

Truth in Taxation Hearing

November 16, 2016 – 7 p.m. – Board 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.
- B. Public Questions/Comments
- C. Closing of Hearing

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Board of Trustees Regular Meeting

November 16, 2016 – 7:10 p.m. – Board 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. Bukovac to Farmingdale Resident re: Potential Referendum Page 4
- 2. Article on the Edge Website – *Edge Reinforces Indian Prairie Public Library as a Technology Leader in the Community* Page 5

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, October 19, 2016 Page 7
- 2. Treasurer's Report Page 10
- 3. Action on Bill/Additional Bills Page 14
- 4. Ordinance #2016-7 Directing County Clerk as to PTELL Reduction Page 19
- 5. Approval of FY2017 Illinois Public Library Per Capita Grant Page 21
- 6. Proposed Change to Personnel Code 801.6 Staff Categories Page 27
- 7. Proposed Changes to Personnel Code 809 Staff Privileges Page 28

Action

F. Items Deleted from Omnibus Consent Agenda

Action

Board Meeting – November 16, 2016 - page 2

G.	Library Director’s Report	Page 29	Information
H.	Department Reports		Information
	1. Assistant Director	Page 32	
	2. Adult	Page 35	
	3. Circulation	Page 40	
	4. Technology and Technical Services	Page 42	
	5. Youth	Page 45	
I.	Staff Reports		Information
	Ann Stovall, Head of Technology Services, New Program Registration		
J.	Reports		
	1. ILA Conference (Megaridis)		Information
	2. Chamber Reports (Jensen)	Page 55	Information
	3. RAILS	Page 57	Information
	4. Building and Grounds Committee (no report)		
	5. Finance Committee (no report)		
	6. Planning/Annexation Committee (no report)		
	7. Policy Committee (no report)		
K.	Unfinished Business		
	1. Ordinance #2016-6 Levying and Assessing Taxes	Page 63	Action
L.	New Business		
	1. Proposed Change to Personnel Code 810 Reimbursement	Page 67	Action
	2. Proposed Ordinance #2016-8 Regulating Reimbursement of Expenses	Page 73	Action
	3. Proposed Alcoholic Beverages Policy 670	Page 75	Action
	4. Review of <i>Serving Our Public 3.0</i> , Chapter 6 ‘Access’	Page 80	Information
	5. Director’s Annual Performance Appraisal	Page 84	Information
M.	Meetings Scheduled		
N.	Community Events		
O.	Library Events		
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 2016 (2016-17 fiscal year) will be held on November 16, 2016 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 2015 were \$3,384,188. The proposed corporate and special purpose property taxes to be levied for 2016 are \$3,719,900. This represents a 9.92% increase over the previous year.
3. The property taxes extended or abated for debt service and public building commission leases for 2015 were \$0. The estimated property taxes to be levied for debt service and public building commission leases for 2016 are \$0. This represents an increase/decrease of 0%.
4. The total property taxes extended or abated for 2015 were \$3,384,188. The estimated total property taxes to be levied for 2016 are \$3,719,900. This represents a 9.92% increase over the previous year.

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

November 11, 2016

Dear

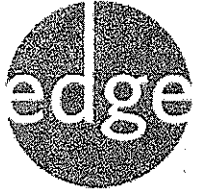
Thank you for filling out the library survey regarding annexation of Farmingdale Village. The library sent the survey to the 37 households who have purchased a library card. We received 18 responses and all but one response indicated the library should hold a referendum.

As the library trustees began discussing a potential referendum it became apparent that Center Cass School District 66 was seriously considering a referendum in April 2017. Recent information from the school district indicates that they will be placing some type of referendum on the ballot. In light of this, the library board has decided that they will not pursue an annexation of Farmingdale Village at this time. We will however promote the library to Farmingdale Village residents to ensure residents are aware of all the library has to offer.

Thank you for being a member of Indian Prairie Library and recognizing its value. If, in the future, the board decides to go to referendum we will be sure to keep you informed.

Sincerely,

Jamie Bukovac
Director


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[NEWS & EVENTS](#)
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EDGE REINFORCES INDIAN PRAIRIE PUBLIC LIBRARY AS A TECHNOLOGY LEADER IN THE COMMUNITY

INDIAN PRAIRIE PUBLIC LIBRARY

DARIEN, IL

POPULATION: 42,000

DIRECTOR: JAMIE BUKOVAC

"From our perspective, we see the library as essential to the community for learning and inspiration. It is considered a trusted and vital resource to the community."

- Jamie Bukovac, Director, Indian Prairie Public Library

Indian Prairie Public Library is a valuable part of the community and is considered a technology leader by the 42,000 community members served by the library.

When Edge became available to them in 2014, the library jumped at the opportunity to use Edge to help align their technology services to the needs of the community. Director Jamie Bukovac admits that "we didn't do this because we felt we needed to improve, but we saw it as another tool to continue to learn about technology and grow."

The community sees the library as the institution to lead and respond to citizens' technology needs. Through Edge, the library identified some foundational items that needed attention in order to support technology at the appropriate level and remain a pillar in the community.

Since completing the Edge Assessment, the library initiated annual usage reviews of computers, laptops, and wifi. They also regularly perform speed tests and prioritize network traffic to optimize, improve, and increase usable bandwidth.

"We've been very driven to increase technology and increase devices available," said Bukovac. This is directly associated with Benchmark 9, which assesses whether libraries have sufficient devices and bandwidth to accommodate user demand.

In addition, Indian Prairie's Edge results pushed the library to perform a content inventory of the library website. This process provided an opportunity for the library to better understand their website content and establish staff responsibility for each page. Finally, the information Edge provided helped them develop a new website to better serve the community.

According to Bukovac, using Edge also provided reinforcement to the staff, director, and trustees that the library was on the right path.

"Edge tells us we're going in the right direction and helps us to understand that all these efforts are what we should be doing," she said.

Every three years, Indian Prairie Public Library conducts a strategic planning process. The library now includes the Edge Recommendations in their strategic plan, which drives the library's operations, programs, and services.

"We think Edge is a great tool for strategic planning. It is a great tool to understand not just ways to improve services, but what are the best practices to make those changes," said Bukovac. "I think it is essential for planning."

In 2016, Indian Prairie Public Library had the opportunity to retake the Edge Assessment, thanks to a statewide subscription provided by the Illinois State Library. This allowed the library to quantify the improvements they've made in the two years since their first Assessment, which led to better community outcomes, as well as improving their library's assessment results.

"As libraries, we have limited resources and Edge was a way to validate the resources that we had devoted to the area of technology," said Bukovac. "When you have a tool for showing you best practices, it's great to help future

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planning.”

With improved technology services, a better website, reinforced technology skills for staff members, and a strong strategic plan, Indian Prairie Public Library will continue to proudly serve as a technology leader in the community.



EDGE: WHERE PEOPLE CONNECT, COMMUNITIES ACHIEVE

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of October 19, 2016

**Board of Trustees Regular Meeting
October 19, 2016 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:01 p.m. Secretary Deshmukh called the roll. Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Julia Lacayo, Crystal Megaridis, Diane Ruscitti, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: Eagle Scout, Andrew Cole and his mother and grandparents regarding item E7

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

D. Communications and Announcements

1. Bongiovanni to Bukovac re: Thank You

E. Omnibus Consent Agenda

1. Minutes of Budget and Appropriations Hearing and Regular Board Meeting, September 21, 2016
 2. Treasurer's Report
 3. Action on Bills/Additional Bills
 4. 2017 Days Closed Calendar
 5. Resolution #2016-D Honoring Alex Bland
 6. Resolution #2016-E Honoring Kyle Ciolek
 7. Resolution #2016-F Honoring Andrew Cole
 8. Resolution #2016-G Honoring Jack Nathaniel Cunningham
 9. Resolution #2016-H Honoring Brian Witkowski
- Deshmukh moved, Lacayo seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Krupicka moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

- F. Items Deleted from Omnibus Consent Agenda - none

At this point, Suriano read and presented Andrew Cole with Resolution #2016-F. The Board congratulated Andrew on his accomplishments with the Boy Scouts and thanked him for the

wonderful job he did on his "story walk" project. Bukovac said that Andrew made the library's "story walk" vision a reality. Andrew and his family left at 7:10 and the Board continued with the rest of the agenda.

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G. Library Director's Report

Bukovac reported to the Board about an incident that took place Friday evening. A young man tried to set a fire in the reading garden. We have security camera footage of the incident and called the police. Bukovac asked for direction from the Board. The Board directed Bukovac to ban him from the library indefinitely. Bukovac will be following up with the police.

H. Department Reports

I. Staff Report – none

J. Reports

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

K. Unfinished Business

1. Annexation of Farmingdale Village – Krupicka said that Center Cass School District 66 is definitely proceeding with a building bond referendum in April. The Trustees reiterated their position from their September discussion not to proceed with placing an annexation referendum on the April ballot if District 66 goes to referendum in April. Suriano suggested that the library market to Farmingdale about the library. Bukovac said we will work on a plan over the winter. She will also put together a letter to the Farmingdale residents who expressed interest in an annexation referendum.
2. Proposal to Raise Library Fines – Based on the Board's discussion from their September meeting and input from the Department Heads, Bukovac created a proposal to raise overdue fines. The Board discussed the proposal including Bukovac's suggestion to lower overdue fines for feature film DVDs that are not on the new shelf from \$1.00/day to \$.25/day. The Board's discussion included the fact that IPPL's fines have remained the same since it opened, items can be renewed on-line, and items are free if returned on time. Damon moved, Megaridis seconded to raise overdue fines effective January 1, 2017 to \$.25 per day for all items except for new adult feature film DVDs, Playaway Views, console games, kits, Leap Pad equipment, tablets, miscellaneous equipment and devices, and e-readers for which overdue fines are \$1.00 per day. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Megaridis, Ruscitti, Suriano. Nays: none. Absent: none. Motion carried unanimously. Bukovac said that we will continue to educate people on how to manage their account.

L. New Business

1. Self Check-Out Systems and RFID – Bukovac distributed backup. She said our plan is to add one additional self-checkout unit in the lobby and bring the circulation desk down from three stations to two. We are also looking at implementing a self-checkin station. She explained that our current self-checkout equipment and software is no longer supported by the vendor and eventually staff will no longer be able to maintain it. We will need to consider whether or not to move to RFID. The decision making will involve the amount of money we want to spend and how we want to handle security. Since this is a complex topic the Board agreed that it would be helpful if Bukovac would prepare bullet points of what is

involved with each scenario. Bukovac hopes to have quotes from vendors for the January Board meeting.

- 2. FY 2015-2016 Audit – The Board did not have any questions regarding the report.
- 3. Draft of Levy for FY 2016-2017 – There were no questions regarding the levy draft.
- 4. Resolution #2016-C To Determine Estimate of Funds Needed for 2016-2017 Fiscal Year – Krupicka moved, Damon seconded to approve Resolution #2016-C To Determine Estimate of Funds Needed for 2016-2017 Fiscal Year. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Megaridis, Ruscitti, Suriano. Nays: none. Absent: none. Motion carried unanimously.
- 5. Notice of Proposed Property Tax Increase for Indian Prairie Public Library District – Megaridis moved, Deshmukh seconded to approve the Notice of Proposed Property Tax Increase for the Indian Prairie Public Library District. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Megaridis, Ruscitti, Suriano. Nays: none. Absent: none. Motion carried unanimously.

M. Scheduled Meetings

N. Community Events

O. Library Event

P. Adjournment

At 8:30 p.m. Megaridis moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 10/31/2016

Balance on hand as of September, 2016.....	3,919,212.49
Cash Receipts for October.....	135,908.11
Cash Disbursements for October.....	284,528.08
Cash on hand as October 31, 2016.....	3,770,592.52

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.408%

General.....	944,607.59
Marion E Weston Endowment.....	10,000.00
Special Reserve.....	21,016.72
Children's Endowment.....	2,894.85
Endowment.....	11,206.33
MPI Investment (Corporate Fund).....	2,607,611.46

JP Morgan Chase - Checking

General.....	11,991.06
Hinsdale Bank & Trust - Checking.....	60,520.44
JP Morgan Chase - Savings - Rate .08%	
General.....	100,140.07
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of October 31, 2016.....	3,770,592.52

FUND BALANCES AS OF 10/31/2016

Corporate Fund.....	3,600,210.43
Building & Maintenance Fund.....	57,971.72
I.M.R.F. Fund.....	7.80
Liability Fund.....	2,133.95
Social Security Fund.....	1.69
Special Reserve Fund.....	22,140.62
Current Liabilites.....	88,126.31
Grand Total All Funds.....	3,770,592.52

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**Indian Prairie Public Library District
Consolidated Revenue Report for October 2016**

Percent of Year: 33.33

	RECEIVED October 16	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	109,966.48	3,309,239.34	96.30%	3,436,415.00	127,175.66
41150 · Non-current Property Taxes	0.00	336.99	0.00%	0.00	-336.99
43100 · Interest-Tax Levy	1.27	1.34	0.00%	0.00	-1.34
TOTAL PROPERTY TAX & LEVY INTEREST	109,967.75	3,309,577.67	96.31%	3,436,415.00	126,837.33
INTERGOVERNMENTAL					
42150 · YALSA/Dollar Gen Grant	0.00	590.00	0.00%	0.00	-590.00
42200 · Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	590.00	1.84%	32,000.00	31,410.00
INTEREST					
43500 · Interest - Investment	395.67	923.22	92.32%	1,000.00	76.78
TOTAL INTEREST	395.67	923.22	92.32%	1,000.00	76.78
DESK MONIES					
45100 · Copier	505.20	1,727.05	35.98%	4,800.00	3,072.95
45120 · Computer Copies	1,219.35	5,009.79	41.75%	12,000.00	6,990.21
45200 · Fines/Fees	4,167.37	15,890.66	33.11%	48,000.00	32,109.34
45250 · Gifts/Donations	10,029.80	10,049.80	669.99%	1,500.00	-8,549.80
45300 · Lost Materials	1,040.11	5,052.91	42.11%	12,000.00	6,947.09
45350 · Non-Resident Fees	6,396.07	28,674.47	34.97%	82,000.00	53,325.53
45400 · DVD Fines	358.70	1,727.10	24.67%	7,000.00	5,272.90
45450 · Book Rental	41.25	233.85	23.39%	1,000.00	766.15
45550 · Meeting Room Rental	0.00	100.00	50.00%	200.00	100.00
45600 · ILL Fees	50.80	152.90	21.84%	700.00	547.10
45650 · 3D Printing	19.40	102.45	20.49%	500.00	397.55
TOTAL DESK MONIES	23,828.05	68,720.98	40.50%	169,700.00	100,979.02
OTHER INCOME					
46500 · OCLC Refund	0.00	763.00	100.00%	763.00	0.00
46700 · Miscellaneous	387.60	540.60	108.12%	500.00	-40.60
46800 · Collection Agency Fee	10.00	43.80	14.60%	300.00	256.20
* 49000 · Operating Transfer In	0.00	4,000.00	0.00%	4,000.00	0.00
TOTAL OTHER INCOME	397.60	5,347.40	96.12%	5,563.00	215.60
GRAND TOTAL	134,589.07	3,385,159.27	92.88%	3,644,678.00	259,518.73

* Operating Transfer In reflects \$4,000.00 from Liability Reserve Fund:
\$1,030.00 for 61710 - Workmans Compensation and \$182.90 from 63800 - Building/Maint. Repairs - Fox Valley Fire & Safety

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Indian Prairie Public Library District Consolidated Expenditures Report for October 2016

Percent of Year: 33.33

	October 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	160,000.83	617,481.38	28.90%	2,137,000.00	1,519,518.62	2,179,740.00	28.33%
61310 · Benefits - Medical / Life Ins.	18,097.29	39,892.49	30.11%	132,500.00	92,607.51	132,000.00	30.22%
61330 · Benefits - IMRF	15,700.71	61,091.83	29.51%	207,000.00	145,908.17	225,000.00	27.15%
61340 · Benefits - FICA	12,069.59	44,463.41	27.20%	163,500.00	119,036.59	175,000.00	25.41%
61400 · Staff Development	2,178.63	4,686.43	28.75%	16,300.00	11,613.57	20,000.00	23.43%
61600 · Board Development	0.00	75.00	7.50%	1,000.00	925.00	3,000.00	2.50%
* 61710 · Workers Compensation	0.00	8,941.00	99.34%	9,000.00	59.00	13,000.00	68.78%
61720 · Unemployment Insurance	131.16	623.81	18.46%	3,380.00	2,756.19	6,000.00	10.40%
TOTAL PERSONNEL	208,178.20	777,255.35	29.11%	2,669,680.00	1,892,424.65	2,753,740.00	28.23%
MATERIALS							
62100 · Books	21,497.34	68,305.69	28.80%	237,175.00	168,869.31	250,000.00	27.32%
62200 · Periodicals	167.47	9,481.54	29.91%	31,700.00	22,218.46	35,000.00	27.09%
62300 · Audio	5,178.37	14,847.48	30.46%	48,750.00	33,902.52	50,000.00	29.69%
62400 · Video	4,778.59	17,242.86	29.63%	58,200.00	40,957.14	60,000.00	28.74%
62500 · Multi-Média	1,076.38	1,783.97	22.30%	8,000.00	6,216.03	10,000.00	17.84%
62600 · Electronic Reference Resources	1,499.40	59,875.92	93.12%	64,300.00	4,424.08	68,000.00	88.05%
62700 · Software	872.95	2,039.17	29.13%	7,000.00	4,960.83	8,000.00	25.49%
62800 · ESL	0.00	52.19	2.61%	2,000.00	1,947.81	3,000.00	1.74%
62900 · Materials Supplies	1,921.74	7,110.93	33.07%	21,500.00	14,389.07	25,000.00	28.44%
TOTAL MATERIALS	36,992.24	180,739.75	37.76%	478,625.00	297,885.25	509,000.00	35.51%
BUILDING							
63200 · Cleaning Service	7,076.86	23,672.44	33.11%	71,500.00	47,827.56	80,000.00	29.59%
63300 · Utilities (1-8-11 · Gas)	735.09	1,725.38	13.27%	13,000.00	11,274.62	70,000.00	2.46%
63300 · Utilities (1-8-12 · Electric)	6,308.00	19,047.16	29.30%	65,000.00	45,952.84	100,000.00	19.05%
63300 · Utilities (1-8-13 · Telephone)	0.00	2,139.09	30.56%	7,000.00	4,860.91	9,000.00	23.77%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	2,187.40	31.25%	7,000.00	4,812.60	15,000.00	14.58%
63300 · Utilities (1-8-15 · Garbage Disposal)	310.13	1,161.22	38.71%	3,000.00	1,838.78	15,000.00	7.74%
63400 · Maintenance Supplies	830.46	4,470.93	26.30%	17,000.00	12,529.07	20,000.00	22.35%
63500 · Security System Monitoring	0.00	177.00	14.75%	1,200.00	1,023.00	3,000.00	5.90%
63600 · Property Maintenance	3,067.00	4,808.76	19.24%	25,000.00	20,191.24	30,000.00	16.03%
* 63800 · Building Maintenance/Repairs	4,742.85	23,047.17	46.09%	50,000.00	26,952.83	60,000.00	38.41%
TOTAL BUILDING	23,070.39	82,436.55	31.74%	259,700.00	177,263.45	402,000.00	20.51%
OPERATIONS							
64200 · Supplies - Office	528.88	3,715.02	26.54%	14,000.00	10,284.98	18,000.00	20.64%
64300 · Photocopy Supplies	270.80	1,144.46	22.89%	5,000.00	3,855.54	6,000.00	19.07%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	3,800.00	0.00%
64500 · Postage	13.08	2,030.13	50.75%	4,000.00	1,969.87	8,000.00	25.38%
64600 · Non-Payment Reimbursement	0.00	72.00	2.40%	3,000.00	2,928.00	5,000.00	1.44%
64700 · Travel	34.02	126.36	25.27%	500.00	373.64	1,000.00	12.64%
64800 · Organizational Memberships	40.00	306.00	17.00%	1,800.00	1,494.00	2,200.00	13.91%
64900 · Bank Fees	250.29	957.27	38.29%	2,500.00	1,542.73	3,000.00	31.91%
TOTAL OPERATION	1,137.07	8,351.24	26.60%	31,400.00	23,048.76	47,000.00	17.77%
AUTOMATION							
65100 · Supplies-Public Toner	803.40	1,624.86	23.21%	7,000.00	5,375.14	8,000.00	20.31%
65150 · Supplies-Staff Toner	254.00	1,895.72	31.60%	6,000.00	4,104.28	8,000.00	23.70%
65160 · Supplies-3D Printer	46.01	111.01	15.86%	700.00	588.99	1,100.00	10.09%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	232.02	1,691.85	13.54%	12,500.00	10,808.15	18,000.00	9.40%
65400 · Automation Equip Mnt/Repair	9.84	947.68	25.96%	3,650.00	2,702.32	5,000.00	18.95%
65500 · Software	148.95	2,797.88	15.12%	18,500.00	15,702.12	27,000.00	10.36%
65600 · SWAN	0.00	18,905.00	41.44%	45,620.00	26,715.00	47,000.00	40.22%
65700 · Telecommunications	0.00	579.55	24.15%	2,400.00	1,820.45	4,000.00	14.49%

**Indian Prairie Public Library District
Consolidated Expenditures Report for October 2016**

Percent of Year: 33.33

	October 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
TOTAL AUTOMATION	1,494.22	28,553.55	28.17%	101,370.00	72,816.45	126,100.00	22.64%
CONTRACTUAL SERVICES							
66100 - General Professional Services	70.00	645.50	9.93%	6,500.00	5,854.50	17,000.00	3.80%
66200 - Credit Bureau	35.80	216.90	14.46%	1,500.00	1,283.10	2,000.00	10.85%
66300 - Equipment-Maintenance Repair	1,021.58	2,234.00	37.23%	6,000.00	3,766.00	8,000.00	27.93%
66900 - Fees - Bond Registrar	10.00	100.00	100.00%	100.00	0.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,137.38	3,196.40	22.67%	14,100.00	10,903.60	27,000.00	11.84%
INSURANCE							
67100 - Multi Peril-Physical Assets	0.00	10,479.00	100.00%	10,479.00	0.00	10,000.00	104.79%
67200 - Bonding	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 - Officers & Directors Liability	0.00	2,842.00	98.00%	2,900.00	58.00	4,000.00	71.05%
67400 - Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	4,000.00	53.75%
TOTAL INSURANCE	0.00	16,807.00	99.28%	16,929.00	122.00	19,500.00	86.19%
MARKETING							
68110 - Marketing Newsletter	0.00	8,634.31	24.94%	34,619.00	25,984.69	37,000.00	23.34%
68111 - eNewsletter	1,638.00	1,638.00	96.35%	1,700.00	62.00	2,000.00	81.90%
68210 - Marketing Advertising	18.75	145.00	29.00%	500.00	355.00	2,000.00	7.25%
68310 - Marketing Supplies	74.00	339.46	67.89%	500.00	160.54	2,000.00	16.97%
68410 - Marketing-Information Printing	147.91	377.72	15.11%	2,500.00	2,122.28	8,000.00	4.72%
68500 - Legal Notices	399.84	582.60	41.61%	1,400.00	817.40	2,000.00	29.13%
68600 - Special Events	1,472.40	5,755.19	23.40%	24,600.00	18,844.81	28,000.00	20.55%
TOTAL PUBLIC INFORMATION	3,750.90	17,472.28	26.55%	65,819.00	48,346.72	81,000.00	21.57%
CAPITAL OUTLAY & CONTINGENCY							
69200 - Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
* 69800 - Operating Transfer Out	0.00	4,000.00	0.00%	0.00	0.00	0.00	0.00%
69900 - Contingency	938.00	4,774.54	67.68%	7,055.00	2,280.46	50,000.00	9.55%
69920 - Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	276,698.40	1,123,586.66	30.83%	3,644,678.00	2,525,091.34	4,115,340.00	27.30%

* Operating Transfer Out reflects \$4,000.00 from Liability Reserve Fund:
\$1,030.00 for 61710 - Workmans Compensation and \$182.90 from 63800 - Building/Maint. Repairs - Fox Valley Fire & Safety

ACTION ON BILLS October 2016

<u>Account</u>	<u>Check #s</u>	<u>Total</u>
Chase Bank-Bills for Approval	48950 thru 49083	\$ 99,572.40
Chase Bank-Salaries for October	36730 thru 36753	\$ 7,023.04
Hinsdale Bank-Direct Deposits	& 22734 thru 22889	\$ 108,905.38
MONTH'S TOTAL:		\$ 215,500.82

Indian Prairie Public Library District
Account QuickReport
 As of October 31, 2016

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Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Liability Check	10/06/2016	48950	Nationwide Retirement	610.00
Liability Check	10/06/2016	48951	Vantagepoint	943.19
Bill Pmt Check	10/06/2016	48952	Asimakopoulos, Jennifer	51.80
Bill Pmt Check	10/06/2016	48953	Baker & Taylor	6,784.90
Bill Pmt Check	10/06/2016	48954	Baker & Taylor (video)	339.66
Bill Pmt Check	10/06/2016	48955	Better Business Planning, Inc.	135.00
Bill Pmt Check	10/06/2016	48956	Birmingham, Laura	28.52
Bill Pmt Check	10/06/2016	48957	Blackstone Audio, Inc.	29.99
Bill Pmt Check	10/06/2016	48958	Bukovac, Jamie	12.63
Bill Pmt Check	10/06/2016	48959	Case Lots Inc.	517.85
Bill Pmt Check	10/06/2016	48960	Center Point Large Print	24.67
Bill Pmt Check	10/06/2016	48961	Colonial Life	82.53
Bill Pmt Check	10/06/2016	48962	DEMCO	444.53
Bill Pmt Check	10/06/2016	48963	Gale/CENGAGE Learning	46.40
Bill Pmt Check	10/06/2016	48964	Garvey's Office Products	10.58
Bill Pmt Check	10/06/2016	48965	Ingram Library Services	330.74
Bill Pmt Check	10/06/2016	48966	Library Display Design Systems	74.00
Bill Pmt Check	10/06/2016	48967	Library Furniture International	938.00
Bill Pmt Check	10/06/2016	48968	Lipowski, Nadine	44.82
Bill Pmt Check	10/06/2016	48969	Mailbox Yearbook, The	34.95
Bill Pmt Check	10/06/2016	48970	Medicom Reimbursement Spec., Ltd.	18.75
Bill Pmt Check	10/06/2016	48971	Midwest Tape	1,912.78
Bill Pmt Check	10/06/2016	48972	OverDrive	1,053.93
Bill Pmt Check	10/06/2016	48973	Palmisano, Stacy.	53.64
Bill Pmt Check	10/06/2016	48974	Penguin Random House LLC	102.50
Bill Pmt Check	10/06/2016	48975	Quality Books Inc.	241.31
Bill Pmt Check	10/06/2016	48976	Quill	803.40
Bill Pmt Check	10/06/2016	48977	Recorded Books, LLC	870.80
Bill Pmt Check	10/06/2016	48978	Runco	629.72
Bill Pmt Check	10/06/2016	48979	Sheehan, Debbie	58.64
Bill Pmt Check	10/06/2016	48980	Trapp, Sandra	225.00
Bill Pmt Check	10/06/2016	48981	VISOgraphic	75.00
Bill Pmt Check	10/12/2016	48982	Baker & Taylor	3,315.88
Bill Pmt Check	10/12/2016	48983	Baker & Taylor (video)	16.53
Bill Pmt Check	10/12/2016	48984	BCBS	10,374.38
Bill Pmt Check	10/12/2016	48985	Chicago Tribune Media Group	399.84
Bill Pmt Check	10/12/2016	48986	DEMCO	26.94
Bill Pmt Check	10/12/2016	48987	Gale/CENGAGE Learning	1,012.62
Bill Pmt Check	10/12/2016	48988	Great Courses, The	17.50
Bill Pmt Check	10/12/2016	48989	Hausner, Indrani	250.00
Bill Pmt Check	10/12/2016	48990	Herath, Adrian	80.00
Bill Pmt Check	10/12/2016	48991	Ingram Library Services	704.73
Bill Pmt Check	10/12/2016	48992	Kalkwarf, Rhonda	125.00
Bill Pmt Check	10/12/2016	48993	Lucarelli, Anthony	33.75
Bill Pmt Check	10/12/2016	48994	Master Brew Beverages, Inc.	99.00
Bill Pmt Check	10/12/2016	48995	Midwest Tape	2,107.22

Indian Prairie Public Library District
Account QuickReport
 As of October 31, 2016

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Type	Date	Num	Name	Amount
Bill Pmt Check	10/12/2016	48996	Myk, Alice	24.28
Bill Pmt Check	10/12/2016	48997	NCPERS Group Life	96.00
Bill Pmt Check	10/12/2016	48998	Near West Youth Services	25.00
Bill Pmt Check	10/12/2016	48999	Neviol Inc.	2,100.00
Bill Pmt Check	10/12/2016	49000	Penguin Random House LLC	247.50
Bill Pmt Check	10/12/2016	49001	Penworthy Company, The	323.76
Bill Pmt Check	10/12/2016	49002	Quill	77.14
Bill Pmt Check	10/12/2016	49003	Runco	83.14
Bill Pmt Check	10/12/2016	49004	Williams., Natalie	10.99
Bill Pmt Check	10/17/2016	49005	Center Resources for Teaching & Learning	700.00
Bill Pmt Check	10/17/2016	49006	Paoli, Beth	233.46
Liability Check	10/20/2016	49007	Nationwide Retirement	610.00
Liability Check	10/20/2016	49008	Vantagepoint	943.19
Liability Check	10/20/2016	49009	LIMRICC	492.60
Bill Pmt Check	10/20/2016	49010	Assurant Employee Benefits	551.83
Bill Pmt Check	10/20/2016	49011	Aurico	70.00
Bill Pmt Check	10/20/2016	49012	Baker & Taylor	1,185.92
Bill Pmt Check	10/20/2016	49013	Blackstone Audio, Inc.	577.49
Bill Pmt Check	10/20/2016	49014	Canon Solutions America Inc.	1,021.58
Bill Pmt Check	10/20/2016	49015	Costume Specialists	140.00
Bill Pmt Check	10/20/2016	49016	DEMCO	113.78
Bill Pmt Check	10/20/2016	49017	FedEx	11.33
Bill Pmt Check	10/20/2016	49018	Gale/CENGAGE Learning	452.64
Bill Pmt Check	10/20/2016	49019	Groot Industries, Inc.	310.13
Bill Pmt Check	10/20/2016	49020	Heritage House Florist	59.95
Bill Pmt Check	10/20/2016	49021	Illinois Office of the State Fire Marshal	100.00
Bill Pmt Check	10/20/2016	49022	Ingram Library Services	178.00
Bill Pmt Check	10/20/2016	49023	Interact Business Products, LLC	320.00
Bill Pmt Check	10/20/2016	49024	Layman, Jez	27.26
Bill Pmt Check	10/20/2016	49025	LexisNexis Matthew Bender	129.43
Bill Pmt Check	10/20/2016	49026	LM Information Delivery, Inc.	34.98
Bill Pmt Check	10/20/2016	49027	Midwest Tape	493.26
Bill Pmt Check	10/20/2016	49028	Recorded Books, LLC	248.69
Bill Pmt Check	10/20/2016	49029	Salo, Kathryn	25.20
Bill Pmt Check	10/20/2016	49030	Speciality Mat Service	96.86
Bill Pmt Check	10/20/2016	49031	Stephens Plumbing & Heating, Inc.	135.00
Bill Pmt Check	10/20/2016	49032	Suburban Door Check & Lock Service	109.00
Bill Pmt Check	10/20/2016	49033	Trapp, Sandra	125.00
Bill Pmt Check	10/20/2016	49034	Unique Management	35.80
Bill Pmt Check	10/20/2016	49035	Uppal, Madhu	15.00
Bill Pmt Check	10/20/2016	49036	Waterlogic East LLC	128.44
Bill Pmt Check	10/25/2016	49037	Baker & Taylor	2,353.99
Bill Pmt Check	10/25/2016	49038	Baker & Taylor (video)	205.72
Bill Pmt Check	10/25/2016	49039	Blackstone Audio, Inc.	90.00
Bill Pmt Check	10/25/2016	49040	Bukovac, Jamie	36.17
Bill Pmt Check	10/25/2016	49041	Center Point Large Print	27.24
Bill Pmt Check	10/25/2016	49042	Consumers' Checkbook	450.00

Indian Prairie Public Library District
Account QuickReport
 As of October 31, 2016

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Type	Date	Num	Name	Amount
Bill Pmt Check	10/25/2016	49043	DEMCO	115.84
Bill Pmt Check	10/25/2016	49044	Dynegy Energy Services	6,308.00
Bill Pmt Check	10/25/2016	49045	Gale/CENGAGE Learning	24.00
Bill Pmt Check	10/25/2016	49046	Illinois Secretary of State	10.00
Bill Pmt Check	10/25/2016	49047	Ingram Library Services	24.54
Bill Pmt Check	10/25/2016	49048	Lincoln National Life	122.76
Bill Pmt Check	10/25/2016	49049	Lucarelli, Anthony	68.00
Bill Pmt Check	10/25/2016	49050	Midwest Tape	360.88
Bill Pmt Check	10/25/2016	49051	Neviol Inc.	4,490.00
Bill Pmt Check	10/25/2016	49052	OverDrive	2,672.68
Bill Pmt Check	10/25/2016	49053	Penguin Random House LLC	123.75
Bill Pmt Check	10/25/2016	49054	Quality Books Inc.	189.14
Bill Pmt Check	10/25/2016	49055	RAILS	751.00
Bill Pmt Check	10/25/2016	49056	Recorded Books, LLC	89.15
Bill Pmt Check	10/25/2016	49057	Reynolds, Jason	3,202.20
Bill Pmt Check	10/25/2016	49058	Runco	58.48
Bill Pmt Check	10/25/2016	49059	Sebert Landscaping	767.00
Bill Pmt Check	10/25/2016	49060	Sheehan, Debbie	342.83
Bill Pmt Check	10/25/2016	49061	Springer Customer Service Center LLC	459.00
Bill Pmt Check	10/25/2016	49062	Thomson Reuters West	63.07
Bill Pmt Check	10/25/2016	49063	Willowbrook/Burr Ridge Chamberof Commerce	20.00
Bill Pmt Check	10/25/2016	49064	Winterhalter, Deidre	50.00
Bill Pmt Check	10/29/2016	49065	Baker & Taylor	1,553.86
Bill Pmt Check	10/29/2016	49066	Baker & Taylor (video)	371.04
Bill Pmt Check	10/29/2016	49067	Bal Industries	390.00
Bill Pmt Check	10/29/2016	49068	BCBS	10,374.38
Bill Pmt Check	10/29/2016	49069	Blackstone Audio, Inc.	82.49
Bill Pmt Check	10/29/2016	49070	DuPage Pavement	1,800.00
Bill Pmt Check	10/29/2016	49071	Gale/CENGAGE Learning	120.76
Bill Pmt Check	10/29/2016	49072	Ingram Library Services	84.50
Bill Pmt Check	10/29/2016	49073	Kroeschell Service	3,859.00
Bill Pmt Check	10/29/2016	49074	Midwest Tape	472.78
Bill Pmt Check	10/29/2016	49075	Neviol Inc.	500.00
Bill Pmt Check	10/29/2016	49076	Palmisano, Stacy.	35.32
Bill Pmt Check	10/29/2016	49077	Penguin Random House LLC	82.50
Bill Pmt Check	10/29/2016	49078	Quality Books Inc.	156.76
Bill Pmt Check	10/29/2016	49079	Rezvi, Uzma	7.80
Bill Pmt Check	10/29/2016	49080	Runco	11.68
Bill Pmt Check	10/29/2016	49081	Vernon Library Supplies, Inc.	65.39
Bill Pmt Check	10/29/2016	49082	VSP Vision	112.65
Bill Pmt Check	10/31/2016	49083	Bank of America	7,258.80
Total 10121 - Checking JP Morgan Chase				99,572.40
TOTAL				99,572.40

Bills for approval – Electronic Payments & Automatic Withdrawals

October 2016

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	10/07/2016	20,072.42
ILDOR-State	Payroll taxes	10/07/2016	2,640.04
EFTPS-Federal	Payroll taxes	10/21/2016	20,077.34
ILDOR-State	Payroll taxes	10/21/2016	2,667.73
IMRF	Payroll Pension	10/31/2016	20,884.35
DAC	Deposit to HRA	10/07/2016	1,700.00
Nicor	Gas	10/18/2016	735.09
Chase/US Bank	Credit Card Fee	10/04/2016	225.29
Hinsdale Bank	Fee-Direct Deposit	10/04/2016	25.00

Ordinance No. 2016-7

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 27, 2016 its Levy Ordinance for the 2016-2017 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 16th day of November, 2016.

AYES:

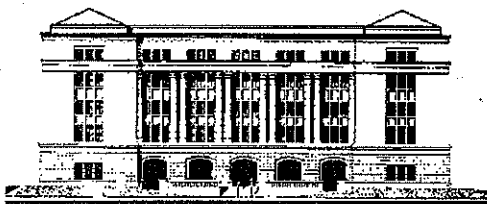
NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary



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

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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.

JB 11/11/2016
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: 0

3. Contact Information of Person completing this grant application:

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

Preparer's Title: Director

Preparer's Phone Number: 630-887-8760

Preparer's Email Address: jamieb@ippl.info

4. Population Served: 42,529

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 6, "Access," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014. (75ILCS 10/8.1,1)*. Provide a short narrative describing the library's progress toward meeting the standards, including any changes that were made as a result of the review.

This was reviewed by the board of trustees November 16, 2016. The library meets all but #6 of the Access Standards - Materials and guides for library use are made available in languages and formats appropriate to the community. While our community predominately speaks English, we do have a variety of other languages spoken in the community. We are able to offer materials in other languages through SWAN but do not provide guides for library use in other languages. This is an action in our current strategic plan. We plan to develop guides in Spanish and Polish. Also we will be adding new self checkout machines next year and hope to offer instructions on those machines in Spanish and Polish.

6. **Trustees:** Describe how the library meets the needs of the community as a provider of educational programs and training opportunities. Include a description of how the library can integrate new technologies and include one activity that fosters increased resource sharing.

Each quarter the library provides a series of early literacy classes and STEM classes for grades 1 - 6. This past summer children could be part of growing a vegetable garden which included weekly lessons covering natural science concepts. For teens we provide college prep classes and writing classes as well as a variety of technology classes in electronics, robotics, and coding. Many of our adult programs have an educational or training component such as opera lectures, cooking classes, history topics, improving job skills, science such as astronomy, classes with a nature focus such as birding, and art history. We also offer a wide variety of technology and computer classes for adults.

The library has integrated new technology by having a 3D printer and offering classes for all ages on 3D printing. Our Tech Take Out gives residents the opportunity to check out Go Pro Hero, Chromebooks, Chromecast, Apple TVs, Roku, Kindle Paperwhite, Kindle Fire, LCD projector, iPad Air 2, and a Fitbit Zip. We also provide STEM kits for programs and that can be checked out as well in the topics of circuits, computer programming, gardening, robotics, and telescopes.

As part of resource sharing staff bring the STEM kits to classrooms and use them to teach STEM topics to the students.

7. **Technology:** Having completed the EDGE Assessment, describe the impact that the EDGE Assessment has had on the library, and include at least one example of how the library has used, or plans to use the information gleaned from the assessment.

Completing the EDGE Assessment confirmed the library is doing well in technology and just needed to improve some foundational items to support our technology efforts. We initiated an annual usage review of computers, laptops, and WiFi. We also started a process to regularly perform speed tests and prioritize the network traffic. As part of the development of a new website, the library developed an inventory of the web pages and are using it to identify who is responsible for each page and to track usage.

8. **Education and Training:** Describe current or potential collaborative efforts that have benefited, or will benefit local library patrons and patrons in neighboring communities.

Natalie Williams, Head of Youth Services, was part of ILead USA in 2015. Through that program she and other librarians in the area created "Shareable Librarian" an online marketplace, where librarians share and swap programming ideas, materials, and professional know-how. Through this website librarians in any community can get programming ideas, find another librarian with a specialized skill to teach a program, and provide equipment that can be shared among libraries such as sewing machines, ukuleles, Lego WeDos, and BeeBots.

9. **Outreach:** Provide a brief description of the library's current or planned involvement with services available through the Illinois State Library Talking Book and Braille Service (TBBS). For more information about the services offered by TBBS, please visit <http://www.ilbph.org/>

The library makes information about TBBS available to our patrons. We plan on adding the information to the library's website accessibility page. We also recently shared the information with a local organization that serves residents with disabilities.

10. **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.

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".

The library will focus expenditures on ebooks for adults and youth and on emagazines.



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

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Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Indian Prairie Public Library District City: Darien
Control Number: 30366 Branch Number: 0
Fiscal Year: FY15 Exact amount of Per Capita Grant received: \$53,161.25

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

The library spent grant monies on ebooks for adults and youth, as well as non-fiction books for adults and youth.

Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

Personnel

Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

Continuing Education (staff and/or board)

Supplies

- Equipment (office equipment, computer software and hardware, etc.)

- Travel

- Public Relations (newsletters, media ads, etc.)

- Telecommunications (phone, fax, internet, cable, etc.)

- Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

- Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

- Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

PERSONNEL CODE – Selection of Personnel

801.6 Staff Categories

“Full Time” designates staff who work 37.5 hours per week. “Part Time” staff work less than 37.5 hours per week. “Substitutes” are hired to fill in temporarily during a vacancy or for an employee on leave. Substitutes must substitute at least once in a two-month period to remain a substitute except in circumstances approved by the Director. A substitute must average less than 20 hours per week and is not eligible to receive benefits. “Exempt employees” are exempt from provisions of the Fair Labor Standards Act. Exempt employees include the Director, Assistant Director, Department Heads, Assistant Department Heads, and Librarian II ~~all full-time~~ professional librarians.

PERSONNEL CODE – Staff Privileges

809 Staff Privileges

809.1 Borrowing Materials

Employees may receive an Indian Prairie Library card as a benefit of employment. In the use of library materials, the staff must follow the rules and regulations of the library district.

Employees are not subject to overdue fines at Indian Prairie Library for items checked out on their Indian Prairie Public Library card that have a daily overdue fine of \$.25. Staff must pay overdue fines for items that have a daily overdue fine of \$1.00. except for feature film DVD's.

However, if an overdue item reaches the billing stage, staff will be responsible for any fines at the time that it is returned or paid for.

809.2 Purchasing Materials

Employees may purchase books and audio-visual items from vendors with which the library has established staff accounts. Staff orders will be placed at the same time library orders are placed. Staff orders are subject to shipping and handling charges and sales tax. Invoices shall be paid with a personal check made out directly to the vendor.

809.3 Photocopying, Printing, Faxing

Employees are permitted a total of 10 free personal photocopies per month on the office black and white photocopy machine or staff computer printers or 10 free faxes. After 10 pages, copies are \$.05 per page. An employee may occasionally use the library's fax machine to send a limited number of personal pages. Long distance faxes should be billed to a personal calling card or home telephone number.

809.4 Staff Recognition

Service awards are presented at staff meetings to employees who have attained continuous employment increments of five year periods. A farewell, special event or retirement reception may be hosted by the employee's department.

**Director's Report
November 2016**

Agenda

Omnibus:

Treasurer's Report shows a new endowment – Marian E. Weston. This is the \$10,000 we received as part of Ms. Weston's bequest.

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. Last year we received \$32,783.48 and the State Library indicates we'll receive the same amount this fiscal year.

The change to Personnel Code 801.6 Staff Categories is relative to the changes in the Fair Labor Standards Act that start on December 1. The government changed the salary requirement to \$913 per week from \$455 weekly. Our starting salary for librarians is \$831 per week. We have created a Librarian I position at that salary and a Librarian II position that starts at \$913 per week.

The changes to Personnel Code 809 Staff Privileges recognizes the many other items that have an overdue fine of \$1.00 beyond just feature film DVDs.

New Business:

Items 1 – 3 are relative to new laws passed this year by the state legislature. Information about the laws and their requirements are with the materials. Each requires a new policy.

Item 4 is required by the Per Capita Grant.

My performance appraisal will be conducted at the January board meeting. I will send my annual report to you at the end of the year along with a link to the online survey. Vicki has asked that the survey be filled out by January 8.

Sadowski Donation

We were contacted by the family of Marie Sadowski to make a donation in her name. The family has been identifying places to contribute to in Darien. They made the donation to provide the Sunny Patch greenhouse and donated a refrigerator to the food pantry at Our Lady of Mount Carmel. They are interested in an arrangement similar to the one we have with the Gift of Carl. After Natalie and I talked with Joe and Maria Sadowski (Marie's children) they have decided to donate \$500.00 this year to fund ten "Baby Bundles" which include board books, a toy and a pamphlet with early literacy tips. In 2017 they will fund Lego Mindstorms which will be used to run an annual robotics competition.

ILA Membership Committee

As you know I chaired the ILA Membership Committee this past year. Our charge was to examine the membership dues structure and try to make ILA membership more appealing. The committee developed a proposal which I presented to the ILA Executive Board and then to the full Board (via telephone). The board provided feedback, I made some adjustments and staff at ILA made adjustments and the proposal was

approved by the board in July. Jeannie Dilger (LaGrange PL) and I presented the changes at the ILA Conference Membership Meeting in October and the membership voted to accept the changes. The total number of dues categories reduced from 47 to 29 and changed the formula for library memberships from their population to their budget.

Community

Praxair Partnership:

Unfortunately Hinsdale South High School does not feel it can develop a partnership at this time. Praxair originally indicated they would like to work with a high school but I have approached them about working with Burr Ridge Middle School. The Superintendent has committed to the partnership if Praxair is interested.

Story Stroll Ribbon Cutting:

I attended the ribbon cutting of the Story Stroll at Burr Ridge Village Center on October 21 and had an opportunity to chat with the Mayor Mickey Straub. He will be publishing a 2nd book and we talked about him doing a program at the library in April.

Meeting with Burr Ridge Schools:

I attended the Burr Ridge Village annual meeting with schools that serve Burr Ridge students. District 180, Gower, and Hinsdale South were there. I had the opportunity to share some of the services and programs we provide to schools and students. I also explained the in-district and out-of-district membership cards and the services that students without cards can take advantage of.

Staff

Susan Jones has been hired as a Circulation Services Page November 15 at a salary of \$9.13/hour. Hillary Tauer has been hired as an Adult Services page November 14 at a salary of \$9.13/hour. Norbert Tamos has been hired as a monitor beginning November 21 at a salary of \$13.11/hour. Senior Circulation Supervisor Vicki Brodeur will be retiring January 4.

Continuing Education

ILA Conference – Workshops attended were *Outcome Measurement Made Easy*, *Help Patrons Curate Their Library Experience*, *Looking Beyond the Library Walls for Models of civic Engagement*

Meetings

Grants/fundraising idea brainstorming session with staff
 Monitor interview
 Two Department Head meetings
 Willowbrook Corner Coalition executive board meeting
 Willowbrook Corner Coalition meeting
 I attended the October SWAN Special Board meeting as a visitor
 SWAN Directors' meeting
 Two one-on-ones with Tony
 One one-on-ones with Debbie
 Three one-on-ones with Natalie
 Two one-on-ones with Ann

Two one-on-ones with Laura plus Laura and I met for a visioning discussion which we'll be sharing with the department heads at the end of October.

Nancy held training sessions with Stacy and Maria for the LIC calendar

Stacy met with Ann to learn Communico.

Nancy, Maria and Stacy met twice to review and coordinate their projects.

Stacy and Maria met once to review projects.

Jamie Bukovac, Director

Assistant Director's Report November 2016

Building:

I recently received quotes on elevator maintenance from Suburban, Standard and Colley Elevator companies. I also got a renewal price from our current contractor, ThyssenKrupp. We currently pay \$2400 annually for maintenance. We will be switching to Colley Elevator as they had the lowest quote, great references, and an A+ BBB rating. The new contract price will be \$1,532, which is a savings of \$868 annually. Colley currently maintains several libraries including Hinsdale, Clarendon Hills, Addison and Bloomingdale.

The trees along the Tri-State fence will be attended to the week of November 14th. The parking spots along the fence where the trees are will not be available while they are working on the cleanup. Since this is where staff park, I will ask them to park in the Community Park parking lot across Plainfield the day of the work.

Community:

Mary Krekelberg and I are currently inviting community organization to participate in the 2017 Community Connections Fair. The event will take place on Sunday, January 14, 2017. Many of the organizations that attended last year are coming back to participate again.

Election Day:

The library was a polling place for four precincts and 1,542 people voted at the library. The library opened at 6am and while we had a skeletal staff, every desk was staffed when the polls opened. Although none of the service desks were busy with library patrons, it was a great opportunity to interact with voters. The library had over 3,100 visitors over the course of the day and staff gave out 28 new library cards. There were also several "I voted at the library" check-ins on the library's Facebook page. Marianne set up an Election Day "selfie station" which was a big hit with voters throughout the day.



"Thankful" Stories:

33

To encourage people to share their library stories with us, Marianne came up with the idea to ask a specific question each month. In November, we asked "Are you thankful for the library? Tell us why." The question went out in the November 8th e-news and the responses have been flooding in! The question is also on the library's homepage as well as posted periodically on the library's Facebook page. As responses come in, they are posted on the website (ippl.info/community-resources/1692-thankful-for-ippl). Here is a sampling of recent responses:

I pay an out of district fee for the privilege of using the Indian Prairie Library. It is money well spent. Years ago my children participated in the summer reading programs. I enjoy having access to new books, both fiction and non-fiction and appreciate the interlibrary loan program. In addition, my husband and I have enjoyed the programs available now that we are seniors!

My family and I are very fortunate and thankful for the wonderful services and support from this library. I enjoy every moment I spend here, whether indoors or outdoors (in its garden and reading corner). Thanks to the hardworking, friendly and courteous staff. Thank you.

I am very thankful for the Zinio magazine checkout. What a great site! I use my small iPad when traveling and before going I download many selections to read in the car or at the hotel. No more scouting the racks in the lobby. Plus, when you're a senior the savings are fantastic!

I'm thankful for IPPL because it so completely meets my reading, information gathering, and video entertainment needs. The staff is consistently courteous and very responsive to requests.

Social Media Team:

I am happy to report that we have reconvened the Social Media Team. Members include Natalie, Tony, Debbie, Jez, TJ, Marianne, Shirley and Dave. At our initial meeting, we reviewed and discussed the library's current social media accounts. We agreed that Facebook, Twitter and LinkedIn are important to continue and keep up to date. The staff will continue to use YouTube, Pinterest, and Flickr as tools to house videos and photos as needed. We also discussed adding Snapchat and Instagram accounts and decided to only add an Instagram account at this time. The team will meet again in January to review progress on these short term goals and analytics for each site.

Friends of the Library:

The Book Nook made \$875.50 in October.

The Friends sold books by Jason Reynolds at his November 2nd Write-On Author Visit.

The Friends have some upcoming programs: *Don Quichotte* opera lecture on Thursday, November 17th at 7pm, a lecture and concert about the *Music of Hank Williams* on Sunday, November 20th at 2pm, and an opera lecture about *The Magic Flute* on Wednesday, December 7th at 7pm.

Miscellaneous:

Debbie Sheehan and I are interviewing for the Senior Circulation Supervisor position.

I am happy to report that the Security Monitor position has been filled. Norbert Tamos will start on November 21st. Norbert is longtime resident of Darien and is a retired police officer who worked in both Cicero and Woodridge. He is currently the Code Enforcement Officer in Lombard. He also enjoys babysitting his two twin granddaughters on the weekends.

Marketing:

Marianne will be attending a "Marketing in Libraries" conference in Texas next week. Therefore, with her limited time this week, there is no Marketing Report included this month.

Meetings:

- 10/25 Department Head Meeting
- 10/27 One-on-one with Marianne
- 11/2 Grant Brainstorming
- 11/7 Security Monitor Interview
- 11/8 Department Heads
- 11/9 One-on-one with Marianne
- 11/9 Senior Circulation Supervisor Interviews (2)
- 11/10 Senior Circulation Supervisor Interviews (2)
- 11/10 Social Media Team Meeting
- 11/16 Library Board Meeting

Desk Time:

- 10/26 Reference Desk (4 hours)
- 10/27 Reference Desk (4 hours)
- 11/16 Reference Desk (4 hours)

Submitted by: Laura Birmingham

Adult Services Monthly Report

October 2016

I can't believe it's already been three months since I started here at Indian Prairie!

There will be some reduction in the DVD collection over the coming months. We will be weeding duplicate titles to get the collection more in line with the holdings of other large libraries in SWAN. We will remain sensitive to filling the immediate needs of our patrons upon initial release of a film, but due to space constraints we need to pull the many duplicates we own of older titles. The schedule we will be using is:

- New releases – anything younger than six months – all copies in the DVD racks for circulation
- Six months to one year – two copies in the DVD racks for circulation, all additional copies in the back.
- One to two years old – one copy in the DVD racks for circulation, no more than four copies in the back.
- Older than two years – one copy in the DVD racks for circulation, one copy in the back as a backup.

We will be treating movies as part of an ongoing series a bit differently, as each release of a new movie in the series usually spikes interest in the older titles in the series. I based these criteria on a quick spot survey of other SWAN library holdings, comparing our holdings of a couple of titles against other larger SWAN libraries (most notably Downers Grove and Oak Park).

This month I also learned how to use BlueCloud Analytics to pull down shelf lists and circulation statistics for the entire non-fiction collection. I used these numbers to analyze the collection, down to the Dewey tens, to compare the number of items we carry in relation to that section's circulation statistics. I will be having discussions with selectors in the coming months on what these statistics indicate and how we can use them to right-size the collection and better allocate budget dollars.

At ILA Annual, I took part in the panel *Small is Beautiful: Trimming Big Ideas Down to Size*. Despite being one of the first programs on Wednesday morning, we had nearly a full room to hear us speak – by my observation almost 100 people attended. I presented an idea that I had adapted from the Brooklyn (NY) Public Library when I was doing publicity at Fountaindale. I approached evaluating the possibility of using a big idea in smaller constraints by using what I call the four "T"s – Tools, Time, Talent and Treasure.

We have also started working with Communico. The early consensus is that it is much easier than Evanced to use and input programs into but we are still waiting for promised features to be either turned on for our site or be developed.

Monthly Highlights

- Shirley is developing a short survey to go out to our Zinio e-magazine users to gauge interest and find out what readers want to see in the collection. At the WBBR Chamber luncheon, Shirley was given a free spotlight table to showcase what the library has to offer to businesses. She has also started attending Darien Chamber of Commerce luncheons.

- Jennifer is our sponsor for authors who wish to enter their work into the Illinois Soon to be Famous Author contest. We have had two authors come forward and ask to be sponsored and she has submitted the information to the contest. She has also been working closely with Overdrive representatives on the new Overdrive interface, which came online on November 9.
- Mary K. was busy with genealogy this month as October was Family History Month. She presented a number of genealogy related programs that were well received by those who attended.
- Jez has been coordinating the NaNoWriMo activities. She also got the library onto Meetup.com, a social networking site where we can market the library's programs. She set up two pages, one for her #LibSocial programs and one for the library in general. Shortly after launch, she had three people from the site come to a #LibSocial program and three new people attended the monthly genealogy group meeting. She reports there has been some interest in the Chess Club and Current Events Group, as people on the site have signed up to attend those meetings through the site.
- Joe helped to coordinate a LEARN workshop at Schaumburg Public Library, where 56 librarians from the local area attended to listen to presenters talk about reaching and working with ESL and those in need of adult literacy. He also did two presentations at ILA Annual, *Come LEARN with LEARN* and *Illinois Veterans and Libraries: How Do We Intersect?*

Community

- Shirley had an exhibit table at the October 5 WBBR Chamber Luncheon.
- Jennifer has had immediate interest in our new book club resource service. She sent three patrons resources for their book club and provided two additional patrons with print resources.
- We added one permanent and one temporary patron to the homebound services program.
- Jennifer sent in two nominations for the Illinois Soon to Be Famous Author Project.
- As part of her work with the Darien Historical Society, Mary K. attended the dedication of Ralph Andermann's WWII uniform on October 2; did website planning; and turkey raffle planning.
- Jez has been working with Tim Yao, our NaNoWriMo municipal liaison regarding the hosts of two of our write-ins in November.
- Joe did one veteran interview and is working to set up two others. He has also contacted Brookdale, a local retirement community with as many as 60 vets, for possible interview opportunities.

Contributing to the Profession

- Jennifer assumed her role as Chair of the eMediaLibrary Collection Team at the consortium meeting. As part of her work with ARRT, she created and e-mailed the fall edition of their newsletter to 553 subscribers.
- Jez responded to requests for information from Debra Dudek at Fountaindale Public Library and Katelyn Attanasio of Loudoun County Public Library in Stone Ridge, VA regarding the library's Hamiltunes event that took place in September. The Pokemon Go! program that was done in conjunction with Heidi in Kids & Teens was featured in the ILA Reporter article *Battling it Out in Pokemon Go: Libraries Up Their Game*. She also reports that NoveList included the September 28 #LibSocial newsletter in their article *Newsletters We Love*.

- As previously mentioned, Tony & Joe both did presentations at ILA Annual and Joe helped coordinate the LEARN workshop at Schaumburg.

Continuing Education

- At ILA Annual, I attended *Public Libraries and the Self-Published – Help!; Always be Collaborating: Looking Beyond the Library Walls for Models of Civic Engagement;* and *The Unshushed Librarian: Finding Your Voice for Community Advocacy.*
- Jennifer attended an ARRT Genre Study on speculative fiction; arranged ReferenceUSA training with Nancy Spidle of ReferenceUSA for eight Adult Services staff; and attended two webinars about the new Overdrive interface.
- Mary K. attended webinars on advanced genealogy and a program on FamilySearch.org
- Jez attended a Communico training at RAILS and was trained by Jennifer on the new Overdrive interface.
- Besides being a presenter, Joe attended the following at ILA Annual: *Encouraging Creativity: Participatory Art at the Library; Bilingual Websites: Engaging Patrons, Building Community; Failure IS an Option; Creating an “Autism-Friendly” Library to Support Persons with Autism Spectrum Disorder;* and *Serving Non-Profit Organizations in Your Community.*

Meetings

Date	Meeting	Staff
3-Oct	One-on-One	Tony & Shirley
3-Oct	One-on-One	Tony & Jennifer
5-Oct	WBBR Chamber of Commerce Meeting	Shirley
6-Oct	One-on-One with Jamie	Tony
11-Oct	#LibSocial & Marketing to 20 and 30 Somethings w/Marianne	Jez
12-Oct	Adult Services Leadership Meeting	Tony, Shirley & Jennifer
12-Oct	Reaching out to 20 and 30 Somethings	Jennifer & Jez
13-Oct	One-on-One	Jennifer & Mary S.
13-Oct	One-on-One with Jamie	Tony
17-Oct	Under the Radar discussion with Marianne	Jennifer
18-Oct	Page interview - two	Shirley & Jennifer
18-Oct	One-on-One	Tony & Jez
19-Oct	Website Genealogy page	Jennifer & Mary K.
25-Oct	Department Head Meeting	Tony
26-Oct	Darien Chamber of Commerce Meeting	Shirley
26-Oct	Adult Services Department Meeting	All
27-Oct	Departmental December Meeting Planning w/Natalie & Tyler	Tony
28-Oct	One-on-One	Shirley & Linda
28-Oct	One-on-One	Tony & Mary K.
28-Oct	Community Connections Expo w/Laura	Mary K.

Programs

Date	Time	Program	Staff	Attendance
1-Oct	10:00 AM	ESL Conversation	Joe	2
3-Oct	6:00 PM	Chess Club		10
5-Oct	2:00 PM	Drama Reading Group		5
5-Oct	7:00 PM	Great Chicago Fire	Cindy	63
6-Oct	6:30 PM	SCORE - Simple Steps Before Starting Your Business	Shirley	8
6-Oct	1:30 PM	Thursday movie: <i>My Big Fat Greek Wedding 2</i>	Joe	42
7-Oct	6:30 PM	#LibSocial - Budgeting Makes Cents	Jez	5
10-Oct	6:00 PM	Chess Club		10
10-Oct	7:00 PM	Current Events		10
12-Oct	2:00 PM	Drama Reading Group		5
12-Oct	7:00 PM	Novel Idea Book Club	Mary P.	13
12-Oct	6:30 PM	SCORE Round Table Discussion	Shirley	4
13-Oct	11:00 AM	Lobby Drop-in: Foster Care*		25
15-Oct	10:00 AM	ESL Conversation	Joe	4
17-Oct	6:00 PM	Chess Club		9
18-Oct	7:00 PM	Indian Family Dinner*	Cindy	27
19-Oct	2:00 PM	Drama Reading Group		5
19-Oct	7:00 PM	Writing Your Family History*	Mary K.	30
20-Oct	7:00 PM	Crime Readers Book Club		7
20-Oct	6:30 PM	Beginner's Genealogy*	Mary K.	11
20-Oct	1:30 PM	Thursday movie: <i>Miracles from Heaven</i>	Joe	26
21-Oct	6:30 PM	#LibSocial - Art Therapy Night	Jez	15
24-Oct	6:00 PM	Chess Club		9
24-Oct	7:00 PM	Current Events		14
25-Oct	7:00 PM	FamilySearch.org*	Mary K.	28
26-Oct	2:00 PM	Drama Reading Group		5
26-Oct	1:00 PM	4th Wednesday - Trails & Rails	Cindy	27
27-Oct	1:00 PM	Genealogy	Mary K.	26
27-Oct	6:30 PM	GenLit Book Club	Jennifer	Cancelled
27-Oct	7:00 PM	Multigenerational Vacation*	Cindy	Cancelled
29-Oct	6:30 PM	Genealogy Research After Hours*	Mary K.	15
			Total:	460

* Indicates a Better Together event

Select comments:

The Great Chicago Fire

"This was an excellent presenter and a very educational program. Thank you, IPPL. I got my husband to join me for this. He hadn't been inside a library in over 15 years!"

"Good presentation. Loved every minute of it!"

"If history is your interest your library has a program for it."

An Indian Family Dinner

"What a simple, pleasant, entertaining cooking demonstration. Thank you!"

Volunteers

- Six volunteers completed 48.25 hours of service
 - Four court ordered community service volunteers completed 39.25 hours
 - Two regular volunteers did nine hours of service.

Proctoring

- Shirley proctored one exam.

Circulation Services

October 2016

Total checkouts and renewals for October were down from last year by 3,905 or 6%. We had 56,236 items circulated this month as compared to 60,141 last year. Electronic circulation was up very slightly at 4,277 circulations this year while we had 4,226 circulations last year.

ILL's processed were down 5%. We processed 7,912 this year and 8,303 last year. Patron visits were down 4% from last year (35,574 this year compared to 37,151 last year)

A total of 7,619 holds were placed in August. Patrons placed 5,725 (75%) holds while staff placed 1,894 (or 25%) holds.

19,842 items were checked out or renewed by staff at the desk. This is 35% of total checkouts/renewals. 25,090 items were checked out or renewed by patrons at one of our self-check machines, 7,027 items were renewed by patrons through Enterprise or BookMyne and 4,277 items were electronically checked out by patrons – for a total of 36,394 items checked out through some sort of self service. This is 65% of total checkouts/renewals.

Continuing Education

The balance of the Circulation staff attended "Passport Acceptance Agent Training" on October 5 and 6.

I attended "Back in Circulation" a Circulation Conference put on by the University of Wisconsin, Madison, October 10 & 11. It was a great conference! I attended the following workshops:

- Keynote – Putting Users First
- Bouncing Forward, Not Back: Helping your team discover and develop resilience skills for the workplace
- Putting the Fun in Fines
- You can UX too!
- Building a Future of Success from the Inside Out
- Off Your Seat and On Your Feet – Providing Good Customer Service
- The Chaos of Change – How to Manage and Motivate Staff in Changing Times

I will continue to share with Jamie things that I learned for possible implementation at IPPL.

Omar Martin has resigned due to a change in schedule with his full time job. Vicki Brodeur announced her retirement, effective January 4. Her position is currently posted. Due to Vicki's retirement, we have decided to wait to fill the Assistant Supervisor position and will utilize substitutes where needed.

Workshops and Meetings Attended:

Oct. 4	TJ Safranski
Oct. 5	One on One with Jamie
Oct. 14	One on One with Jamie

Debbie Sheehan
Head of Circulation Services

					Circ Stats							
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Month	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
July	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,963
Aug.	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720
Sept.	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375
Oct.	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236
Nov.	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	
Dec.	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	
Jan.	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	
Feb.	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	
Mar.	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	
Apr.	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424	
May	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	
June	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	
Renewals through the webpack not included				1,284								
				Electronic Circulation	3,852							
Yearly												
Total	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	241,294
*Missing data--used an average number to get a total												
Indicates highest number for that month												
Indicates library was closed partial months for construction												

TECHNOLOGY & TECHNICAL SERVICES MONTHLY REPORT
October 2016

Improvements for Public & Strategic Goals

- Teen Chromebooks (Brett)- Hinsdale South started to implement the use of Chromebooks for students this school year. In order to support students, we replaced two Windows laptop with Chromebooks. Chromebooks make it easier for students to access their documents and homework using their Google account.
- Tech Takeout- The below list of devices were added in October. All the new Tech Takeout devices are now available for circulation. A new menu tab "Media Converters" was added to the Tech Takeout Web page to promote digital conversion equipment. *Strategic Goal 2.4.3. - Identify and determine how to provide technology that residents want to check out for home use.*
 - Apple TV – (Dave/Ann) – This device can be used by patrons to stream media by connecting it to their Apple account or mirror the display on their Apple device to a television screen.
 - iPad Air- (T.J./Ann)- Patrons can try an iPad before they buy one or try out one of our eLibrary services. Library related apps are pre-installed.
 - LCD Projectors & Screens- (Brett/Ann)- Two LCD projectors with two different size screens are available for patrons to choose from. Popular uses for these devices include business presentations; slideshows for weddings, showers, birthdays or family reunions; creating your own drive-in movie theatre in the backyard.
 - Kindle Fire- (T.J./Ann)- Patrons can try before they buy or use it to access our Overdrive ebook collection.
 - Chromebooks (Brett/Ann)- Chromebooks are small light weight laptops which are good for accessing the Internet and saving documents and images to the cloud using a Google account. They also cost 1/3 less the cost than a laptop. Four Chromebooks are available and they can be used with our projectors.

Technical Services

- We discarded 2,876 items in October. This was higher volume than usual due to additional weeding by selectors.

Technology Services Projects/Issues

- Technology Procedures Created/Updated
 - New procedures to recover network from ransomware infections. (Brett)
 - Updated main server and network information documentation. (Brett)
 - New Chromebook procedures and documentation. (Brett)

3D Printing

- Received 11 print requests and 10 of them were successfully printed.
- Most interesting objects printed: Citrus juicer and J keychain (patron made after attending 3D printer class)

Wi-Fi Usage

- 6,209 Wi-Fi total connections; 5,370 were from patrons using their own device.

Community

- T.J. gave a quick overview of Tech Takeout to Representative David Olsen.
- T.J. gave a digital media presentation to the SCORE group meeting at the library.

Sharing

- Nothing to report this month.

Contributing to the Profession

- Nothing to report this month.

Programs/Classes

- In October we offered 13 classes/programs. Total attendance: 83
- Two classes were canceled due to low sign-up.
- T.J. conducted five one-on-one patron technology sessions. (4.45 hours)

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Sunday 10/2 (2 PM)	Intermediate iPad/iPhone	Dave	14
Tuesday 10/4 (4 PM)	Photo editing with Pixlr	Theresa	9
Tuesday 10/4 (6:30 PM)	Intermediate Excel	Ron	14
Saturday 10/9 (10 AM)	Print Your Own Kitchen Gadgets (3D Printer)	T.J.	6
Tuesday 10/11 (6:30 PM)	Intro to Windows 10	Sandi	10
Wednesday 10/12 (10 AM)	Tech Boomers Learning Lab	T.J.	1
Thursday 10/13 (6 PM)	Google Docs, Sheets, and Slides	Dave	9
Sunday 10/16 (2 PM)	Intermediate Samsung Galaxy/Android	Dave	8
Wednesday 10/19 (10 AM)	App Attack: Photos and Video	T.J.	8
Thursday 10/20 (7 PM)	Tech Talk: iPhone vs. Samsung	Dave	Cancelled
Wednesday 10/26 (10 AM)	Tech Boomers Learning Lab	T.J.	1
Friday 10/28 (10 AM)	PC Tune up in a snap @ Microsoft Store	Microsoft	Cancelled

Continuing Education

- Dave and I attended training sessions on Communico platforms including calendar, reserves (room booking), Sites (for calendar feature for our website) and Broadcast (digital displays)
- Brett watched a webinar on Microsoft Azure (a cloud option for LAN infrastructure)
- T.J. took a Lynda.com course on Tinkercad in preparation for a 3D printing class. He also attended a workshop at Elk Grove Library on promoting digital media materials.
- I attended two workshops, one on the future of libraries and the other on project management. I also attended two webinars, one on cloud computing services and the other on technology planning for non-profits.
- Anna trained Nancy on entering new materials.
- April trained Jane, Martha, Nancy and Sue on how to do invoicing when receiving items on SWAN.
- Brett and I trained T.J. on server related tasks so he can be a back-up person for IT.
- T.J. trained Technology Center Desk staff on placing holds in SWAN for Tech Takeout devices.
- I trained Tony on updating the database pages on the Website.

Personnel/Staff Meetings

- Oct 3- One-on-one meeting with T.J.
- Oct. 6 & 21 – One-on-one meetings Jamie
- Oct. 6- Dave, T.J. and I - Technology Committee meeting
- Oct. 7- T.J. & I - Technology Center Help Desk meeting
- Oct. 13- T.J. met with Dave to go over Winter technology classes
- Oct. 24 & 31- One-on-one meetings with Anna.
- Oct. 25 - Department Head meeting
- Oct. 25- April attend SWAN Acquisitions Users Group meeting; she also met with sales reps from Ingram books to go over website capabilities and answer any ordering questions.
- Oct. 26- One-on-one meeting with Brett
- Oct/ 28- I attended a Maker Group Meeting at Niles Library

Ann M. Stovall, Head of Technical & Computer Services, November 9, 2016

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**Youth Services
Monthly Report to the Board
October 2016**

Programs

In October, Youth Services presented 60 programs at IPPL with 1,887 people in attendance.

Date	Description	Staff	Attendance
1-Oct	Lego Robotics	Tyler	12
3-Oct	Talented Toddlers	Katie	34
3-Oct	Junior Genius	Katie	14
4-Oct	Junior Genius	Katie	15
4-Oct	Baby Brilliance	Jane	28
4-Oct	Fantastic Families	Jane	38
5-Oct	Coding Club	Tyler	13
5-Oct	Teen Writing Workshop	Heidi	2
5-Oct	Baby Brilliance	Jane	23
6-Oct	Talented Toddlers	Katie	33
6-Oct	Talented Toddlers	Katie	35
8-Oct	Family Superheroes -canceled	Monica	0
10-Oct	Using Minecraft Mods	Tyler	14
10-Oct	Creating a Minecraft Server	Tyler	7
10-Oct	Minecraft Building Competition	Tyler	15
10-Oct	Using Minecraft Mods	Tyler	13
10-Oct	Minecraft Mini-Con -perler beads, buttons & magnets	Monica	198
10-Oct	Minecraft Mini-Con -building play	Natalie	115
10-Oct	Minecraft Mini-Con - PC & iPad play	Natalie	236
10-Oct	Minecraft Mini-Con - cube creations & wristbands	Monica, Natalie	72
10-Oct	Talented Toddlers	Katie	31
10-Oct	Junior Genius	Katie	8
11-Oct	Junior Genius	Katie	16
11-Oct	Baby Brilliance	Jane	33
11-Oct	Fantastic Families	Jane	47
12-Oct	Tech Club	Tyler	12
12-Oct	Baby Brilliance	Jane	27
13-Oct	Talented Toddlers	Katie	33
13-Oct	Talented Toddlers	Katie	31
14-Oct	Zombie Creations	Heidi	4
15-Oct	Parents Workshop: Yoga	Katie	15
17-Oct	Anime Addicts	Heidi	14
17-Oct	Talented Toddlers	Katie	44
17-Oct	Junior Genius	Katie	11
18-Oct	Junior Genius	Katie	19
18-Oct	Baby Brilliance	Jane	30
18-Oct	Fantastic Families	Jane	32

19-Oct	Coding Club	Tyler	10
19-Oct	Arm Knitting	Heidi	2
19-Oct	Baby Brilliance	Jane	28
20-Oct	Talented Toddlers	Katie	31
20-Oct	Talented Toddlers	Katie	20
21-Oct	Science Sleepover evening	Monica	21
21-Oct	Shake, Shimmy, & Dance	Katie	54
22-Oct	Science Sleepover morning	Monica	9
23-Oct	Beatrix Potter's Birthday Celebration	Monica	26
23-Oct	Beatrix Potter's Birthday Celebration -movies	Monica	6
24-Oct	Crafternoon: String Dolls	Heidi	9
25-Oct	Baby Brilliance	Jane	26
25-Oct	Fantastic Families	Jane	55
26-Oct	Tech Club	Tyler	7
26-Oct	Bats in the Library	Monica	79
26-Oct	Baby Brilliance	Jane	26
27-Oct	Sew Spooky	Monica	18
27-Oct	Talented Toddlers	Katie	32
27-Oct	Talented Toddlers	Katie	30
31-Oct	Write-On Jr. poetry submissions	Monica	30
31-Oct	Write-On Jr. short story submissions	Monica	3
31-Oct	Talented Toddlers	Katie	31
31-Oct	Junior Genius	Katie	10
TOTAL			1887

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

Minecraft Mini-Con

On Oct 10, Tyler Works, Monica Dzierzbicki, and Natalie Williams presented the Minecraft Mini-Con event. The event ran from 9:00 p.m. - 6:00 p.m. and offered a wide range of hands-on classes, as well as drop-in activities throughout the Kids & Teens Department. Tyler presented four different classes to kids 1st - 12th grades. Monica and Natalie oversaw the Minecraft related activities throughout the department; gaming on the Youth computers, Tips & Tricks using the Apple TV and iPads in the Mid-Kid Hangout, Keva blocks, Magna-tiles, Legos and mini-Minecraft Lego building around the department. Kids also built with Legos on the very popular Lego wall initiated by Tyler and created as an Eagle Scout project by Alex Bland. In addition, TAB volunteers helped kids to create Creeper duct tape wristbands and Minecraft Cube crafts in the Wouldshop. Monica and TAB volunteers also helped kids and parents make Minecraft buttons, magnets and perler bead keychains in the Youth Room.

Mid-Kid Science Sleepover

On Oct 22, Monica Dzierzbicki presented the Science Sleepover program for grades K -3rd. This program focused on science related apples and pumpkins. On Friday evening, using microscopes and magnifying glasses, the 17 kids created Venn diagrams of the differences between apples and pumpkins. They also created a tasting chart and set-up the overnight experiment on the effects the liquid bases and acids would have on their apple slices. The children who returned on Saturday morning charted the results of the effects on their apple slices. They also used weights and other measuring tools to chart their individual pumpkins, made an exploding pumpkin, and built catapults to use for a mini-marshmallow pumpkin toss.

Beatrix Potter Celebration

On Oct 23, Monica Dzierzbicki presented the Beatrix Potter 150th birthday celebration on Sunday. Kids and parents enjoyed Beatrix Potter character inspired snacks, stories, short movies, water color and birthday crafts, and Mr. MacGregor's farm mapping. Families were also able to take pictures with the costume character of Peter Rabbit (performed by one of our TAB members).

Bats in the Library

On Oct 26, we hosted the Bats at the Library program for 78 kids and adults. The highlight of this all ages program was the three live bats. We received many positive comments from the participants. One mother and daughter had shared that although they had moved to the area a year ago, that day was the first day they came to IPPL and attended programs. (In addition to the bat program, the daughter had been at the Tech Club earlier in the day.) Another parent shared that she had brought the girl scout troop she leads. The troop is working on their Nature badge.

Sew Spooky

On Oct 27, a guest librarian from Oak Park Public Library, Deidre Winterhalter, presented the Sew Spooky class for 4th - 6th graders, along with Monica Dzierzbicki. Participants designed and sewed their own creature. A local Girl Scout Troop participated in this program as part of their sewing badge requirement.

Community

Date	Description	Staff	Attendance
4-Oct	Follow up and future planning with Good Worx	Natalie	3
5-Oct	Hinsdale South High School Book Club	Heidi	20
6-Oct	In-class ISLMA Caudill 2017 nominee activity	Monica	12
6-Oct	Whole Foods Storytime	Katie	15
7-Oct	Holmes Elementary 1st grades stories & tour A.M. group	Monica, Natalie	62
7-Oct	Holmes Elementary 1st grades stories & tour P.M. group	Monica, Natalie	51
7-Oct	Transition Center Student Tour	Jane	13
10-Oct	Chick-fil-A (18 adults + 14 children)	Jane	32
12-Oct	Teens for Excellence afterschool book club	Monica	8
13-Oct	Meeting with Holmes School Teachers	Tyler	4
17-Oct	Cub Scout Troop	Tyler	37
17-Oct	Eisenhower Jr. High Book Club Library visit	Heidi	14
17-Oct	Story Stroll Meeting with Christina	Natalie	2
18-Oct	Science Night at Mark Delay	Tyler	26
20-Oct	Donation Meeting with Jamie and Joe Sadowski	Natalie	3
21-Oct	St. John's Early Learning Center Preschool	Katie	31
21-Oct	Story Stroll Install	Natalie	4
22-Oct	Story Stroll Opening	Natalie	9
25-Oct	Scary Stories at Family Event at Holmes School	Natalie	80
26-Oct	Donation Meeting with Maria Sadowski	Natalie	2
27-Oct	Teen Tech Week Planning w/HSBS	Tyler	1
27-Oct	Meeting to discuss joint AS/YS Dept Meeting with Tony	Natalie, Tyler	3
28-Oct	Holmes Elementary 1st grades stories & tour A.M. group	Monica, Natalie	51
28-Oct	Holmes Elementary 1st grades stories & tour P.M. group	Monica, Natalie	52
TOTAL			422

(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.)

Class Tours at IPPL

Monica Dzierzbicki and Natalie Williams presented two days of student tours and storytimes to eight 1st grade classes from Holmes Elementary. The tours also included time for the students to have hands-on play with Book Bundles, STEM kits, Launchpads, Leapfrog kits, and Playaway Views.

Heidi gave a tour of the department to a group of students from Eisenhower Jr. High. They were shown how to access the homework and test prep resources available on the website, and then got to see the Mid-Kid Hangout, Teen Lounge, and Wouldshop before checking out books. Heidi also did a book talk of some Jason Reynolds titles and invited the students to take part in Write-On and Write-On Jr., and to attend the author event.

Planning for Teen Tech Week

Heidi met with Tyler and Ellen, a librarian at Hinsdale South, to discuss plans for programming at the school and in the library for Teen Tech Week, which will be March 5-11, 2017.

Seed Library

Number of Checkouts: 4

Number of Seed Packets Checked Out: 8

Number of Donations: 5

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

Continuing Education

Date	Description	Staff
5-Oct	Designing the Future: Design Thinking Workshop	Tyler
5-Oct	Webinar: Supercharged Storytimes Session III	Katie
5-Oct	Future of Libraries Webinar	Natalie
7-Oct	Future of Libraries	Tyler
18-Oct	Illinois Library Association Conference	Heidi
19-Oct	ILA Conference	Monica
20-Oct	Illinois Library Association Conference	Heidi, Monica
21-Oct	Webinar: New Books for Storytime	Katie
27-Oct	Project Management Training	Natalie, Tyler
27-Oct	Webinar: Supercharged Storytimes Session IV	Katie

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

Contributing to the Profession

Date	Description	Staff
14-Oct	YALSA Presentation Planning	Tyler

Youth Staff

Natalie Williams and Tyler Works completed a second round of interviewing for the open Associate position and offered the job to a second candidate who accepted the job. Unfortunately, again due to a conflict with her personal responsibilities, the candidate pulled out. Natalie and Tyler are exploring several other candidates in November and will post the job for a third time, if necessary, in January.

Pages

Tyler Works and Mary Lynn Soburn worked with circulation to streamline when rough sorts carts are delivered to the second floor to help regulate workload. Sandi McKee helped make the new book transition more efficient by decreasing the number of places Pages need to look for new books.

Meetings & Planning

Date	Description	Staff
4-Oct	Communico Training	Tyler
6-Oct	Technology Committee	Tyler
4-Oct	Training Lora B for K&T	Natalie
10-Oct	Local Authors Planning with Cindy	Natalie
11-Oct	Youth Associate Interview - Kristin	Natalie, Tyler
11-Oct	Youth Associate Interview - Jennifer	Natalie, Tyler
11-Oct	Dept Heads	Natalie
12-Oct	Youth Associate Interview - Kathleen	Natalie, Tyler
12-Oct	Youth Associate Interview - Liane	Natalie, Tyler
13-Oct	Youth Associate Interview - Susan	Natalie, Tyler
13-Oct	One on One with Jamie	Natalie
24-Oct	iPad security Meeting with Ann	Natalie
25-Oct	Dept Heads	Natalie
26-Oct	K&T Department Meeting	Heidi, Natalie, Tyler, Monica, Katie, Jane
27-Oct	Meeting with Natalie	Heidi, Natalie
27-Oct	Teen Tech Week Planning	Heidi, Tyler
27-Oct	Mid-Kid update meeting	Monica, Natalie
31-Oct	One on One with Jamie	Natalie

Submitted by Natalie Williams, Head of Youth Services 11/8/2016

STATISTICS FOR	Oct-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	32,111	34,306	137,880	146,499	-5.88%
Teen	2,562	2,443	12,685	12,423	2.11%
Kids	17,286	19,166	72,480	83,892	-13.60%
TOTAL	51,959	55,915	223,045	242,814	-8.14%
Electronic Circulation	4,277	4,226	17,881	17,729	0.86%
GRAND TOTAL CIRC.	56,236	60,141	240,926	260,543	-7.53%
% Reciprocal Borrowing	13%	14%	13%	15%	
Patron Visits	35,574	37,151	154,012	156,562	-1.63%
<u>Current Cards</u>					
Resident	184	208	20,797	21,501	-3.27%
Non-Resident	77	69	962	878	9.57%
TOTAL	261	277	21,759	22,379	-2.77%
Non-Resident Households	35	37	424	511	-17.03%
<u>Patron Assistance</u>					
Adult - Reference	2,963		12,785		
Kids - Reference	1,214	1,349	5,563	6,003	-7.33%
Technology - Reference	1,049		3,557		
TOTAL REFERENCE	5,226	4,647	21,905	20,049	9.26%
Adult - Other	765		3,336		
Kids - Other	2,467	2,192	10,312	8,124	26.93%
Technology - Other	164		550		
TOTAL OTHER	3,396	4,085	14,198	16,728	-15.12%
GRAND TOTAL ASST.	8,622	8,732	36,103	36,777	-1.83%
<u>ILL/Reserves</u>					
Holds	7,619	7,882	31,633	31,558	0.24%
ILLs Sent	3,378	3,322	15,671	13,928	12.51%
ILLs Checked Out	4,089	4,981	16,805	18,006	-6.67%
ILLs Received	4,534	4,501	18,747	19,164	-2.18%
<u>Programs - Adult</u>					
# Programs	15	13	41	36	13.89%
Attendance	326	197	815	794	2.64%
<u>Technology Classes</u>					
# Programs	13	10	40	25	60.00%
Attendance	83	86	384	320	20.00%
<u>Individual Technology Training</u>					
# of Patrons	84	81	383	272	40.81%
<u>Groups</u>					
# Programs	16	15	47	50	-6.00%
Attendance	134	123	458	520	-11.92%
<u>Others</u>					
# Programs	0	2	6	4	50.00%
Attendance	0	89	147	215	-31.63%
<u>Programs - Teen</u>					
# Programs	9	9	33	32	3.13%
Attendance	93	95	592	443	33.63%
<u>Programs - Kids</u>					
# Programs	68	38	172	102	68.63%
Attendance	2,313	1,026	5,182	3,493	48.35%
GRAND TOTAL ATT.	3,033	1,697	7,961	6,057	31.43%

STATISTICS FOR	Oct-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,505	4,119	14,727	16,503	-10.76%
Kids Computers	1,288	1,486	6,232	6,819	-8.61%
Teen Laptop	198	291	991	913	8.54%
Adult Laptop	213	201	643	889	-27.67%
TOTAL PATRON USE	5,204	6,097	22,593	25,124	-10.07%
Hours Used					
Adult Computers	2,549	2,845	10,271	11,149	-7.88%
Kids Computers	808	919	3,959	4,395	-9.92%
Teen Laptop	425	319	1,366	1,214	12.52%
Adult Laptop	264	304	1,032	1,259	-18.03%
TOTAL HOURS USED	4,046	4,387	16,628	18,017	-7.71%
Wireless Total Connections	9,334		36,864		
IPPL Total Web Site Access	20,871	27,004	91,217	119,792	-23.85%
IPPL Total Page Views	33,078	50,486	144,376	230,424	-37.34%
Subscription Database Logins	2,012	3,168	8,310	10,569	-21.37%
Outreach-Homebound					
Items Delivered	171	183	575	636	-9.59%
Volunteers					
Number Active	40	55			
Hours Worked	306.75	357.50	1,428.75	2,258.75	-36.75%
Staff Training Hours	193	66.75	390	321	21.50%
Room Use					
Youth Room	35	39	70	120	-41.67%
Meeting Room					
Library	51	41	168	141	19.15%
Non-Library	10	8	29	38	-23.68%
Conference Rooms	398		1,456		
Lobby Programs	5	5	14	21	-33.33%
Board Room					
Library	15	14	72	63	14.29%
Non-Library	22	18	76	81	-6.17%
Clavinova	0	0	0	5	-100.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - October 2016

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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	1099	3	56	1046	9	13	12	69
Non-Fiction	52236	386	113	52509	920	1005	1306	1118
Fiction	40039	407	813	39633	1154	380	1561	1193
ADULT TOTALS	93374	796	982	93188	2083	1398	2879	2380
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	17119	43	117	17045	179	62	222	179
Fiction	29782	296	1674	28404	616	1220	912	2894
KIDS TOTALS	46922	339	1791	45470	795	1282	1134	3073
TEEN								
Non-Fiction	696	14	1	709	19	108	33	109
Fiction	3524	89	26	3587	136	247	225	273
TEEN TOTALS	4220	103	27	4296	155	355	258	382
BOOK TOTALS	144516	1238	2800	142954	3033	3035	4271	5835

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	6354	67	2	6419	141	0	208	2
Music CD	10481	48	3	10526	86	100	134	103
Playaway	367	0	1	366	4	8	4	9
DVDs (DVD & Blu-ray)	19963	105	53	20015	450	108	555	161
CD-ROMs	88	0	0	88	0	2	0	2
Console Games (Feb 2016)	25	1	1	25	6	1	7	2
ADULT TOTALS	37278	221	60	37439	687	219	908	279
KIDS								
Audio Books	711	1	3	709	1	4	2	7
Music CDs	922	12	1	933	22	5	34	6
Playaway	98	0	0	98	10	0	10	0
DVDs (DVD & Blu-ray)	4765	106	6	4865	180	36	286	42
Playaway Launch Pads (New)	15	0	1	14	1	0	1	1
KIDS TOTALS	6511	119	11	6619	214	45	333	56
TEEN								
Audio Books on CD	228	4	0	232	2	1	6	1
Playaway	36	0	0	36	0	0	0	0
DVDs (DVD & Blu-ray)	594	5	1	598	18	7	23	8
CONSOLE GAMES	531	15	3	543	19	13	34	16
PC-GAMES	58	0	0	58	0	0	0	0
TEEN TOTALS	1447	24	4	1467	39	21	63	25
AUDIOVISUAL TOTALS	45236	364	75	45525	940	285	1304	360
COLLECTION TOTALS	189752	1602	2875	188479	3973	3320	5575	6195

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- Oct. 2016

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	115,178	0		115,178				
Reference (Yearly for all ages)	553	0		553				
eRead Illinois (Monthly for all ages)	26898	189	540	26547	740		929	540
TOTALS FOR ALL AGES	142,629	189		142,278	740	0	929	540
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,350	17		2,367	41	0	58	0
eMedia (Overdrive Advantage)	704	5		709	25	0	30	0
Fiction								
eMedia (Overdrive Consortium)	9,758	75		9,833	246	0	321	0
eMedia (Overdrive Advantage)	2,761	59		2,820	199	0	258	0
ADULT TOTALS	15,573	156		15,729	511	0	667	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	82	0		82	1		1	
eMedia (Overdrive Advantage)	6	0		6			0	
Fiction								
eMedia (Overdrive Consortium)	1,380	6		1,386	53	0	59	0
eMedia (Overdrive Advantage)	154	0		154	7	0	7	
KIDS TOTALS	1,622	6		1,628	60	0	67	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	120	0		120	1		1	
eMedia (Overdrive Advantage)	10	0		10			0	
Fiction								
eMedia (Overdrive Consortium)	2,226	24		2,250	70	0	94	0
eMedia (Overdrive Advantage)	386	0		386	11	0	11	
TEEN TOTALS	2,742	24		2,766	82	0	106	0
BOOK TOTALS	162,566	375		162,401	1393	0	1,769	540

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	35,952			35,952				
Music	283,104			283,104				
Movies/TV	12,709			12,709				
eRead Illinois Audio Books	4,872	203		5,075	415	0	618	0
Yearly Total for All Ages	336,637	203	0	336,840	415	0	618	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,619	15		3,634	47		62	0
eMedia Advantage (Overdrive)	431	14		445	37		51	0
Movies								
Preloaded Roku Titles	596	16		612	30		46	
ADULT TOTALS	4,646	45		4,691	114	0	159	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	241	3		244	5		8	
eMedia Advantage (Overdrive)	3	0		3	3		3	
Movies								
Preloaded Roku Titles	96	3		99	9		12	
KIDS TOTALS	340	6		346	17	0	23	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	183	5		188	17		22	0
eMedia Advantage (Overdrive)	20	0		20	2		2	0
TEEN TOTALS	203	5		208	19	0	24	0
AUDIOVISUAL TOTAL	341,826	259		342,085	565	0	824	0
COLLECTION TOTALS	504,392	634		504,486	1958	0	2,593	540

Notes for Trustees – ILA 2016

-- Crystal

Session I – Top 10 Budget Disasters

Britt Isaly and Adam Simon of Ancel Glink

Summary: We do just about everything that was mentioned already.

- Alternative revenue stream ideas –
 - Laptop rentals
 - Corporate sponsors of rooms, things, etc.
- Some libraries got rid of rental fees on the premise that rentals are not respectful of what constitutes “library”

Spoke with Adam afterwards --

Paid sick time for Cook County –

- 1) The municipality in Cook County (Burr Ridge) can opt out – so we’d not have to
- 2) Since physical is in DuPage, we could say employees are DuPage residents.

Lunch – Sat with Carl Gilmore, President of Plainfield PL Board of Trustees

2016 \$39MM building referendum failed. Planning to water down and try again in SP 2017.

Session II – Guidance for Conducting Legal and Effective Board Meetings

Julie Tappendorf and Robert Bush of Ancel Glink

Jeopardy game. Only got through a bit of it, and will be continued at the February Trustee day 2017.

- Majority of the quorum can leave a meeting to prevent having a quorum, thereby forcing a meeting to end.
- If a board member leaks information from a closed session...
 - Can censure
 - Could pass a resolution on displeasure
 - President always votes, but should vote last
- Approval of recordings of closed session meetings. Recordings are not approved for release or to stay closed with the minutes – they can be approved for release separately, but it is not automatic. An ordinance can be set to say “...after 18 mos they are destroyed or recorded over”.

Overall Summary:

I left feeling very good that we abide by what we need and very thankful that Jamie stays on top of all the necessary filings, rules and so forth we need to follow! My attendance at these sessions confirmed that we are doing as we should.

Chamber Report

Darien Chamber of Commerce:

On Oct. 26, 2016 I attended the Darien Chamber Luncheon and General meeting at Home Run Inn Pizza. Claire Bongiovoni introduced me to everyone there and I networked with: Debra Wendling, a private architect with Wendling Designs, JoAnne Ragona, City Clerk of Darien (there representing the Rotary), Sarah Merriman from Costco, and Megan Stoltz in the Business Department at Eisenhower Junior High. I had our flyer on business services available at the sign-in desk. We heard a presentation from Darien Chief of Police Greg Thomas. He described implementing techniques of prevention, suppression and intervention in the past to bring down crime rates, as well as their specific initiatives such as mentoring and partnering with faith-based groups, schools and chambers. They have seen a rise in scams and property crime, especially theft due primarily to unlocked cars. In addition, he mentioned the rise in heroin use in DuPage.

Willowbrook/Burr Ridge Chamber:

On Nov. 2, I attended the Willowbrook/ Burr Ridge Chamber general meeting at the Holiday Inn in Countryside. U.S. Representative Peter Roskam gave the presentation. I spoke with Ruth Schwenker, the coordinator of the 2017 WBBR chamber directory regarding updating our listing, and others including John Beckel, videographer with Electric Brain Media, Annalyse Doria of Five Seasons, and Lisa Gumina, an audiologist who works out of Hinsdale and has an interest in doing programs and/or hearing screenings here. She has done programs at other libraries. I will forward her information to Cindy.

I have attached a page from the November *WBBR Chamber Connection* newsletter with a photo of the spotlight table I staffed at the October meeting.

Shirley Pride Jensen
Assistant Head of Adult Services
Business Liaison
11/3/16

SPOTLIGHT TABLES — OCTOBER LUNCHEON



CONKLIN ACCOUNTING



**KING-BRUWAERT RETIREMENT
COMMUNITY**



INDIAN PRAIRIE LIBRARY

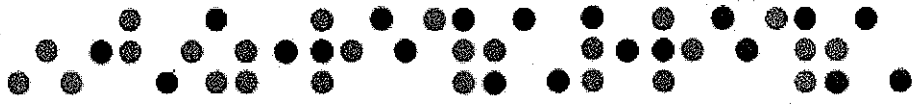


ORTHODONTIC SOLUTION

SPEED NETWORKING— OCTOBER LUNCHEON



rails



e-news

RAILS Closed on Thanksgiving

RAILS will be closed on Thursday, November 24, in observance of Thanksgiving. Delivery and Talking Book Services will not be provided. (RAILS will be open on Friday, November 25.) A list of [RAILS observed holidays](#) can be found on the RAILS website by clicking on Holidays and Closings in the bottom footer.

New Sparks Podcast Episode

In the latest episode of [Sparks](#), Executive Director Dee Brennan talks with Amita Lonial about how she got involved in the [Libraries4BlackLives](#) initiative, goals and plans for the initiative moving forward, and how libraries can get involved in efforts to foster racial equity and social justice.

[Subscribe to Sparks](#) to automatically download this and future episodes to your smartphone or mobile device, or visit railslibraries.info/sparks to listen to the podcast.

Learn RAILS' 2017 Plans at December 13 Member Update

The next [RAILS Member Update](#) will be Tuesday, December 13, from 1:30-3:30 p.m. Members can register to attend at a variety of videoconference locations or via one-way streaming video (RAILS Live). [See more information/register](#).

The main topic will be RAILS' plans and projects for early 2017, including:

- New [BiblioBoard e-book collection](#) anyone in Illinois can access and the [Popup Picks](#) curation service
- Plans for helping to serve the unserved in Illinois
- Delivery plans for 2017 and an update on ILDS (Illinois Library Delivery Service)
- An update on RAILS grants, including the new [multitype collaborative grants](#), [shared catalog membership grants](#), and [networking group continuing education grants](#)
- RAILS' proposed museum pass program
- Continuing education plans for early 2017
- Upcoming member networking opportunities for the new year

New RAILS Multitype Collaborative Grants

RAILS offers grants to encourage libraries of different types (academic, public, school, and special) to work on collaborative projects. At least two different types of libraries must be involved in each project. RAILS will award a limited number of grants at a maximum of \$2,500 each.

Application deadlines for FY2017 are January 31 and April 28. The application form and details

November 9, 2016

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

Member Resources

[RAILS Community Email Lists](#)
[Library News](#)
[Continuing Education](#)
[Jobs](#)
[Free/For Sale/Wanted](#)

Upcoming Meetings

[November 18 RAILS Board Meeting](#)

[December 13 RAILS Member Update](#)

Upcoming RAILS CE

[November 10 - STEM Workshop - Gurnee](#)

[December 6 ILL Workflow Analysis](#)

RAILS Networking Events

[November 29 - Rockton](#)
[December 7 - Bloomington](#)

Archives

[RAILS E-News Archives](#)

Subscriptions

Member Input on RAILS Website Needed

RAILS is asking all members to take a [five minute test](#) by November 30 to help ensure that our website is easy to use and that you can find the information you need. Two participants will be randomly selected to win a \$25 Amazon gift card.

In addition, visitors to our website may be asked to complete a brief pop-up survey on a random basis for the next several weeks.

Group Purchase for Career Online High School

RAILS is offering a group purchase for [Gale Cengage Career Online High School](#), an accredited online high school diploma and career certification program that enables students to earn their high school diplomas while gaining real-world career skills. A free informational webinar, "High School Diplomas @ the Public Library," will take place on Thursday, November 10, at 2 p.m. [Register here](#) to view the webinar or to receive a link to view the recording.

For more information on this group purchase, contact [Amanda Musacchio](#), RAILS Resource Sharing Specialist.

RAILS Welcomes the Center for Research Libraries as New Member

The newest member of RAILS is the [Center for Research Libraries](#) (CRL), located in Chicago. An international consortium of university, college, and independent research libraries, CRL was founded in 1949. The center supports original research and inspired teaching in the humanities, sciences, and social sciences by preserving and making available rare and uncommon primary source materials. Congratulations and welcome to RAILS!

Thank you for Visiting RAILS at ISLMA Conference

Thanks to all who visited the RAILS booth at the Illinois School Library Media Association's (ISLMA) conference last week to learn "[What's Hot for RAILS School Library Staff](#)." We enjoyed having the opportunity to talk with our school library members about our programs and services.

RAILS at Health Science Librarians of Illinois Conference

If you are attending the [Health Science Librarians of Illinois conference](#), November 9 - 11, at Pheasant Run in St. Charles, don't miss the RAILS table at the reception on Thursday, November 10, from 6 - 9 p.m. We look forward to seeing you there!

Recording of Fair Labors Standards Act (FLSA) Webinar Available through November 15

If you missed the Management Association's recent webinar, "FLSA: The Final Answer," sign into the RAILS website (with the email address and password used for L2) to [view a recording](#) and handouts in the [CE Archives](#) section through November 15.

Webinar on Interlibrary Loan (ILL) Workflow Analysis December 6

Learn how to use statistics, user feedback, and staff experience to identify ILL workflow redesigns on Tuesday, December 6, from 1:30 - 3:00 p.m. The webinar will cover workflow analysis, data sources and tools, and assessing outcomes. Log into L2 for [more information/registration](#).

Other RAILS CE Opportunities:

[communications](#)

[Unsubscribe from this list](#)

[Update subscription preferences](#)

[Forward to a friend](#)

E-rate: Limited Consulting Support Available for School and Public Libraries

RAILS is offering limited consulting support to individual school and public libraries applying for E-rate, the Schools and Libraries Program of the Universal Service Fund. To learn more, contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager.

Upcoming RAILS Member Networking Meetings

RAILS members from all types of libraries are invited to these [member networking events](#) to hear the latest RAILS news and network with colleagues:

- [Tuesday, November 29, 4:00 - 5:30 p.m.](#), Hononegah High School (Rockton)
- [Wednesday, December 7, 1 - 3 p.m.](#), Bloomington Public Library

ATLAS Annual Multi-Library Staff Day December 2

ATLAS (Area Training for Librarians and Staff) presents Steve Beck and his "Leave Your Funk at the Door!" program at [ATLAS' Annual Multi-Library Staff Day](#), at the Tinley Park Convention Center, from 9 a.m. - noon, on Friday, December 2. A light breakfast will be served. The fee is \$15 for ATLAS members and \$20 for non-members. RAILS is supporting this program with a RAILS [networking/continuing education group grant](#). See [registration/more information](#).

Public Library Per Capita and Equalization Aid Grant Applications Now Available

The FY2017 Public Library Per Capita and Equalization Aid Grant application and FY2015 Expenditure Report forms are available [here](#). These important [tips and helpful reminders](#) will help you complete the application and report. When completed, click on the email button in the upper right hand corner of each document and send to Percap-grant@ilsos.net by January 15, 2017. Please add your city to the subject line. Contact [Jeanne Urbanek](#) at the Illinois State Library with any questions.

Calling All Authors for 2017 Soon To Be Famous Illinois Author Project

Entries are being accepted for the Soon To Be Famous Illinois Author Project through January 7, 2017. Subscribe to the project's [email newsletter](#) to receive the latest news and help spread the word with [this flyer](#). See more information at [soontobefamous.info](#).

Proposals for Great Lakes Resource Sharing Conference

The 2017 [Great Lakes Resource Sharing Conference](#) is June 8-9, at the DoubleTree Hilton in Oak Brook. Program proposals are being accepted through January 13, 2017. See [topic areas and more information](#).

RAILS Library Director News

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

Jesse Butz is now the Director of the Sycamore Public Library.

Jennifer Drinka is now the Director of the Antioch Public Library District.

Vanessa Hall-Bennett will be the Director of the Havana Public Library, effective November 17.

Tori Tracy is now the Director of the Hodgkins Public Library District



 e-news

New RAILS Multitype Collaborative Grants

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RAILS Closed on Thanksgiving

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Member Input on RAILS Website Needed

RAILS is asking all members to take a [five minute test](#) to help ensure that our website is easy to use and that you can find the information you need. Two participants will be randomly selected to win a \$25 Amazon gift card. To take the test, visit railslibraries.info/test through November 30.

In addition, visitors to our website may be asked to complete a brief pop-up survey on a random basis for the next several weeks.

RAILS Activities at ISLMA Conference

Be sure to stop by the RAILS booth (#406) if you are attending the Illinois School Library Media Association's (ISLMA's) "[School Librarians LEAD](#)" conference on November 3 - 5 in Tinley Park. You'll learn all that we offer for school libraries, including [eRead Illinois](#), the new [BiblioBoard](#) project, our new [collaborative multitype grants](#), and more. You will also have a chance to spin our "website wheel" to win some great prizes.

RAILS staff are also presenting programs at ISLMA on connecting kids to e-books, the draft system membership standards and how they will impact school libraries, and book repair. See more information on [RAILS Activities at the ISLMA conference](#) and the [program information/schedule](#) on the ISLMA website.

RAILS at Health Sciences Librarians of Illinois Conference

If you are attending the [Health Science Librarians of Illinois conference](#) on November 9 - 11, at

November 2, 2016

[RAILS Links](#)

[RAILS Website](#)

[Member Directory](#)

[Contact RAILS](#)

[RAILS Facebook Page](#)

[RAILS YouTube Channel](#)

Member Resources

[RAILS Community Email Lists](#)

[Library News](#)

[Continuing Education](#)

[Jobs](#)

[Free/For Sale/Wanted](#)

Upcoming Meetings

[December 13 RAILS Member Update](#)

Upcoming RAILS CE

[November 8 Fair Labor Standards](#)

[November 8 Communico](#)

[November 9 Welcoming LGBTQIA Community](#)

STEM Workshops:

[November 4 - Princeton](#)

[November 10 - Gurnee](#)

RAILS Networking Events

[November 29 - Rockton](#)

[December 7 - Bloomington](#)

Archives

library staff and pick up some great giveaways.

Popup Picks Features E-Book Collection for Cubs (and Sox) Fans

RAILS new Popup Picks e-book service capitalizes on the current Cubs mania by providing these titles in the "Ultimate Illinois Sports Fan" collection: *Ernie Banks - Mr. Cub and the Summer of '69* and *100 Things Cubs Fans Should Know and Do Before They Die*. Since there are no limits on simultaneous use or hold queues or waiting for titles, every Cubs fan in Illinois can enjoy these titles whenever they choose. White Sox fans don't need to feel left out because the collection also includes *100 Things White Sox Fans Should Know and Do Before They Die*.

The Popup Picks collection will change quarterly and will include hand-curated e-books from expert librarian curators. To view the collection, see library.biblioboard.com/home or see www.popuppicks.com for more information. Contact Natalie DeJonghe, E-Book Trainer/Coordinator, at natalie.dejonghe@railslibraries.info with any questions.

Grants Awarded for RAILS Catalog Membership

Congratulations to the latest recipients of RAILS grants for joining or upgrading membership in a RAILS system-supported shared online catalog:

- Johnsbury Public Library (PrairieCat) - \$20,660
- Knoxville Public Library (RSA) - \$7,505
- Neponset Public Library (RSA) - \$7,316
- Williamsfield Public Library (RSA) - \$3,967

The deadline to apply for the next round of [catalog membership grants](#) is January 16, 2017. If you have questions, contact Anne Slaughter, RAILS Director of Technology Services, at anne.slaughter@railslibraries.info.

"Lunch and Learn" on Communico's Platform November 8

Want to learn more about managing your website, events, room bookings, or digital signage? [Communico](#) is a unified platform that lets libraries manage all these things in one place. Learn more at a "Lunch and Learn" event at the RAILS Burr Ridge service center or via RAILS Live streaming on Tuesday, November 8, from 10:00 a.m. to noon. See [more information/registration](#).

RAILS is offering a group purchase discount for Communico to all RAILS members. Please contact [Amanda Musacchio](#), RAILS Resource Sharing Specialist, by Friday, November 11 and provide the total population served by your library to request a quote.

Webinar on Fair Labor Standards Act November 8

The Management Association will discuss how to prepare for the new Fair Labor Standards Act (FLSA) overtime rules in a webinar on Tuesday, November 8, from 9:30 – 11:30 a.m. The webinar will cover which employees are exempt and which are eligible for overtime as well as communication and implementation plans. Log into L2 for [more information/registration](#).

Webinar on Welcoming LGBTQIA Community November 9

Learn how to welcome and serve the LGBTQIA community at your library in this webinar on Wednesday, November 9, from 2:00 – 3:30 p.m. The webinar will cover collection development, programming ideas, and staff training. Log into L2 for [more information/registration](#).

[Archives](#)

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[Workshop on Understanding STEM November 4 \(Princeton\)](#)

[Workshop on Understanding STEM November 10 \(Gurnee\)](#)

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RAILS is offering limited consulting support to individual school and public libraries applying for E-rate, the Schools and Libraries Program of the Universal Service Fund. To learn more, contact [Joe Filapek](#), RAILS Consulting and Continuing Education Manager.

Upcoming RAILS Member Networking Meetings

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- [Tuesday, November 29, 4:00 - 5:30 p.m.](#), Hononegah High School (Rockton)
A tour of the library is included and Library Director Susan Bohn will share how she made the library a popular place for students.
- [Wednesday, December 7, 1 - 3 p.m.](#), Bloomington Public Library
You will hear more about services for those who cannot read standard print and about [Gail's Toolkit](#), a free online portal sponsored by RAILS that offers teaching resources for library staff.

ATLAS Annual Multi-Library Staff Day December 2

ATLAS (Area Training for Librarians and Staff) is presenting Steve Beck and his program "Leave Your Funk at the Door!" for [ATLAS' Annual Multi-Library Staff Day](#), at the Tinley Park Convention Center, from 9 a.m. - noon, on Friday, December 2. The program will offer great insight into good customer service.

A light breakfast will be provided. The fee is \$15 for ATLAS members and \$20 for non-members. RAILS is supporting this program with a RAILS networking/continuing education group grant. See [registration/more information](#).

Subscribing to RAILS Newsletters

To subscribe to RAILS newsletters, including *RAILS E-News* and e-newsletters for different library types, visit the [RAILS website](#) and click on the homepage icon for your type of library ([academic](#), [public](#), [school](#), and [special](#)). You can also subscribe via the [Newsletters](#) link in the website footer.

FY2017 Live & Learn Construction Grant Applications Available

Applications for the FY2017 Live & Learn Construction Grant Program are now open to public libraries. For information about the grants, requirements, and a link to the application, see the Illinois State Library's (ISL's) [website](#). Applications are due by January 13, 2017.

For more information, please contact [Mark Shaffer](#), [Pat Boze](#) or [Jay O'Dell](#) at ISL.

All Libraries Invited to Evaluate Electronic Resources During Try-it! Illinois

The Illinois State Library's popular Try-It! Illinois free electronic database trial is from October 1–November 30. All RAILS libraries have the opportunity to evaluate a variety of electronic resources. To obtain the login and password, visit [Try-It! Illinois](#).

Submit Proposals by November 4 for Youth Services Institute

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ORDINANCE #2016-6

ORDINANCE LEVYING AND ASSESSING TAXES OF THE INDIAN PRAIRIE
PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR
FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017

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, Seven Hundred Nineteen Thousand, Nine Hundred 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 2016. Said taxes are hereby levied for the current fiscal year of said Library District commencing July 1, 2016 and ending June 30, 2017 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 21, 2016 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	2,179,740	2,170,000
Medical/Life Insurance	142,000	135,150
IMRF	160,000	151,980
FICA	120,000	114,750
Staff Development	20,000	16,626
Board Development	3,000	1,020
Workers Compensation	12,000	9,180
Unemployment Compensation	6,000	3,448
B. MATERIALS		
Books	245,000	241,919
Periodicals	35,000	32,334
Audio	50,000	49,725
Video	60,000	59,364
Multi-Media	10,000	8,160
Electronic Reference Resources	67,000	65,586
Software/Games	8,000	7,140
Life Skills/ESL	3,000	2,040
Processing Supplies	25,000	21,930
C. BUILDING		
Cleaning Service	80,000	72,930
Gas	0	0
Electric	0	0
Telephone	9,000	7,140
Water/Sewer	0	0
Garbage Disposal	0	0
Maintenance Supplies	20,000	17,340
Security System Monitoring	3,000	1,224
Property Maintenance	30,000	25,500
Building Maintenance Repairs	60,000	51,000
D. OPERATIONS		
Office Supplies	17,000	14,280

Photocopy Supplies	6,000	5,100
Patron Cards	3,800	612
Postage	8,000	4,080
Non-Payment Reciprocal Reimbursement	5,000	3,060
Travel	1,000	510
Organizational Memberships	2,200	1,836
Bank Fees	3,000	2,550
E. AUTOMATION		
Supplies - Public Toner	8,000	7,140
Supplies - Staff Toner	8,000	6,120
Supplies - 3D Printer	1,100	714
Automation-Professional Services	8,000	5,100
Purchase of Equipment	16,000	12,750
Automation-Equipment Repairs	5,000	3,723
Software	27,000	18,870
System Wide Automated Network (SWAN)	47,000	46,532
Telecommunications	4,000	2,448
F. CONTRACTUAL SERVICES		
Professional Services	5,000	4,000
Legal Services	8,000	3,600
Audit	4,000	3,900
Credit Bureau	2,000	1,530
Equipment Maintenance/Repairs	3,000	2,400
Photocopier Maintenance Contracts	5,000	4,800
G. INSURANCE		
Insurance	0	0
Bond	1,500	1,428
H. PUBLIC INFORMATION		0
Marketing Newsletter	37,000	35,311
eNewsletter	2,000	1,734
Advertising	2,000	510
Marketing Supplies	2,000	510
Informational Printing	8,000	2,550
Legal Notices	2,000	1,428
Special Events	28,000	25,092
I. CAPITAL OUTLAY		
Equipment/Furnishings	0	0
J. CONTINGENCY	50,000	7,196
TOAL CORPORATE FUND EXPENDITURES	3,677,340	3,496,900

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

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

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

63,000

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

16,000

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

54,000

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

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

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

0

0

66

This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2016/2017 fiscal year, of \$0. 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	3,677,340	3,496,900
AUDIT EXPENDITURES	0	0
BUILDING/MAINTENANCE FUND	200,000	90,000
ILLINOIS MUNICIPAL RETIREMENT FUND	65,000	63,000
LIABILITY INSURANCE	18,000	16,000
SOCIAL SECURITY	55,000	54,000
SPECIAL RESERVE FUND	100,000	0
BOND RETIREMENT FUND	0	0
WORKING CASH FUND	0	0
GRAND TOTAL	4,115,340	3,719,900

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 16th day of November, 2016, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 16th day of November, 2016.

ATTEST:

Victoria Suriano, President

Beena Deshmukh, Secretary

67

*Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

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WHEATON, ILLINOIS 60187-0564
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HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

REIMBURSEMENT OF EXPENSES

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: October 5, 2016

This memorandum addresses a new statute regulating reimbursement to Library Trustees and employees for expenses incurred on Library business.

The new statute is The Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1.

Attached is a copy of the Act and sample documents, i.e., an Ordinance for Library Districts and a Resolution for Village and City Libraries.

COMMENTS/RECOMMENDATIONS

1. The Act applies to Public Libraries and other units of local government.
2. The key elements/requirements of the Act:
 - a. Adopt an Ordinance or Resolution regulating reimbursement of expenses;
 - b. Approve by roll call vote expenses of employees which exceed the maximum allowable reimbursement established by the Ordinance/Resolution;
 - c. Approve by roll call vote any reimbursement to a Library Trustee;
 - d. Reimbursing expenses for entertainment is prohibited.

3. Entertainment is defined in the Act, i.e.:

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event (Section 5 of the Act).

4. We recommend Board action on or before January 1, 2017.

5. Feel free to tweak the Exhibits to the sample Ordinance/Resolution.

6. Note that monetary amounts should be included in Exhibit A. Attached simply as an example of amounts is an Expense Table for the Oak Park and River Forest High School.

7. We encourage you to develop additional forms for reimbursements to expedite the process for reimbursement.

Roger A. Ritzman
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221 E. Illinois Street, P.O. Box 564
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Phone (630) 665-1900
Facsimile (630) 665-0407
rritzman@psnrb.com
\\Psnrb\rv3\psnrb\LIBRARY\DIST\MEMO\Reimbursement of Expenses.doc RAR:tlh 10/5/16

PERSONNEL CODE – Reimbursement

original policy

810 Reimbursement

810.1 Professional Meetings

Employees are encouraged to participate in professional workshops and meetings. The Library Director will authorize attendance and reimbursement for these activities in accordance with the amount allocated for Staff Professional Training in the annual library budget and the need to provide adequate staffing to operate the library. Travel time should be included in recording hours worked.

When reimbursement for attendance has not been allocated in the budget, the Library Director may authorize up to 3 days of paid work release time for professional staff (Grade VIII and higher) to attend state or national conferences at their own expense. Adequate coverage during the absence must be assured.

810.2 Expense Reimbursement

The District shall reimburse any staff member for expenses incurred while on official library business as determined and approved by the Library Director. Whenever possible, receipts should be submitted with the request for reimbursement. Any request over \$25.00 requires a receipt.

810.3 Transportation

810.3.1 Privately Owned Vehicle

Mileage costs will be reimbursed at the United States Internal Revenue approved rate. Mileage will be determined by round trip from point of origin. In addition to mileage, tolls and parking fees are reimbursable. Travel by vehicle beyond 200 miles shall be reimbursed at the mileage rate or the cost of the lowest available fare for air travel, whichever is less.

810.3.2 Commercial Vehicle

Reimbursement shall be for the actual cost of travel not to exceed the lowest fare available for travel by air.

810.4 Lodging

The cost of lodging should not exceed the cost of a single room.

810.5 Meals

810.5.1 During Activities Requiring Overnight Stay

The cost of meals should not exceed the per diem rate established by the Board (\$50.00 per day).

PERSONNEL CODE – Reimbursement

810.5.2 Local Meetings and Business

Employees will be reimbursed the actual cost of the meal when the meal is included or is an extension of a workshop or meeting and when the employee is unable to return to the library by mealtime.

810.6 Tuition Reimbursement

If the library requires an employee to take a class, the Library Director may authorize full tuition reimbursement and allow work release time for class attendance.

An employee may be required to take a class at his own expense without work release time in order to qualify for a position or to meet minimum skill levels.

810.7 Library Association Memberships

The library will reimburse professional librarians, full-time staff and supervisors 50 percent of their membership dues in the Illinois Library Association and the American Library Association.

810.8 Professional Librarian Job Candidates

The Director may authorize travel expenses for candidates who have been chosen as finalists after a preliminary interview (i.e., telephone, conference) and after references have been checked.

PERSONNEL CODE – Reimbursement

Proposed policy

810 Reimbursement

810.1 Professional Meetings

Employees and trustees are encouraged to participate in professional workshops and meetings. The library director will authorize attendance and reimbursement for these activities in accordance with the amount allocated for professional training in the annual library budget and the need to provide adequate staffing to operate the library. Travel time should be included in recording hours worked.

When reimbursement for attendance by staff has not been allocated in the budget, the Library Director may authorize up to 3 days of paid work release time for professional staff (Grade VII and higher) to attend state or national conferences at their own expense. Adequate coverage during the absence must be assured.

810.2 Permitted Travel Expenses

The Indian Prairie Public Library District shall reimburse expenses, including transportation, meals, and lodging which are necessary for library district business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, workshops and any other event or program consistent with the library’s purpose as well as errands for library business. All modes of transportation relative to conferences must be approved by the library director prior to travel. Appropriate receipts must be submitted as part of the reimbursement request.

Maximum Reimbursable Rates for Transportation

<u>Air Travel</u>	<u>Lowest reasonable rate (coach)</u>
<u>Auto</u>	<u>IRS standard mileage rate at time of reimbursement (cost to drive to a conference may not exceed airfare cost). Mileage will be determined by round trip from point of origin.</u>
<u>Tolls</u>	<u>Actual rate</u>
<u>Parking</u>	<u>Actual reasonable rate</u>
<u>Rental Car</u>	<u>Lowest reasonable rate (midsize car, cost shall not exceed airfare)</u>
<u>Rail or Bus</u>	<u>Lowest reasonable rate (cost shall not exceed airfare)</u>
<u>Taxi, Shuttle, etc.</u>	<u>Actual reasonable rate</u>

Maximum Reimbursable Rates for Meals

The maximum per diem is \$55.00 for conferences not in the Chicago area. The per diem amount will be reduced on departure and return days based on the times of departure and return. Meals provided at a conference or seminar will be considered as part of the per diem. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost if they are part of the workshop/meeting or when the employee is unable to return to the library by mealtime. Alcohol is not a reimbursable expense.

Maximum Reimbursable Rates for Lodging

Reimbursement will be made for locations convenient to the activity with prior approval by the library director. Attendees are expected to share a room whenever possible. In such cases, the maximum reimbursable rate will be half the cost of a standard double-room. If an attendee is not able to share a room the reimbursable rate will be for a standard single-room.

Entertainment Expenses

No expenses will be reimbursed unless ancillary to the purpose of the program, conference or other official business and approved in advance by the library director.

810.3 Advanced Expenses

Travel and lodging expenses advanced to an employee or trustee require proper documentation of anticipated costs. Actual receipts must be provided within 30 days of completion of travel. Any amount paid by the library in excess of the actual receipts filed must be repaid to the library within 30 days.

810.4 Approval of Expenses

No expenses shall be reimbursed without the approved reimbursement request form. The library director will approve all expenses incurred by staff as described in 810.2. Expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees. Expenses in excess of the amounts stated in 810.2 must be approved by roll vote at an open meeting of the Library Board of Trustees.

810.5 Tuition Reimbursement

If the library requires an employee to take a class, the Library Director may authorize full tuition reimbursement and allow work release time for class attendance.

An employee may be required to take a class at his own expense without work release time in order to qualify for a position or to meet minimum skill levels.

810.6 Library Association Memberships

The library will reimburse professional librarians, full-time staff and supervisors 50 percent of their membership dues in the Illinois Library Association and the American Library Association.

810.7 Professional Librarian Job Candidates

The Director may authorize travel expenses for candidates who have been chosen as finalists after a preliminary interview (i.e., telephone, conference) and after references have been checked.

ORDINANCE NO. 2016-8

ORDINANCE REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

Recitals and Definitions

1. **Requirement.** This Ordinance is adopted by the Board of Library Trustees of the Indian Prairie Public Library District responsive to the requirements of The Local Government Travel Expense Control Act (the Act), 50ILCS 150/1.
2. **Reimbursable Rates.** The Library District shall reimburse permitted expenses as set forth in the library Personnel Code, Section 810 Reimbursement.
3. **Reimbursement Request Form.** The Library District shall only approve reimbursement of expenses if a Library Trustee or employee submits expenses on the Library District's Reimbursement Request Form (attached).
4. **Entertainment Expenses.** The Library District shall not reimburse any Library Trustee or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may be approved only by a roll call vote at an open meeting of the Board of Library Trustees:
 - a. Any reimbursable expenses of an employee that exceeds the maximum allowed.
 - b. Any reimbursable expense of a Library Trustee.
6. **Forms.** The Library Director is authorized to develop such additional forms as the Library Director deems helpful and consistent with this Ordinance and the Act.
7. **Conflict.** All ordinances or part of ordinances conflicting with any provision of this Ordinance be and the same are repealed.
8. **Effective Date.** This Ordinance shall be in full force and effect January 1, 2017.

Adopted November 16, 2016, pursuant to a roll call vote as follows:

AYES:
NAYES:
ABSENT:

Victoria Suriano, President
Board of Trustees
Indian Prairie Public Library District

ATTEST:

Beena Deshmukh, Secretary
Board of Trustees
Indian Prairie Public Library District

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT



Travel, Meal, Lodging Expense Reimbursement Form

EMPLOYEE/BOARD MEMBER:

TITLE/POSITION:

MILEAGE RATE: \$0.54

CONFERENCE MEALS PER DIEM: \$55.00/day

	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	TOTAL
TRANSPORTATION										
Miles Driven										0
Miles Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking										\$0.00
Tolls										\$0.00
Rail or Bus										\$0.00
Airfare										\$0.00
Car Rental										\$0.00
Taxi, Shuttle, etc.										\$0.00
Destination										\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

LODGING & MEALS

Lodging										\$0.00
Meals										\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

CONFERENCES/MEETINGS/WORKSHOPS/ERRANDS, ETC.

Topics/Purpose	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	TOTAL
Registration Cost										\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Employees/Trustees Signature:

Date:

Approved:

Supervisor or Dept. Head

Director:

TOTAL EXPENSES

\$0.00

ALL RECEIPTS MUST BE ATTACHED.

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*Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

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ROGER A. RITZMAN
MARK A. RITZMAN

ALCOHOLIC BEVERAGES ON LIBRARY DISTRICT PROPERTY

TO: Public Library Clients
FROM: Roger A. Ritzman/Mark A. Ritzman
DATE: October 20, 2016

This memorandum addresses a recent amendment to the Liquor Control Act which, subject to certain conditions, allows delivery/sale of alcoholic beverages in any building owned by a Public Library District.

The amendment is contained in P.A. 99-0559 effective 7/15/16 (see 235 ILCS 5/6-15).

The relevant language is as follows:

Alcoholic liquors may be delivered to and sold at retail in any building owned by a public library district, provided that the delivery and sale is approved by the board of trustees of that public library district and is limited to library fundraising events or programs of a cultural or educational nature. Before the board of trustees of a public library district may approve the delivery and sale of alcoholic liquors, the board of trustees of the public library district must have a written policy that has been approved by the board of trustees of the public library district governing when and under what circumstances alcoholic liquors may be delivered to and sold at retail on property owned by that public library district. The written policy must (i) provide that no alcoholic liquor may be sold, distributed, or consumed in any area of the library accessible to the general public during the event or program, (ii) prohibit the removal of alcoholic liquor from the venue during the event, and (iii) require that steps be taken to prevent the sale or distribution of alcoholic liquor to persons under the age of 21. Any public library district that has alcoholic liquor delivered to or sold at retail on property owned by the public library district shall provide dram shop liability insurance in maximum insurance coverage limits so as to save harmless the public library districts from all financial loss, damage or harm.

A sample policy is attached.

COMMENTS

1. The amendment is limited to Library Districts.
2. The amendment does not include language which exempts Library Districts from complying with local municipal requirements for permits/licenses. As a result, permits/licenses from local municipalities should be obtained (if required).
3. There are several sample policies in circulation. We encourage you to "customize" a Policy (and the form of Application).
4. May alcoholic beverages be served outside of the Library building? The language in the statute is ambiguous. In the first sentence, the language refers to "in any building owned by the library." Later, the statute refers to "on property owned by the library." Does this mean alcohol may be served outside of the building, e.g., outdoor events? The conservative approach is to limit alcoholic beverages to inside the building.
5. We recommend you contact your insurance agent and obtain written confirmation that the Library District has the required insurance coverage. Depending on the event (and whether alcohol is free or is sold), a special events endorsement may be necessary.
6. Reminder that the type of events where alcohol may be delivered/sold is limited to:
 - a. Library fundraising events;
 - b. Programs of a cultural or educational nature.

From the library's Insurance agent:

I am following up on our discussion regarding the serving of alcohol on library property. As I mentioned, the standard general liability insurance policy excludes liquor liability coverage for those organizations that are in the business of manufacturing, distributing, selling or serving of alcoholic beverages. Since the library **is not** in the business of doing any of these, the exclusion does not apply and therefore there is coverage. Some of these exclusions even go further to say that even if an insured serves and charges for the alcohol, it is still not excluded as long as they are not 'in the business of.....' as cited in my third sentence.

If a library decides to serve and charge for alcohol, it would best be done via a caterer or some type of business that does this for a living which has experience in serving alcohol and also has the necessary insurance in place which might allow the library to be named as an additional insured on their policy. This would transfer the risk to someone else other than the library. If this is not done via a caterer or other third party it may be prudent in these instances to consider purchasing a small liquor liability policy just for the added protection.

USE OF LIBRARY FACILITIES

670 Alcoholic Beverages

The Board of Library Trustees (the Board) recognizes that, from time to time, it may be appropriate to allow alcohol to be served in the library during library fundraising events or during programs of a cultural or educational nature.

The Board may allow the sale or serving of alcoholic beverages in the library subject to the following:

- Alcoholic beverages may be permitted only at library fundraising events or programs of a cultural or educational nature.
- Serving alcoholic beverages at any event must be approved in advance in writing by the Library Director.

Who may serve alcohol?

- Alcohol may be served by third party vendors/caterers/program sponsors.
- Alcohol may be served by library staff or volunteers who are approved by the Library Director.

Where may alcohol be served?

Alcohol may be served within an enclosed or controlled space, such as a meeting room or conference room or in other public areas when the library is closed, provided as there is a means by which to:

- Prevent access to the general public;
- Prevent alcohol from being removed from the premises by attendees;
- Prevent the sale or distribution of alcohol to persons under the age of 21.

Liability Insurance

The Library Director shall assure that the library maintains dram shop liability insurance in maximum insurance coverage limits, or third party vendors/caterers/program sponsors shall maintain dram shop liability insurance in maximum insurance coverage limits. Proof of such insurance shall be provided. The library shall be named as an additional insured on such coverage.

Library Rules and Regulations

All library rules and regulations shall remain in effect at all times

Local Laws

The library and third party vendors/caterers/program sponsors shall comply with applicable local laws and ordinances and obtain applicable permits and licenses.

Application to Serve Alcoholic Beverages

A third party vendor/caterer/program sponsor shall submit an Application to Sell/Serve Alcoholic Beverages in a form to be provided by the library.

USE OF LIBRARY FACILITIES

670 Alcoholic Beverages

Reservation of Rights

The Board reserves all rights and discretion with respect to enforcing this Alcoholic Beverages Policy.

Adopted 11/16/16

Access refers to the ease with which all residents can use the library. Some of the factors that affect access are hours of service; quality of cataloging; the physical facility and distance to the physical facility; the quantity, quality, relevance, formats, and arrangement of the collections; quality and quantity of staff; public relations; policies on use of collection and services; and availability of collections and services outside the library. The extent to which the library uses existing and emerging technology to provide in-house as well as remote access is an additional factor. While existing budget limitations may prevent immediate use of some technology, it is important that those responsible for long-range/strategic planning keep current on products and services so that informed decisions can be made as soon as funding becomes available. Standards that relate directly to the building or "fixed assets" such as lighting and furniture are included in Facilities chapter.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 2, 5, 13, 16, 17, 18, 19, 20, and 22 in Chapter 1. *See attached*

ACCESS STANDARDS

1. Hours of service are posted on a sign visible to the public from outside the library building.
2. Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible. (See Appendix N for recommended hours of service by population.) Some information is available electronically twenty-four hours per day (minimally the library website and online catalog). (See Appendix N) *we meet this*
3. The library has a website with current information and content updated at least weekly. The website allows for patron inquiry or comment and feedback. The website should also provide the opportunity for remote 24/7 access to online databases, virtual reference, registration, access by users to their own accounts, and other library services. Staff responds to online requests for information.
4. All basic services are available when the library is open. For the purposes of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If reference and reader's advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open. Internet access is available to adults and children with a sufficient quantity of computers and bandwidth to meet most needs. Some access may be provided through wireless installations that enable people to use mobile devices or their own personal devices for Internet searching.
5. The collections are arranged and housed in a way that provides the greatest accessibility for all users.
6. Materials and guides for library use are made available in languages and formats appropriate to the community.
7. Materials are not sequestered from any user except for the purpose of protection from theft and damage.
8. All circulating materials may be borrowed by all persons with a valid library card who reside within the jurisdictional boundaries of the library regardless of the age, sex, or social or economic status of the patron. (See Appendix L)
9. All materials, except those judged by the library administrator to be irreplaceable or needed in the collection for reference service, are available for use within the library by all persons regardless of the age, sex, or social or economic status of the patron.
10. Lending regulations facilitate maximum use of library materials.
11. The library publicizes and promotes interlibrary loan to its patrons. Library staff develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.
12. The library's bibliographic and holdings information are in machine-readable form using the MARC format. Accurate and easily understood bibliographic access is provided through a computerized catalog that is accessible remotely as well as in the library. This access may be provided through the library's catalog or the catalog of a Local Library System Automation Project (LLSAP) to which the library contributes records. Either through a local consortial Online Public Access Catalog (OPAC) or through WorldCat from OCLC, a current record of the library's holdings is made available.
13. Through clear signage or logical placement, the services, collections, and amenities of the library are easily located.
14. The library ensures access to its collections and services for patrons with disabilities through the provision of auxiliary aids and alternate formats.

15. The library provides access to its collections and services for patrons unable to travel to the library. (Some of the ways to provide this kind of service are deposit collections, programs held in sites outside the library, and home delivery.)
16. Telephone, text telephone, and fax numbers are listed in a phone book. The library has sufficient incoming telephone lines for voice and data transmission to accommodate staff and user needs.
17. If a meeting room is available for the public, its use is limited by time, place, and manner only and not by the subject or content of the program.
18. The library has policies for Internet use, retention of patron-associated records, and for responding to search warrants and subpoenas. (See Appendix L)

ACCESS CHECKLIST

- Library has a publicized, fixed schedule of open hours.
- Library has a website and online catalog for 24/7 access.
- All basic services are available when the library is open.
- All materials are available for use in the building or for checkout by persons regardless of age, sex, or social standing.
- Library participates in and promotes interlibrary loan.
- Library's holdings information is in machine-readable form and part of a remotely accessible electronic database.
- Library provides auxiliary aids and alternate formats to enable persons with disabilities to use collections and services.
- Library has a sufficient quantity of computers and bandwidth to meet most needs.
- Library publishes and promotes the telephone and fax numbers and also the website address for the library.
- Library has policies for Internet use, retention of patron-associated records, and for a meeting room, if one is available.

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Chmara, Theresa. *Privacy and Confidentiality Issues: A Guide to Libraries and Their Lawyers*. Chicago: American Library Association, 2009.

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Mates, Barbara T. and William R. Reed. *Assistive Technologies in the Library*. Chicago: American Library Association, 2011.

McClure, Charles R. and Paul T. Jaeger. *Public Libraries and Internet Service Roles*. Chicago: American Library Association, 2008.

Pinnell-Stephens, June. *Protecting Intellectual Freedom in Your Public Library: Scenarios from the Front Lines*. Chicago: American Library Association, 2012.

WEBSITES

Freedom to Read Foundation

www.ftrf.org

Illinois State Library Talking Book and Braille Service

www.ilbph.org

Library Terms That Users Understand

www.jkup.net/terms.html

PolyTalk, a library interpreter's network

www.polytalk.info/languagekit.html

NATIONAL PUBLIC LIBRARY DEFINITION

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the "PLSC Public Library Definition" as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and,
5. is supported in whole or part with public funds.

INTRODUCTION

The *Serving Our Public 2.0* Task Force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the task force is that a "one-size-fits-all" document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word "library" signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library's strategic plan. The staff and boards of libraries that meet basic standards might pose the query, "What makes a library effective?" and consider ways of enhancing the library's effectiveness in serving its community. After reviewing the federal library standards and other states' library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;*
2. have an organized collection of information;
3. have written library policies approved by the library's governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

**Illinois law does also recognize contractual libraries.*

In addition to these essential standards, listed below are standards that have been enhanced and defined.

ILLINOIS PUBLIC LIBRARY CORE STANDARDS

- * **Core 1** The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- * **Core 2** The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4** The library complies with all other state and federal laws that affect library operations. (See Appendix F)
- * **Core 5** The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices A, B, and C)

- Core 6** The library adopts and adheres to the *Public Library Trustee Ethics Statement*. The library adopts and adheres to the *Code of Ethics of the American Library Association*. (See Appendices D and E)
- Core 7** The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix H)
- Core 8** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (*For the purposes of this document, a qualified librarian is a person holding a Masters of Library Science (MLS) degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an MLS from an ALA-accredited institution.*)
- Core 9** The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10** The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12** The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- * **Core 13** The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation. (See Appendices J, L, M, O, P, and R)
- Core 14** The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15** The board of trustees annually reviews the performance of the library administrator.
- * **Core 16** The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- * **Core 17** The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- * **Core 18** The library utilizes a variety of methods to communicate with its community.
- * **Core 19** The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- * **Core 20** A library is open a minimum of fifteen hours per week according to the *Illinois Compiled Statutes*. Ideally, a library should be open twenty-five hours per week. The hours are scheduled for the convenience of the community the library is serving. (See Appendix N)
- Core 21** As a baseline, the library appropriates monies to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- * **Core 22** The library board and staff promote the collections and services available to its community.
- Core 23** At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.
- Core 24** At least every five years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the need.
- Core 25** The library board shall be in compliance with the *Open Meetings Act*.

**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

A parent came up to tell me that they rearranged their preschooler's schedule to make sure that their child could attend Junior Genius: "She just loves library class so much!"

Patron stopped by to tell us that we have a remarkable collection and then asked how we go about building such a "superb" selection! I spent a little while explaining about review journals and collection development. Patron used to work in a school and was once tasked to build a youth library at the school.

"We've been missing our weekly SHAKE, SHIMMY, & DANCES. Every time we come to the library, she starts singing Shake Hands with Friends!"

Circulation

On Monday 10/31/16; a patron was upstairs in K&T using her phone while her child did homework on the computer. Her phone died and the reference librarian said we could charge it. Patron forgot about the phone and left the building when her child was done. When she realized that she left her phone here, she came back and said the phone was in the exact same place as when she left it. She just wanted us to know what a good experience this was.

"The library is very well attended. There are always a bunch of people here".

"Thank you for the beautiful children's program. Thank you so much!" A patron with two children said to me on her way out on 10/10/16.

A lady patron came in and said every time her grandson (8 years old) from Indian visits her he wants to come to her library. He just loves this library.

Patron said he travels a lot for work and likes to check out other libraries while away. "You have a really nice library here".

Patron remarked that she is never upset when she sees the library on her tax bill. "It is money well spent."

A patron commented that broadcasting the World Series on the big screen in the lobby was a great idea. Nikki

"The library notices I receive for fines due are very nasty." A patron at the checkout desk said.

October 2016 Listening Posts

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Adult

Patron wanted to share that she really appreciated TJ's help with her computer. "He is so nice and has the patience of an angel."

Patron was amazing that I was able to find and print in color the 2017 social security benefits schedule. She said she has never gotten a no in all her 20 years of coming to the library.

Patron would like to have the withdrawn magazines put in the Friends section of the cafe. She especially likes the cooking magazines which are so expensive to buy.

Technology

Administration

Several patrons commented how nice our library is when they attended a garden club meeting in the meeting room.