in to pick up an item from Lost and Found and said that the staff at the computer desk and circulation department did all they could do to help him find his lost item. He was very impressed and grateful. He said everyone exceeded his expectations.

Patron came to the Circ desk to say that Jason (at the computer help desk) is very nice, helpful and good at his job.

The head of the Chess Club wants to know why he can't get a full cup of coffee from the machine in the café.

Patron wondered if it was required (by law) to inform people that we have cameras.

Patron saw someone put expensive art books into his bag from the Friends Book Sale area and only put \$2.00 in the box.

Adult & Computer Help Desk

Roseline Okendo said she is moving to Springfield and wanted to thank the Computer Help Desk for all of our help to her over the past year. She gave us a plaque for display wishing us many good thoughts and happy times for the future. She had come in on the previous Friday to show us the portrait painted on goat skin she planned to present to Mayor Frank Trilla in appreciation to him.

Patron tweeted that they like that Evanced now allows patrons to "choose how many days in advance to be reminded and what method."

"Can we get 80s bands for Spooky Stacks like Bon Jovi or Rick Springfield?"

Administration

Several patrons came into the administration office to ask questions about The Neverly Brothers and our fundraiser after noticing the Dancing in the Stacks poster on our door.

Technology