

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Truth in Taxation Hearing
November 15, 2017 – 7 p.m. – Board Room

- A. Roll Call
Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano
- B. Statement of Purpose: The purpose of the hearing is to provide the opportunity for public comment on the proposed property tax levy increase. Page 3
- C. Public Questions/Comments
- D. Closing of Hearing

Board of Trustees Regular Meeting
November 15, 2017 – 7:10 p.m. – Board Room

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

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

Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
 - 1. Thelen to Ryan re: Stinger Magazine Page 4
- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, October 18, 2017 Page 5
 - 2. Treasurer's Report Page 8
 - 3. Action on Bill/Additional Bills Page 12
 - 4. Ordinance #2017-9 Directing County Clerk as to PTELL Reduction Page 17
 - 5. Approval of FY2018 Illinois Public Library Per Capita Grant Page 19

6.	Building and Grounds Committee Meeting Minutes, October 26, 2017	Page 23	
7.	Determination to Dispose of Personal Property	Page 24	
F.	Items Deleted from Omnibus Consent Agenda		Action
G.	Library Director's Report	Page 25	Information
H.	Department Reports		Information
	1. Assistant Director	Page 29	
	2. Marketing	Page 33	
	3. Adult	Page 35	
	4. Circulation	Page 40	
	5. Technology and Technical Services	Page 42	
	6. Youth	Page 46	
I.	Staff Report None		
J.	Reports		
	1. Chamber Reports (Jenkins)	Page 56	Information
	2. RAILS	Page 57	Information
	3. Building and Grounds Committee (Krupicka)		Information
	4. Finance Committee (no report)		
	5. Planning/Annexation Committee (no report)		
	6. Policy Committee (no report)		
K.	Unfinished Business		
	1. Ordinance #2017-8 Levying and Assessing Taxes	Page 67	Action
L.	New Business		
	1. Request to Purchase Furniture for Kids & Teens Department	Page 71	Action
	2. MPI Investments	Page 72	Discussion
	3. Review of <i>Serving Our Public 3.0</i> , Chapter 12 "Safety"	Page 81	Information
	4. Review of Illinois State Library Literacy Program		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 2017 (2017-18 fiscal year) will be held on November 15, 2017 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 2016 were \$3,397,575.
The proposed corporate and special purpose property taxes to be levied for 2017 are \$3,749,820. This represents a 10.4% increase over the previous year.
3. The property taxes extended or abated for debt service and public building commission leases for 2016 were \$0.
The estimated property taxes to be levied for debt service and public building commission leases for 2017 are \$0. This represents an increase/decrease of 0%.
4. The total property taxes extended or abated for 2016 were \$3,397,575.
The estimated total property taxes to be levied for 2017 are \$3,749,820. This represents a 10.4% increase over the previous year.

Published in The Downs Newspaper
on 11/2/17.



HINSDALE SOUTH HIGH SCHOOL

Arwen Pokorny Lyp Principal
Eric Martzolf Asst. Principal
Kari Peronto Asst. Principal
Arthur Ostrow Athletic Director
Michael Holland Director of Counseling
Kathryn Tosh Activities Director
Alex Bitto Director of Deans
Kristin MarksPascavage Director of Special Ed

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Ms. Ryan -

Enclosed is a copy of the first issue of Stinger Magazine. Please find your ad on page eight.

I just wanted to write to say how much I appreciate your support of our organization and its student-journalists. You really do help to make all of this possible, and I believe they learn so much by interacting with members of the community like yourself.

Furthermore, as an English teacher, I value the sorts of literacy and cultural offerings that Indian Prairie consistently provides. Thanks for helping to make the community a better place.

All the best,

Brian Thelen
Advisor, Stinger Magazine

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of October 18, 2017

**Board of Trustees Regular Meeting
October 18, 2017 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7 p.m. Secretary Deshmukh called the roll.
Present: Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti (arrived at 7:03 p.m.), Victoria Suriano
Absent: none
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Mary Krekelberg
Others: Adrienne King, a Willowbrook resident and student at Anderson University is observing the Board for her leadership seminar and Joe Martin of Brian Zabel & Associates regarding L1 of New Business

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

D. Communications and Announcements

1. Community High School District 99 re: Bond Measure
2. Bukovac to Darien Woman's Club re: Donation

E. Omnibus Consent Agenda

1. Minutes of Budget and Appropriations Hearing and Minutes of Regular Board Meeting, September 20, 2017
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. 2018 Days Closed Calendar
5. Proposal to Replace HVAC Pump Motors at Maximum Cost of \$5,641.80 from Reserve Monies

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

F. Items Deleted from Omnibus Consent Agenda - none

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At this point Joe Martin spoke to the Board regarding the FY2016-2017 Audit (item L1 of New Business). He left at 7:30 p.m. and the Board continued with the rest of the agenda

G. Library Director's Report

Bukovac distributed a sample postcard that will be mailed to Farmingdale to promote IPPL as a benefit to the residents there. Krupicka noted the thorough analysis of the security monitor position contained in Bukovac's written report. Bukovac feels the new plan will be much more effective especially for youth services and the library's basic custodial needs will still be met. Ruscitti asked if the Finance Committee will be meeting to review MPI's investment performance. It was noted that MPI attended the August Board meeting. Ruscitti stated that the return the library is getting from MPI may not be as high as we initially thought. She offered to help facilitate a Finance Committee meeting. Bukovac noted that Krupicka is the Finance Committee chairman.

H. Department Reports

I. Staff Report – Mary Krekelberg, Adult Services Librarian, spoke to the Board about her Civics 101 programming. She recognized a need for a civics refresher and developed a four-part series about how our government works. She lined up speakers for the four topics: Three Branches of Government, Role of the Supreme Court, Local and State Legislative Governments, and Civic Responsibilities. Krekelberg also highlighted two library discussion groups, Great Decisions and Current Events. Great Decisions, a staff-moderated group, discusses foreign policy issues based on topics developed by the Foreign Policy Association. Current Events, which evolved out of Great Decisions, is a self-directed group that meets to discuss foreign and domestic policy issues.

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 - none

L. New Business

1. FY 2016-2017 Audit, Joe Martin of Brian Zabel & Associates reviewed the audit report with the Board. Martin said the financials are in good order and the library received a clean opinion. He complimented the great job done by Administrative Office Coordinator, Nancy Roy. Martin said the library has a healthy General Fund balance and the Special Reserve Fund is not overfunded. The findings in the report are very positive. With respect to IMRF, the library's funded percentage is 81.34% which Martin noted is a good number. He has seen this number as low as 20% in some districts. Ruscitti questioned the library's liability if IMRF goes away. Bukovac said that if IMRF were to go away the library is not liable for pension payments and Martin agreed. Ruscitti said that we have a liability to IMRF. Bukovac said that's why each year the library finds out what the percentage is that it, as an employer, has to pay relative to this liability. The percentage is also relative to the

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- investment return that IMRF makes on the money it has. Ruscitti asked why the plan fiduciary net position went down from 86% in 2014 to 81% in 2016. She asked if we added any employees that have a lot of service that we're covering. Ruscitti said we need to be sensitive, when we hire, to the fact that people carry their IMRF liability with them.
2. Draft of Levy for FY 2017-2018 – There were no questions regarding the draft.
 3. Resolution #2017-D To Determine Estimate of Funds Needed For 2017-2018 Fiscal Year – Damon moved, Krupicka seconded to approved Resolutions #2017-D To Determine Estimate of Funds Needed for 2017-2018 Fiscal Year. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: none. Motion carried unanimously.
 4. Notice of Proposed Property Tax Increase for Indian Prairie Public Library District – Akhras moved, Megaridis seconded to approve the Notice of Proposed Property Tax Increase for Indian Prairie Public Library District. Ayes: Akhras, Damon, Deshmukh, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: none. Motion carried unanimously.
 5. Serving Patrons by Telephone – Bukovac brought information to the Board regarding how we manage answering the phones. Currently, the phones are answered by the receptionist in the Circulation Department and by an auto-attendant during some hours. Bukovac asked the Board to be thinking about whether we should continue to have a live person answering the phones or consider changing to an auto-attendant or call service. Our current phone system does not provide us with statistics on incoming calls however our new system, VOIP, will be able to provide us with statistics that we can analyze. The new phone system will also provide direct lines to the service desks and some staff. In order to understand the impact of phone calls, Bukovac has directed the service desks to track the type of calls they receive. She also asked the department heads to brainstorm about what their staff could be doing if they did not have to answer as many phone calls. How can we best use our staff? Bukovac will bring information and statistics to the Board as it is available. This will be an ongoing conversation.
 6. Safety Review per Per Capita Grant Requirements – The Per Capita Grant requires the trustees review safety procedures. Birmingham presented on the library's active shooter safety procedures. Library staff are in the process of watching a video regarding what to do in the face of an active shooter. Emergency manuals that contain the written procedure are in the departments. The Board watched the active shooter video.

M. Scheduled Meetings - none

N. Community Events

O. Library Event

P. Adjournment

At 8:37 p.m. Krupicka moved, Megaridis seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 10/31/2017

Balance on hand as of September 30, 2017.....	3,999,784.36
Cash Receipts for October.....	108,592.59
Cash Disbursements for October.....	296,013.95
Cash on hand as October 31, 2017.....	3,812,363.00

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.069%

General.....	996,849.02
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	8,875.01
Children's Endowment.....	2,917.60
Endowment.....	11,294.56
MPI Investment (Corporate Fund).....	2,558,866.93

MB - Checking

General.....	34,578.01
Hinsdale Bank & Trust - Checking.....	60,844.35
MB - Savings - Rate .80%	
General.....	118,766.78
Petty Cash/Circulation.....	404.00
Balances as of October 31, 2017.....	3,812,363.00

FUND BALANCES AS OF 10/31/2017

Corporate Fund.....	3,692,909.48
Building & Maintenance Fund.....	53,935.08
I.M.R.F. Fund.....	132.06
Liability Fund.....	(411.22)
Social Security Fund.....	4,165.93
Special Reserve Fund.....	5,600.91
Current Liabilites.....	56,030.76
Grand Total All Funds.....	3,812,363.00

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**Indian Prairie Public Library District
Consolidated Revenue Report for October 2017**

Percent of Year: 33.33

	RECEIVED October 17	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	89,794.09	3,388,303.65	97.59%	3,472,004.00	83,700.35
41150 · Non-current Property Taxes	0.00	85.59	0.00%	0.00	-85.59
43100 · Interest-Tax Levy	0.00	5.41	0.00%	0.00	-5.41
TOTAL PROPERTY TAX & LEVY INTEREST	89,794.09	3,388,394.65	97.59%	3,472,004.00	83,609.35
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00%	32,000.00	32,000.00
INTEREST					
43500 · Interest - Investment	1,158.80	3,078.35	205.22%	1,500.00	-1,578.35
TOTAL INTEREST	1,158.80	3,078.35	205.22%	1,500.00	-1,578.35
DESK MONIES					
45100 · Copier	451.90	1,570.85	32.73%	4,800.00	3,229.15
45120 · Computer Copies	1,116.00	4,779.51	31.86%	15,000.00	10,220.49
45200 · Fines/Fees	5,037.42	20,407.40	41.65%	49,000.00	28,592.60
45250 · Gifts/Donations	0.00	8,966.74	1793.35%	500.00	-8,466.74
45300 · Lost Materials	1,150.72	2,868.39	23.90%	12,000.00	9,131.61
45350 · Non-Resident Fees	6,658.02	32,468.18	38.65%	84,000.00	51,531.82
45400 · DVD Fines	127.00	477.65	47.77%	1,000.00	522.35
45450 · Top Picks	7.00	86.00	0.00%	0.00	-86.00
45550 · Meeting Room Rental	0.00	100.00	50.00%	200.00	100.00
45600 · ILL Fees	64.59	399.50	57.07%	700.00	300.50
45650 · 3D Printing	46.60	141.90	28.38%	500.00	358.10
45660 · Carvey	8.50	37.50	12.50%	300.00	262.50
45700 · Passport Fees	1,000.00	3,875.00	25.83%	15,000.00	11,125.00
TOTAL DESK MONIES	15,667.75	76,178.62	41.63%	183,000.00	106,821.38
OTHER INCOME					
46500 · OCLC Refund	0.00	989.75	141.39%	700.00	-289.75
46700 · Miscellaneous	1.00	1,114.75	55.74%	2,000.00	885.25
46800 · Collection Agency Fee	10.00	30.00	10.00%	300.00	270.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
TOTAL OTHER INCOME	11.00	2,134.50	71.15%	3,000.00	865.50
GRAND TOTAL	106,631.64	3,469,786.12	93.99%	3,691,504.00	221,717.88

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

Percent of Year: 33.33

	October 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	165,286.73	628,491.20	28.75%	2,186,000.00	1,557,508.80	2,207,860.00	28.47%
61310 · Benefits - Medical / Life Ins.	9,052.91	40,430.99	27.88%	145,000.00	104,569.01	155,000.00	26.08%
61330 · Benefits - IMRF	15,208.08	58,468.38	28.28%	206,771.00	148,302.62	220,000.00	26.58%
61340 · Benefits - FICA	12,462.36	47,572.81	28.45%	167,214.00	119,641.19	175,000.00	27.18%
61400 · Staff Development	2,009.60	5,003.28	30.70%	16,300.00	11,296.72	19,000.00	26.33%
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00	3,000.00	0.00%
61710 · Workers Compensation	0.00	8,620.00	95.78%	9,000.00	380.00	12,000.00	71.83%
61720 · Unemployment Insurance	135.27	580.24	18.90%	3,070.00	2,489.76	4,000.00	14.51%
TOTAL PERSONNEL	204,154.95	789,166.90	28.86%	2,734,355.00	1,945,188.10	2,795,860.00	28.23%
MATERIALS							
62100 · Books	30,665.62	68,861.42	29.81%	231,000.00	162,138.58	245,000.00	28.11%
62200 · Periodicals	-89.37	9,300.85	27.83%	33,425.00	24,124.15	35,000.00	26.57%
62300 · Audio	4,302.77	14,370.18	31.14%	46,150.00	31,779.82	50,000.00	28.74%
62400 · Video	8,576.05	22,673.26	34.78%	65,200.00	42,526.74	70,000.00	32.39%
62500 · Multi-Media	80.88	348.18	4.35%	8,000.00	7,651.82	10,000.00	3.48%
62600 · Electronic Reference Resources	0.00	56,319.89	90.26%	62,400.00	6,080.11	65,000.00	86.65%
62700 · Software	1,415.15	1,842.57	26.32%	7,000.00	5,157.43	8,000.00	23.03%
62800 · ESL	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
62900 · Materials Supplies	2,294.15	5,299.68	25.00%	21,200.00	15,900.32	25,000.00	21.20%
TOTAL MATERIALS	47,245.25	179,016.03	37.58%	476,375.00	297,358.97	511,000.00	35.03%
BUILDING							
63200 · Cleaning Service	7,080.86	22,222.58	31.08%	71,500.00	49,277.42	80,000.00	27.78%
63300 · Utilities (1-8-11 · Gas)	640.60	3,261.18	28.36%	11,500.00	8,238.82	17,500.00	18.64%
63300 · Utilities (1-8-12 · Electric)	5,167.07	22,303.90	35.40%	63,000.00	40,696.10	70,000.00	31.86%
63300 · Utilities (1-8-13 · Telephone)	4,069.20	6,306.10	90.09%	7,000.00	693.90	9,000.00	70.07%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	2,378.00	29.00%	8,200.00	5,822.00	12,500.00	19.02%
63300 · Utilities (1-8-15 · Garbage Disposal)	246.00	941.09	31.37%	3,000.00	2,058.91	4,000.00	23.53%
63400 · Maintenance Supplies	1,450.68	4,279.58	25.17%	17,000.00	12,720.42	22,000.00	19.45%
63500 · Security System Monitoring	0.00	177.00	22.13%	800.00	623.00	2,000.00	8.85%
63600 · Property Maintenance	7,242.00	9,793.00	51.54%	19,000.00	9,207.00	30,000.00	32.64%
63800 · Building Maintenance/Repair	1,300.43	8,732.77	19.41%	45,000.00	36,267.23	60,000.00	14.55%
TOTAL BUILDING	27,196.84	80,395.20	32.68%	246,000.00	165,604.80	307,000.00	26.19%
OPERATIONS							
64200 · Supplies - Office	690.77	3,650.91	27.04%	13,500.00	12,809.23	16,000.00	4.32%
64300 · Photocopy Supplies	310.21	1,380.56	27.61%	5,000.00	3,619.44	6,000.00	23.01%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	126.81	512.96	0.00%	2,800.00	2,287.04	4,000.00	0.00%
64500 · Postage	169.12	3,292.22	74.82%	4,400.00	1,107.78	5,000.00	65.84%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	87.22	158.39	31.68%	500.00	341.61	700.00	22.63%
64800 · Organizational Memberships	0.00	253.50	13.34%	1,900.00	1,646.50	2,400.00	10.58%
64900 · Bank Fees	255.25	1,142.60	45.70%	2,500.00	1,357.40	3,200.00	35.71%
TOTAL OPERATION	1,639.38	10,391.14	31.30%	33,200.00	25,769.00	41,300.00	25.16%
AUTOMATION							
65100 · Supplies-Public Toner	204.00	1,907.32	27.25%	7,000.00	5,092.68	8,500.00	22.44%
65150 · Supplies-Staff Toner	839.87	2,986.94	49.78%	6,000.00	3,013.06	8,500.00	35.14%
65160 · Supplies-Other	0.00	125.98	15.75%	800.00	674.02	1,100.00	11.45%
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	0.00	160.77	1.15%	14,000.00	13,839.23	22,000.00	0.73%
65400 · Automation Equip Mnt/Repair	0.00	1,807.57	38.46%	4,700.00	2,892.43	5,000.00	36.15%
65500 · Software	158.00	2,090.74	14.43%	14,485.00	12,394.26	20,000.00	10.45%
65600 · SWAN	0.00	11,265.45	24.69%	45,620.00	34,354.55	47,000.00	23.97%

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

Percent of Year: 33.33

	October 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 - Telecommunications	0.00	539.55	18.73%	2,880.00	2,340.45	4,000.00	13.49%
TOTAL AUTOMATION	1,201.87	20,884.32	20.78%	100,485.00	79,600.68	124,100.00	16.83%
CONTRACTUAL SERVICES							
66100 - General Professional Services	0.00	625.00	9.19%	6,800.00	6,175.00	17,200.00	3.63%
66200 - Credit Bureau	53.70	205.85	17.15%	1,200.00	994.15	1,500.00	13.72%
66300 - Equipment-Maintenance Repair	1,077.11	2,372.55	52.72%	4,500.00	2,127.45	7,000.00	33.89%
66900 - Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,130.81	3,203.40	25.18%	12,720.00	9,516.60	25,700.00	12.46%
INSURANCE							
67100 - Multi Peril-Physical Assets	0.00	10,305.00	100.00%	10,305.00	0.00	11,000.00	93.68%
67200 - Bonding	0.00	1,336.00	100.00%	1,336.00	0.00	1,400.00	95.43%
67300 - Officers & Directors Liability	0.00	2,842.00	100.00%	2,842.00	0.00	3,400.00	83.59%
67400 - Umbrella Liability	0.00	2,150.00	94.63%	2,272.00	122.00	3,400.00	83.24%
TOTAL INSURANCE	0.00	16,633.00	99.27%	16,755.00	122.00	19,200.00	86.63%
MARKETING							
68110 - Marketing Newsletter	0.00	6,688.80	24.83%	35,000.00	26,311.20	37,000.00	23.48%
68111 - eNewsletter	0.00	1,090.00	94.50%	2,000.00	110.00	2,200.00	85.91%
68210 - Marketing Advertising	15.00	121.25	24.25%	500.00	378.75	1,800.00	6.74%
68310 - Marketing Supplies	0.00	0.00	0.00%	500.00	500.00	1,000.00	0.00%
68410 - Marketing-Information Printing	57.75	359.23	16.33%	2,200.00	1,840.77	5,000.00	7.18%
68500 - Legal Notices	470.40	633.67	63.37%	1,000.00	366.33	2,000.00	31.68%
68600 - Special Events	1,995.00	8,066.16	31.76%	25,400.00	17,333.84	30,000.00	26.89%
TOTAL PUBLIC INFORMATION	2,538.15	19,759.11	29.67%	66,600.00	46,840.89	79,000.00	25.01%
CAPITAL OUTLAY & CONTINGENCY							
69100 - Building Improvements	0.00	0.00	0.00%	0.00	0.00	200,000.00	0.00%
69200 - Special Reserve Fund	3,063.00	16,671.25	0.00%	0.00	-18,671.25	100,000.00	16.67%
69250 - Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	50,000.00	0.00%
69800 - Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69900 - Contingency	1,924.96	3,428.01	68.37%	5,014.00	1,585.99	20,000.00	17.14%
69920 - Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	290,095.21	1,139,548.36	30.87%	3,691,504.00	2,554,915.78	4,273,160.00	26.67%

ACTION ON BILLS October 2017

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	1075 thru 1198	\$ 107,270.61
MB-Salaries for October	111 thru 130	\$ 6,106.59
Hinsdale Bank-Direct Deposits	& 24814 thru 24981	\$ 111,382.80

MONTH'S TOTAL: \$ 224,760.00

Indian Prairie Public Library District
Account QuickReport - Vendors
 As of October 31, 2017

Type	Date	Num	Name	Amount
10122 · MB Checking				
Liability Check	10/05/2017	1075	Nationwide Retirement	660.00
Liability Check	10/05/2017	1076	Vantagepoint	1,182.25
Bill Pmt Check	10/05/2017	1077	Alphagraphics	57.75
Bill Pmt Check	10/05/2017	1078	Better Business Planning, Inc.	149.38
Bill Pmt Check	10/05/2017	1079	Blackstone Audio, Inc.	113.24
Bill Pmt Check	10/05/2017	1080	Case Lots Inc.	240.45
Bill Pmt Check	10/05/2017	1081	Colonial Life	82.53
Bill Pmt Check	10/05/2017	1082	DEMCO	184.83
Bill Pmt Check	10/05/2017	1083	Doane, Jimmy	17.35
Bill Pmt Check	10/05/2017	1084	Gale/CENGAGE Learning	660.57
Bill Pmt Check	10/05/2017	1085	Heritage House Florist	60.00
Bill Pmt Check	10/05/2017	1086	Ingram Library Services	1,036.91
Bill Pmt Check	10/05/2017	1087	MCD Media	30.00
Bill Pmt Check	10/05/2017	1088	Medicom Reimbursement Spec., Ltd.	15.00
Bill Pmt Check	10/05/2017	1089	Midwest Tape	1,251.33
Bill Pmt Check	10/05/2017	1090	Niestrom, Kathy	200.00
Bill Pmt Check	10/05/2017	1091	Penguin Random House LLC	161.25
Bill Pmt Check	10/05/2017	1092	Recorded Books, LLC	353.46
Bill Pmt Check	10/05/2017	1093	Thomson Reuters West	67.48
Bill Pmt Check	10/05/2017	1094	Uline	89.50
Bill Pmt Check	10/05/2017	1095	VSP Vision	122.55
Bill Pmt Check	10/05/2017	1096	Williams., Natalie	37.64
Bill Pmt Check	10/05/2017	1097	Wlosinski, Maria	18.73
Bill Pmt Check	10/12/2017	1098	OverDrive	1,323.16
Liability Check	10/13/2017	1099	LIMRiCC	444.86
Bill Pmt Check	10/13/2017	1100	Asimakopoulos, Jennifer	29.02
Bill Pmt Check	10/13/2017	1101	Baker & Taylor	14,670.02
Bill Pmt Check	10/13/2017	1102	Baker & Taylor (video)	620.56
Bill Pmt Check	10/13/2017	1103	Bal Industries	390.00
Bill Pmt Check	10/13/2017	1104	Bengal Electric Inc.	166.00
Bill Pmt Check	10/13/2017	1105	Birmingham, Laura	64.32
Bill Pmt Check	10/13/2017	1106	Blackstone Audio, Inc.	86.25
Bill Pmt Check	10/13/2017	1107	Canon Solutions America Inc.	1,077.11
Bill Pmt Check	10/13/2017	1108	Chicago Tribune	470.40
Bill Pmt Check	10/13/2017	1109	Colley Elevator Co.	383.00
Bill Pmt Check	10/13/2017	1110	Dynegy Energy Services	5,167.07
Bill Pmt Check	10/13/2017	1111	Dzierzbicki, Monica	21.96
Bill Pmt Check	10/13/2017	1112	Fox Valley Fire & Safety	75.15
Bill Pmt Check	10/13/2017	1113	Gale/CENGAGE Learning	48.00
Bill Pmt Check	10/13/2017	1114	Groot Industries, Inc.	246.00
Bill Pmt Check	10/13/2017	1115	Home Depot	21.47
Bill Pmt Check	10/13/2017	1116	Ingram Library Services	114.58
Bill Pmt Check	10/13/2017	1117	Johnson, Gail	11.97
Bill Pmt Check	10/13/2017	1118	Kroeschell Service	584.28

Indian Prairie Public Library District
Account QuickReport - Vendors

14

As of October 31, 2017

Type	Date	Num	Name	Amount
Bill Pmt Check	10/13/2017	1119	Layman, Jez	91.14
Bill Pmt Check	10/13/2017	1120	Lucarelli, Anthony	108.42
Bill Pmt Check	10/13/2017	1121	Midwest Tape	3,686.48
Bill Pmt Check	10/13/2017	1122	Neviol Inc.	6,590.00
Bill Pmt Check	10/13/2017	1123	OverDrive	1,596.99
Bill Pmt Check	10/13/2017	1124	Palmisano, Stacy.	59.11
Bill Pmt Check	10/13/2017	1125	Penworthy Company, The	226.18
Bill Pmt Check	10/13/2017	1126	PitneyBowes	294.18
Bill Pmt Check	10/13/2017	1127	Quill	160.95
Bill Pmt Check	10/13/2017	1128	RAILS	740.75
Bill Pmt Check	10/13/2017	1129	Recorded Books, LLC	40.50
Bill Pmt Check	10/13/2017	1130	Runco	558.68
Bill Pmt Check	10/13/2017	1131	Sebert Landscaping	4,065.00
Bill Pmt Check	10/13/2017	1132	Sheehan, Debbie	14.99
Bill Pmt Check	10/13/2017	1133	Speciality Mat Service	100.86
Bill Pmt Check	10/13/2017	1134	Trapp, Sandra	75.00
Bill Pmt Check	10/13/2017	1135	Weston Woods Studios	179.70
Bill Pmt Check	10/13/2017	1136	Baker & Taylor	4,010.97
Bill Pmt Check	10/13/2017	1137	Baker & Taylor (video)	81.87
Bill Pmt Check	10/13/2017	1138	Blackstone Audio, Inc.	45.00
Bill Pmt Check	10/13/2017	1139	DEMCO	151.33
Bill Pmt Check	10/13/2017	1140	Gale/CENGAGE Learning	400.66
Bill Pmt Check	10/13/2017	1141	Ingram Library Services	949.05
Bill Pmt Check	10/13/2017	1142	Midwest Tape	1,134.99
Bill Pmt Check	10/13/2017	1143	Penguin Random House LLC	93.75
Bill Pmt Check	10/13/2017	1144	Recorded Books, LLC	165.97
Bill Pmt Check	10/16/2017	1145	Jez Layman	157.68
Bill Pmt Check	10/16/2017	1146	Deborah A. Sheehan	9.50
Bill Pmt Check	10/17/2017	1147	Bukovac, Jamie	15.52
Bill Pmt Check	10/17/2017	1148	deRosset, Patricia L.	75.00
Bill Pmt Check	10/17/2017	1149	Ferrill, Meredith	100.00
Bill Pmt Check	10/17/2017	1150	Gibson, Amanda	100.00
Bill Pmt Check	10/17/2017	1151	Krekelberg, Mary L	30.00
Bill Pmt Check	10/17/2017	1152	NicholsYehling, Michelle	150.00
Bill Pmt Check	10/17/2017	1153	Szafanski, T.J.	36.52
Bill Pmt Check	10/17/2017	1154	Winterhalter, Deidre	71.00
Bill Pmt Check	10/17/2017	1155	Wurth, Kathy	125.00
Liability Check	10/19/2017	1156	Nationwide Retirement	660.00
Liability Check	10/19/2017	1157	Vantagepoint	1,182.25
Bill Pmt Check	10/18/2017	1158	VISOgraphic	46.74
Bill Pmt Check	10/26/2017	1159	Baker & Taylor	3,845.72
Bill Pmt Check	10/26/2017	1160	Baker & Taylor (video)	93.10
Bill Pmt Check	10/26/2017	1161	Bank of America	11,259.07
Bill Pmt Check	10/26/2017	1162	BCBS	10,000.62
Bill Pmt Check	10/26/2017	1163	Case Lots Inc.	408.65

Indian Prairie Public Library District
Account QuickReport - Vendors
 As of October 31, 2017

Type	Date	Num	Name	Amount
Bill Pmt Check	10/26/2017	1164	Center Point Large Print	53.21
Bill Pmt Check	10/26/2017	1165	DEMCO	117.01
Bill Pmt Check	10/26/2017	1166	DuPage Pavement	1,600.00
Bill Pmt Check	10/26/2017	1167	Edmonds Incorporated	237.45
Bill Pmt Check	10/26/2017	1168	Gale/CENGAGE Learning	182.34
Bill Pmt Check	10/26/2017	1169	Heritage House Florist	59.95
Bill Pmt Check	10/26/2017	1170	Ingram Library Services	117.17
Bill Pmt Check	10/26/2017	1171	Midwest Tape	1,121.25
Bill Pmt Check	10/26/2017	1172	Military History Quarterly	49.95
Bill Pmt Check	10/26/2017	1173	OverDrive	560.98
Bill Pmt Check	10/26/2017	1174	Penguin Random House LLC	206.25
Bill Pmt Check	10/26/2017	1175	Principal Life Insurance Company	599.23
Bill Pmt Check	10/26/2017	1176	Recorded Books, LLC	31.50
Bill Pmt Check	10/26/2017	1177	Rivistas Subscription Services	20.40
Bill Pmt Check	10/26/2017	1178	Runco	916.56
Bill Pmt Check	10/26/2017	1179	Sebert Landscaping	4,640.00
Bill Pmt Check	10/26/2017	1180	Unique Management	53.70
Bill Pmt Check	10/26/2017	1181	World Book School and Library	999.00
Bill Pmt Check	10/31/2017	1182	Bengal Electric Inc.	92.00
Bill Pmt Check	10/31/2017	1183	Case Lots Inc.	403.25
Bill Pmt Check	10/31/2017	1184	Children's Plus Inc.	534.82
Bill Pmt Check	10/31/2017	1185	Clark, David G.	200.00
Bill Pmt Check	10/31/2017	1186	Colonial Life	82.53
Bill Pmt Check	10/31/2017	1187	Hill, Sr., Omar	11.50
Bill Pmt Check	10/31/2017	1188	Ingram Library Services	446.11
Bill Pmt Check	10/31/2017	1189	Layman, Jez	46.97
Bill Pmt Check	10/31/2017	1190	Midwest Tape	2,139.29
Bill Pmt Check	10/31/2017	1191	Murphy, Julie	2,765.96
Bill Pmt Check	10/31/2017	1192	NCPERS Group Life	80.00
Bill Pmt Check	10/31/2017	1193	OverDrive	1,525.85
Bill Pmt Check	10/31/2017	1194	Palmisano, Stacy.	35.85
Bill Pmt Check	10/31/2017	1195	Runco	181.53
Bill Pmt Check	10/31/2017	1196	VISOgraphic	215.19
Bill Pmt Check	10/31/2017	1197	VSP Vision	122.55
Bill Pmt Check	10/31/2017	1198	Westmont Paint & Decorating	24.99

Total 10122 - MB Checking
TOTAL

107,270.61
107,270.61

Bills for approval – Electronic Payments & Automatic Withdrawals

October 2017

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	10/06/2017	21,390.90
ILDOR-State	Payroll taxes	10/06/2017	3,703.31
EFTPS-Federal	Payroll taxes	10/20/2017	20,206.42
ILDOR-State	Payroll taxes	10/20/2017	3,556.27
IMRF	Payroll Pension	10/31/2017	20,384.86
DAC	Deposit to HRA	10/05/2017	1,756.94
INB Bank	Credit Card Fee	10/03/2017	225.25
Hinsdale Bank	Fee-Direct Deposit	10/02/2017	30.00

Ordinance No. 2017-9

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 26, 2017 its Levy Ordinance for the 2017-2018 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 15th day of November, 2017.

AYES:
NAYS:
ABSENT:

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

- 5. **Standards Chapter Review:** As per the requirements, the library staff and at least one trustee must review Chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* (75ILCS 10/8.1,1). Review the check list at the end of the chapter and report your findings.

The administration staff reviewed Chapter 12 "Safety" of Serving Our Public 3.0. We met all the standards except for numbers 2, 11, and 15. We added the location of fire alarms and fire extinguishers to floor plans to comply fully with #2. We plan to investigate how to mark evacuation routes to the tornado shelter. We plan to send copies of the emergency manual and disaster plan to community safety personnel.

Chapter 12 was reviewed with the trustees at the November 15 board meeting.

- 6. **Trustees:** Review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular emphasis on the Library Board Bylaws contained in Chapter 3.
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>
 Describe the Library Board's plan to modify or create bylaws as a result of the review.

The trustees received copies of chapters 1- 5 of the Trustee Facts File, 4th edition in August and we reviewed the chapters at the September 20 board meeting. The library has bylaws which are reviewed biannually and were last reviewed in March 2017. Reviewing chapter 3 it was noted that the bylaws do not state the constituency served by the library and its board, does not state the procedure for election of board trustees, and does not state the procedure for filling an expired trustee term. These points will be addressed in the bylaws

- 7. All Trustees, existing and new, must complete the Open Meeting Act electronic training once during their appointment.
http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf

Has each board member completed the test? Yes Not yet

All board members are to complete a Conflict of Interest Statement and an Economic Interest Statement annually. These are distributed by the County Clerk.

Has each board member completed a Conflict of Interest Statement? Yes Not yet

Has each board member completed an Economic Interest Statement? Yes Not yet

- 8. **Continuing Education:** Library staff and at least one trustee will complete at least one educational program focusing on safety in the library. The requirement can be met via live presentation, webinar or a free online course. Providers may include, but are not limited to, local police and fire personnel, an Illinois Library System, the American Library Association, the Public Library Association, the Illinois Library Association or other state libraries. Report on the libraries commitment to the safety of staff and patrons in the event of an emergency, active shooter, fire, etc.

All library staff viewed "The Challenging Patron Workshop: Safety, Security and Service at the Moment of Truth" which was presented by Dr. Steve Albrecht and is available on RAILS webinar archive.

The trustees viewed "Avoid, Deny, Defend" video put out by the Texas State University. Assistant Director Laura Birmingham reviewed for the trustees the library's procedures relative to an active shooter situation.

the library administration has regularly provided opportunities for staff to attend workshops, view webinars and receive information at staff institute days relative to safety. The administration also provides specific training to staff who are designated as "in charge" at certain times. The library has procedures to help guide staff in dealing with problems that occur with patrons. We also have created a process for reporting those problems to the administration for any needed follow-up. The library has security cameras which have been used to identify patrons who violate library policy or break the law. We have posted signs so patrons know that we have the cameras.

- 9. Please provide the hours the library and its branches are open, i.e. Monday - Thursday, 9 a.m. - 9 p.m.

Monday - Friday 9 a.m. - 9 p.m.
 Saturday 9 a.m. - 5 p.m.
 Sunday 1 p.m. - 5 p.m.

10. **Outreach:** The library shall familiarize itself with services provided by the Illinois State Library Literacy program at <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

Provide a brief description of the library's current or planned services to accommodate low literate English speaking and/or English as a Second Language patrons. Explain the library's involvement, if any, with the Illinois State Library Literacy initiative and/or local literacy agencies.

Would you like a follow-up discussion with a member of the Illinois State Library Literacy team after the January 15 deadline? Yes Not at this time

The director, assistant director and department heads reviewed the website. The Adult Services and Youth Services staff also reviewed the website.

The library is involved with Literacy DuPage by providing space for tutors and students to meet. We also have an English(ESL) conversation group that meets twice a month at the library. The library has an extensive collection in both the adult department and the youth department of materials for English-language learners. The Youth Services Department is currently developing ESL kits designed for families.

Indian Prairie Librarian Joe Popowitch is one of the founders and a member of Libraries' Learning and English Network (LEARN). <http://www.adultslearnenglish.org/> From their website: LEARN comprises mainly library and non-profit organization staff members interested in providing materials and services to adults learning to read, speak, and understand English. The group shares ideas about providing and marketing services, maintains a database of organizations that offer those services, and investigates and publicizes funding opportunities. Any library staffer in the Chicago area who is involved with assisting adults learning to read and/or speak English is welcome to join.

Joe has also presented several programs at conferences on topics related to literacy.

11. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards described 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 eaudiobooks for adults.

Indian Prairie Public Library
Building & Grounds Committee Minutes
October 26, 2017 – 5 p.m.

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

The committee discussed the area along Plainfield Road where the evergreen trees had been removed. Several ideas were discussed including planting new evergreen trees or planting wild grasses on a berm. The library could also just put sod down there. The committee decided to think about this over the winter.

Birmingham said that she'll be working with a civil engineer over the winter to develop a plan for the parking lot. Staff have determined that we'll add LED lights to areas as the budget allows this fiscal year and discuss again next year. There is also a new grant opportunity through ComEd that Birmingham is investigating.

Bukovac showed the committee the space for the Sadowski Maker Space. Bukovac had received four proposals for furniture for the space and reviewed the furniture with the committee who gave their approval.

Bukovac also showed the committee space for a mid-kids lounge and a new space for WouldShop activities for younger children. The committee discussed furniture for the spaces which Bukovac will bring to the board meeting.

Bukovac handed out the survey results for two surveys relative to making activities at the library and use of seating and rooms at the library. The surveys contain a lot of comments. Bukovac will also give copies of the surveys to the other trustees and to department heads. To allow everyone time to read and digest the information Bukovac proposed a discussion about the surveys start in January.

Adjourned 6:40 p.m.

DETERMINATION TO DISPOSE OF PERSONAL PROPERTY

The Indian Prairie Library Board of Trustees has determined to dispose of the following property no longer usable by the district:

- Minolta MSP 2000 Digital Reader Printer

The machine will be recycled.

Director's Report November 2017

Agenda

Omnibus:

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.

New Business:

There is a memo for item 1 and a memo for item 2.

Items 3 and 4 are required by the Per Capita Grant.

Self-Checkout

Since the last board meeting I've continued to study the self-checkout software proposals and evaluate use of self-checkouts in the library. We added the third self-checkout station to the lobby August 15. We've seen a very small increase in patron self-service. After reviewing usage with Debbie and Ann we decided to wait and see if the use of patron self-service grows or not. The reason for this is that we were planning on 3 self-checkout stations in the lobby as we have at this time. However, if usage doesn't grow, I don't see the benefit in spending money on a third station in the lobby – both in the purchase price and in the annual maintenance fees that will be paid. We'd like to see what happens in the next three months before making a decision.

In the meantime, Debbie will be scheduling staff as "lobby hosts" on a few shifts, primarily weekend afternoons when we have extra staff because of how busy we are, to see how this model works. (You may remember I talked about this last month.) Besides trying out this service model, staff will encourage and train patrons on using the self-checkout stations.

Sadowski Maker Space for Youth

I received proposal from four vendors. Natalie and I reviewed the proposals and chose the furniture to present to the Building and Grounds Committee. The committee agreed with our choices. We also discussed a color scheme. Natalie, Jack, and I met with Joe and Maria Sadowski to review the space and the furniture plus the furniture costs. They are very excited about the space and asked us to compare our equipment to what is offered at other libraries. They will also donate money to purchase three pieces of equipment we feel should be added. Next steps are to determine a name for the space and create a logo and a sign. Natalie and I are also reviewing how best to coordinate painting and moving materials to new locations.

Just to remind everyone, Joe and Maria and their father Ed donated money to the library to provide the Baby Bundles and the shelving that displays the Baby Bundles in honor of their mother Marie. They also donated the Lego Minecrafts we use for programming and robotics competitions.

The Hangout and the WouldShop

The new maker space will be located where the Hangout is now. The Hangout will be moved to the area that houses the WouldShop. Because we'll now have the maker space the WouldShop will be geared specifically to

young children and will be located where the Parent/Teacher collection is housed. The Parent/Teacher collection will be moved next to the picture book area along with some lounge furniture.

Survey Results

Two surveys were sent to cardholders this fall. One inquired about space and programming relative to "maker activities". The other inquired about use of space for individual and group use. We received a huge amount of comments with the surveys. I gave the Building and Grounds Committee the results and they determined the staff should organize the comments in a way that helps in reading through all the comments. Staff is working on that and we'll let the trustees know when they are ready to be picked-up. The committee suggested the board plan on discussing the results in February.

Foundation and Friends

The legal paperwork has been filed, the letter to the Friends' membership is being mailed Monday, and the new website with the new logo will be up December 1. We'll also have a new sign over the book sale shelves.

IMRF Liability

During the audit presentation Trustee Ruscitti commented on the library's pension liability and said that this should be considered when hiring staff who might contribute to that liability. I inquired of IMRF if hiring particular people impact the library's liability. The response was that there may be a small impact, particularly if hiring someone with years of IMRF service and they retire from the library, but the true impact comes from investments made by IMRF.

Health Insurance

Great news! Our premium is going up an average of 5.77%. I had budgeted for 10%.

Credit for Software

August 2016 the library signed a contract with a vendor for software to manage the programming calendar, programming registration, and room reservations. It's a two-year contract and the price is \$7,500 each year. We did not receive several of the features of the software until 6 months to 12 months after signing the contract. I wrote a letter to the CEO to which he responded with a request for a telephone conference. I was able to negotiate a \$1,500 credit for the current year's renewal.

Staff

Ben Egglar resigned as security monitor effective November 9. He will continue as an Adult Services Associate Substitute. Ben also works at the Skokie Library and is currently working on his masters in library science.

Continuing Education

I spent one day at the ILA conference and attended the following workshops:

Strategic Planning

The presenters provided information on three ways libraries approached strategic planning. They also showed new ways to inform the community of a plan's key initiatives and a dashboard for tracking progress on the strategic plan. There was useful information for developing a new IPPL plan.

How to Write a Case Statement for Funding

The Executive Director for the Community Foundation for Grundy County gave a presentation on how to write case statements and how to use them. It reminded me of how we are starting to use stories to demonstrate needs in the community and how the library responds.

Improving Patron Services Using Human Centered Design

Chicago Public Library presented on a process for identifying needs of patrons and coming up with creative solutions. Their process is quite staff intensive (including a three-day training boot camp each time they start working on a problem and a workspace dedicated to this process!) but I feel there are aspects of the process that we can apply here.

Forecasting

This presentation gave an overview of planning for probable futures by combining data about what's already occurring with analysis of emerging trends. There are some good exercises I'd like to use with the staff and for strategic planning.

Advocacy from the Top

This was presented by John Keister who consults for libraries doing executive searches and has been a board member and president on two library boards. John is a proponent of trustees actively advocating for the library. I've attached his notes to my report.

Nancy, Maria, and Stacy attended the safety and security training session held for Administration staff.

Meetings

SWAN Board meeting

SWAN Directors meeting

One Department Head meeting

Presentations on using stories to promote the library at department meetings for kids & Teens, adult services, and technology services.

Four meetings with vendors for Kids & Teen furniture

Building and Grounds Committee meeting

Meeting with Joe and Maria Sadowski re K&T maker space

Meeting with MPI to review information for trustees

Meeting with Ann and Debbie to discuss self-checkouts

Meeting with calendar/program/room reservation software vendor and Ann re credit

Two one-on-ones with Tony

One one-on-ones with Natalie

Two one-on-ones with Ann

Two one-on-ones with Laura

Nancy met with the Management Association to review our HR policies and procedures. This is part of the services they provide with their membership.

Jamie Bukovac, Director

ILA Conference October 2017

Advocacy from the Top

John Keister, John Keister & Associates (consultant doing executive searches for libraries, board member and president on two library boards)

Advocacy: Increase public understanding of the value and importance of your library.

Telling the library's story. Helping decision makers reach informed and sound decisions.

The library should speak as one voice; trustees work as a whole board, not as individuals.

The library's audience relative to advocacy: the community, elected officials, community leaders.

The director is a paid employee; trustees are residents, elected officials and community leaders which lets them talk to others as peers.

What is the director's role? Get trustees involved; educate the board and keep them informed; make sure the trustees understand the library's budgeting process and how the library is funded; help them understand all that the library does.

Talking to the board about advocacy:

- Give examples of why advocacy matters
- Take trustees to events
- Help the board establish priorities on positions for advocacy – decided what priorities to talk about and the message
- Provide talking points

A good message should be communicated in a minute or less.

We know we're great, residents think we're great. Why should we advocate?

- Ensures the future of the library
- Helps residents understand the relevancy of the library
- Builds support for future referendums or needs
- Encourages donations

Advocacy is educating; lobbying is trying to influence. Legislators and decision makers will be more likely to listen to trustees because they know the library director is a paid employee. Talking to legislators, just educate them and develop the relationship. Then make an "ask" when needed.

Trustees should be part of community events representing the library. Trustees could be volunteer speakers for the library. Be members of organizations and represent the library to the organization. Follow the library's social media and contribute to it. Meet local legislators. Be in local parades. Attend library events and programs.

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**Assistant Director's Report
November 2017**

Building:

Members of Boy Scout Troop #101 painted the 2nd floor lobby "purple wall" and conference room 201 on Saturday, October 21st.

By the November Board meeting, the library will have officially switched over to VOIP! A very special thanks to Don Damon for all of his hard work and advice to get us there – we could NOT have done it without him.

Preparation of plant beds for the winter season has begun for the landscapers.

The crosswalk and fire lane markings, which were very faded, have been repainted.

Social Media:

As of October 1st, we have a total of 1,504 page "likes" on Facebook (+9 since last month) and 1,458 Followers (+11 since 10/1).

Instagram (@ipplinfo) has 73 followers, up 1 from last month.

Twitter (ipplinfo) currently has 899 followers, up 4 from last month. We are doing a "push" on Facebook this month to try to get our Twitter followers to reach 1,000. If you are on Twitter, please give @ipplinfo a follow!

Contributing to the Profession:

I met with Andrea Bliss who is working on her Library Technical Assistant certificate at the college of DuPage. Andrea chose to do a presentation on Indian Prairie for an assignment so she had lots of questions about our services, community and collections. I also gave Andrea a thorough tour. She wrote a nice thank you email which is attached to my report.

Friends of the Library:

The Book Nook made \$743 in October.

The Friends renewed the 2018 Motion Picture License for \$1,495.

The Friends hosted one movie this month, *The Big Sick* on November 2nd.

Community:

While working with Boy Scout troop #101 in late October, I had the pleasure of talking with the Scouts' parents. I received so many compliments about the library and many said that they were grateful for the opportunity to do service work at the library because the library had given so much to them and their families over the years. It is so nice to hear such appreciation from our residents.

Marketing:

Marianne's report for October is attached.

Meetings:

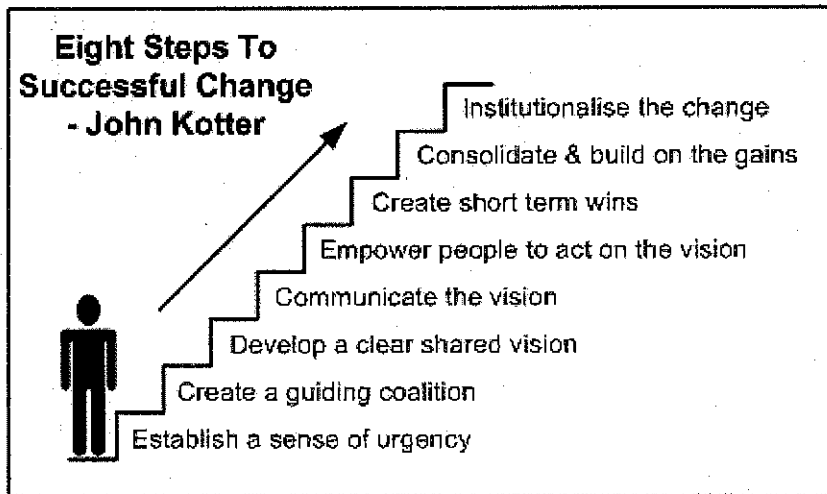
- 10/19 One on one with Marianne
- 10/24 One on one with Jamie
- 10/26 Building & Grounds Committee Meeting
- 10/27 Assistant Director's Meeting @ Niles Public Library
- 10/31 VOIP Meeting with Ann & Brett
- 11/2 One on one with Marianne
- 11/2 VOIP Meeting with Don, Ann & Brett
- 11/7 One on one with Jamie
- 11/9 Write On (FOL Author Book Sales)
- 11/14 Department Head Meeting
- 11/15 Library Board Meeting

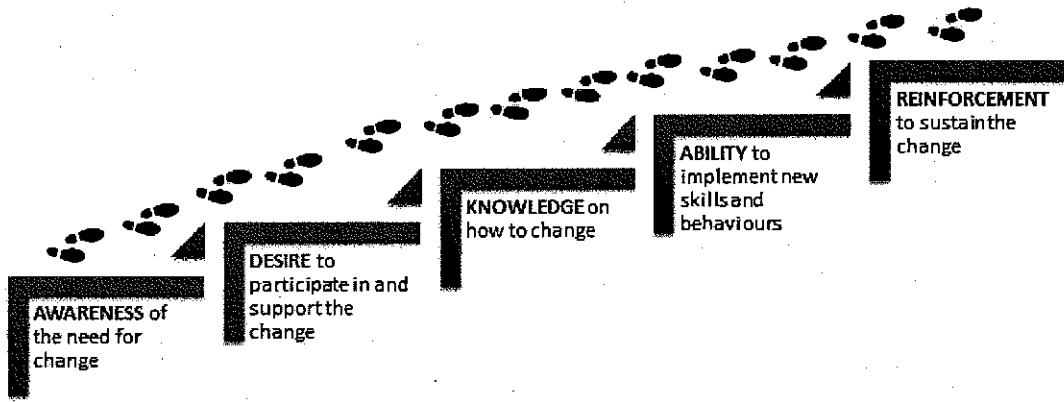
Continuing Education:

- 11/1 Webinar: Rebates and Incentives for Cook County Public Sector Energy Efficient Projects
- 11/8 Workshop: Take your productivity to the next level (RAILS)

Last month, I attended a day at the ILA Conference. One of the workshops I attended was *Demystifying the Levy-Making the Numbers Add Up* given by Kelly Zabinksi of Zabinski Consulting Services. Kelly gave an overview of the levy process and how the appropriation process works.

Another workshop at ILA was *Rise Up to the Wave of Change* given by library staff from Aurora, Rockford, Itasca and Westmont. The workshop was about change management and helping individuals move from a current situation to a new one. Change management is not about leading a group, but instead leading each individual where they need to go. The presenters gave lots of tips and resources that I have found very useful such as Kotter's 8 step change model and the ADKAR (Awareness, Desire, Knowledge, Ability, Reinforcement) model:





Submitted by:
Laura Birmingham
Assistant Director

Laura Birmingham

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To: Laura Birmingham
Subject: FW: Contact at IPPL

From: ANDREA Bliss [mailto:asbemail@comcast.net]
Sent: Friday, October 20, 2017 1:47 PM
To: Laura Birmingham <laurab@ippl.info>
Subject: RE: Contact at IPPL

Thank you for meeting with me Laura. It was a pleasure meeting you and learning more about the Indian Prairie Library. As I stated, I have been there with my children, however, didn't appreciate all the library had to offer. It was eye opening and wonderful. You have given me a lot of useful information and have helped me formulate a topic for my assignment. Thank you again for your time.

Respectfully,

Andrea Bliss

Marketing Department Report – October 2017

Newsletter

The winter newsletter will be delivered to resident mailboxes by Saturday, Nov. 18. The cover story will announce the merging of the Foundation and Friends to be “Better Together.”

Story Plan

As directed by Strategy 5.2.4, Marianne is developing stories that demonstrate how residents benefit from the library using outcomes. An online story bank, called The Chronicles, can be found at ippl.info > Community Resources > The Chronicles. Like the chapters that make up a book, these features will help to tell the library’s story. Marianne has two stories in progress and two story ideas for November/December:

Teen Job Fair: employer and student interviewed, story in final editing.

Family that frequents Kids & Teens department: interviewed mom on Tuesday, Nov. 9.

Upcoming story ideas: Genealogy story (from After Hours participant survey), and Technology story (patron who used converter equipment).

eNews

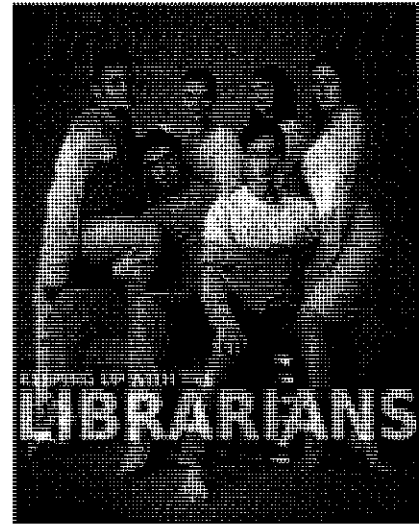
There are currently 18,394 (+45) email addresses on the mailing list.

Social Media

The library’s organic reach on Facebook continued to grow at a rapid pace in October with 25 posts reaching more than 1,000 people, nearly doubling September’s total. Three of Marianne’s posts reached more than 4,000 people, including:

- The Oct. 3 link to the Chicago Tribune’s Biblioracle column “Trapped at the DMV? Books to make the time fly,” which reached 4,848 people.
- The Oct. 11 link to the Chicago Tribune story “Comfort dogs from La Grange, Darien churches return from Las Vegas” (including IPPL patron/comfort dog Jeremiah), which reached 4,744 people with 33 reactions, 1 comment, and 3 shares.
- The Oct. 17 link to BuzzFeed’s “People Are Dying Laughing Over These Librarians’ Parody Of The Kardashians’ 10-Year Cover” which reached 4,032 people with 28 reactions and 3 shares.

In addition, the total number of page likes has grown to 1,509 (+14).



Darien Park District

Per Action 5.2.2.7, Marianne submitted an event (Holiday Maker Faire) to the Darien Park District for their winter/spring brochure, which will be mailed to residents in mid-November. A copy of the final page will be included in next month’s packet.

Darien Neighbors Magazine

Marianne submitted calendar events and Around the Block items (Veterans History Project and Homebound Delivery) for the November/December issue. Items for the January/February issue are due Dec. 1.

Marianne's Meetings

Meetings

- Meetings w/Laura on Oct. 6 & 19
- Meeting w/Theresa on Oct. 13
- Sphero Chariot Challenge pics on Oct. 4
- Local history bookmark meeting w/Mary K. on Oct. 5
- Carrier route meeting w/Jamie on Oct. 6
- Local history blog meeting w/Mary K. & Dave on Oct. 12
- Homebound meeting w/Mary S. on Oct. 12
- Administration department meeting on Oct. 16
- Referral raffle meeting w/Jez on Oct. 26

Community

- Susan Silhan interview (Homebound story) on Oct. 19
- Emily Kizior interview (Teen Job Fair story) on Oct. 21

Theresa's Meetings

Meetings

- Meeting w/Marianne on Oct. 13
- Administration department meeting on Oct. 16

Community

- Meeting with future artist in residence on Oct. 6

Continuing Education

- RAILS Webinar "Assessing and Improving Your Library's Website" Part I on Oct. 17
- RAILS Webinar "Assessing and Improving Your Library's Website" Part II on Oct. 24

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the winter newsletter as well as a 30th anniversary logo and newsletter program icon (below). A new Foundation & Friends logo is in the works.



Marianne Ryan, Marketing Coordinator
Nov. 8, 2017

Adult Services Monthly Report

October 2017

I attended ILA Annual October 10-12 in Tinley Park. On the first day, I was part of a panel presentation about moving into management. I also met with my ILA Best Practices Committee members to map out what we would be doing for the next year.

I attended the following sessions:

- Opening Keynote with Verna Myers - Diversity & Inclusion
- This is What a Self-Published Author Looks Like
- Exploring the Library of Things
- Connecting Your Community with Makers
- Membership Meeting & Legislative Update
- Don't Throw Away Your Shot at Stats
- Dynamic Strategies for Dialogue-Based Programs
- Let's Do Lunch! Serving Summer Meals at Your Library
- How to Improve Everything with Usability Testing

I also met with vendors at the exhibit hall most notably digital audiobooks with Recorded Books; online databases with Ebsco; and local author resources with Biblioboard.

I have been thinking of ways to highlight local/emerging authors and have had discussions with Jennifer about pulling titles into an emerging author's collection. I believe we can make space for this in our new non-fiction shelving area by consolidating some of the subject areas.

Also in the works is a DVD hot picks collection. We have noticed high amounts of holds on some of our new DVDs. The DVD hot picks would be similar to our print material hot picks with some minor differences. Items in the DVD hot pick collection would get checked out for three days with \$1.00 per day overdue fines. These items would not be holdable and we will initially follow the purchase guidelines we use for print items – for every five holds we order one copy up to five copies per title. It is hoped that having this collection will cut down on the high number of holds we are seeing for certain titles and may even reduce the number of copies we have to order based on holds.

Monthly Highlights

- Shirley reports that the Pages have completed shelf reading the entire collection. Since this is an ongoing process, they will loop back around and begin again in order to maintain order in the shelving. She has also had three local businesses contact her to find out more about what the library offers. One had seen the BizConnection newsletter, another from a Darien Chamber Coffee Connection meeting and the last was someone who attended one of our business related programs.
- Jennifer chaired the biannual eMediaLibrary collection teams and consortium meetings. The main item of discussion were Advantage items. Advantage items are items that individual libraries can purchase for only their collection and are not accessible to all members of the consortium. The consortium voted to turn on a feature in Overdrive called Advantage Plus. This

gives the libraries that own Advantage titles the option of sharing those titles, or select titles, with all members of the consortium. Jennifer is looking into what this may mean for our Overdrive collection. She has also been busy answering questions from local libraries regarding our book club services and preparing a presentation on ebooks in public libraries for the Industrial Technical Information Managers Group meeting in November as requested by Crystal Megaridis.

- Mary K. conducted her Genealogy Research After Hours session on October 28. She attracted a good sized audience of 22 people and three volunteers assisted her. A comment she received sums up the evening:
 - The best help! This is such a good event since guidance is given us; I learned more about my family in two hours that I have searching for some time on my own!
- Joe is continuing his annual ESL marketing campaign. He worked with Theresa to redesign the brochure we have and worked with Monica in Kids & Teens to include information on that department's English language learning resources. He has distributed the new brochure to Cass Junior High; Literacy DuPage; and School on Wheels. He is working on sending it to other schools in our district as well as getting information into local churches.
- Jez reports that one of the regular attendees of the new job club informed her that he got a job at Goodwill. He also attended all our Job Prep Week programs we held in September. She was also called into action at the last minute to present the Book Buzz program. Penguin Random House normally sends a rep to do this program but decided at the zero hour that they were no longer going to send reps to individual libraries. This was due to an internal reorganization. They did agree to send Jez the giveaways, notes and PowerPoint and she capably stepped in and presented the program.

Community

- As previously noted, three local businesses contacted Shirley to discuss library resources. She also attended the WBBR Chamber Luncheon; Darien Chamber Women in Business monthly meeting; and the Darien Chamber Coffee Connection. She has been asked by the Darien Chamber to have the library represented on the Chamber Board as the chamber is looking to expand participation by not for profits.
- Jennifer and the associates provided book club resources to 16 book clubs (nine by e-mail, seven print) for 14 new titles and two repeat titles. She continues to be surprised at how few repeats we are seeing for this service. Since launching last October, we have filled 136 requests and in 2017 are averaging 12 requests per month. She also completed one in-depth personalized recommendation. This is the service that goes beyond basic reader's advisory, where the patron fills out a questionnaire on their likes/dislikes and reading habits and we come up with a individualized recommendation list for that specific patron.

Contributing to the Profession

- Tony gave a presentation as part of a panel at ILA on becoming a new manager.
- Jennifer answered questions from Joliet Public Library staff about book club services; answered questions from a College of DuPage Library Technical Assistant student on acquisitions and collection development; and shared notes with a person from University of Illinois on building

and maintaining a GenLit collection, which came about due to the person attending Jez's ILA presentation. As previously mentioned she also chaired the eMediaLibrary consortium meeting.

- Joe worked to coordinate the November 1 LEARN meeting that was scheduled to occur at the White Oak Public Library.
- Jez presented a program at ILA on programming for 20-30 something adults.

Continuing Education

- Tony attended ILA and went to numerous programs as previously mentioned.
- Shirley attended ILA and went to the opening session with Verna Myers on diversity and inclusion; You Can Take the Librarian Out of the Building: Pop Up Libraries; Welcome to the United States; Give Your Patrons the Superpower to Fight Fake News; The Civic Lab and Beyond; Diversity and Diversability; and Podcasting for Beginners.
- Jennifer attended an Adult Reading Round Table genre study on speculative fiction, focusing on audiobooks, YA and graphic novels.
- Mary K. attended ILA and went to the opening session with Verna Myers; Comfortable Being Uncomfortable in the Library: Civic Engagement Through Programming; Real Tiny Progress: How to Start Training Your Staff to be a Little Bit More Culturally Competent; and Give Your Patrons Superpowers to Fight Fake News.

User Experience

- I submitted a marketing request to have our signage that sits in the sign holders on the top of the stacks changed to freshen the graphics and prepare for the signs moving to more line-of-sight orientation.

Meetings

Date	Meeting	Staff
2-Oct	LIC Training	All Librarians
9-Oct	One-on-One with Jamie	Tony
9-Oct	Meeting with Jeffrey Fisher, Fountaindale re: Biblioboard	Tony
10-Oct	ILA Annual	Tony, Shirley, Mary K. & Jez
11-Oct	ILA Annual	Tony, Shirley & Jez
12-Oct	ILA Annual	Tony & Jez
16-Oct	One-on-One	Tony & Jennifer
17-Oct	One-on-One	Tony & Jez
17-Oct	Department Head Meeting	Tony
23-Oct	One-on-One with Jamie	Tony
4-Oct	WBBR Chamber Luncheon	Shirley
18-Oct	Adult Services Department Monthly Meeting	All Librarians & Associates
20-Oct	Darien Chamber Women in Business	Shirley
31-Oct	Darien Chamber Coffee Connection	Shirley
16-Oct	Meeting with Dave & Marianne re: website book club page	Jennifer & Jez
3-Oct	eMedia Library Collection Team & Consortium Meeting	Jennifer

17-Oct	Call with Anne Rogers of Cargill re: November eBooks Presentation	Jennifer
5-Oct	ARRT Genre Study	Jennifer
26-Oct	One-on-One with Marianne	Jez

Programs

Date	Time	Program	Staff	Attendance
2-Oct	6:00 p.m.	Chess Club	Denise	13
2-Oct	7:00 p.m.	Fact of Fiction? Fake News	Mary K. & Jennifer	15
4-Oct	2:00 p.m.	Drama Reading Group	Joe	5
4-Oct	7:00 p.m.	Opera Lover's Lecture: <i>Rigoletto</i>	Cindy	8
5-Oct	6:30 p.m.	Make It & Take It Workshop: Halloween Decorations	Cindy	12
5-Oct	2:00 p.m.	Thursday Afternoon Movies: <i>Beauty & the Beast</i>	Joe	21
7-Oct	10:00 a.m.	ESL Conversation Group	Joe	7
9-Oct	6:00 p.m.	Chess Club	Denise	14
9-Oct	7:00 p.m.	Current Events	Mary K.	11
11-Oct	7:00 p.m.	Novel Idea Book Club	Mary P.	13
11-Oct	2:00 p.m.	Drama Reading Group	Joe	5
11-Oct	1:00 p.m.	Medicare Made Easy	Cindy	18
11-Oct	7:00 p.m.	SCORE Roundtable	Shirley	8
11-Oct	10:00 a.m.	Job Club	Jez	3
16-Oct	6:00 p.m.	Chess Club	Denise	12
17-Oct	7:00 p.m.	Travel Log: Great American Eclipse 2017	Cindy	50
18-Oct	2:00 p.m.	Drama Reading Group	Joe	5
19-Oct	7:00 p.m.	Crime Readers Book Club	Ashe	11
19-Oct	6:30 p.m.	Beginner's Genealogy	Mary K.	12
19-Oct	2:00 p.m.	Thursday Afternoon Movies: <i>The Zookeeper's Wife</i>	Joe	40
20-Oct	7:00 p.m.	#LibSocial: Art Therapy Night	Jez	7
21-Oct	10:00 a.m.	ESL Conversation Group	Joe	9
23-Oct	6:00 p.m.	Chess Club	Denise	13
23-Oct	7:00 p.m.	Civics 101: The Role of the Supreme Court	Mary K.	34
25-Oct	6:30 p.m.	GenLit Book Club	Jez	8
25-Oct	2:00 p.m.	Drama Reading Group	Joe	5
25-Oct	1:00 p.m.	4th Wednesday: Book Buzz	Cindy & Jez	38
26-Oct	1:00 p.m.	Genealogy Group	Mary K.	25
26-Oct	7:00 p.m.	SCORE Website Design, Optimization, and Online Marketing	Shirléy	16
28-Oct	6:30 p.m.	Genealogy After Hours	Mary K.	22
			Total	460

Select comments:**Medicare Made Easy**

A very informative presentation about something we all need to know about.

Travelogue: Great American Eclipse

Great! Really spectacular!

Civics 101: The Role of the Supreme Court

Great opportunity to learn and refresh the knowledge we need to be competent voters and good citizens. Really appreciate these sessions.

GenLit Book Club

I love GenLit and all the people in it. Seriously, one of my favorite parts of the month. It is so great to talk books with other readers.

Book Buzz

It's a shame that Random House is discontinuing the Book Buzz.

I like this. It gives me so many ideas for my book club.

Volunteers

- Seventeen volunteers completed 198 hours of service.
 - Court Ordered/Community Service: 13 volunteers performed 179.75 hours of service.
 - Regular volunteers: three volunteers completed 14 hours of service.
 - Veteran's History: one volunteer did 4.25 hours of service

Proctoring

- Shirley proctored two tests this month.

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Circulation Services

October 2017

Total checkouts and renewals for October were down from last year by 4,407 or 8%. We had 51,829 items circulated this month as compared to 56,236 last year. Electronic circulation is up 12% this year. We had 4,799 circulations this year while we had 4,277 circulations last year.

ILL's processed were lower this year. We processed 7,777 this year and 7,912 last year.

Patron visits were slightly lower than last year -1-1/2% (35,007 this year compared to 35,574 last year).

A total of 7,939 holds were placed in July. Patrons placed 6,151 (77%) holds while staff placed 1,788 (or 23%) holds.

16,565 items were checked out or renewed by staff at the desk. This is 32% of total checkouts/renewals. 25,554 items were checked out or renewed by patrons at one of our self-check machines, 4,911 items were renewed by patrons through the catalog and 4,799 items were electronically checked out by patrons - for a total of 35,264 items checked out through some sort of self service. This is 68% of total checkouts/renewals.

Desk Statistics

Patron Assistance

# of Library cards renewed & Non-swam Reciprocal cards issued	Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/Copier Help
317	2,435	106	241	281	64	61

Community

Passports:

Circulation staff executed 39 passports in October.

Circulation was asked by the Kids & Teens Department to attend Parent Teacher Conferences at Gower Middle School on October 12 and again on November 2. Joyce Dangles and Susan Staron volunteered to go and offer library cards registration to parents and their children. Only 2 new patrons took advantage of this.

Notary Public:

Circulation Supervisors notarized 133 documents in October.

Continuing Education

Librarian in Charge training was offered on October 2. Because we will no longer have monitors, it is especially important that we are trained in dealing with patron and building situations.

User Experience

We eliminated library card registration forms for new residents. Staff is now entering their information directly into the patron record in the computer and then turning the screen so that the patron may check to see if the information has been entered correctly. This is a time saver for the patron. It is also a time saver for our supervisors, as they no longer need to double check the associates data entry. This has freed up the supervisors and they have started acting as "floaters" throughout the day. They are greeting patrons, helping at the self-checks and generally answering basic questions.

I have been off on a medical leave since October 20. The department is running well under Nancy Hudson. I want to thank Brett Butcher for setting up a laptop that has allowed me to work from home.

Workshops and Meetings Attended:

- Oct. 2 Envisionware Self Checkout Software
- Oct. 4 Circulation Users Group – Woodridge Library
- Oct. 6 D-Tech Self Checkout Software
- Oct. 6 VoIP Meeting
- Oct. 7 Tech Logic Self Checkout Software
- Oct.8 Circulation Department Meeting
- Oct. 9 One on One with Jamie
- Oct.11 Meeting with Circulation Supervisors
- Oct 16 Self Checkout Meeting with Jamie and Ann
- Oct. 17 Department Head Meeting

Debbie Sheehan
Head of Circulation Services

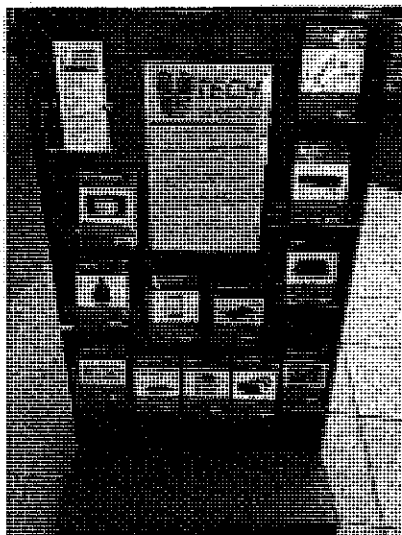
Technology & Technical Services Board Report October 2017

Improvements for Public, User Experience & Strategic Goals

- **Promoting the Carvey** - The Carvey machine was on display in the lobby with sample objects, a digital photo frame to highlight patron's designs and bookmarks and signs to promote the service and upcoming Open Maker Labs.



- **Promoting Tech Takeout**- T.J. worked with Theresa to create promotional cases for each Tech Takeout device. The cases were on display in the lobby. Staff reported that the display was successful as patrons were coming to the Technology Center desk to either find out more information, checkout a device or place a hold.



- **Write-on Program**- Dave worked with Heidi to create a form for patrons to submit their short stories and poems for Write-On via our Website.

- **Patron Driven Purchasing-** I have figured out a way to create various holds reports to help selectors identify popular titles on hold. The report identifies titles that we already own but need more copies due to hold volume. It also identifies titles we need to purchase because we do not own. Technical Services staff have noticed a significant rise in reserved materials coming in because of these reports.
- **Teen Graphic Novels** – The teen graphic novel collection is now easier to browse because we changed the call numbers to reflect the character, series, and number in the series.

Technical Services

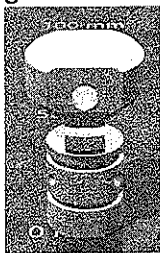
- Discarding- We continue to discard a high volume of items (over 4,600) due to collections being weeded.
- Zinio Statistics – Anna created a new spreadsheet to calculate Zinio circulation statistics by title. This is a faster and more comprehensive report to help selectors.

Technology Services

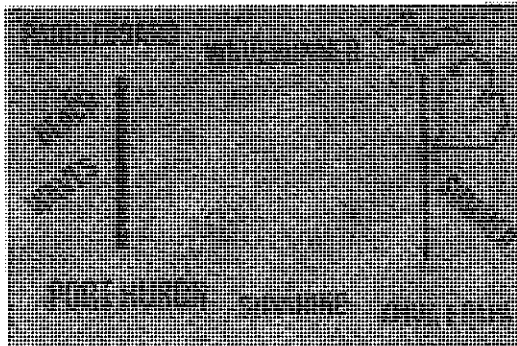
- VoIP phone service-I purchased new phones and other equipment for the new phone system. Brett installed the new phones and configured the network. The go live date for the new phones system will be on Tuesday November 14.
- Mobile App- We are currently in the process of beta testing the mobile app developed by Communico.

Maker (DIY)

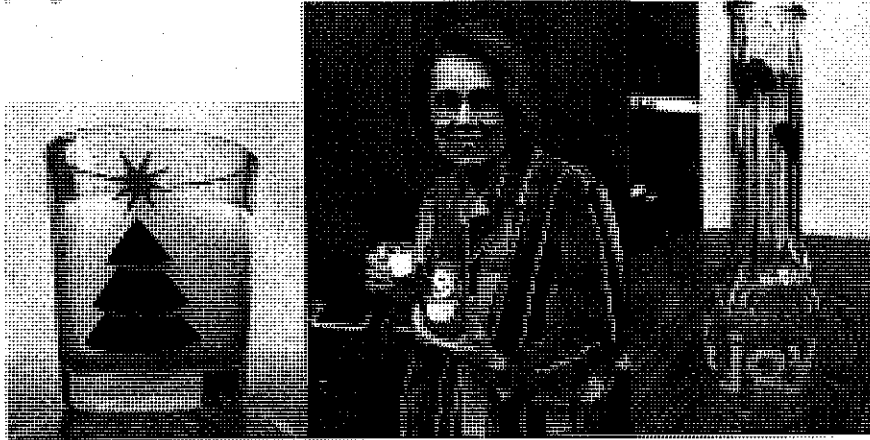
- 3D Printer- 19 print requests were processed. Most interesting: parts for a proto type gas valve.



- Carvey- 6 request processed for Maker Lab. Most interesting: picture frame.



- Vinyl Cutter- 9 requests processed from open maker lab and Custom Vases and Votive program. This was our first adult program using the vinyl cutter.



Public Technology Programs & Classes

- Program attendance totals: 80
- One-on-one ½ hour training sessions: 5
- The open Maker Lab teaches patrons how to use the Carvey, 3D printer and vinyl cutter.
- T.J. led three virtual reality classes for mid-kids with a total attendance of 20.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Sun. Oct. 1 (2 PM)	Headshot Studio & Portrait Editing	Dave	12
Tues. 10/3 (1 PM)	Intro to Windows 10	Sandi	9
Tues. 10/3 (6 PM)	Open Maker Lab	T.J./Dave	1
Tues. 10/10 (2 PM)	Intermediate Android	Dave	14
Tues 10/10 (6:30 PM)	Excel Basics Part 1	Ron	10
Wed. 10/11 (6 PM)	Open Maker Lab	Ann/Dave	6
Thurs. 10/12 (1 PM)	Should I Buy an iPad	Dave	10
Thurs. 10/12	Excel Basics Part 2	Ron	13
Sat. 10/14 (1 PM)	Custom Vase & Votive Holders-Vinyl Cutter	T.J.	4
Sun. 10/15 (2 PM)	Open Maker Lab	Brett	1

Sharing

- T.J. shared information with Forest Park on our circulating Roku (streaming devices).
- I shared information with Popular Creek Library on how we developed the database page style of our website.
- April shared information with Hinsdale Library on how to use SWAN reports to check funds, invoices and orders.
- April contributed to the SWAN's Acquisitions Users Group by demonstrating an easy way to correct electronic invoicing from the wrong fiscal year.

Training & Continuing Education

- T.J.- Librarian in Charge training; "Keeping up with Emerging Technologies" webinar
- Ann- Librarian in Charge training; "Assessing and Improving Your Library's Website" two-part webinar.
- All staff except for Hugh who is out on medical leave watched the mandatory safety webinar "The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth." and active shooter video.
- Brett trained Dave on the basics of the new Video & Website request ticket system.
- Anna learned how to customize formulas in spreadsheets.

Personnel/Staff Meetings

- 10/2, 10/5 & 10/6, 10/16- Jamie, Debbie and I met with the following self-check vendors: Envisionware, D-Tech, and Tech Logic.
- 10/4, 10/11, 10/18, 10/25- 1-On-1 meetings with T.J.
- 10/4, 10/11, 10/18- 1-On-1 meetings with Brett
- 10/5- VOIP meeting with Laura, Brett, Debbie and Don.
- 10/9, 10/23- 1-On-1 meetings with Anna
- 10/9, 10/23- 1-On-1 meetings with April
- 10/10, 10/24- 1-On-1 meetings with Jamie
- 10/17- Department Head meeting
- 10/24-Technology Center Desk Meeting
- 10/25-Technical Services Department Meeting
- 10/26 - April attended an Acquisitions Users Group meeting at Tinley Park Library.

Ann M. Stovall, Head of Technical & Computer Services, November 6, 2017

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

Programs

In October, Youth Services presented 65 programs at IPPL with 1,273 people in attendance. We also presented 10 events out in the community reaching over 278 people.

Date	Description	Staff	Attendance
2-Oct	Talented Toddlers 9:30am (17 toddlers)	Heather	35
2-Oct	Junior Genius	Katie	15
3-Oct	Junior Genius	Katie	21
3-Oct	The Action Plot with JB Michaels	Heidi	4
3-Oct	Baby Brilliance	Jane	29
4-Oct	Sphero Chariot Challenge	Monica, Jane	3
4-Oct	Baby Brilliance	Jane	22
5-Oct	Talented Toddlers 9:30am (10 toddlers)	Heather	21
5-Oct	Talented Toddlers 10:30am (11 toddlers)	Heather	22
5-Oct	Teen Time Out	Heidi	2
5-Oct	Fantastic Families	Jane	26
6-Oct	Harvest Jamboree with Animal Farm Band	Natalie	39
6-Oct	SEW New program	Monica, Deidre	6
9-Oct	Talented Toddlers 9:30am (8 toddlers)	Heather	18
9-Oct	Junior Genius	Katie	10
9-Oct	Minecraft Mini-Con	Monica, Joan, Natalie, Katie, Heidi, Jane, Heather, Jimmy, TJ	73
10-Oct	Junior Genius	Katie	17
10-Oct	Bookgarteners: Mem Fox	Katie	32
10-Oct	Baby Brilliance	Jane	28
11-Oct	Baby Brilliance	Jane	32
12-Oct	Talented Toddlers 9:30am (11 toddlers)	Heather	23
12-Oct	Talented Toddlers 10:30am (13 toddlers)	Heather	26
12-Oct	Teen Time Out	Heidi	1
12-Oct	Fantastic Families	Jane	30
13-Oct	SEW New program	Monica, Deidre	8
13-Oct	T-Rexplorers	Monica	43
16-Oct	Talented Toddlers 9:30am (16 toddlers)	Heather	32
16-Oct	Junior Genius	Katie	18
16-Oct	Anime Addicts	Heidi	7
17-Oct	Junior Genius	Katie	8
17-Oct	Homeschooling SMART-Human Body	Monica	29
17-Oct	Baby Brilliance	Jane	17
18-Oct	Baby Brilliance	Jane	26
18-Oct	VR Field Trips	TJ	8
19-Oct	Talented Toddlers 9:30am (9 toddlers)	Heather	18

19-Oct	Talented Toddlers 10:30am (9 toddlers)	Heather	18
19-Oct	Teen Time Out	Heidi	12
19-Oct	Fantastic Families	Jane	21
20-Oct	Shake, Shimmy, & Dance	Katie	63
20-Oct	SEW New program	Monica, Deidre	9
20-Oct	VR Gaming	TJ	9
21-Oct	Practice SAT	Heidi	15
21-Oct	TASC	Heidi	9
23-Oct	Talented Toddlers 9:30am (19 toddlers)	Heather	40
23-Oct	Junior Genius	Katie	16
24-Oct	All Ages Storytime	Jimmy	21
24-Oct	Junior Genius	Katie	13
24-Oct	Bookgardeners: Mo Willems	Katie	26
24-Oct	Baby Brilliance	Jane	27
25-Oct	Baby Brilliance	Jane	21
25-Oct	VR Gaming	TJ	3
26-Oct	Talented Toddlers 9:30am (10 toddlers)	Heather	23
26-Oct	Talented Toddlers 10:30am (8 toddlers)	Heather	16
26-Oct	Teen Time Out	Heidi	4
26-Oct	Fantastic Families	Jane	29
27-Oct	Zombie Escape Room	Jimmy, Heidi	27
27-Oct	Zombie Escape Room (3 sessions)	Heidi, Jimmy	23
30-Oct	Talented Toddlers 9:30am (11 toddlers)	Heather	23
30-Oct	Junior Genius	Katie	13
31-Oct	Junior Genius	Katie	15
31-Oct	Baby Brilliance	Jane	28
		TOTAL:	1273

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

Minecraft Mini-Con

Monica facilitated K&T and Technology staff in presenting a variety of activities during the Minecraft Mini-Con. Kids and families had opportunities for open play, created Virtual Reality(VR) worlds, were challenged by the Minecraft Escape Room, hunted for hidden characters, created pixel image art & magnets, buttons, Perler bead characters and took selfies. The event saw a drop in attendance (73) from last years (over 200) event. Staff discussed the possibility that Minecraft, as a trend, has hit its peak with our patrons.

In addition to the Minecraft art projects at the Mini-Con, Heather also prepared materials necessary for the "Find Steve and the Endermen" scavenger hunt. She created a check-list as well as printing out the characters to hide throughout the Kids and Teens Department, and finding templates for Minecraft character bookmarks which were given to those who found all 10 hiding places.

SEW New

Monica Dzierzbicki, Deidre Winterhalter, and Marian Krupicka presented the SEW New programs. The kids learned basic use of the new Singer sewing machines funded by the Darien Women's Club. They also sewed headbands, key fobs, tote bags and pillowcases. This was a very successful series with requests to offer it again from both kids and parents.

Bookgardeners

Katie planned and presented the second week of Bookgardeners based on Mem Fox's books and the third week of Bookgardeners based on Mo Willems's books. Five activity stations were available for the children to do at the program, all of them supporting specific points of Illinois's state early learning standards. Katie also created a Take-Home activity packet and a Brochure for each Bookgardeners program. The Brochures informed caregivers as to what activities happened in class and what early learning standard the children were working on at each station.

Community

Date	Description	Staff	Attendance
2-Oct	Dental Drop-in with Dr. Pamela Johnson	Natalie	35
3-Oct	Hinsdale South Book Club	Heidi	6
5-Oct	Whole Foods Storytime	Katie	23
9-Oct	Chick-fil-A storytime	Jane	23
12-Oct	exSTEMaganza Prep	Natalie	8
12-Oct	Library card registration and IPPL information table at Gower Middle School	Monica	7
13-Oct	Mark DeLay Elem. Parent University Night	Monica	57
24-Oct	ExSTEMaganza with DuPage Department of Education & Gower	Natalie	85
27-Oct	Mark DeLay Elem. 90-Second Newbery video club	Monica	21
	Barbara's Bookstore Storytime (8 children)	Heather	13
		TOTAL:	278

(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.)

Parent University Night

Monica Dzierzbicki presented IPPL materials and services at the Parent University night at Mark DeLay Elementary. The topic for the night was 'Growing Pains' and covered manners, feelings, being bullied, learning differences and diversity. The event was the highest attended Parent University night the school has offered.

WouldShop

The WouldShop began with a weeklong opportunity to use PlayFoam for sculpting in advance of the Minecraft Mini-Con. At the Minecraft event, Heather facilitated three different projects with assistance from two volunteers, pixel art Minecraft characters, Creeper magnets, and Creeper charms for necklaces or keychains. After the event, Heather Forster Jensen left out materials for pixel art for the rest of the week. After that week, Heather setup instructions and materials to make accordion bats, also providing a book display about bats and Halloween maker projects.

Collections

Katie Salo purchased and designed shelf labels for the beginning readers based on popular characters and series. She also changed the way that the shelves look; books are now faced to the left and front of the shelves, creating a tidier looking section and space for display books. Many compliments from parents/caregivers have been received and the section is definitely being used more.

Katie put out the five new Book Bundles (Dinosaurs, Five Senses, Houses & Homes, Music, and World), the new Parenting Pack (Caring for Your Teeth), and the four new LeapPad 3.0s.

Displays & Signage

Heather Forster Jensen began auditing the variety of "Out of Service" signage kept on-hand at the Kids and Teens Ask Us Desk. She developed an inventory list of what currently exists and added several new services/locations that could use a custom sign. If applicable, signs will include alternative service points. Heather will continue making updates to the signs using a new, consistent template.

On the Mid-Kid's book display shelf, Heather's Banned Books display remained out through the first week of October. Afterward, Heather created two additional displays, a fiction/non-fiction hybrid of materials on Norway, Vikings, and trolls, followed by a scary story display. The Early Literacy displays centered on bilingual picture books for Hispanic Heritage Month and later Halloween picture books.

Seed Library

Number of Checkouts: 4

Number of Seed Packets Checked Out: 8

Number of Donations: 1

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

Continuing Education

Date	Description	Staff
1-Oct	Read - <i>Awakening Compassion at Work</i> by Monica C. Worline and Jane E. Dutton	Monica
5-Oct	View safety video for October staff meeting with Jamie B	Jane
17-Oct	Safety Video	Monica
27-Oct	How to Communicate with Clarity -web talk	Monica
27-Oct	Think Fast, Talk Smart: Communication Techniques-YouTube	Monica

Contributing to the Profession

Date	Description	Staff
10-Oct	Caldecott Nominations (3 of 7)	Katie
31-Oct	Caldecott Committee Reading	Katie

Meetings & Planning

Date	Description	Staff
2-Oct	LIC training meeting	Monica, Natalie, Katie, Heidi
2-Oct	Met with Heather at K&T Desk for Minecraft Pixel Art	Heather, Jane
6-Oct	Furniture Meeting with Jamie & Corporate Concepts	Natalie
9-Oct	One on One with Jamie	Natalie
10-Oct	Annual Evaluation	Heather, Natalie
10-Oct	Furniture Meeting with Jamie & LFI	Natalie
11-Oct	Check-in meeting	Monica, Natalie
17-Oct	Dept. Heads	Natalie
18-Oct	Mid-Kids Collections maintenance meeting	Monica, Natalie
19-Oct	K&T Staff Meeting	Katie, Natalie, Monica, Heidi, Jane, Heather, Jimmy

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20-Oct	Monthly Department meeting	Monica, Jimmy, Heather, Jane, Heidi, Katie, Natalie
20-Oct	One on One with Jamie	Natalie
26-Oct	pre-program check-in meeting with PRC art class teacher	Monica
30-Oct	Orientation training with Jack Schultz	Natalie, Jack
31-Oct	Bookseller Meeting with Rob Innes	Katie, Monica, Heidi

Submitted by Natalie Williams, Head of Youth Services 11/7/2017

STATISTICS FOR	Oct-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	29,872	32,111	125,041	137,880	-9.31%
Teen	2,013	2,562	10,155	12,685	-19.94%
Kids	15,145	17,286	61,044	72,480	-15.78%
TOTAL	47,030	51,959	196,240	223,045	-12.02%
Electronic Circulation	4,799	4,277	19,960	17,881	11.63%
GRAND TOTAL CIRC.	51,829	56,236	216,200	240,926	-10.26%
% Reciprocal Borrowing	14%	13%	14%	13%	
Patron Visits	35,007	35,574	153,085	154,012	-0.60%
Current Cards					
Resident	157	184	20,010	20,797	-3.78%
Non-Resident	81	77	1,004	962	4.37%
TOTAL	238	261	21,014	21,759	-3.42%
Non-Resident Households	37	35	485	424	14.39%
Patron Assistance					
Adult - Reference	2,712	2,963	12,343	12,785	-3.46%
Kids - Reference	980	1,214	4,648	5,563	-16.45%
Technology - Reference	1,070	1,049	4,107	3,557	15.46%
TOTAL REFERENCE	4,762	5,226	21,098	21,905	-3.68%
Adult - Other	653	765	3,580	3,336	7.31%
Kids - Other	1,856	2,467	9,040	10,312	-12.34%
Technology - Other	93	164	419	550	-23.82%
TOTAL OTHER	2,602	3,396	13,039	14,198	-8.16%
GRAND TOTAL ASST.	7,364	8,622	34,137	36,103	-5.45%
ILL/Reserves					
Holds	7,939	7,619	30,625	31,633	-3.19%
ILLs Sent	3,383	3,378	14,327	15,671	-8.58%
ILLs Checked Out	3,945	4,089	15,593	16,805	-7.21%
ILLs Received	4,394	4,534	17,614	18,747	-6.04%
Programs - Adult					
# Programs	15	15	55	41	34.15%
Attendance	304	326	1,224	815	50.18%
Technology Classes					
# Programs	11	13	35	40	-12.50%
Attendance	86	83	233	384	-39.32%
Individual Technology Training					
# of Patrons	32	84	296	383	-22.72%
Groups					
# Programs	15	16	45	47	-4.26%
Attendance	156	134	521	458	13.76%
Others					
# Programs	0	0	0	6	-100.00%
Attendance	0	0	0	147	-100.00%
Programs - Teen					
# Programs	9	9	34	33	3.03%
Attendance	80	93	463	592	-21.79%
Programs - Kids					
# Programs	59	68	715	172	315.70%
Attendance	1,332	2,313	6,559	5,182	26.57%
GRAND TOTAL ATT.	1,990	3,033	9,296	7,961	16.77%

STATISTICS FOR	Oct-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,044	3,505	12,931	14,727	-12.20%
Kids Computers	1,085	1,288	5,006	6,232	-19.67%
Teen Laptop	128	198	568	991	-42.68%
Adult Laptop	177	213	647	643	0.62%
TOTAL PATRON USE	4,434	5,204	19,152	22,593	-15.23%
Hours Used					
Adult Computers	2,311	2,549	10,019	10,271	-2.45%
Kids Computers	621	808	3,220	3,959	-18.67%
Teen Laptop	140	425	555	1,366	-59.37%
Adult Laptop	321	264	1,130	1,032	9.50%
TOTAL HOURS USED	3,393	4,046	14,924	16,628	-10.25%
Wireless Total Connections	9,781	9,334	36,605	36,864	-0.70%
IPPL Total Web Site Access	* 25,924	20,871	113,168	91,217	24.06%
IPPL Total Page Views	* 38,108	33,078	165,938	144,376	14.93%
Subscription Database Logins	3,822	2,012	14,185	8,310	70.70%
Outreach-Homebound					
Items Delivered	177	171	568	575	-1.22%
Volunteers					
Number Active	52	40			
Hours Worked	416.25	306.75	1,563.25	1,428.75	9.41%
Staff Training Hours	151	193	340.50	390	-12.69%
Room Use					
Youth Room	38	35	70	70	0.00%
Meeting Room					
Library	53	51	157	168	-6.55%
Non-Library	8	10	23	29	-20.69%
Conference Rooms	400	398	1,516	1,456	4.12%
Lobby Programs	3	5	9	14	-35.71%
Board Room					
Library	23	15	59	72	-18.06%
Non-Library	15	22	67	76	-11.84%
Clavinova	0	0	1	0	

* Website Statistics Are Lower because the Library does NOT currently have a mobile app

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - October 2017

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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	996	3	0	999	6	9	9	9
Non-Fiction	49506	393	816	49083	900	1678	1293	2494
Fiction	39267	382	473	39176	1316	1044	1698	1517
ADULT TOTALS	89769	778	1289	89258	2222	2731	3000	4020
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	15697	65	71	15691	360	970	425	1041
Fiction	27376	365	1548	26193	524	1437	889	2985
KIDS TOTALS	43094	430	1619	41905	884	2407	1314	4026
TEEN								
Non-Fiction	506	0	1	505	16	275	16	276
Fiction	3622	101	353	3370	213	280	314	633
TEEN TOTALS	4128	101	354	3875	229	555	330	909
BOOK TOTALS	136991	1309	3262	135038	3335	5693	4644	8955

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	6423	61	110	6374	133	377	194	487
Music CD	8926	27	281	8672	189	494	216	775
Playaway	342	0	1	341	9	5	9	6
DVDs (DVD & Blu-ray)	19507	233	132	19608	427	307	660	439
CD-ROMs	81	0	0	81	0	2	0	2
Console Games (Feb 2016)	47	2	1	48	0	0	2	1
ADULT TOTALS	35326	323	525	35124	758	1185	1081	1710
KIDS								
Audio Books	698	0	52	646	2	29	2	81
Music CDs	857	10	0	867	9	7	19	7
Playaway	106	0	9	97	0	0	0	9
DVDs (DVD & Blu-ray)	4895	33	706	4222	83	134	116	840
Playaway Launch Pads (New)	19	0	0	19	0	0	0	0
KIDS TOTALS	6575	43	767	5851	94	170	137	937
TEEN								
Audio Books on CD	196	7	9	194	7	1	14	10
Playaway	33	0	0	33	0	9	0	9
DVDs (DVD & Blu-ray)	659	16	119	556	20	0	36	119
CONSOLE GAMES	590	19	2	607	23	9	42	11
PC-GAMES	57	0	0	57	0	0	0	0
TEEN TOTALS	1535	42	130	1447	50	19	92	149
AUDIOVISUAL TOTALS	43436	408	1422	42422	902	1374	1310	2796
COLLECTION TOTALS	180427	1717	4684	177460	4237	7067	5954	11751

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- October 2017

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	199,198	0		199,198				
Reference (Yearly for all ages)	573	0		573				
eRead Illinois (Monthly for all ages)	27941	73	1	28013	848	38	921	39
TOTALS FOR ALL AGES	227,712	73	1	227,784	848	0	921	39
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,593	20		2,613	62	0	82	0
eMedia (Overdrive Advantage)	787	7		794	21	0	28	0
Fiction								
eMedia (Overdrive Consortium)	10,770	87		10,857	283	0	370	0
eMedia (Overdrive Advantage)	3,328	48		3,376	167	0	215	0
ADULT TOTALS	17,478	162		17,640	533	0	695	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	91	0		91	0		0	
eMedia (Overdrive Advantage)	13	0		13	0		0	
Fiction								
eMedia (Overdrive Consortium)	1,553	7		1,560	41	0	48	0
eMedia (Overdrive Advantage)	209	2		211	6	0	8	
KIDS TOTALS	1,866	9		1,875	47	0	56	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	121	0		121	0		0	
eMedia (Overdrive Advantage)	11	0		11	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,478	20		2,498	40	0	60	0
eMedia (Overdrive Advantage)	461	6		467	12	0	18	
TEEN TOTALS	3,071	26		3,097	52	0	78	0
BOOK TOTALS	250,127	270		250,396	1480	0	1,750	39

AUDIOVISUAL	Previous	Added	Discard	Current	Prev. Mo. YTD		YTD	
	Month Totals	Items	Items	Totals	A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	0		43,952				
Music	281,004		0	281,004				
Movies/TV Episodes	31,741	0		31,741				
eRead Illinois Audio Books	7,302	238	0	7,540	746	0	984	0
Yearly Total for All Ages	363,999	238	0	364,237	746	0	984	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,839	14		3,853	72		86	0
eMedia Advantage (Overdrive)	574	8		582	35		43	0
Movies								
Preloaded Roku Titles	803	10		813	46		56	
ADULT TOTALS	5,216	32		5,248	153	0	185	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	263	1		264	7		8	
eMedia Advantage (Overdrive)	12	0		12	2		2	
Movies								
Preloaded Roku Titles	123	2		125	4		6	
KIDS TOTALS	398	3		401	13	0	16	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	216	5		221	6		11	0
eMedia Advantage (Overdrive)	35	1		36	3		4	0
TEEN TOTALS	251	6		257	9	0	15	0
AUDIOVISUAL TOTAL	369,864	279		370,143	921	0	1200	0
COLLECTION TOTALS	619,991	549		620,539	2401	0	2,950	39

Chamber Report
November 2017

I attended a Darien Women in Business meeting on 10/20/17 at First American Bank along with chairs Gail Sablick and Carole Kempf, Barbara J. Vondra and April Padalik, who now works in the Chamber office. President and CEO Clare Bongiovanni has resigned. The group discussed various activities of the year as well as a possible education event at the library. The group's Mission Statement states: "Enhancing the development, growth and success of Darien business women through networking, education and a strong business perspective to community leadership."

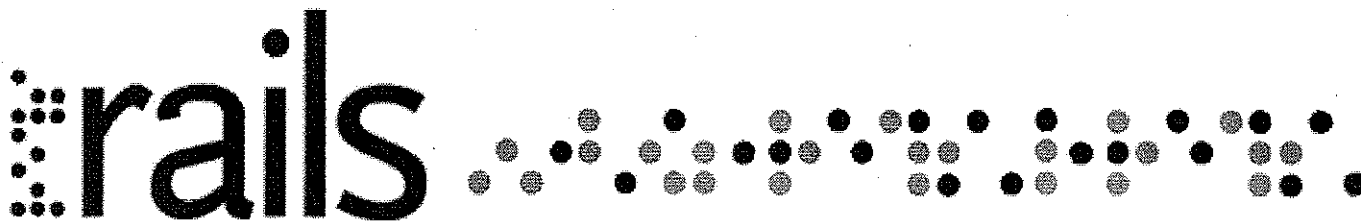
A Darien Coffee Connection took place on 10/31 in the morning, with a low turnout of mostly chamber leaders, so the event turned into a business meeting. I asked about ways the library could enhance our support of the small business community. Gail Sablick (Chairman of the Board) said that they want more involvement from non-profits and asked if we would have someone come on the general chamber board. I was also asked about providing the chamber office information about our programs and reassured the group that I already send this via the *BizConnection* newsletter and a separate program flyer. So that things do not slip through the cracks during some chamber personnel changes, I will take extra care with delivering this information regularly.

Shirley Pride Jensen
Assistant Head of Adult Services
Business Liaison
11/6/17

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News from the Reaching Across Illinois Library System.



e-news

Property Tax Freeze Bill Will Hurt Libraries: Call Legislators Today!

Senate Bill 851, the property tax freeze bill, could severely hurt Illinois libraries. The Illinois House is scheduled to vote on the freeze **today**. It is critical that you **contact your legislators immediately** to urge them to **vote against** the bill. View the Illinois Library Association's (ILA) [e-newsletter article](#) for talking points and a link to legislators names and phone numbers. The Illinois General Assembly is in their second week of a veto session, and therefore legislators must be called at their Springfield offices.

RAILS Board Meeting, November 17

The RAILS Board will meet on Friday, November 17, at 1 p.m., in person at the RAILS Burr Ridge service center and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See [agenda/supporting documents](#) when available.

RAILS Closed for Thanksgiving

RAILS will be closed on Thursday, November 23, for Thanksgiving Day, and will reopen on Friday, November 24. Delivery services will not be provided. A [list of RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

It's Fine Count Time!

The next delivery fine count runs from November 13–17. Please count all items in each delivery container, complete [this form](#), and place it on top of the items in each container. For more [details on completing your fine count](#), visit our website.

Webinar on Designing Training December 12

Lauren Soderstrom, Management Association, will present the ADDIE model to provide guidelines to help you develop your training programs in this webinar on Tuesday, December 12, 1:30–3:00 p.m. ADDIE is an acronym for the five stages of developing training: Analysis, Design, Development, Implementation and Evaluation. Log into L2 for [more information/registration](#).

Webinar on Legal Immigration Services December 6

Kelly Von Zee, Addison Public Library, will discuss how to direct patrons to immigration resources and community organizations that offer legal immigration assistance in this webinar on Wednesday, December 6, 9:30–10:30 a.m. Hear how you can offer legal immigration services at your library through the Department of Justice Recognition and Accreditation program. Log into L2 for [more information/registration](#).

November 8, 2017

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Upcoming RAILS CE

[Workshop on Developing](#)

[Metadata for DPLA November](#)

[14](#)

[Safety and Security Trends](#)

[November 15](#)

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[Workshop on Developing Metadata for DPLA November 14](#)[Archives](#)[Webinar on Trends in Safety and Security for Libraries November 15](#)[Subscriptions](#)[Webinar on Startup Technology Practices November 16](#)[Subscribe to RAILS
communications](#)[Program on Complying with FOIA December 5](#)[Unsubscribe from this list](#)**Soon to Be Famous Illinois Author Project (STBF) Now Accepting Submissions**

Entries for the 2018 STBF contest are being accepted now through January 8, 2018. Authors must reside in Illinois and be nominated by an Illinois library (academic, public, school, or special). Sponsored works must be self-published adult fiction. This year will again offer a \$1000 prize to the winning author. Submit and learn more by visiting the [STBF website](#).

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preferences](#)[Forward to a friend](#)

There are several ways to become involved or support STBF: become a judge, host a winning author, and/or promote your library's local indie authors. Contact soontobefamousinfo@gmail.com with your questions or to express interest.

Call for Proposals: Great Lakes Resource Sharing Conference (GLRSC)

The GLRSC is now accepting proposals for the 2018 conference on June 7 & 8, in Perrysburg, OH. Selected presenters will be notified by February 16, 2018. View [this pdf](#) for the online submission form, details about submitting, as well as more information on the conference. Please direct any questions to [Amanda Musacchio](#) or [Mark Sullivan](#).

Last Chance to Apply for Science Kits for Public Libraries Grant

The Institute for Electrical and Electronics Engineers (IEEE) is accepting applications for this year's Science Kits for Public Libraries grant. The grant offers up to \$2,000 per library and focuses on the creation of circulating math and science kit collections for primary and secondary education students (K-12). Applications will be accepted from Chicago area public libraries until November 15. More [information/to apply](#). Email the completed forms to [Michal Gawlik](#).

RAILS Library Director News

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

Amy Johnson is the new Library Director at Farmer City Public Library, effective December 31. Catherine Hoffman will retire on that date.

RAILS Member Question of the Month

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

I'm having trouble logging into Library Learning (L2)? What can I do?

If you have forgotten your password, first try entering your email address on the L2 [password reminder form](#). There's a "Forgot your password?" link for the form on the login page. If you are unable to recover your password, or encounter some other issue with your L2 account, send an

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News from the Reaching Across Illinois Library System.



e-news

Congratulations to New RAILS Board Member

On Friday, October 27, the RAILS Board appointed Laura Keyes, Head of Adult Services & Technical Services at Freeport Public Library, to the open at large seat on the RAILS Board. We have not had representation from the Freeport area (northwest Illinois) on our board and this appointment will help fill that gap. RAILS had 24 candidates for the open seat. Thanks to all who expressed interest!

FY2017 ILLINET Interlibrary Loan Traffic Survey Now Available

All Illinois libraries are required to report their annual interlibrary loan (ILL) and reciprocal borrowing statistics through the [ILLINET Interlibrary Loan Traffic Survey](#). Libraries can also view their ILL statistics [online](#). The traffic survey must be completed prior to submission of the FY2018 Annual Library Certification form. The deadline for completion is March 31, 2018.

Data submitted should cover July 1, 2016 through June 30, 2017. [Completion guidelines](#) are available, as well as [LibPas Data Input Instructions](#) to help you with the online form. School districts should include ILL and reciprocal borrowing activity for all school buildings in the district. Individual school buildings within a school district do not have access to the survey.

For more information, contact the Illinois State Library at 800.665.5576, ext. 2 or email [Amanda Musacchio](#), RAILS Resource Sharing Specialist, or call her at 630.734.5118.

It's Fine Count Time!

The next delivery fine count runs from November 13–17. Please count all items in each delivery container, complete [this form](#), and place it on top of the items in each container. For more [details on completing your fine count](#), visit our website.

Library Director Bootcamp Webinar Series Begins November 6 at Lake Forest Library

A group viewing of the American Library Association's three-part webinar series "Library Director Bootcamp: Getting the Skills You Need" will be held on Mondays, November 6, 13, and 20, 1:30–3:00 p.m., at Lake Forest Library. Gain a solid understanding of the core competencies necessary to be a library director. Log into L2 for [more information/registration](#).

Program on Complying with FOIA December 5

Julie Tappendorf, Ancel Glink, will discuss the basics of complying with the Freedom of Information Act (FOIA) and provide updates on recent amendments and court cases in this program on Tuesday, December 5, 1:30–3:00 p.m. Attend in person at the RAILS Burr Ridge service center or watch online via RAILS Live. Log into L2 for [more information/registration](#).

November 1, 2017

RAILS Links

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[Member Directory](#)
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[RAILS YouTube Channel](#)

Member Resources

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

Upcoming Meetings

[RAILS Board Meeting November 17](#)

Upcoming RAILS CE

[Introduction to Drupal Webinar November 2](#)

[Director Bootcamp Webinar Series November 6](#)

[Increase Your Productivity November 8](#)

[Workshop on Developing Metadata for DPLA November 14](#)

[Safety and Security Trends November 15](#)

[Startup Technology Practices November 16](#)

[Complying with FOIA](#)

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Kelly Von Zee, Addison Public Library, will discuss how to direct patrons towards immigration resources and community organizations that offer legal immigration assistance in this webinar on Wednesday, December 6, 9:30–10:30 a.m. Hear how you can offer legal immigration services at your library through the Department of Justice Recognition and Accreditation program. Log into L2 for [more information/registration](#).

[Legal Immigration Services Webinar December 6](#)

[Archives](#)

[RAILS E-News Archives](#)

Other RAILS CE Opportunities

[Introduction to Drupal Webinar November 2](#)

[Program on Increasing Your Productivity November 8](#)

[Workshop on Developing Metadata for DPLA November 14](#)

[Webinar on Trends in Safety and Security for Libraries November 15](#)

[Webinar on Startup Technology Practices November 16](#)

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LACONI Program on Diversity in the Library Field November 17

Dr. Nicole Cooke, Assistant Professor at the School of Information Sciences at the University of Illinois, Urbana-Champaign, will lead a discussion about diversity in the library field on Friday, November 17, 9:30 a.m.–noon. Learn important distinctions between diversity and inclusion, and how administrators can champion effective, proactive retention methods. This LACONI program is funded in part by a [RAILS CE grant](#) and is presented in partnership with RAILS. Log into L2 for [more information/registration](#).

Per Capita and Equalization Aid Grant

The FY2018 Public Library Per Capita and Equalization Aid Grant application and FY2016 Expenditure Report [forms are now available](#).

Applications for either the Public Library Per Capita Grant or Equalization Grant programs must be [submitted via email](#) on or before January 15. All required supporting documentation, including the [Per Capita](#) and [Equalization](#) financial expenditure reports, must be attached as separate documents and **submitted with the application**.

Take Action for Libraries: E-rate

There is still time to file your Wi-Fi story with the Federal Communications Commission (FCC) in support of Wi-Fi funding in the [E-rate program](#). E-rate provides discounts for telecommunications, internet access and internal connections to eligible schools and libraries. You are encouraged to tailor your message to describe what is important to your community and which services your library provides that depend on Wi-Fi and strong internet access.

You can do two things to add your voice. Deadline is November 7.

1. Use this [template](#) (doc) to build your Wi-Fi story and [submit it](#).
2. Read the [District Dispatch post](#) that highlights some library and American Library Association comments and use the template to file in support of those comments.

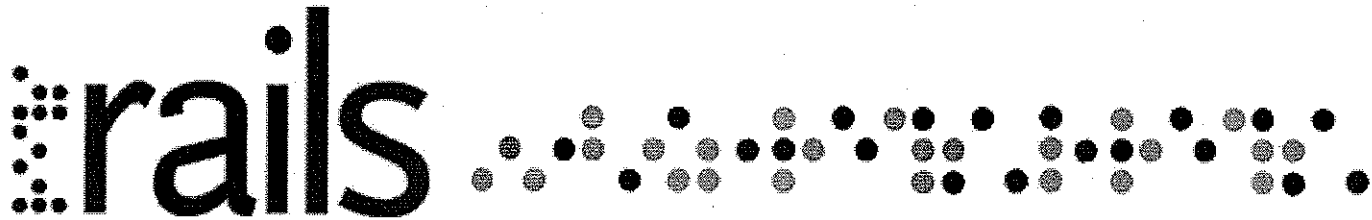
Survey: How Can We Improve Library E-books?

ReadersFirst, a nonprofit library advocacy group, launched a survey to find out what kinds of e-content business models libraries really want and how the market can improve. [Get more details](#)

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News from the Reaching Across Illinois Library System.



e-news

RAILS Board Meeting, October 27

The RAILS Board will meet on Friday, October 27, at 1 p.m., in person at the RAILS Burr Ridge service center and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See [agenda/supporting documents](#) when available.

RAILS Funding News

RAILS received our first two Area and Per Capita Grant payments for FY2018 this week. Thank you to Secretary of State and State Librarian Jesse White, Deputy Director of the Illinois State Library Greg McCormick, and other colleagues at the Illinois State Library for their continued support.

It's Fine Count Time!

The next delivery fine count runs from November 13–17. Please count all items in each delivery container, complete [this form](#), and place it on top of the items in each container. For more [details on completing your fine count](#), visit our website.

What is RAILS? Booklet

If you haven't seen our new booklet on RAILS services, you can [view a PDF](#) on the RAILS website, or better yet, request copies to be sent to you for your staff and trustees. The booklet provides a quick overview and links for ways to learn and stay informed, connect with colleagues, share resources, and save money. There is something at RAILS for all levels of staff and all library types! Request your copies by emailing [Nicole Zimmermann](#).

RAILS FOIA Hotline Expanded

The RAILS' FOIA Hotline has been expanded to include inquiries related to the Open Meetings Act (OMA). RAILS and IHLS (Illinois Heartland Library System) members can utilize this hotline to receive answers to basic FOIA/OMA questions from a qualified attorney **at no cost**. The FOIA/OMA Hotline is limited to public library directors or designated FOIA/OMA officers. [See more information](#).

Library Director Bootcamp Webinar Series Begins November 6

Group viewings of the American Library Association's three-part webinar series "Library Director Bootcamp: Getting the Skills You Need" will be held on Mondays, November 6, 13, and 20.

- RAILS Burr Ridge service center, 1–4 p.m. (Kate Hall and Kathy Parker will be in person to answer questions after the session)
- RAILS East Peoria service center, 1:30–3:00 p.m.
- Lake Forest Library, 1:30–3:00 p.m.

October 25, 2017**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**[RAILS Board Meeting](#)[October 27](#)**Upcoming RAILS CE**[Introduction to Drupal Webinar](#)[November 2](#)[Director Bootcamp Webinar](#)[Series November 6](#)[Increase Your Productivity](#)[November 8](#)[Workshop on Developing](#)[Metadata for DPLA November](#)[14](#)[Safety and Security Trends](#)[November 15](#)[Startup Technology Practices](#)[November 16](#)[Complying with FOIA](#)

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[Archives](#)**Program on Complying with FOIA December 5**

Julie Tappendorf, Ancel Glink, will discuss the basics of complying with the Freedom of Information Act (FOIA) and provide updates on recent amendments and court cases in this program on Tuesday, December 5, 1:30–3:00 p.m. Attend in person at the RAILS Burr Ridge service center or watch online via RAILS Live. Log into L2 for [more information/registration](#).

[RAILS E-News](#)[Archives](#)**Subscriptions**[Subscribe to RAILS communications](#)[Unsubscribe from this list](#)[Update subscription preferences](#)[Forward to a friend](#)**Other RAILS CE Opportunities**[Introduction to Drupal Webinar November 2](#)[Program on Increasing Your Productivity November 8](#)[Workshop on Developing Metadata for DPLA November 14](#)[Webinar on Trends in Safety and Security for Libraries November 15](#)[Webinar on Startup Technology Practices November 16](#)**Continuing Education (CE) Networking Group Grants Available**

RAILS is pleased to again offer [grants to networking groups](#) to fund CE events in the RAILS service area. Interested group members should review the grant conditions on the RAILS website and complete the online application. The deadline for the next award period is November 30. See [more information](#) for future award periods and other details. Contact [Joe Filapek](#), RAILS Director of Consulting and Continuing Education, with questions.

LACONI Program on Diversity in the Library Field November 17

Dr. Nicole Cooke, Assistant Professor at the School of Information Sciences at the University of Illinois, Urbana-Champaign, will lead a discussion about diversity in the library field on Friday, November 17, 9:30 a.m.–noon. Learn important distinctions between diversity and inclusion, and how administrators can champion effective, proactive retention methods. This LACONI program is funded in part by a [RAILS CE grant](#) and is presented in partnership with RAILS. Log into L2 for [more information/registration](#).

FY2018 Live and Learn Construction Grant Applications Available

Information about the public library construction grant program is available through the Illinois State Library (ISL). [Access the Live & Learn Construction Grant Program webpage](#) that contains grant requirements and a link to the application. Applications are due to ISL on or before January 12, 2018.

Nominations Open for the 2018 Immroth Award

The [John Phillip Immroth Memorial Award](#) honors notable intellectual freedom contributions and demonstrations of personal courage in defense of freedom of expression. The winner receives \$500 and a citation. You do not have to be a librarian in order to be nominated. Self-nominations are also allowed. The [nomination](#) deadline is December 1, 2017.

Applications Open for Science Kits for Public Libraries Grant

The Institute for Electrical and Electronics Engineers (IEEE) is accepting applications for this year's Science Kits for Public Libraries grant. The grant offers up to \$2,000 per library and focuses on the creation of circulating math and science kit collections for primary and secondary

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Mental Health Video Series for Library Staff

The California State Library's Mental Health Initiative created a [video series](#) to increase ability to better serve library patrons affected by mental illness. The episodes cover how to establish a positive staff culture around mental health/illness, compassion fatigue, dos and don'ts when interacting with patrons affected by mental illness, teen patrons affected by mental illness, and how to address patrons complaining about individuals experiencing mental health challenges in the library.

Demco New Leaders Travel Grant

Nominations are open for the [Demco New Leaders Travel Grant](#). This grant has been established to enable Public Library Association (PLA) Members new to the profession and who have not had the opportunity to attend a major PLA continuing education event in the last five years to do so. The [nomination deadline](#) is December 4.

2017 Annual Teen Services Conference

Chicago Public Library will explore cultural competency through the arts in their [Annual Teen Services Conference](#) on Tuesday, November 14, 9:30 a.m.–4:00 p.m. Registration is free and space is limited. [Must register](#) by noon on Friday, November 3 (or until tickets last).

Survey: How Can We Improve Library E-books?

ReadersFirst, the nonprofit library advocacy group launched a survey to find out what should be the next step for e-books now that basic access has been achieved. The survey for librarians will get a sense of what kinds of e-content business models libraries really want, and how the market can improve. [Get more details about the survey](#) and [take the survey](#) by the November 6 deadline.

RAILS Library Director News

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

Charlene Copeland retires, and Amy Ambrosius is as Library Director of Rushville Public Library effective November 1.

Library News

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

[Spooky Treats Add Fun to Any Halloween Party](#)

[Institute of Museum and Library Services Awards \\$150,000 Grant to Deliver New College and Career Readiness Initiative](#)

[Local Librarian Wins Mary Todd Lincoln Contest](#)

Fast Facts Survey

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News from the Reaching Across Illinois Library System.



e-news

Congratulations to New RAILS Member Libraries

The Illinois State Library approved the addition of these libraries as RAILS system members: Poetry Foundation Library (Chicago), Komarek School District #94 (North Riverside), and Saint Mary's Grade School (Sterling). Congratulations to our new members!

Conference Connections

It was great to see so many trustees, librarians, and support staff from our member libraries at the Illinois Library Association (ILA) Conference in Tinley Park last week. We always enjoy answering questions, talking with you about what's new at the system, and having you test your knowledge of RAILS by spinning our prize wheel. If you are attending the Illinois School Library Media Association (ISLMA) or Health Science Librarians of Illinois (HSLI) conferences this month, we'll see you there! Learn more about [RAILS at these conferences](#) on our website.

RAILS Board Meeting, October 27

The RAILS Board will meet on Friday, October 27, at 1 p.m., in person at the RAILS Burr Ridge service center and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See [agenda/supporting documents](#) when available.

A Look at Directors University

Check out a recent article in the ILA Reporter by RAILS Director of Consulting and Continuing Education, Joe Filapek, along with Courtney Young and Sheryl Siebert. The article, "[You Are Not Alone: Directors University \(DU\) Opens Its Doors](#)" discusses the first DU in June 2017 and the training received by public library directors from across the state.

RAILS FOIA Hotline Expanded

The RAILS' FOIA Hotline has been expanded to include inquiries related to the Open Meetings Act (OMA). RAILS' and IHLS' (Illinois Heartland Library System) members can utilize this hotline to receive answers to basic FOIA/OMA questions from a qualified attorney **at no cost**. The FOIA/OMA Hotline is limited to public library directors or designated FOIA/OMA officers. See [more information](#).

Member Update Recording Available

If you missed the member Update on October 5, the [recording](#) is now available on [our YouTube channel](#).

Apply for Multitype Grant

[RAILS Multitype Collaborative Grants](#) encourage our member libraries of different types

October 18, 2017

RAILS Links

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Member Resources

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[Library News](#)
[Continuing Education](#)
[Jobs](#)
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Upcoming Meetings

[RAILS Board Meeting](#)
[October 27](#)

Upcoming RAILS CE

[Compensation Development](#)
[Workshop October 25](#)

[Introduction to Drupal Webinar](#)
[November 2](#)

[Director Bootcamp Webinar](#)
[Series November 6](#)

[Increase Your Productivity](#)
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[14](#)

[Safety and Security Trends](#)
[November 15](#)

[Startup Technology Practices](#)

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November 17, 2017. See [application form/details](#).

Library Director Bootcamp Webinar Series Begins November 6

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Program on Increasing Your Productivity November 8

Kate Hall, Anne Slaughter, and Alissa Williams, three highly productive library leaders, will discuss how to harness your personal productivity through technology in this program on Wednesday, November 8, 1:30–3:00 p.m. in person at the RAILS Burr Ridge service center or watch online via RAILS Live. This program is perfect for anyone managing multiple projects, tasks and/or people. Log into L2 for [more information/registration](#).

Webinar on Startup Technology Practices November 16

Brian Pichman, Evolve Project, will discuss how libraries can implement innovative practices used by startups to make their library thrive. Join the webinar on Thursday, November 16, 10–11 a.m., and learn secrets to make technology more affordable and processes to increase efficiency. Log into L2 for [more information/registration](#).

Other RAILS CE Opportunities

[Compensation Development through Market Benchmarking Workshop October 25](#)

[Introduction to Drupal Webinar November 2](#)

[Workshop on Developing Metadata for DPLA November 14](#)

[Webinar on Trends in Safety and Security for Libraries November 15](#)

SkyRiver Demonstration

RAILS is offering a demonstration of [SkyRiver](#), a full-service bibliographic utility for cataloging, for RAILS members at the RAILS Burr Ridge service center. Register on L2 to attend on [Wednesday, October 25, at 10 a.m.](#) or [Thursday, October 26, at 2 p.m.](#) Please email [Amanda Musacchio](#) or call 630.734.5118 for more information.

FY2018 Live and Learn Construction Grant Applications Available

Information about the public library construction grant program is available through the Illinois State Library (ISL). [Access the Live & Learn Construction Grant Program webpage](#) that contains grant requirements and a link to the application. Applications are due to ISL on or before January 12, 2018.

2017 Annual Teen Services Conference

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Archives

[RAILS E-News](#)[Archives](#)

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input from their alumni and Illinois library colleagues to gain additional insight as they work towards improving their curriculum. [The brief survey](#) is intended to identify core skills and knowledge areas for the MS(LIS) program. They are interested in which skills and knowledge areas you perceive to be most needed in the field now, and in the near future. Your responses will help them review and continue to revise and improve curricula to ensure graduates are well prepared for the job market. Please respond by Friday November 17.

Try-It! Illinois Runs through November 30

Try-It! Illinois, the annual statewide electronic database trial, offers all RAILS member libraries an opportunity to evaluate a wide variety of electronic resources between October 1 and November 30. Thanks to a collaboration between the Illinois State Library and participating electronic resource vendors, there is no charge for accessing these resources during the trial period. To get the login/password and to view participating vendors, visit [Try-It! Illinois](#).

RAILS Library Director News

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

Kelli Simpson is the new director of Morris Community High School Library.

Clare Lund is the new Library Director at Gower Middle School.

Library News

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

[Early Literacy Advocates in Libraries Networking Group](#)

[Welcoming Reception for New Library Director-Yorkville Public Library](#)

[Oswego Library Employee Illustrates Children's Book](#)

[New Lenox Library Patrons Swap Yarns — Literally](#)

[Oak Park Kicks Off WWI & America Series](#)

[Chicago Author & Columnist Visit the Robert W. Rowe Public Library](#)

Fast Facts Survey

[Library Social Worker](#)

[Internet Policy and the Patron](#)

[Book Leasing](#)

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ORDINANCE #2017-8

ORDINANCE LEVYING AND ASSESSING TAXES OF THE INDIAN PRAIRIE
PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR
FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018

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 Forty Nine Thousand, Eight Hundred Twenty 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 2017. Said taxes are hereby levied for the current fiscal year of said Library District commencing July 1, 2017 and ending June 30, 2018 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 20, 2017 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	2,207,860	2,205,000
Medical/Life Insurance	155,000	148,000
Staff Development	19,000	16,800
Board Development	3,000	1,100
Workers Compensation	12,000	9,200
Unemployment Compensation	4,000	3,200
IMRF	155,000	151,200
FICA	120,000	119,000
B. MATERIALS		
Books	245,000	235,620
Periodicals	35,000	34,000
Audio	50,000	47,000
Video	70,000	66,500
Electronic Reference Resources	65,000	64,000
Processing Supplies	25,000	22,000
Software/Games	8,000	7,200
Life Skills/ESL	3,000	2,200
Multi-Media	10,000	8,200
C. BUILDING		
Cleaning Service	80,000	73,000
Water/Sewer	0	0
Maintenance Supplies	22,000	17,400
Telephone	9,000	7,200
Gas	0	0
Electric	0	0
Security System Monitoring	2,000	900
Garbage Disposal	4,000	3,100
Building Maintenance Repairs	60,000	46,000
Property Maintenance	30,000	19,400
E. AUTOMATION		
Supplies - Public Toner	8,500	7,200

Supplies - Staff Toner	8,500	6,200
Supplies - Maker	1,100	1,000
Automation-Professional Services	8,000	5,200
Purchase of Equipment	22,000	14,300
Automation-Equipment Repairs	5,000	4,900
Software	20,000	14,800
System Wide Automated Network (SWAN)	47,000	46,600
Telecommunications	4,000	3,000
D. OPERATIONS		
Office Supplies	16,000	13,800
Photocopy Supplies	6,000	5,100
Patron Cards	1,000	700
Non-Payment Reciprocal Reimbursement	3,000	2,100
Postage	5,000	4,500
Postage - Passports	4,000	2,900
Travel	700	600
Organizational Memberships	2,400	2,000
Bank Fees	3,200	2,600
F. CONTRACTUAL SERVICES		
Professional Services	5,000	3,000
Legal Services	8,000	3,600
Audit	4,200	4,000
Credit Bureau	1,500	1,300
Photocopier Maintenance Contracts	7,000	5,000
G. INSURANCE		
Insurance	2,200	2,100
Bond	0	0
H. PUBLIC INFORMATION		
Marketing Supplies	1,000	600
Legal Notices	2,000	1,200
Marketing Newsletter	37,000	35,700
eNewsletter	2,200	2,100
Advertising	1,800	600
Informational Printing	5,000	2,400
Special Events	30,000	26,000
I. CAPITAL OUTLAY		
Equipment/Furnishings	50,000	0
Building Improvements	200,000	0
J. CONTINGENCY		
	20,000	5,500
TOAL CORPORATE FUND EXPENDITURES	3,936,160	3,537,820

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

100,000

85,000

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

60,000

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

17,000

15,000

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

52,000

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

This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2017/2018 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	3,936,160	3,537,820
AUDIT EXPENDITURES	0	0
BUILDING/MAINTENANCE FUND	100,000	85,000
ILLINOIS MUNICIPAL RETIREMENT FUND	65,000	60,000
LIABILITY INSURANCE	17,000	15,000
SOCIAL SECURITY	55,000	52,000
SPECIAL RESERVE FUND	100,000	0
BOND RETIREMENT FUND	0	0
WORKING CASH FUND	0	0
GRAND TOTAL	4,273,160	3,749,820

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 15th day of November, 2017, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 15th day of November, 2017.

ATTEST:

Victoria Suriano, President

Beena Deshmukh, Secretary

Request for Furniture

As Natalie I talked about the Hangout she suggested moving the purple chair and a half to the new Hangout location. I'm requesting that board approve purchasing two lounge chairs to complete the space.

At the time of the renovation we did not purchase new furniture for the mid-kids age group. It was felt that the lounge furniture and study tables we had were fine.

A few years after the renovation we noticed the lounge chairs for mid-kids were not being used. We also noticed the lounge chairs with tablet arms were not being used in the adult department. We thought perhaps mid-kids would use them and moved them to the hangout. But they are not used there either. It turns out the tablet arm is not user-friendly and we're looking at them to see if the arm can be removed.

The teens use their lounge chairs a lot and the Building and Grounds Committee is recommending the library purchase two of those lounge chairs for the mid-kids lounge area.

The total cost is \$1,660.00.

MPI Investment Portfolio

Trustee Ruscitti has expressed concerns about the library's investments with MPI. I've listed her concerns individually and provided information relevant to each of these for review by the trustees.

Trustee Ruscitti stated, "MPI did not ever suggest it would ladder investments beyond a 3 or so year time period." Trustee Ruscitti also stated, "I must stress that the MPI rep never indicated the investments would be purchased beyond a near term time period." Also, "The construction of the bond portfolio as shown in the August 2017 report does not appear to be consistent with the direction given to MPI..."

In late 2015 the trustees considered investing an additional \$1 million with MPI. The board voted January 20, 2016 to give MPI the additional \$1,000,000.00. Prior to that board meeting MPI made a presentation to the Finance Committee on November 11, 2015. Members of the committee were Krupicka, Damon, and Ruscitti. Suriano also attended the meeting. MPI said their stated style is 1 – 5 years maturity but is actually 1.7 – 4.3 years. MPI also said that, at that time, 27% of the library's bonds were due to mature in 18 months and the average maturity was 2.24 years.

Attached are two reports which show the durations of the library's bonds. The first report was run on Advent which is portfolio management software. At the bottom is the "Distributions by Duration". It shows that 36.8% of the bonds are under one year. There is a written note that 5.2% is in cash thus we have 42% available to us within 1 year.

The other bonds are as follows: 5.1% have a duration of 1.6 years; 33.2% have a duration of 2.3 years; 21.6% have a duration of 3.5 years; 3.3% have a duration of 5.2 years.

The second report is from Bloomberg, another well known software that provides data about portfolios. This shows all the bonds and their "Effective Duration".

Trustee Ruscitti said, "The portfolio as constructed is not appropriate for the library with the cash flows indicated in the long-term financial plan."

Our account has a current value of \$2,469,427.00. Given that 36.8% of the bonds have a duration of one year, \$908,749.00 will be available in 1 year.

Trustee Ruscitti said, "Nor did all Trustees agree IN ANY EVENT to use the long-term plan as a proxy of cash flow needs."

In January 2016 the motion was to give MPI an additional \$1,000,000.00 and it was approved unanimously. Attached are the minutes from the December 2, 2015 Finance Committee meeting where the committee decided to recommend the library invest an additional \$1,000,000.00, a memo I wrote for the January board packet, and an information sheet from MPI. This information shows the trustees' intent to utilize MPI's services to earn investment interest and provide the fluidity needed to manage the library's cash flow needs.

As another piece of information I've attached a report from Bloomberg which is a "stress test". This sets up various scenarios occurring within a month and shows what would happen to the library's investment in each scenario. The worst scenario is the first test. In this test interest rates go up 100 basis points (1%) in one month and in that case the library would lose about \$11,000 from the entire portfolio. That scenario is extremely unlikely. In the other scenarios the library makes money.

Advent

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MPI Investment Management, Inc.
FIXED INCOME DISTRIBUTION
Indian Prairie Public Library District
 Schwab# 6415-7790
 October 19, 2017

Summary Information

Totals		Weighted Averages	
Par Value	19,097,137	Average YTM	1.65
Market Value	2,421,470.61	Average Maturity (yrs)	3.63
Total Cost	2,434,223.48	Average Coupon (%)	2.67
Net Gain/Loss	-12,752.87	Average Duration	2.14
Annual Income	62,517.41		
Accrued Interest	9,553.66		
Number of Issues	57		

Distribution by Coupon

Coupon %	Number	Mkt Value	% Bond Holdings	Average Y T M	Average Coupon	Average Duration
Under 1%	1	52,847.86	2.2	0.2	0.125%	5.2
1% - 3%	18	1,448,452.77	59.8	1.5	1.568%	2.0
3% - 5%	17	708,153.59	29.2	1.8	4.197%	2.1
5% - 7%	18	171,918.08	7.1	2.2	5.473%	2.7
7% - 10%	3	40,098.31	1.7	3.0	7.000%	3.5

Distribution by Duration

Duration	Number	Mkt Value	% Bond Holdings	Average Y T M	Average Coupon	Average Duration
Under 1 Yrs	15	891,087.72	36.8	1.4	2.654%	1.0
1 Yrs - 2 Yrs	6	124,114.89	5.1	1.2	1.859%	1.6
2 Yrs - 3 Yrs	17	802,819.01	33.2	1.7	2.825%	2.3
3 Yrs - 5 Yrs	17	522,491.66	21.6	2.0	2.849%	3.5
5 Yrs - 7 Yrs	2	80,957.32	3.3	1.2	1.469%	5.2

36.8%
 5.2

 CASH 42.0%
 UNDER 2 mos

Bloomberg

75

PORT Characteristics Report: Characteristics (10/23/2017 08:14:24)

User Name: BRADLEY C SMITH
 Portfolio: INDIAN.XLSX
 As-of Date: 10/23/2017
 Currency: USD

	% Weight	Workout Date (Years from Today)	Yield to Worst	Yield to Maturity	Modified Duration	Effective Duration	Contribution to Duration	Effective Convexity	OAS	Coupon Rate
INDIAN.XLSX	100.00		1.72	1.72	1.78	1.73	1.73	-0.070	1.15	2.627
Government Debt										
FFCB Float 04/12/19	74.42	2.02	1.53	1.53	1.69	1.24	1.24	-0.021	-10.99	1.980
FFCB Float 11/14/19	4.18	1.48	1.21	1.21	0.01	0.00	0.00	-0.001	-2.21	1.243
FHLB 1 1/2 03/08/19	2.71	2.07	1.17	1.17	0.07	0.00	0.00	0.044	-14.17	1.409
FHLB 1 1/2 12/14/18	1.68	1.38	1.56	1.56	1.36	0.02	0.02	0.025	-15.06	1.500
FHLB 2.05 04/28/20	5.24	1.15	1.54	1.54	1.13	0.06	0.06	0.018	-12.05	1.750
FHLB 4 1/2 09/11/20	4.22	2.52	1.82	1.82	2.42	0.10	0.10	0.072	-7.58	2.050
FHLB Float 01/08/18	2.70	2.89	1.87	1.87	2.71	0.07	0.07	0.090	-6.73	4.625
FHLB Float 02/28/18	2.08	0.36	1.11	1.11	0.22	0.00	0.00	0.001	-22.28	1.314
FHLB Float 06/12/19	2.08	1.64	1.11	1.11	0.02	0.00	0.00	0.000	-15.95	1.289
FHLB Float 10/05/18	4.16	0.86	1.22	1.22	0.14	0.01	0.01	0.024	-14.42	1.150
FHLMC 2 1/2 11/13/22	2.08	3.14	1.19	1.19	0.21	0.00	0.00	0.004	-17.40	1.223
FHLMC 2 1/2 01/13/22	4.18	4.23	2.02	2.02	3.01	0.13	0.13	0.108	9.54	2.000
FHLMC 3 1/2 03/27/19	2.12	4.23	1.58	1.58	3.98	0.08	0.08	0.185	-2.43	2.375
FHLMC 4 1/2 06/13/18	4.28	1.43	1.39	1.39	1.40	0.06	0.06	0.026	-13.99	3.750
FNMA 1 1/2 05/06/21	5.40	0.65	1.39	1.39	0.63	0.03	0.03	0.007	-13.22	4.875
FNMA 1 1/2 11/30/20	3.07	3.54	1.82	1.82	3.42	0.11	0.11	0.137	-17.63	1.250
FNMA 1 1/2 07/20/18	4.14	3.11	1.79	1.79	3.00	0.12	0.12	0.107	-17.67	1.500
FNMA 1 1/2 01/21/20	4.16	0.75	1.39	1.39	0.74	0.03	0.03	0.009	-16.17	1.125
FNMA 1.58 12/30/19	6.25	2.25	1.68	1.68	2.19	0.14	0.14	0.080	-18.21	1.625
FNMA 2 03/27/20	4.16	2.19	1.79	1.79	2.13	0.07	0.07	-1.351	-12.26	1.580
Till 0 1/2 01/15/23	3.38	2.43	1.83	1.83	2.38	0.08	0.08	0.068	-4.92	2.000
Securitized Debt										
FG B17646	25.68	2.19	2.26	2.26	2.02	0.11	0.11	0.297	7.41	0.125
FG B18436	4.07	0.87	2.05	2.05	0.94	0.04	0.04	-0.213	36.48	4.581
FG C80846	0.32	0.98	2.11	2.11	0.94	0.00	0.00	0.008	39.24	4.500
FG ED1488	0.75	2.64	1.36	1.36	2.40	0.02	0.02	0.011	45.38	5.500
FG E98460	0.34	0.42	1.83	1.83	0.41	0.00	0.00	-0.052	-59.53	5.500
FG G11452	0.03	0.23	1.75	1.75	0.22	0.00	0.00	0.003	39.14	5.000
FG G11713	0.00	0.19	5.18	5.18	0.18	0.00	0.00	0.001	400.10	6.500
FG G12609	0.12	0.80	2.00	2.00	0.78	0.00	0.00	0.008	39.47	5.500
FG G14876	1.45	2.13	2.15	2.15	1.57	0.04	0.04	0.008	39.87	5.500
FG J08202	0.25	2.10	2.19	2.19	2.02	0.03	0.03	-0.126	23.51	4.500
FG J13584	0.82	2.79	1.85	1.85	1.98	0.00	0.00	-0.018	28.79	5.000
FG J14597	2.86	2.72	2.22	2.22	2.55	0.02	0.02	-0.448	-20.52	3.500
FHR 3325 JL	0.11	3.78	2.38	2.38	3.41	0.00	0.00	-0.203	19.70	4.000
FN 736067	0.00	0.18	3.69	3.69	0.17	0.00	0.00	-0.132	54.57	5.500
FN 889369	0.66	5.06	3.29	3.29	4.30	0.03	0.03	0.001	255.64	6.000
FN 889196	0.09	1.20	2.10	2.10	1.16	0.00	0.00	-0.108	100.91	7.000
FN 930986	0.11	0.67	1.90	1.90	0.65	0.00	0.00	-0.001	38.83	4.500
FN 960472	0.83	2.00	2.23	2.23	1.89	0.01	0.01	0.003	34.61	4.500

FN AL6936	1.14	2.17	2.17	2.46	2.08	0.02	-0.482	14.75	4.000
FN AL6274	1.24	1.82	1.82	0.40	0.39	0.00	0.003	39.95	4.500
FN MA0151	0.18	1.91	1.91	0.69	0.67	0.00	0.003	34.31	4.500
FN MA0267	0.23	1.96	1.96	0.84	0.81	0.00	-0.013	33.95	4.000
FN MA0984	0.25	2.06	2.06	1.51	1.56	0.00	-0.055	25.17	2.500
FNR 2003-27 OA	0.89	2.86	2.80	2.74	2.71	0.02	-0.174	53.99	4.000
FNR 2010-117 DK	1.13	2.12	2.12	1.86	1.85	0.02	-0.079	22.03	3.000
G2.4608	0.73	2.24	2.24	2.48	2.24	0.02	-0.153	24.17	4.500
GN 550728	0.40	2.97	2.87	4.33	3.96	0.02	-0.198	70.28	5.500
GN 564651	0.75	4.09	4.09	3.99	3.88	0.03	0.081	187.86	7.000
GN 598560	0.32	3.17	3.17	3.82	3.71	0.01	0.009	97.95	5.500
GN 609507	0.24	3.18	3.19	4.36	4.08	0.01	-0.141	93.00	5.500
GN 612368	0.10	2.87	2.87	4.03	3.81	0.00	-0.052	65.28	5.500
GN 617567	0.17	3.13	3.13	4.48	4.13	0.01	-0.119	84.94	6.000
GN 634586	0.26	3.89	3.99	2.67	2.63	0.01	0.082	197.06	7.000
GN 677381	0.06	3.11	3.11	4.22	3.83	0.00	-0.213	62.63	6.000
GN 781580	0.23	2.89	2.89	4.11	3.80	0.01	-0.132	68.35	5.500
GNR 2012-57 HK	1.89	2.11	2.11	1.83	1.69	0.03	-1.737	1.42	3.000

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Indian Prairie Public Library District
Finance Committee Minutes
December 2, 2015 – 2 p.m.

Call to Order: 2 p.m.

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

Absent: None

The library has over \$1 million in the Illinois Fund which earns just .05%. MPI had studied the library's cash flow and determined that they could invest an additional \$1 million while providing for the library's needed cash flow and provide a net 1.25% yield.

The Finance Committee will recommend to the Trustees that the library invest an additional \$1 million with MPI.

The committee adjourned at 2:43 p.m.

Proposal to Invest \$1,000,000.00 with MPI Investment Management

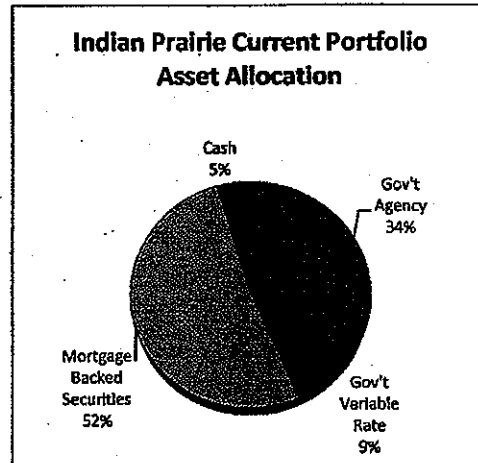
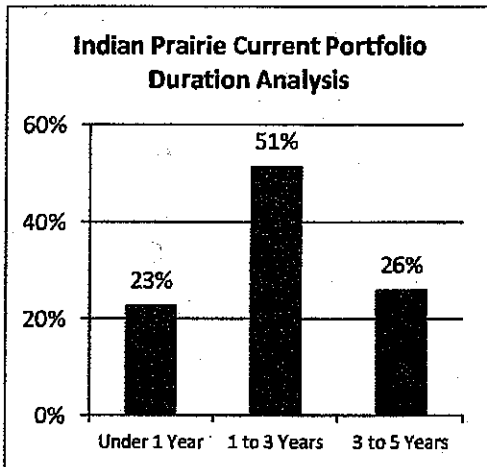
The library currently has \$1,442,592.00 in Illinois Funds which has been earning .045%. They just notified us that the monthly rate has changed to 0.107%. In the interest of earning more interest money and creating greater efficiency in management of the library's reserves, the Finance Committee is recommending that the library invest an additional \$1,000,000.00 with MPI for a total of \$2,595,918.00. The library would retain well over \$500,000.00 in cash which fits in with our cash flow projections.

The Finance Committee met with MPI to discuss earnings on the investment as well as viability of cash flow as needed by the library. I provided MPI with information as to the library's cash flow going back to July 2013 and forecasting to October 2016 along with capital expenses in 2016 (attached). They studied this and stated that they are able to set up the library's investments to bring a net yield of 1.25% and provide the needed cash flow. We also discussed how to plan for any points in time when the library would need a larger amount of money for capital projects such as \$150,000.00 for the parking lot in the future.

I've attached information from MPI as to what their investment policy would be. You may recall that MPI determines how to invest the money but the investments are actually made through Schwab so the money is protected. MPI's investment specialty is investing in government bonds and mortgage backed bonds which fits in the with the library's investment policy and the conservatism required by law for investment of public monies.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT Charles Schwab Acct# 6415-7790

- Proposed Additional MPI Allocation: \$1,000,000
- Updated Value: \$2,595,918
 - Incorporate With Existing MPI Portfolio
 - Average Quality AAA
 - Average Yield 1.50% *net 1.25%*
 - Average Duration 2.2 Years
 - Funds Targeted for 2016 Cash Flows
- Revisit in July with New Cash Flow Projections
- Current Illinois Funds Money Market Fund Rate
 - December 1, 2015: 0.05%



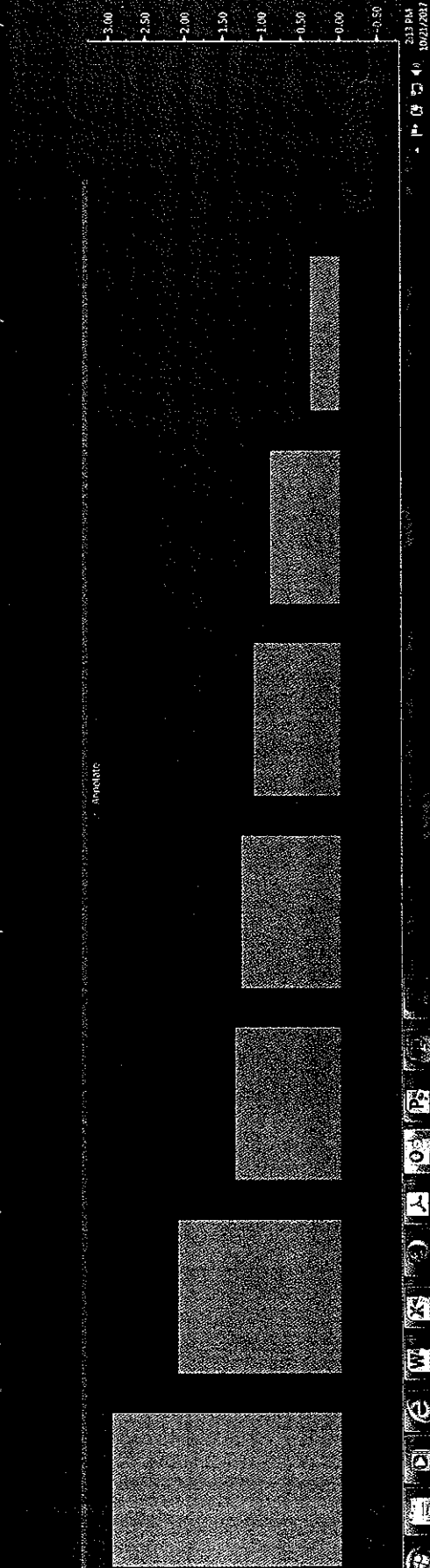
6
 100 MBS
 500 MBS
 1

11) View 12) Actions 13) Settings 14) Trade Simulation Portfolio & Risk Analytics

Characteristics Holdings Performance Attribution Tracking Error/Volatility VaR Scenarios

Main View Scenario Summary Best & Worst Scenario Navigator by Market Sector in USD As of 10/20/17 Horizon 1 Month

Scenario	Cashflow (P)	OAS (P)	OAD (P)	OAC (P)	P&L (P)	P&L % (P) Stre
Up 100bps (all curves)	28,759.42	1.3	1.20	.04	-10,986	-462,39
Up 50bps (all curves)	28,738.35	1.3	1.20	.03	9,224	382,41
Butterfly	28,738.35	1.3	1.19	.02	21,519	892,42
Flattener (Short +25bps Long -50bps)	28,727.91	1.3	1.19	.01	26,707	1,112,43
Copy of Brad Curve 12 mo.	28,717.53	1.3	1.19	-.02	30,528	1,272,43
Steeper (Short -25bps Long +50bps)	28,707.21	1.3	1.18	-.09	32,724	1,362,44
Down 50bps (all curves)	28,696.95	1.3	1.14	-.01	50,137	2,082,45
Down 100bps (all curves)	28,676.61	1.3	1.15	.09	70,579	2,932,47



While the incidence of serious crime is low in libraries, libraries are open to the public many hours each week and are part of communities where people live and work every day. Librarians must share responsibility for the safety and security of customers and staff. The issue of library safety and security covers a wide range of concerns, from natural disasters to more serious incidents such as theft and assault. Emergencies can happen anywhere, at any time. Planning for emergencies is necessary at the most basic levels. All libraries should address emergency preparedness.

SAFETY STANDARDS

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.
2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and customers, and severe weather.
4. The library provides annual emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit and an automated external defibrillator.
5. The library provides a call list and contact information that is reviewed bi-annually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.
6. Emergency supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan.
8. Safety of customers and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.
10. The library has a designated tornado shelter.
11. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.
12. The library provides adequate security for staff, users, and collections.
13. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
14. At least two people shall be on duty during all open hours of operation.
15. Copies of the emergency manual and disaster plan are provided to community safety personnel.

SAFETY CHECKLIST

- The library provides a list of emergency call numbers at all staff phones in the library.
- The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- The library has an emergency manual and disaster plan.
- The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit and an automated external defibrillator.
- The library provides a call list and contact information that is reviewed bi-annually.
- Emergency supplies are stored in a designated location and are accessible to staff.
- Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan.
- A prioritization list shows what should be salvaged in order of importance.
- A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- The library has a designated tornado shelter.
- Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- The library provides adequate security for staff, users, and collections.
- The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- At least two people shall be on duty during all open hours of operation.
- Copies of the emergency manual and disaster plan are provided to community safety personnel.

BIBLIOGRAPHY

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- Kahn, Miriam B. *Disaster Response and Planning for Libraries*. 3rd ed. Chicago: American Library Association, 2012.
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- Rubin, Rhea Joyce. *Defusing the Angry Patron: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 2011.
- Wilkinson, Frances C., Linda K. Lewis and Nancy K. Dennis. *Comprehensive Guide to Emergency Preparedness and Disaster Recovery*. Chicago: Association of College and Research Libraries, 2010.
- Willis, Mark R. *Dealing with Difficult People*. Chicago: American Library Association, 1999.

WEBSITES

- American Library Association
www.ala.org/tools/safety-and-security
www.ala.org/tools/libfactsheets/alalibraryfactsheet10
- Occupational Safety and Health Administration
<https://www.osha.gov/index.html>

Kids & Teens

"I love this!" said a patron when she saw Eric Carle and other favorites in different languages.

Circulation

"I like the self-out, it was nice."

"Really impressed with the staff and wealth of information."

A non-resident patron was renewing her card and said that at first it was hard for her to pay the fee but now that she uses the library so much she is happy to pay very year.

Patron commented that she misses the email receipt option on the self-checkout machines. Stacy

A patron came to check out CD's and said, "Boy that Mary K was great!"

A patron picking up books for her book club said she loves that we offer discussion questions. It makes her job so much easier.

Patron was upset that they couldn't renew items until 3 days before the due date. .

Adult

"We're big supporters of IPPL and always willing to help promote the wondrously engaging hobby of reading."

"You guys are amazing and inspiring @ IPPL. Innovative programs for all ages!"

"Our sanctuary. Cleverly done with acute wit and vivid imagination. Thanks for your tireless dedication."

"I love your programs. They're always very interesting and very pertinent."

"I love GenLit and all the people in it. Seriously...one of my favorite parts of the month. It is so great to talk books with other readers. :) Thank you for offering such a wonderful opportunity!"
-received via survey

Patron was very thankful to us for doing readers advisory for her mother and helping her with both CDs and eAudiobooks to see what would work best for their situation. She was especially appreciative that we offered to help her over the phone when she (the daughter) has to go back to Minnesota.

Member thanked the library for re-arranging the foreign films by language.

I was talking to one of the Novel Idea participants about what is going on here in the library (she was interested in bridge)and she said "Our library is now like our community center"

Patron at the Ask Us desk - "I'm so blessed to live 10 minutes from this library. It's been my companion for 30 years."

Technology

"Thank you so much, I learned so much today. I didn't know I could come here and use the computer. I don't have to buy a computer for home, I could just come here it is so much more fun."

Administration

Patron commented to me today that his grandson had an absolute fantastic time at the Minecraft Mini-Con.

A patron came into the Administration office for a notary. He was very appreciative that we offer the service and with no fee.

Patron using the Board Room commented how much she liked that we give out free rain bags for wet umbrellas.

The Scouts did some painting for us one Saturday. When they were done, I thanked them for doing the work. One of the scout leaders said they were honored to be able to give back to the Library since the Library had given so much to their family over the years and that they had spent many hours here.