

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Truth in Taxation Hearing

November 28, 2018 – 7 p.m. – Board Room

- A. Roll Call
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.
- C. Public Questions/Comments
- D. Closing of Hearing

Page 3

Board of Trustees Regular Meeting

November 28, 2018 – 7:10 p.m. – Board Room

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
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
- E. Omnibus Consent Agenda
1. Minutes of Regular Board Meeting, October 30, 2018
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2018-10 Directing Cook County as to PTELL
Reduction
- F. Items Deleted from Omnibus Consent Agenda

Page 4
Page 7
Page 11
Page 17

Action

Action

Board Meeting – November 28, 2018 - page 2

G.	Library Director’s Report	Page 19	Information
H.	Department Reports		Information
	1. Assistant Director	Page 32	
	2. Adult	Page 34	
	3. Circulation	Page 41	
	4. Technology and Technical Services	Page 44	
	5. Youth	Page 48	
I.	Staff Report		
	Joe Popowitch, Illinois Veterans History Project		Information
J.	Reports		
	1. Chamber of Commerce Reports (Jensen)	Page 64	Information
	2. RAILS	Page 65	Information
	3. Building and Grounds Committee (no report)		
	4. Finance Committee (no report)		
	5. Planning/Outreach Committee (no report)		
	6. Policy Committee (no report)		
K.	Unfinished Business		
	1. Ordinance #2018-9 Levying and Assessing Taxes for FY 2018-19	Page 70	Action
L.	New Business		
	1. Request to Pay Towards Dental and Vision Insurance Premiums for Full Time Staff	Page 74	Action
	2. Proposed Changes to Policy 200 Bylaws	Page 76	Action
	3. Proposed Ordinance 2018-11 Establishing a Regular Meeting Date	Page 78	Action
	4. Donation of Four Paintings by Laura Lein-Svencner	Page 79	Action
	5. Discussion About Disability Awareness Training Video as Required by the Per Capita Grant		Discussion
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 2018 (2018-19 fiscal year) will be held on November 28, 2018 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 2017 were \$3,591,990.
The proposed corporate and special purpose property taxes to be levied for 2018 are \$3,943,800. This represents a 9.8% increase over the previous year.
3. The property taxes extended or abated for debt service and public building commission leases for 2017 were \$0.
The estimated property taxes to be levied for debt service and public building commission leases for 2018 are \$0. This represents an increase/decrease of 0%.
4. The total property taxes extended or abated for 2017 were \$3,591,990.
The estimated total property taxes to be levied for 2018 are \$3,943,800.
This represents a 9.8% increase over the previous year.

published in The Doings
11/15/18

4

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of October 30, 2018

**Board of Trustees Regular Meeting
October 30, 2018 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:35 p.m. Acting-Secretary Damon called the roll.

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

Absent: Beena Deshmukh, Diane Ruscitti

Staff Present: Jamie Bukovac, Maria Wlosinski, Natalie Williams (L1 of New Business)

Others:

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

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

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

C. Public Comment

At this point the Board discussed item 1 of New Business, Food in the Youth Services Department. Williams left at 6:50 p.m. and the Board continued with the rest of the agenda.

D. Communications and Announcements

1. Padalik to Bukovac re: Thank You for Venue for Candidate Forum

E. Omnibus Consent Agenda

1. Minutes of Budget and Appropriations Hearing and Regular Board Meeting, September 19, 2018
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. 2019 Days Closed Calendar
5. Request to Dispose of Furniture
Krupicka moved, Damon seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Megaridis moved, Damon seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that J&R 1st in Asphalt, Inc. was out on Friday for the parking lot punch list items. She hasn't heard back from the consultant whether all of the items have been completed. She hasn't received the final invoice but the consultant feels that the \$38,000 allowance built into the bid will cover things. We ended up with twelve additional regular parking spaces and one additional handicap parking space. We stayed within the city code and did not need to ask for a variance. The masonry work has been completed and the final walk-thru is done. Our new Communications Coordinator, Jill Yott, will start on November 7. Jill has worked for Moraine Valley College, Lions Club International, Downers Grove Public Library, Prairie State Community College, and Oak Lawn Library. She has a lot of promotion, social media, and events experience. She is very proactive, enthusiastic, and loves libraries.

H. Department Reports

I. Staff Report – none

J. Reports

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

K. Unfinished Business - none

L. New Business

- 1. Food in the Youth Services Department – Bukovac stated that we received an email from a patron expressing concern about children eating in various play areas while engaging with toys. His concern is that this could be a problem for kids with allergies. Natalie Williams said that staff researched other libraries to see if they have created food-free zones and have not found any. It was noted that it's difficult to ban a substance in a public place, materials returned to the library may be contaminated, the Youth Department is an open space and kids move around freely throughout the department, and because this is a public space we cannot ensure an allergen-free space. Staff suggested that the library stock epinephrine and train staff on how to use it. Also, that signs are posted reminding people bringing food to be mindful that others could have allergies. The Board agreed with these suggestions.
- 2. Exception in Notary Service Fees – The Board discussed Krupicka's request for an exception to the \$1.00 fee charged per notary signature for candidates running for office since they are performing a civic duty. Megaridis moved, Krupicka seconded to waive the \$1.00 fee per notary signature up to 10 notary signatures for candidate petitions. After the 10th notary signature the current \$1.00 fee per notary signature will apply. Ayes: Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Deshmukh, Ruscitti. Motion carried unanimously.
- 3. Request to Donate Painting – Local artist Fanny Moy was an artist in residence this summer and she created a painting that she would like to donate to the library. Bukovac showed the painting to the Board. The Board agreed to accept the painting and discussed possible locations for it. Bukovac said that she would ask Moy to write a statement that would accompany the painting.

- 4. FY 2017-2018 Audit – Bukovac said the library received a very good report. Since the auditor came to last year’s meeting, the Board did not feel it was necessary for the auditor to come to the November Board meeting.
- 5. Draft of Levy for FY 2018-2019 – There were no questions regarding the draft.
- 6. Resolution #2018-C To Determine Estimate of Funds Needed For 2018-2019 Fiscal Year – Damon moved, Krupicka seconded to approve Resolution #2018-C To Determine Estimate of Funds Needed For 2018-2019 Fiscal Year. Ayes: Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Deshmukh, Ruscitti. Motion carried unanimously.
- 7. Notice of Proposed Property Tax Increase for Indian Prairie – Megaridis moved, Damon seconded to approve the Notice of Proposed Property Tax Increase. Ayes: Damon, Krupicka, Megaridis, Suriano. Nays: none. Absent: Deshmukh, Ruscitti. Motion carried unanimously.
- 8. Review of Chapter 8, “Public Services: Reference and Reader’s Advisory Services” of Serving Our Public 3.0: Standards for Illinois Public Libraries for Per Capita Grant Requirements – Bukovac noted that we provide all the services with the following exceptions: With respect to #6, we haven’t done specific training but it is something to think about. With respect to #14, we don’t have telephone books, instead we go on-line. With respect to #19, Bukovac noted that we do general surveys but have never actually pinpointed reference services. Maybe we can create a survey for this in the future.

M. Scheduled Meetings

The November Board Meeting is on November 28 at 7p.m.

N. Community Events

O. Library Event

P. Adjournment

At 8:00 p.m. Krupicka moved, Megaridis seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Donald Damon, Acting-Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 10/31/2018

Balance on hand as of September 30, 2018.....	4,208,653.55
Cash Receipts for October.....	112,598.26
Cash Disbursements for October.....	336,252.12
Cash on hand as October 31, 2018.....	3,984,999.69

Investments

Illinois Funds (Money Market) - Average Monthly Rate 2.167%

General.....	1,687,291.41
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,695.25
Children's Endowment.....	2,966.19
Endowment.....	11,482.20
MPI Investment (Corporate Fund).....	2,061,386.93

MB - Checking

General.....	34,571.02
Hinsdale Bank & Trust - Checking.....	60,792.48
MB - Savings - Rate 1.60%	
General.....	101,443.47
Petty Cash/Circulation.....	404.00
Balances as of October 31, 2018.....	3,984,999.69

FUND BALANCES AS OF 10/31/2018

Corporate Fund.....	3,866,712.33
Building & Maintenance Fund.....	49,958.46
I.M.R.F. Fund.....	9,708.49
Liability Fund.....	(803.32)
Social Security Fund.....	(56.73)
Special Reserve Fund.....	5,695.25
Current Liabilites.....	53,785.21
Grand Total All Funds.....	3,984,999.69

8

**Indian Prairie Public Library District
Consolidated Revenue Report for October 2018**

Percent of Year: 33.33

	RECEIVED October 18	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	88,619.96	3,505,637.07	98.42%	3,562,098.00	56,460.93
41150 · Non-current Property Taxes	0.00	5.09	0.00%	0.00	-5.09
43100 · Interest-Tax Levy	1,181.29	1,189.88	0.00%	0.00	-1,189.88
TOTAL PROPERTY TAX & LEVY INTEREST	89,801.25	3,506,832.04	98.45%	3,562,098.00	55,265.96
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
TOTAL INTERGOVERNMENTAL	0.00	53,161.25	100.00%	53,161.00	-0.25
INTEREST					
43500 · Interest - Investment	3,634.05	11,299.64	225.99%	5,000.00	-6,299.64
TOTAL INTEREST	3,634.05	11,299.64	225.99%	5,000.00	-6,299.64
DESK MONIES					
45100 · Copier	358.35	1,426.42	31.01%	4,600.00	3,173.58
45120 · Computer Copies	1,382.54	5,231.59	34.88%	15,000.00	9,768.41
45200 · Fines/Fees	3,771.29	17,084.74	31.64%	54,000.00	36,915.26
45250 · Gifts/Donations	0.00	0.00	0.00%	100.00	100.00
45300 · Lost Materials	505.82	2,118.14	26.48%	8,000.00	5,881.86
45350 · Non-Resident Fees	9,221.48	35,445.22	41.22%	86,000.00	50,554.78
45400 · DVD Fines	199.26	480.51	40.04%	1,200.00	719.49
45450 · Top Picks	5.00	65.75	32.88%	200.00	134.25
45550 · Meeting Room Rental	50.00	282.50	141.25%	200.00	-82.50
45600 · ILL Fees	5.00	610.96	76.37%	800.00	189.04
45650 · 3D Printing	30.20	94.40	31.47%	300.00	205.60
45660 · Carvey	0.00	9.00	9.00%	100.00	91.00
45700 · Passport Fees	1,680.00	6,405.00	32.03%	20,000.00	13,595.00
45750 · Notary Fees	134.00	496.00	49.60%	1,000.00	504.00
TOTAL DESK MONIES	17,342.94	69,750.23	36.42%	191,500.00	121,749.77
OTHER INCOME					
46500 · OCLC Refund	0.00	880.00	125.71%	700.00	-180.00
46700 · Miscellaneous	219.07	477.18	23.86%	2,000.00	1,522.82
46800 · Collection Agency Fee	40.00	70.00	35.00%	200.00	130.00
* 49000 · Operating Transfer In	8,652.81	26,661.81	0.00%	0.00	-26,661.81
TOTAL OTHER INCOME	8,911.88	28,086.99	96.59%	2,900.00	-25,188.99
GRAND TOTAL	119,690.12	3,669,132.15	96.19%	3,814,659.00	145,526.85

* Operating Transfer In reflects \$26,661.81 from Corporate Reserves

69150 · Parking Lot Rehab - Independent Construction Services - \$6,300.00

69150 · Parking Lot Rehab - Manhard Consulting - \$14,815.42

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

69100 · Building Improvements - Masonry Project - Chicago Project Mgmt. - \$1,380.00

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

9

Indian Prairie Public Library District Consolidated Expenditures Report for October 2018

Percent of Year: 33.33

	October 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	166,214.83	625,443.43	27.97%	2,236,300.00	1,610,856.57	2,258,663.00	27.69%
61310 · Benefits - Medical / Life Ins.	17,838.01	42,507.30	27.14%	156,600.00	114,092.70	166,600.00	25.51%
61330 · Benefits - IMRF	16,164.54	60,017.96	29.50%	203,487.00	143,469.04	277,000.00	21.67%
61340 · Benefits - FICA	12,497.61	46,760.97	27.39%	170,722.00	123,961.03	230,000.00	20.33%
61400 · Staff Development	1,778.68	7,194.12	42.32%	17,000.00	9,805.88	19,000.00	37.86%
61600 · Board Development	0.00	325.00	32.50%	1,000.00	675.00	2,000.00	16.25%
61710 · Workers Compensation	0.00	6,006.00	98.46%	6,100.00	94.00	10,000.00	60.06%
61720 · Unemployment Insurance	115.57	509.71	18.58%	2,744.00	2,234.29	3,800.00	13.41%
TOTAL PERSONNEL	214,609.24	788,764.49	28.23%	2,793,953.00	2,005,188.51	2,967,063.00	26.58%
MATERIALS							
62100 · Books	17,247.64	62,564.32	28.41%	220,250.00	157,685.68	234,000.00	26.74%
62200 · Periodicals	453.94	9,141.59	29.37%	31,125.00	21,983.41	33,000.00	27.70%
62300 · Audio	3,358.61	12,762.73	26.62%	47,950.00	35,187.27	50,000.00	25.53%
62400 · Video	6,737.04	20,618.43	27.51%	74,950.00	54,331.57	82,000.00	25.14%
62500 · Multi-Media	103.55	1,430.67	13.96%	10,250.00	8,819.33	13,000.00	11.01%
62600 · Electronic Reference Resources	82.50	62,052.83	96.15%	64,540.00	2,487.17	65,000.00	95.47%
62700 · Software	1,020.09	2,234.94	31.93%	7,000.00	4,765.06	8,000.00	27.94%
62800 · ESL	18.95	-316.67	-31.67%	1,000.00	1,316.67	1,300.00	-24.36%
62900 · Materials Supplies	1,968.62	7,647.42	37.86%	20,200.00	12,552.58	24,000.00	31.86%
TOTAL MATERIALS	30,990.94	178,136.26	37.32%	477,265.00	299,128.74	510,300.00	34.91%
BUILDING							
63200 · Cleaning Service	5,382.86	22,478.58	31.44%	71,500.00	49,021.42	78,000.00	28.82%
63300 · Utilities (1-8-11 · Gas)	498.86	3,006.72	25.06%	12,000.00	8,993.28	16,000.00	18.79%
63300 · Utilities (1-8-12 · Electric)	20,631.31	27,384.26	43.47%	63,000.00	35,615.74	68,000.00	40.27%
63300 · Utilities (1-8-13 · Telephone)	382.37	1,082.59	24.60%	4,400.00	3,317.41	6,000.00	18.04%
63300 · Utilities (1-8-14 · Water/Sewer)	1,468.76	2,239.69	29.86%	7,500.00	5,260.31	10,000.00	22.40%
63300 · Utilities (1-8-15 · Garbage Disposal)	308.73	1,232.88	41.10%	3,000.00	1,767.12	4,000.00	30.82%
63400 · Maintenance Supplies	1,765.83	5,484.67	32.26%	17,000.00	11,515.33	22,000.00	24.93%
63500 · Security System Monitoring	0.00	184.50	23.06%	800.00	615.50	1,200.00	15.38%
63600 · Property Maintenance	1,960.00	12,291.00	49.16%	25,000.00	12,709.00	34,000.00	36.15%
63800 · Building Maintenance/Repair	5,524.76	24,733.36	44.97%	55,000.00	30,266.64	65,000.00	38.05%
TOTAL BUILDING	37,923.48	100,118.25	38.63%	259,200.00	159,081.75	304,200.00	32.91%
OPERATIONS							
64200 · Supplies - Office	1,716.74	4,393.43	32.91%	13,350.00	8,956.57	16,000.00	10.73%
64300 · Photocopy Supplies	277.80	817.95	16.36%	5,000.00	4,182.05	6,000.00	13.63%
64400 · Patron Card Supplies	525.03	525.03	87.51%	600.00	74.97	1,000.00	52.50%
64450 · Passport Postage	134.00	549.87	23.91%	2,300.00	1,750.13	4,000.00	0.00%
64500 · Postage	-93.55	3,169.98	72.05%	4,400.00	1,230.02	5,000.00	63.40%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	93.75	339.57	52.24%	650.00	310.43	900.00	37.73%
64800 · Organizational Memberships	648.00	648.00	21.60%	3,000.00	2,352.00	4,000.00	16.20%
64900 · Bank Fees	245.38	1,108.41	36.95%	3,000.00	1,891.59	4,000.00	27.71%
TOTAL OPERATION	3,547.15	11,552.24	33.68%	34,300.00	22,747.76	43,900.00	26.31%
AUTOMATION							
65100 · Supplies-Public Toner	75.46	2,212.07	31.60%	7,000.00	4,787.93	8,500.00	26.02%
65150 · Supplies-Staff Toner	565.70	2,712.80	38.75%	7,000.00	4,287.20	8,500.00	31.92%
65160 · Supplies-Maker	44.59	44.59	5.57%	800.00	755.41	1,200.00	3.72%
65200 · Technology-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	681.28	9,984.38	71.32%	14,000.00	4,015.62	20,000.00	49.92%
65400 · Automation Equip Mnt/Repair	18.00	2,417.18	51.43%	4,700.00	2,282.82	6,000.00	40.29%
65500 · Software	257.97	2,293.08	17.93%	12,787.00	10,493.92	20,000.00	11.47%
65600 · SWAN	10,584.50	21,169.00	49.94%	42,388.00	21,219.00	43,000.00	49.23%

10

**Indian Prairie Public Library District
Consolidated Expenditures Report for October 2018**

Percent of Year: 33.33

	October 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	80.00	2,039.22	30.72%	6,638.00	4,598.78	8,000.00	25.49%
TOTAL AUTOMATION	12,307.50	42,872.32	42.74%	100,313.00	57,440.68	123,200.00	34.80%
CONTRACTUAL SERVICES							
66100 · General Professional Services	780.00	2,225.00	27.81%	8,000.00	5,775.00	20,000.00	11.13%
66200 · Credit Bureau	35.80	134.25	14.92%	900.00	765.75	1,200.00	11.19%
1-10-22 · Equip-Photocopier Malnt Cont	430.13	1,599.30	0.00%	0.00	-1,599.30	0.00	0.00%
66300 · Copier	442.00	983.03	32.77%	3,000.00	2,016.97	5,000.00	19.66%
66900 · Fees - Bond Registrar	50.00	50.00	22.73%	220.00	170.00	1,500.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,737.93	4,991.58	41.19%	12,120.00	7,128.42	27,700.00	18.02%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,797.00	100.00%	10,797.00	0.00	17,000.00	63.51%
67200 · Bonding	0.00	1,370.00	97.86%	1,400.00	30.00	1,500.00	91.33%
67300 · Officers & Directors Liability	0.00	2,511.00	86.59%	2,900.00	389.00	9,000.00	27.90%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	8,500.00	25.29%
TOTAL INSURANCE	0.00	16,828.00	97.57%	17,247.00	419.00	36,000.00	46.74%
MARKETING							
68110 · Marketing Newsletter	2,100.00	10,758.43	30.74%	35,000.00	24,241.57	37,000.00	29.08%
68111 · eNewsletter	0.00	1,788.50	89.43%	2,000.00	211.50	2,200.00	81.30%
68210 · Marketing Advertising	18.75	133.75	26.75%	500.00	366.25	1,800.00	7.43%
68310 · Marketing Supplies	0.00	0.00	0.00%	500.00	500.00	1,000.00	0.00%
68410 · Marketing-Information Printing	0.00	681.59	30.98%	2,200.00	1,518.41	5,000.00	13.63%
68500 · Legal Notices	505.69	934.38	62.29%	1,500.00	565.62	2,000.00	46.72%
68600 · Programming	2,172.31	5,507.92	21.69%	25,400.00	19,892.08	30,000.00	18.36%
TOTAL PUBLIC INFORMATION	4,796.75	19,804.57	29.52%	67,100.00	47,295.43	79,000.00	25.07%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	14,336.50	15,206.50	0.00%	49,161.00	33,954.50	100,000.00	0.00%
69150 · Parking Lot Rehab	7,129.92	22,834.92	0.00%	0.00	-22,834.92	0.00	0.00%
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	700,000.00	0.00%
* 69800 · Operating Transfer Out	8,652.81	26,661.81	0.00%	0.00	-26,661.81	0.00	0.00%
69900 · Contingency	0.00	0.00	0.00%	4,000.00	4,000.00	20,000.00	0.00%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	142.89	2,446.89	0.00%	0.00	-2,446.89	0.00	0.00%
GRAND TOTAL	336,175.11	1,230,217.83	32.25%	3,814,659.00	2,584,441.17	5,011,363.00	24.55%

* Operating Transfer Out reflects \$26,661.81 from Corporate Reserves

69150 · Parking Lot Rehab - Independent Construction Services - \$6,300.00

69150 · Parking Lot Rehab - Manhard Consulting - \$14,815.42

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

69100 · Building Improvements - Masonry Project - Chicago Project Mgmt. - \$1,380.00

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

ACTION ON BILLS October 2018

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	2402 thru 2552	\$ 145,184.09
MB-Salaries for October	395 thru 420	\$ 8,897.06
Hinsdale Bank-Direct Deposits	& 26949 thru 27113	\$ 111,740.50

MONTH'S TOTAL: \$ 265,821.65

12

Indian Prairie Public Library District
Account QuickReport - Vendors
 As of October 31, 2018

Type	Date	Num	Name	Amount
10122 · MB Checking				
Bill Pmt Check	10/01/2018	2402	BCBS	11,310.82
Bill Pmt Check	10/01/2018	2403	Dynegy Energy Services	6,763.31
Bill Pmt Check	10/01/2018	2404	NCPERS Group Life	80.00
Liability Check	10/01/2018	2405	LIMRiCC	394.09
Bill Pmt Check	10/02/2018	2406	Allard, Jamie	25.62
Bill Pmt Check	10/02/2018	2407	American Library Association	49.49
Bill Pmt Check	10/02/2018	2408	Better Business Planning, Inc.	165.43
Bill Pmt Check	10/02/2018	2409	Canon Solutions America Inc.	221.00
Bill Pmt Check	10/02/2018	2410	CareerBuilder Employment Scre	45.00
Bill Pmt Check	10/02/2018	2411	Colonial Life	82.53
Bill Pmt Check	10/02/2018	2412	Jensen, Shirley P	68.45
Bill Pmt Check	10/02/2018	2413	Willowbrook/Burr Ridge Chambe	20.00
Liability Check	10/04/2018	2414	Nationwide Retirement	660.00
Liability Check	10/04/2018	2415	Vantagepoint	1,206.21
Bill Pmt Check	10/02/2018	2416	Baker & Taylor	1,914.68
Bill Pmt Check	10/02/2018	2417	Baker & Taylor (video)	54.43
Bill Pmt Check	10/02/2018	2418	Blackstone Audio, Inc.	180.00
Bill Pmt Check	10/02/2018	2419	Chicago Tribune Media Group	20.29
Bill Pmt Check	10/02/2018	2420	DEMCO	374.24
Bill Pmt Check	10/02/2018	2421	Gale/CENGAGE Learning	257.50
Bill Pmt Check	10/02/2018	2422	Midwest Tape	811.34
Bill Pmt Check	10/02/2018	2423	OverDrive	1,102.83
Bill Pmt Check	10/02/2018	2424	Runco	579.52
Bill Pmt Check	10/02/2018	2425	Thomson Reuters West	72.21
Bill Pmt Check	10/12/2018	2426	Baker & Taylor	4,262.63
Bill Pmt Check	10/12/2018	2427	Baker & Taylor (video)	12.28
Bill Pmt Check	10/12/2018	2428	Bal Industries	390.00
Bill Pmt Check	10/12/2018	2429	Blackstone Audio, Inc.	90.00
Bill Pmt Check	10/12/2018	2430	Boland, Rebecca N.	150.00
Bill Pmt Check	10/12/2018	2431	Casini, Diane	19.50
Bill Pmt Check	10/12/2018	2432	Chicago Tribune Media Group	485.40
Bill Pmt Check	10/12/2018	2433	Colley Elevator Co.	588.00
Bill Pmt Check	10/12/2018	2434	Creekside Printing	2,100.00
Bill Pmt Check	10/12/2018	2435	DuPage County Public Works	1,468.76
Bill Pmt Check	10/12/2018	2436	Dynegy Energy Services	7,129.61
Bill Pmt Check	10/12/2018	2437	FedEx	8.13
Bill Pmt Check	10/12/2018	2438	Filis, April	56.17
Bill Pmt Check	10/12/2018	2439	Groot Industries, Inc.	308.73
Bill Pmt Check	10/12/2018	2440	Home Depot	260.36
Bill Pmt Check	10/12/2018	2441	Illinois Secretary of State	10.00
Bill Pmt Check	10/12/2018	2442	Independent Construction Servic	3,220.00
Bill Pmt Check	10/12/2018	2443	Ingram Library Services	120.41
Bill Pmt Check	10/12/2018	2444	Kamm Insurance Group	30.00
Bill Pmt Check	10/12/2018	2445	Kittredge, Julie	220.00

Indian Prairie Public Library District
 Account QuickReport - Vendors

13

As of October 31, 2018

Type	Date	Num	Name	Amount
Bill Pmt Check	10/12/2018	2446	Lucas Holdings, LLC	525.03
Bill Pmt Check	10/12/2018	2447	Medicom Reimbursement Spec.	18.75
Bill Pmt Check	10/12/2018	2448	Midwest Tape	4,670.31
Bill Pmt Check	10/12/2018	2449	Neviol Inc.	4,590.00
Bill Pmt Check	10/12/2018	2450	OverDrive	1,674.36
Bill Pmt Check	10/12/2018	2451	Penguin Random House LLC	168.75
Bill Pmt Check	10/12/2018	2452	Quill	79.88
Bill Pmt Check	10/12/2018	2453	Recorded Books, LLC	159.96
Bill Pmt Check	10/12/2018	2454	Runco	27.58
Bill Pmt Check	10/12/2018	2455	Sebert Landscaping	1,610.00
Bill Pmt Check	10/12/2018	2456	Speciality Mat Service	102.86
Bill Pmt Check	10/12/2018	2457	Team One Repair, Inc.	933.00
Bill Pmt Check	10/12/2018	2458	Tee Jay Services Company, Inc.	2,081.00
Bill Pmt Check	10/12/2018	2459	Unique Management	35.80
Bill Pmt Check	10/12/2018	2460	Very Smart People LLC	200.00
Bill Pmt Check	10/12/2018	2461	WTTW11 CHICAGO\98.7 WFM	500.00
Bill Pmt Check	10/12/2018	2462	SWAN	10,584.50
Bill Pmt Check	10/17/2018	2463	Allard, Jamie	16.35
Bill Pmt Check	10/17/2018	2464	Asimakopoulos, Jennifer	568.75
Bill Pmt Check	10/17/2018	2465	Baker & Taylor	2,072.84
Bill Pmt Check	10/17/2018	2466	Baker & Taylor (video)	257.67
Bill Pmt Check	10/17/2018	2467	Blackstone Audio, Inc.	172.49
Bill Pmt Check	10/17/2018	2468	Canon Solutions America Inc.	430.13
Bill Pmt Check	10/17/2018	2469	Case Lots Inc.	578.25
Bill Pmt Check	10/17/2018	2470	Center Point Large Print	150.62
Bill Pmt Check	10/17/2018	2471	Chicago Project Management, Ir	1,380.00
Bill Pmt Check	10/17/2018	2472	Chicago Tribune	364.00
Bill Pmt Check	10/17/2018	2473	Dzierzbicki, Monica	69.97
Bill Pmt Check	10/17/2018	2474	Gale/CENGAGE Learning	229.52
Bill Pmt Check	10/17/2018	2475	Ingram Library Services	50.46
Bill Pmt Check	10/17/2018	2476	Layman, Jez	280.54
Bill Pmt Check	10/17/2018	2477	Midwest Tape	528.26
Bill Pmt Check	10/17/2018	2478	Military History Quarterly	59.95
Bill Pmt Check	10/17/2018	2479	OverDrive	328.14
Bill Pmt Check	10/17/2018	2480	Penguin Random House LLC	41.25
Bill Pmt Check	10/17/2018	2481	Recorded Books, LLC	35.99
Bill Pmt Check	10/17/2018	2482	Runco	37.83
Bill Pmt Check	10/17/2018	2483	Schultz., Jack	20.10
Bill Pmt Check	10/17/2018	2484	Williams., Natalie	185.93
Liability Check	10/18/2018	2485	Vantagepoint	1,206.21
Liability Check	10/18/2018	2486	Nationwide Retirement	660.00
Bill Pmt Check	10/25/2018	2487	Birmingham, Laura	47.58
Bill Pmt Check	10/25/2018	2488	Bukovac, Jamie	58.26
Bill Pmt Check	10/25/2018	2489	Dzierzbicki, Monica	55.52
Bill Pmt Check	10/25/2018	2490	La Grange Upholstery	564.00

Indian Prairie Public Library District
Account QuickReport - Vendors
 As of October 31, 2018

14

Type	Date	Num	Name	Amount
Bill Pmt Check	10/25/2018	2491	Layman, Jez	76.61
Bill Pmt Check	10/25/2018	2492	NicholsYehling, Michelle	150.00
Bill Pmt Check	10/25/2018	2493	Schultz., Jack	40.82
Bill Pmt Check	10/25/2018	2494	Sheehan, Debbie	12.99
Bill Pmt Check	10/25/2018	2495	Canon Solutions America Inc.	221.00
Bill Pmt Check	10/28/2018	2496	Baker & Taylor	4,971.29
Bill Pmt Check	10/28/2018	2497	Baker & Taylor (video)	53.57
Bill Pmt Check	10/28/2018	2498	Bank of America	6,082.95
Bill Pmt Check	10/28/2018	2499	BCBS	9,500.95
Bill Pmt Check	10/28/2018	2500	Bharatam Academy of Dance Ar	150.00
Bill Pmt Check	10/28/2018	2501	Blackstone Audio, Inc.	270.00
Bill Pmt Check	10/28/2018	2502	Bolly Dancefit	200.00
Bill Pmt Check	10/28/2018	2503	Call One	186.02
Bill Pmt Check	10/28/2018	2504	CCI Solutions	76.62
Bill Pmt Check	10/28/2018	2505	Construction & Geotech Materia	1,719.50
Bill Pmt Check	10/28/2018	2506	Dynegy Energy Services	6,738.39
Bill Pmt Check	10/28/2018	2507	Edmonds Incorporated	465.47
Bill Pmt Check	10/28/2018	2508	Findaway World, LLC	26.94
Bill Pmt Check	10/28/2018	2509	Fox Valley Fire & Safety	224.15
Bill Pmt Check	10/28/2018	2510	Frank & Son Handyman Service	1,192.61
Bill Pmt Check	10/28/2018	2511	Illinois Office of the State Fire M	70.00
Bill Pmt Check	10/28/2018	2512	Ingram Library Services	211.25
Bill Pmt Check	10/28/2018	2513	Krueger International, Inc.	11,984.50
Bill Pmt Check	10/28/2018	2514	Lawler, George	425.00
Bill Pmt Check	10/28/2018	2515	Manhard Consulting	2,190.42
Bill Pmt Check	10/28/2018	2516	Midwest Tape	1,717.04
Bill Pmt Check	10/28/2018	2517	NCPERS Group Life	80.00
Bill Pmt Check	10/28/2018	2518	Nic Stone	2,286.40
Bill Pmt Check	10/28/2018	2519	On Time Label	412.00
Bill Pmt Check	10/28/2018	2520	OverDrive	620.93
Bill Pmt Check	10/28/2018	2521	Penguin Random House LLC	56.25
Bill Pmt Check	10/28/2018	2522	Peregrine, Stime, Newman, Ritz	735.00
Bill Pmt Check	10/28/2018	2523	Principal Life Insurance Compar	668.08
Bill Pmt Check	10/28/2018	2524	Quality Integrated Solutions, Inc	505.00
Bill Pmt Check	10/28/2018	2525	Roy, Nancy	31.20
Bill Pmt Check	10/28/2018	2526	Sebert Landscaping	1,322.00
Bill Pmt Check	10/28/2018	2527	Sergiyenko, Gennady	300.00
Bill Pmt Check	10/28/2018	2528	Suburban Door Check & Lock S	135.00
Bill Pmt Check	10/28/2018	2529	Szafanski, T.J.	28.41
Bill Pmt Check	10/28/2018	2530	VSP Vision	141.47
Bill Pmt Check	10/31/2018	2531	Allard, Jamie	16.35
Bill Pmt Check	10/31/2018	2532	Beaird, Tina	150.00
Bill Pmt Check	10/31/2018	2533	Case Lots Inc.	184.10
Bill Pmt Check	10/31/2018	2534	CDW Government	681.28
Bill Pmt Check	10/31/2018	2535	Colonial Life	82.53

Indian Prairie Public Library District
Account QuickReport - Vendors
As of October 31, 2018

15

Type	Date	Num	Name	Amount
Bill Pmt Check	10/31/2018	2536	Ferrill, Meredith	100.00
Bill Pmt Check	10/31/2018	2537	Fortress Data Management	80.00
Bill Pmt Check	10/31/2018	2538	Garvey's Office Products	2.04
Bill Pmt Check	10/31/2018	2539	Gibson, Amanda	100.00
Bill Pmt Check	10/31/2018	2540	Jet Steam Corp	300.00
Bill Pmt Check	10/31/2018	2541	LACONi	100.00
Bill Pmt Check	10/31/2018	2542	Lucarelli, Anthony	120.00
Bill Pmt Check	10/31/2018	2543	Near West Youth Services	25.00
Bill Pmt Check	10/31/2018	2544	Quill	194.08
Bill Pmt Check	10/31/2018	2545	RAILS	82.50
Bill Pmt Check	10/31/2018	2546	Runco	241.89
Bill Pmt Check	10/31/2018	2547	Stephens Plumbing & Heating, I	165.00
Bill Pmt Check	10/31/2018	2548	Szafranski, T.J.	32.70
Bill Pmt Check	10/31/2018	2549	Thornton, Christine	300.00
Bill Pmt Check	10/31/2018	2550	Will County Clerk's Office	10.00
Bill Pmt Check	10/31/2018	2551	Wlosinski, Maria	35.43
Bill Pmt Check	10/31/2018	2552	Xilin Association	100.00

Total 10122 - MB Checking
TOTAL

145,184.09
145,184.09

Bills for approval – Electronic Payments & Automatic Withdrawals

October 2018

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	10/05/2018	19,428.60
ILDOR-State	Payroll taxes	10/05/2018	3,634.76
EFTPS-Federal	Payroll taxes	10/19/2018	19,233.22
ILDOR-State	Payroll taxes	10/19/2018	3,617.26
IMRF	Payroll Pension	10/31/2018	21,584.89
DAC	Deposit to HRA	10/18/2018	2,187.50
Nicor	Gas	10/09/2018	498.86
INB Bank/MB	Credit Card Fee	10/02/2018	215.38
Hinsdale Bank	Fee-Direct Deposit	10/02/2018	30.00

Ordinance No. 2018-10

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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

WHEREAS, the Indian Prairie Public Library District (Library District) must file on or before December 25, 2018 its Levy Ordinance for the 2018-2019 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 28th day of November, 2018.

AYES:
NAYS:
ABSENT:

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

**Director's Report
November 2018**

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.

Staff Reports:

Joe will be reporting on the Illinois Veterans History Project as a requirement of the per capita grant, as well as update you on the library's efforts to support the Veterans History Project.

New Business:

There are memos for items 1 and 4.

Item two is relative to proposed changes to the Bylaws. I had sent the changes with an email on October 31 as changes to the bylaws require at least 10 days advance notice to the trustees. The suggested changes are:

- Change the wording as to when the trustees set the date, time and place of board meetings. Change it from "the May" meeting to "any" meeting.
- To remove the Treasurer's Report from the Omnibus agenda to the Reports section of the agenda. This is because Don learned at the ILA Trustee Institute that trustees do not need to approve the monthly treasurer's report according to Robert's Rules of Order, "Such a report requires no action by the assembly."

Item 3 is an ordinance if the trustees choose to decide to change the starting time of board meetings to 6:30 p.m.

Item 5 is required by the Per Capita Grant and you received an email from Maria on October 17 with information as to how to view the video plus she sent the information again with the board packet.

Self-Checkout

Debbie and Ann have been working with the vendor to develop the screens and the parameters for the new self-checkout software. The plan right now is to have the software installed Tuesday morning. Something new with this software is that we have the opportunity to use the main screen as a promotional tool. You'll see a new configuration of the stations. The self-checkout currently on the circulation desk will be placed with the other two stations and a fourth station will be placed near the Hot Picks collection.

Health Insurance

Our health insurance went up 11% for 2019. Since I had budgeted for 10% this is an increase of \$579.00 for the budget line. Just to review – our increase for 2018 was 5.77% and for 2017 it was 3.13%.

Visioning Committee

The department heads, assistant department heads, Laura and I visited libraries that have done recent renovations. We met to share notes about what we observed, what we liked and didn't like. I've attached those notes to my report. I've planned a half day retreat December 4 for the committee to take the information from our three meetings – discussions on trends in the library, trends in society, and the library

visits - and do some scenario planning. This work is being done to provide input for the strategic plan and developing a building plan.

Parent Focus Groups

As part of planning for the strategic plan I held two focus groups with parents of children ages 3 – 6 while their children were in a program. I'll be holding another one for parents of younger children. I worked with Katie and Natalie to develop the questions. We had 14 parents participate. We're reviewing the notes and I'll provide those at the next meeting.

The Building

The new study tables and chairs for K&T have arrived and they look great! We have wonderful comments from our patrons.

Natalie and Katie recently surveyed parents about the LittleTown. I shared the comments with Joe and Maria Sadowski and I've attached them to my report.

Staff

With the changes that have occurred in the past few months with administrative staff I've spent some time examining job responsibilities and identifying areas where we had some gaps in leadership and in providing services to the public. As such, I made the decision to expand the Building Services Coordinator (BSC) position to full-time, moving most of the work Laura did relative to the building to this position. Laura will continue to supervise the position and have general oversight over work and activities relative to the building. But, the day-to-day oversight, working with maintenance vendors, working with the cleaning company and landscaping service, tracking building projects, approving maintenance related invoices, and many more tasks that Laura has been doing relative to the building will now be done by the BSC. In addition, the BSC will be providing assistance with the 3D printer and the Carvey and will be running DIY classes for the public. We'll also examine what the BSC can do in the area of cleaning, such as cleaning the tile floors, and in the landscaping to reduce some of our costs in those areas in the next fiscal year.

Joe Eskew will be starting as the Building Services Coordinator Monday, November 26.

This opportunity frees up Laura to focus on her strengths and interests as well as fill in the identified gaps and provide assistance to me. Her job description now includes these responsibilities:

- Manage library-wide staff orientation and onboarding and library-wide staff development, including the staff institute day. Ensure that staff are informed and educated about library services and initiatives.
- Responsible for creative promotion of library services, collaborating with staff to develop ideas and messages and analyzing effectiveness of campaigns.
- Work with staff to identify program themes and opportunities; coordinate programs and outreach activities; develop, oversee, and evaluate library-wide events.
- Lead the library's community engagement and coordinate staff outreach efforts, build relationships and partnerships with community members and organizations, gather feedback and input, organize library participation in community events, make presentations to groups.
- Assist with development of fundraising activities; manage relationships with and solicit sponsors.

Laura will continue to supervise the Communications Coordinator and the Graphics and Digital Services Associate, the Building Services Coordinator, and the Administration Support Services Associate.

Jill Yott, our new Communications Coordinator started November 7. Since Laura was in Spain I started the orientation and onboarding process. I arranged for Jill to have lunch with each department head and she is now starting to schedule discussions with each librarian to talk about their services and programming.

Bhargavi Lakkaraju was hired as the Technology Services Associate starting December 4. Long-time Kids & Teens Associate Jane Hartney will be retiring December 8. There will be a staff party December 6, 12 – 2 and a public reception/event December 8, 2- 4. Jane has 18 years of service with the library.

Continuing Education

Nancy received training on the new credit card system.

Jamie A. received training on how to do the monthly database statistics.

Meetings

Visit to Algonquin Public Library and to Glen Ellyn Public Library for Visioning Committee assignment

SWAN Board meeting

SWAN Strategic Planning meeting

SWAN Finance Committee meeting

Visioning Committee meeting

Conducted two parent focus groups

Worked the Multi-Cultural Festival

Two one-on-ones with Tony

One one-on-one with Natalie

Two one-on-ones with Ann

Two one-on-ones with Debbie

One one-on-one with Laura

Nancy attended the HR Roundtable

Jamie Bukovac, Director

LittleTown, formerly the Family Center, was recently renovated. What is your reaction to the space?

It's awesome!

It's amazing. Much improved and welcoming. Parents would sit and nap in the old chairs. Glad the chairs are more modern and won't allow parents to sleep.

Very nice organized stations.

It is amazing! We are so grateful for such an amazing new space!

It's pretty good. I like it. It's perfect.

I think it's nice. I don't think the dress up is necessary. More motor skill activities are what we love at the library.

I love it and my kids do as well. Feels very clean and minimal - which I like because it helps with imagination.

Looks great! little ones showing renewed interest.

It's wonderful. My kids ask me to bring them. :)

I love the removal of computers. Thank you!

More vinyl decals in single color.

Great for toddlers!

It's cute. I like the couches in the middle. I wasn't crazy about the dress up clothes - germs and lice!

Amazing renovation! Love it!

Love it! you are the best by far.

Very fun! My two year old grandson loved it. He loved the kitchen area! I also enjoyed the train set.

It's lovely. Well done and organized, and clean. Great for all ages.

My 4.5 year old grandson pushed the couches (?). I would prefer bringing the outside inside for reading under the trees and/or and peaceful environment (without the bugs!).

My kids really enjoy the new space more than before. They especially love the costumes.

I like it! The most important thing - kids enjoying this place. Thank you for your job.

I'm so glad there are no computers. Lovely space.

I like it! I think the kitchen and costumes are wonderful additions. I'm very glad that the trains are still here. I do miss the puppet theater.

It's wonderful!

We love LittleTown. Kids have a great time letting their imaginations fly.

Great! A gate that closes off the area would be a great addition to those with little kids.

Loved it!

Very nice. Clean and good variety of toys. Like the dress up clothes.

I love the LittleTown. I like that there are no computers because this way kids can use their imagination.

The kids and I LOVE it!

Good to change up things every so often, thanks.

The space is great. Tough to get a stroller over there now with the arts and crafts area because the chairs are not always pushed in.

Kids seem to love it. I appreciate kids are contained.

In your experience, what is the most valuable/meaningful part of LittleTown?

The little kitchen.

The kitchen area. Also I like the infant area has a separate spot with more physical activity.

A non-walker area for infants giving them room to play also.

I appreciate the great variety of activities and imaginative play, etc.

It's the kitchen.

The blocks table. I like my kids to play with educational toys that we don't have at home.

The little cafe is my kid's favorite thing.

Learning activities and NO COMPUTERS! :)

The whole experience honestly - my kids love moving from station to station.

The kitchen.

The kitchen area.

Kitchen.

Playing in a shared space, lots of different activities.

Playing together.

Imaginative play allowed with all the resources.

A nice place for the kids and adults alike. Loved the refig for the kids and all the kitchen supplies.

Keeping my child busy for awhile. Learning opportunities. Age appropriate activities.

It's lacking a reading section that would be inviting or comfortable to introduce children and teach quiet time and relaxing.

House

Imaginative play.

Kitchen area and puzzles.

I love the Lego Table area.

The kitchen are. I love that it inspires lot of interaction and/or side by side play among the children.

Interaction with other children.

Open ended activities. Use of imagination and creativity to play with others.

Pretend play and interacting with new friends.

Little building toys - variety - not the toys we have at home.

The kitchen/house area is great to encourage pretend play for boys and girls.

My grandson loves the kitchen.

Lot's of great imaginative toys and great storage.

Different! Things for kids to play together or comfortably parallel play.

Library Visits November 2018

Algonquin

They had a very large brick patio which inspired Jamie to think about expanding the brick garden

Donation bin for donated books right by the entrance (would save our staff time). It was noted by someone that the lobby is prime real estate. The signage was worn and peeling with a lot of "no's".

They had slatwall by the self-checks for take-aways, though they were displayed haphazardly. When slatwall is used we have to think about how the holders are laid out.

The suggestion box was bright and colorful. The signage at the Checkout Desk stated "information" which could be misleading, or not.

Think about face out display in the Book Nook

At the Adult Services Desk they had listed on the wall everything they do (almost everything) – it's like a commercial telling the patron what the staff at the desk do and don't do. However, is it too much on one sign? And we want people to feel comfortable approaching the desk. What if they have a question about something not listed at that desk? Signage is important real estate and don't want to clutter with too much signage. However it is a way to advertise services. Perhaps use a digital sign as a promotion tool at desks.

The library had photos of their trustees.

They had an in-the-library promotion of their newsletters as opposed to just promoting them on their website.

They had a charging station. Some libraries have ads on them. K&T checks out a lot of chargers. Could be good to offer both options depending on where someone is sitting

They had a very large Playaway section with a good sign. Perhaps offer devices for people to stream instead?

One idea – create special sections for all the media we offer across the two departments, all DVDs together, etc.

The Quiet Room has the magazines shelved there – that way the room is more than just a quiet space, this is typical in libraries. Bolingbrook used their local history room for studying.

They offered a handout listing new movies and handouts for curated movies

There was a wellness room in the young children's space

U of I has set up a sensory free room for people and the DuPage Children's Museum has one too (just too use for a short time to help alleviate anxiety, etc.)

They had three-shelves shelving on wheels for curated collections and displays which made them easy to move around and out of the way

Glen Ellyn

Purell stands around the building which made them more visible.

Triangle promotional signs on tables. They offer a Office Suite Boot Camp

They put a tablet on shelf ends to be a catalog.

K&T noted they get asked a lot if the library checks out baskets or bags.

A special room for middle-schoolers where they can hang out, play games, etc.

Natalie noted that she saw a bike repair stand outside of a brewery.

Des Plaines

The way finding aids were really good

11 x 17 poster signs with business cards to promote programs, all in lobby and each floor had its own locate by staircase and elevator

Quick picks has magazines, CDs, DVDs Purchase special issues of magazines in Hot Picks

A lot of donation bins – open bins clearly showing what is in there and not confusing

Large end cap signs in black and white

Tech to Go cases displayed like ours but there is a photo behind each case so you can what is there when the case is gone

They keep 1 year of magazines

Their seating is mostly 1 user or 2 users. Mini table next to lounge seating.

There are 4 floors and the layout of desks, seating and signage is consistent among the floors

The Forum – Flexible, movable furniture, laptop cart. People can use it when its not being used

They changed their business center to an investment room – TV, investment databases. Moved all the equipment in the business center to a general area

The 1st floor Info Desk is a triage point – versatile – place holds, register for programs, directional questions, and checkout assistance (it once served as the circulation desk)

Addison

Used lots of shelf talkers in creative ways. Dated them to keep them fresh

Used consistent display throughout the building, they are on wheels

Magazines grouped by subject with good signage (large call outs) indicating digital versions

They only keep 1 year

Small service desks

The Creative Studio is used for classes, the public can't use it by themselves. Includes a sound studio that is not sound proof but has acoustic panels.

The silent room is lounge seating and is smaller than their previous room

The multi-purpose room –after school it is used as quiet study or to hold programs.

No 4-person tables

Barrington

Technology/Business Center service desk

6 express stations, 3 with seats

1 or 2 people sized rooms, some had meeting technology, could share their laptop screens to screens on the wall, the screens were turned on and there were instructions on the screens as to how use them

There was also a space with booths and flat screen on the wall

They have a separate maker room – Carvey, laser cutter, 3D printer, display shelves; room next to it has a painted green wall which can be used as a maker room or a meeting room. Makebots sit out

All the media is together with short shelves for kids' stuff (LaGrange does their Hot Picks for all ages in one area)

Lighting is nice – artistic and non=glare

YS had a music room with a green screen – Studio Kids

Shelf heights tied to users

Created a large play area with rubber flooring

Shelf signage included the subject plus a picture/graphic

There's a craft area with a sliding door. The storytime room opens up to the craft room. Interesting potential for sensory spaces in storytime room

Signage uses the full width of the shelves. Colors represent different parts of the collection. Big and bold

Use the top shelving for face out and spine out

Used a color range and areas of the library blended well

Liked their digital displays highlighting new fiction, Overdrive, ILL and other services

Each service desk has a large digital display

Not many promotional posters

Displays of collection on wheels

New fiction and nonfiction mimics Anythink Library – rather than windowing whole shelf displays like hot picks

Magazines are displayed in acrylic boxes; large signs tell you that you can check out back issues

Some liked the curving shelving. The bottom shelf angled. Put angled shelf with pop of color among shelves to do face out displays

Interfiled new non-fiction with regular non-fiction. "new" label identifies it as such

Grab n' go magazines

2 person service desk at standing height with tv display to the side

All-purpose come in and play room open to the main area with different types of seating

Elmhurst

Like the wallpaper on the public computers

Good sign for printing

Good at laying out in each area how things work

Had headphones and wipes out for people to help themselves

In their computer lab they had promotional posters.

Had CD/DVD duplicator

Signs leading to "creative room" describe what you can do

Sign highlighting a computer to use for booking rooms

Likes signs on the outside of the study rooms

Lots of paper signs, not as many digital signs

Uses groupings of small tables for displays (nesting tables)

Curated bags of materials which are on a spinner with hooks

Launch pads for adults

A previous best seller display by the new books – referred to as "nearly new"

They put out the ARC's in teens "take a free book"

STREAM – bags of materials related to each letter

Their stacks are numbered and they have a wayfinding sign

In teens it is a mix of books and promotional posters

There is a "caregivers corner"

Signs are big and bold

They provide the entire list of what is available on a NOOK inside the promotional case

There is a display of mixed formats

Display of what book clubs have loved

Display on inclusive ideas which included sensory headphones

Share your favorite read on post-it notes

Did an elevator wrap to promote the Makery

In the Makery – button makers, large format printer, t-shirt press, 3D printer, embroidery machine (Northbrook lets you check out their button maker), good signage re what they offer and the costs

Two dedicated staff plus any staff who want to work it can do so

It's set up in a way for people to show their making project on social media

Patrons have to know how to make their own stuff but staff will assist

They do their maker programming there

They use the whiteboard for announcements and updates. The sink isn't really being used

Apple

Free wi-fi sign outside

Open space – easy to access things, use internet quickly. Products organized well on the shelves face out

There is an area where kids can sit at low tables with cushioned chairs next to adults getting help

Microsoft

Great signage and windowing

Play area next to checkout counter

Cool outside with lounge chairs, ping pong table and astroturf

Assistant Director's Report November 2018

Building & Grounds:

Cobblestones have been added by the staff entrance. The area has also be sodded.

Herbicide to kill off weeds has been applied to the bed between the sidewalk and the Reading Garden.

The corner bed on Plainfield and Clarendon Hills Road has had some more work done. Sedum, Knockout Roses and geraniums were added and the grasses were split to provide balance.

IPPL Foundation and Friends:

The Book Nook made \$761.01 in October.

The October edition of the Foundation and Friends enews had a 41% open rate and a 7% click rate. Our new Marketing and Promotion Coordinator, Jill Yott, will be working on the November enews.

Marketing and Promotion:

Here are the statistics for the library's weekly enews. We have 19,857 current subscribers.

<u>Date</u>	<u>Day</u>	<u>Open Rate</u>	<u>Click Rate</u>
10/30	Tuesday	14%	4%
11/6	Tuesday	15%	8%
11/13	Tuesday	16%	7%

I will no longer be creating the weekly enews. I trained Jill on using Constant Contact and she created the Wednesday, November 21st enews. Jill will report on the enews in her monthly report going forward.

Social Media:

As of November 1st, the library has:

- 1,647 likes on Facebook (+1)
- 1,621 followers on Facebook (+1)
- 244 followers on Instagram (+29)
- 1,012 followers on Twitter (+2)

If you follow us on Facebook, Jill has been posting daily and her posts are getting a lot of engagement ("likes" and "shares"). She primarily uses "authentic" photos (photos she takes herself) to make posts more

meaningful. This example includes a photo Jill took on a snowy day taking advantage of her deck and a little creativity!

Something about snow falling just makes us want to . . .



Submitted by: Laura Birmingham, Assistant Director

Adult Services Monthly Report

October 2018

At our monthly department meeting, all staff watched the J.J.'s List Disability Players training video. This was to satisfy the per capita grant staff training requirement for this year. We have many people with some form of disability use our library, and I have been very pleased with how my staff has served this population even before we received the training. Shortly after the J.J.'s List training, Adult Services Associate Kathy Buckley had a phone call from a person with a disability. She reported that the training helped inform her interaction with the individual.

Since we are without a building maintenance person, I came in early on a Sunday and worked with Joe to move audiovisual shelves from the new place Cooking is located to where Travel is now located. I completed the rest of the audiovisual shelving moves on a Friday afternoon. Audiovisual items in Travel is by far the largest subject audiovisual collection.

I wrote a short article for the winter newsletter about how patrons can access our electronic resources to find magazines and articles with gift-giving guides; holiday decoration suggestions; and holiday cooking ideas. The article specifically called out Consumer Reports; using Ebsco Discovery Service through the catalog; and RBDigital for e-Magazines. I'll look to see if usage increases in the coming months.

I have been working with SWAN to see if there is a way to track what checks out from our various displays. This is so we can gauge popularity of various topics or, if we move a display, what locations in the library may be more popular. Jez will be helping me test what is currently in place at the end of November. In the meantime, our desk statistics sheets have been updated with fields to track how often we have to add items to displays or endcaps. This is in addition to the windowing of the collection. In October we replaced 126 windowed items throughout the month.

From October 14 through October 27 we ran a reference study to see when questions were being asked, how they were being asked, and what was being asked. My write up on what we found follows this report.

I applied for the Public Library Association Leadership Academy for next year. With Jamie's support, we decided to focus on expanding service to the area of our district that is underserved due to low financial means and inability to easily access library services. I'll find out in December if my application was accepted.

Shirley, Jennifer and I all took part in the Leadership Team visiting area libraries to gather information about services and service models in planning our own look at providing services to our patrons. Shirley and I visited Addison and Des Plaines; Jennifer visited Elmhurst and Barrington.

I completed weeding the adult non-fiction 300s and began working on weeding the rest of the adult biographies.

Joe's anniversary with the library was this month and I completed writing his evaluation. Kathleen Sherlock began as Adult Services Page on October 16.

Monthly Highlights

- Shirley has created a Google Form based on Project Outcome surveys to gather feedback about her business programs from patrons who attend. She noticed a substantial increase in checkouts of e-Magazines through RBDigital last month and is investigating where this may have come from.
- Jennifer and Jez both attended ILA Annual this year. They both did a presentation on passive reader's advisory and Jez interviewed author Kelly Jensen live onstage.
- Jennifer took the opportunity while at ILA to speak to a Baker & Taylor representative about a persistent issue of new titles being out-of-stock or backordered (all of our librarians have noticed this issue recently). The rep suggested having a secondary warehouse of stock attached to our profile and after conferring with Ann and April, we will be putting this into place.
- Mary K. did a drop-in "Be an Informed Voter" program in advance of the mid-term elections. She had 20 people stop by the table for information on registration, sample ballots, where to vote, and where to find information about the candidates. For a drop-in, this was a very well received program as most of our drop-ins usually interact with six to 10 people.
- Joe coordinated the fall Libraries' English and Reading Network (LEARN) meeting. It was held at the Black Road branch of the Joliet Public Library. Twenty-four librarians from the area attended to hear various community organizations speak about the services they offer to immigrants. He reports that a Literacy DuPage tutor stopped by to say that a student they tutor recently passed the citizenship test and took the oath to become a citizen. The student was very excited to vote in the upcoming election and it's "thanks to the materials you've acquired here [at the library]" that she was able to successfully pass her test and become a citizen.

Community

- Jennifer and the Associates provided book club resources to 14 groups (eight via e-mail; six via print pickup) covering 10 first-time requested titles and four previously requested titles.
- Mary K. attended a meeting of the Darien Historical Society. She also worked with the society to review the chapter about Darien in the upcoming book *DuPage Roots* and select photos to include in a presentation in preparation for the 50th Anniversary.

Contributing to the Profession

- Jennifer and Jez presented *What They Want Where They Want It: Passive Advisory for Books, Movies, & More* at ILA annual to approximately 130 librarians.
- Jennifer also attended the Adult Reading Roundtable Popular Fiction List (romance) meeting to help finalize scope notes for the 2019 edition. She also chaired the biannual eMediaLibrary consortium meeting.
- Jez did a live, on-stage interview of author Kelly Jensen at ILA. It was focused on dealing with mental health issues and challenges. She also fielded several inquiries from librarians about information that was presented.

Continuing Education

- Shirley viewed a webinar *Revamping Strategies for Social Media Success*.
- Jennifer took part in an ARRT Historical Romance Genre Study. At ILA, she attended *Cultivating Constructive Culture; Crafting Your Library's Collection Development Plan; Alt RA: Using Video*

Games, Apps, Music, Movies, YouTube and TV Shows as Reader's Advisory; Bystander Intervention in the Library: What Do I Do?; Show Me the Value!: Inclusive Policies that Will Retain Excellent Part-Time Staff; Reader's Advisory: Turning Ideas into Action; Assisting People with Disabilities; Practical Magic for Solo and Accidental Marketers; A Rising Tide: Coaching ALL Staff to their Full Potential Using SMART Goals and Positive Documentation; and Management Lessons from the Wizarding World of Harry Potter.

- Mary K. viewed the webinar *Don't Panic! It's Only the Law: Resources for Patron Legal Queries.*
- Jez attended the following at ILA: *Enhancing Staff Development & Promoting Inclusion; Programming for All; Choose Your Own Adventure: Passive Programming; Serving Members of Invisible & Marginalized Groups; Staff Training That Is Useful, Inclusive, and Embraced by All; Addressing the Opioid Epidemic; Library of Things; Creative Endurance and Public Service the Parks and Rec Way.*

Meetings

Date	Meeting	Staff
1-Oct	One-on-One with Jamie	Tony
1-Oct	One-on-One	Tony & Jez
2-Oct	Department Head Meeting	Tony
3-Oct	ILA Planning	Jennifer & Jez
4-Oct	Multicultural Celebration Committee	Joe & Hillary
4-Oct	ARRT Popular Fiction List Meeting & Genre Study	Jennifer
9-Oct	ILA Annual	Jennifer & Jez
10-Oct	One-on-One with Jamie	Tony
10-Oct	ILA Annual	Jennifer & Jez
11-Oct	ILA Annual	Jennifer & Jez
16-Oct	LEARN Networking Group Meeting	Joe
17-Oct	Adult Services Monthly Department Meeting	All Librarians & Associates
17-Oct	J.J.'s List Disability Players Training	All Staff
18-Oct	Inclusivity Committee Language Subcommittee	Jez
19-Oct	One-on-One	Shirley & Hillary
22-Oct	One-on-One with Jamie	Tony
22-Oct	Library Visits to Barrington & Elmhurst	Jennifer
23-Oct	eMediaLibrary Consortium Biannual Meeting	Jennifer
24-Oct	Library Visits to Des Plaines & Addison	Tony & Shirley
25-Oct	DUX Meeting	Tony
25-Oct	Darien Historical Society Meeting	Mary K.
30-Oct	Leadership Team Meeting	Tony, Shirley, & Jennifer
30-Oct	One-on-One	Shirley & Linda

Programs

Date	Time	Program	Organizer/ Presenter	Attendance
1-Oct	6:00 p.m.	Chess Club	Denise	10
3-Oct	7:00 p.m.	Burnham's Chicago	Cindy	80
4-Oct	7:00 p.m.	#LibSocial - Inside the Box	Jez	3
6-Oct	10:00 a.m.	ESL Conversation Group	Joe	8
8-Oct	6:00 p.m.	Chess Club	Denise	10
8-Oct	7:00 p.m.	BizConnection: DIY Marketing Grapics	Shirley	8
8-Oct	7:00 p.m.	Current Events	Denise	6
10-Oct	2:00 p.m.	Drama Reading Group	Joe	6
15-Oct	6:00 p.m.	Chess Club	Denise	12
16-Oct	7:00 p.m.	Beginning Knitting	Cindy	9
17-Oct	10:00 a.m.	Collaboration Station Drop-in: Knitting	Jez	5
17-Oct	2:00 p.m.	Drama Reading Group	Joe	6
17-Oct	2:00 p.m.	Collaboration Station Drop-in: Knitting	Jez	4
17-Oct	6:30 p.m.	GenLit Book Group	Jennifer	11
18-Oct	2:00 p.m.	Thursday Afternoon Movies: <i>Chappaquiddick</i>	Joe	44
18-Oct	5:00 p.m.	Lobby Drop-in: COD	Joe	8
18-Oct	6:00 p.m.	Crime Readers Book Club	Kathy	17
19-Oct	7:00 p.m.	#LibSocial - Buy Your 1st Home	Jez	15
20-Oct	10:00 a.m.	ESL Conversation Group	Joe	16
22-Oct	6:00 p.m.	Chess Club	Denise	13
22-Oct	7:00 p.m.	Current Events	Denise	7
23-Oct	7:00 p.m.	Beginner's Genealogy	Mary K.	13
24-Oct	2:00 p.m.	Drama Reading Group	Joe	7
24-Oct	7:00 p.m.	4th Wednesday: England & Scotland	Cindy	33
25-Oct	1:00 p.m.	Genealogy Group	Denise	23
25-Oct	11:30 a.m.	Mahjong Club	Denise	16
25-Oct	7:00 p.m.	BizConnection: Financial Essentials	Shirley	16
27-Oct	6:30 p.m.	Genealogy After Hours	Mary K.	16
29-Oct	7:00 p.m.	Board Game Group	Jez	5
30-Oct	7:00 p.m.	Looking for Earth Elsewhere	Cindy	36
30-Oct	7:00 p.m.	Lobby Drop-in: Be an Informed Voter	Mary K.	20
31-Oct	2:00 p.m.	Drama Reading Group	Joe	7
			Total	490

Select comments:**BizConnection: DIY Marketing Graphics**

The speaker was very informative, answered questions immediately, was clear and easy to listen to and gave clear examples.

Beginner's Genealogy

Terrific information. Many useful tools for genealogy research were demonstrated and explained. This will be very helpful in my family tree research.

Burnham's Chicago

Excellent speaker, interesting subject, so entertaining.

Beginning Knitting

I knitted a long time ago and this class brought it back a little.

Looking for Earth Elsewhere

I just retired and this was the first program I've gone to. I am just blown away by everything this library has to offer. Thank you so much.

Volunteers

- Fourteen volunteers completed 148.75 hours of service.
 - Court Ordered/Community Service: eleven volunteers performed 139.5 hours of service.
 - Regular volunteers: two volunteers completed 5 hours of service.
 - Veterans History Project: one volunteers did 4.25 hours of service.

Proctoring

- Shirley and Mary K. each proctored one exam this month.

Social Media & e-Newsletter Reach

- BizConnection eNewsletter – 282 sent; 86 opened; 14 clickthroughs.
- Best Seller Preview Newsletter – 505 sent; 212 opened; 142 clickthroughs.
- New eBooks Newsletter – 172 sent; 81 opened; 21 clickthroughs.
- Twitter – 349 profile visits; 22.7k impressions; 18 mentions; 1010 followers (+12)
 - Our most popular tweet included a link to a *McSweeney's* article that jokingly reported the "Darien" Library's recent construction was to build a "murder dome." This got a lot of fun interaction across social media platforms. Other popular tweets were more reports on the ongoing Sterigenics issue.
- Meetup
 - #LibSocial – 618 followers (+15)
 - Indian Prairie Public Library – 170 followers (+5)
 - Board Game Group – 156 followers (+14)
- Instagram – 233 followers (+37).
 - Throughout the month of October, we have been participating in BookRiot's #riotgrams challenge, which has a different prompt each day. These prompts were split up between Adult Services, K&T, and Laura. Our interaction and follow rate has seen a big jump since participating and we have been featured on the BookRiot account three times. Our most popular picture was our RiotGrams day 29 picture of "socks and books."

October 2018 Adult Services Reference Study

Methodology

We conducted this study over a two-week time period covering Sunday, October 14 going through Saturday, October 27. The first week of the study, Sunday, October 14 through Saturday, October 20, we tracked when questions were asked over the course of four hour blocks of time. On weekdays these were 9:00 a.m. to 1:00 p.m.; 1:00 p.m. to 5:00 p.m.; and 5:00 p.m. to 9:00 p.m. Saturdays were 9:00 a.m. to 1:00 p.m. and 1:00 p.m. to 5:00 p.m. and Sundays it was the single 1:00 p.m. to 5:00 p.m. shift.

The second week, Sunday, October 21 through Saturday, October 27, we tracked how a question was delivered – in person, by phone, or by e-mail.

We also tracked the type of information or action being requested¹:

- Do You Have an Item?
- Identify an Item
- Reference Request
- Recommend an Item
- Training
- Program Registration
- Conference Room Registration
- Computer Assistance
- All Other Directional

Hash marks were made on a paper sheet at each workstation. Each hashmark indicated a question answered or an item requested. For example, if someone looked up ten titles during a transaction, a hashmark was made to indicate each title requested.

Busiest Times & Workstations

During the time period studied, the busiest four hour period was Saturday morning and afternoon; Sunday afternoons; Monday mornings and evenings; and Tuesday evenings. The slowest four hour periods were Wednesday evenings; Thursday mornings; and Thursday and Friday afternoons and evenings. Other than Monday and Saturday morning, mornings are pretty quiet overall. The busiest weekdays overall were Tuesday and Monday. After Tuesday, there is quite a dropoff in terms of questions being asked or items being requested, picking back up again on Saturday. See the charts below for the full breakdown. Busiest times highlighted in yellow, slowest times in red.

Number of Questions Asked by Time

	9:00 a.m.-1:00 p.m.	1:00 p.m.-5:00 p.m.	5:00 p.m.-9:00 p.m.
Sunday, October 14, 2018		74	
Monday, October 15, 2018	62	36	61
Tuesday, October 16, 2018	35	56	79
Wednesday, October 17, 2018	37	52	32
Thursday, October 18, 2018	23	35	29
Friday, October 19, 2018	39	35	32
Saturday, October 20, 2018	61	80	

Questions Asked by Days of the Week

	Sundays	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays
10/14-10/20	74	159	174	121	87	106	141
10/21-10/27	55	168	169	149	119	91	111
Total	129	327	343	270	206	197	252
Average	64.5	163.5	171.5	135	103	98.5	126

In terms of the busiest workstation, by far it is the Readers Service's station at the Ask Us Desk. Since the person sitting there is usually the first line of contact for the department and the primary answerer of the telephone, they fielded on average 58.71% of all the transactions at the Ask Us desk. Reference Library station one handled 31.43% and the Reference Backup station handled 9.86%. The only days that Reference 1 exceeded the Reader's Services station was on Wednesday, October 24 and Saturday, October 27. The Reference Backup station had a high of 26.13% of transactions on Saturday, October 27 and a low of 0.00% on Friday, October 26 and was often below 10% of transactions occurring on the desk.

Questions Asked and How They Were Delivered

By far, the vast majority of questions received came through in-person interactions. Out of all transactions, 76.18% were delivered in person; 24.28% by phone; and a paltry 0.08% by e-mail. Looking back at the e-mail accounts that we receive requests through, I noticed that only one question came in during the two week period we conducted the study. This is highly unusual. On average, we typically field three to four requests per week by e-mail. Even so, the number of e-mail requests is exceedingly small.

In terms of the questions being asked, the majority were inquiries as to whether or not we owned a particular title. This exceeded all other transactions combined. Here is the average breakdown, in order from highest percentage asked to lowest:

1. Do You Have an Item 53.53% (906 transactions)
2. Room Registration 11.93% (199 transactions)
3. Reference Request 09.89% (157 transactions)
4. All Other Directional 07.10% (122 transactions)
5. Identify an Item 06.51% (105 transactions)
6. Program Registration 04.09% (72 transactions)
7. Recommend an Item 03.47% (58 transactions)
8. Training 01.53% (27 transactions)
9. Computer Assistance 01.36% (23 transactions)

Not indicated in the above as we are between newsletter cycles, at the time program registration opens, I would expect that that number would go up, and quite significantly. It would also boost our phone stats for those first days of the registration period. However, this only happens on a quarterly basis.

Circulation Services

October 2018

Checkouts and renewals were up 2-1/2% over last year. This year we circulated 53,121 as compared to 51,829 last year. Electronic circulation continues to rise. We circulated 5,905 this year compared to 4,799 last year. This is a 23% increase.

ILL's processed were slightly lower this year. We processed 7,456 this year and 7,777 last year.

Patron visits were slightly lower this year – by 2%. (34,331 this year compared to 35,007 last year).

A total of 7,630 holds were placed in October. Patrons placed 5,797 (76%) holds while staff placed 1,833 (or 24%) holds.

15,193 items were checked out or renewed by staff at the desk. This is 29% of total checkouts/renewals. 26,791 items were checked out or renewed by patrons at one of our self-check machines, 5,232 items were renewed by patrons through Enterprise or BookMyne and 5,905 items were electronically checked out by patrons – for a total of 37,928 items checked out through some sort of self service. This is 71% of total checkouts/renewals

Desk Statistics

Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Patron Assistance		
			Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/Copier Help
2786	158	181	467	41	72

Community

Passports: The circulation staff accepted 45 passports in October. We accepted 39 last year.

Notary Public: We notarized 137 documents in October.

User Experience

Quite a bit of my time this past month has been spent working with mkSolutions to customize our new self-checkout machines. Brett Butcher has also been very involved in this project and I really appreciate his responsiveness. Things are coming along well and we are hoping to have the new self-checks ready for the public the week after Thanksgiving.

We were notified by the State of Illinois (E-pay Illinois) that they were changing their processor for credit cards and that we needed to change our system. The new system allows us to do all the transactions on a web site and not touch the patron's credit card. Staff have been trained and we will be ready to go the first week in November.

As we do every year, Staff dressed up for Halloween and we had candy for Trick or Treaters. Patrons young and old always seem to enjoy this.

Continuing Education

We had a Circulation Department Meeting on Sunday, October 7. We had 100% attendance!! At the meeting we watched JJ's List, which fulfilled the 2019 per capita requirement for continuing education for staff. We discussed the new self-checks and the new credit card payment system. I also handed out chapters of the Verna Myers book "What if I Say Something Wrong" that we will discuss at our next meeting in January.

We hired a new Circulation Associate, Amy Pearson, who started on October 12.

Workshops and Meetings Attended:

- Oct. 2 Department Heads
- Oct. 3 3 Interviews for Circulation Associate position
- Oct. 8 One on One with Jamie
- Oct. 16 E-pay training with Nancy Roy, Brett Butcher and E-pay Illinois
- Oct. 17 Library visits – Nancy Hudson – Barrington & Elmhurst
- Oct. 17 Circulation User Group RAILS
- Oct. 18 Library visits – with Jamie and Natalie (Algonquin & Glen Ellyn)
- Oct. 21 Staff Evaluation
- Oct. 25 Circulation Mangers Meeting Woodridge Library
- Oct. 26 Meeting with Jamie regarding new Self Checks
- Oct. 29 Self-Check training with Ann Stovall, Brett Butcher and mkSolutions
- Oct. 30 Department and Assistant Department Head Meeting – re: library visits

Debbie Sheehan
Head of Circulation Services

Technology & Technical Services Board Report September 2018

Improvements for Public, User Experience & Strategic Goals

- Story time Online- Miss Katie and friends are bringing story times online! Patrons can subscribe and be notified when we upload more videos. They can also find more information at <https://storytime.ippl.info>. Dave created a web page that includes the latest story time and rhyme videos and highlights our story time staff.

Storytime Online

PRINT

Welcome to Storytime Online! Join IPPL librarians and staff as they share storytimes, rhymes, songs, and more! These videos are a great way to continue learning early literacy skills at home. Visit our [calendar](#) for more information on classes at the library.


Playlists: Storytime Online, Rhymes & Songs On the Go





Rhymes and Songs On the Go - Here is the Beehive


IPPL librarian Miss Katie demonstrates the rhyme "Here is the Beehive". Here is the beehive, Where are the bees? Hidden away where nobody sees Watch and you'll see them come out of the hive. One, two, three, four, five! Buzz, buzz, buzz, buzz!

Meet your friendly storytime staff!

 **Miss Heather**
Classes: Fantastic Families, Bilingual Spanish Storytimes
Favorite Storytime Books: Chugga Chugga Choo Choo; Dog's Colorful Day; Go to Sleep in Your Own Bed!
Favorite Rhyme: "Tick, Tock"

 **Miss Jane**
Classes: Baby Brilliance; Talented Toddlers
Favorite Storytime Books: The Artist That Painted the Blue Horse; Brown Bear, Brown Bear, What Do You See?
Favorite Rhyme: "Itsy Bitsy Spider" (three different ways)

 **Miss Katie**
Classes: Shake, Shimmy, & Dance; Junior Genius; Sensory Storytimes; Whole Foods Storytime
Favorite Storytime Books: Can You Make a Scary Face?; From Head to Toe; Shake the Tree, and more!
Favorite Rhyme: "Zoom Zoom Zoom"

 **Mr. Jack**
Classes: Lil-Coders Storytime
Favorite Storytime Books: Cubetto's Class Trip; Ada Twist, Scientist; Elephant and Piggie: We are in a Book.
Favorite Song: "Silly Dance Contest"

- Wouldshop Video Series- A new series of instructional videos on the equipment in the Wouldshop are now available on our YouTube. Recent videos include 3D printer and poster printer.
- Tech Takeout- Members can experience playing classic video games on a NES Classic video system. It has 30 preloaded Nintendo games built into the machine.
- Parenting Books- To make members with disabilities feel inclusive; the books on raising children with disabilities are now under "Adaptive" rather than "Special Needs".

- Teen Margin Book Project- To encourage teens to share information on the books they are reading, a new “margin books” collection of teen novel are available where it is ok to write in the margins of the page.
- Audiobook iPod Display Cases – To promote our new Audiobook iPods we have create promotional display cases for Amazon exclusive titles. These cases are on the audiobook CD shelf endcaps.



- Hallmark DVDs- To make them easy for patrons to find, all the Hallmark DVDs are under “Hallmark” in the Drama, Comedy or TV collection instead by their title.

Maker (DIY)

- 3D Printer- 11 print requests were processed. Interesting prints: Bottle lock, Avocado with patron name, and Lego-man with patron name.
- Carvey- 1 requests processed. Carved a Deer & Lion name sign.



Public Technology Programs & Classes

- Program attendance totals: 48
- 1-on-1 patron assistance: 2 (T.J.)

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tues. 10/2 (2 PM)	iPhone Basics	Dave	9
Tues. 10/2 (6:30 PM)	Creating a personal logo	Theresa	2
Tues. 10/9 (6 PM)	Video slideshow with PowerPoint	T.J.	5
Wed. 10/10 (10 AM)	Searching the Internet	T.J.	4
Wed. 10/17 (1 PM)	YouTube Basics	Dave	6
Sun. 10/21 (2 PM)	Home Décor: Wooden Arrows (Carvey)	T.J.	5
Sat. 10/27 (2 PM)	3D Drawing – 3D Printer	Ann	7
Mon. 10/29 (6:30 PM)	Buying a Computer	Mike	10

Training

- Bret trained Jack Chavez on how to operate Meeting Room A/V equipment and to provide laptop setup assistance with projector for outside groups.

Continuing Education

- Brett attended a JetPay training session for new credit card reader setup.
- All Technical Services staff watched “JJ’s List Disability Awareness” video.
- T.J. and I attended the program “From Maker Programs to Physical Makerspace” at Northbrook Public Library.
- I attended “Managing an Inclusive Library” workshop.

Contributing to the Profession

- Brett attended a Network Managers meeting at Mount Prospect Library.
- April attended the SWAN Acquisitions Users Group meeting

Personnel/Staff Meetings

- 10/2 - Department Head Meeting
- 10/2 & 10/25 - 1-On-1 meetings with T.J.
- 10/4- April and I met with Joe to discuss new way of processing Blu-ray combo packs.

- 10/4 - 1-On-1 meetings with Brett
- 10/5, 10/15, 10/29- 1-On-1 meetings with Anna
- 10/5 & 10/29- 1-On-1 meetings with April
- 10/5- Technology Committee Meeting – T.J., Dave, and I
- 10/17- Met with Monica D. to go over junior series books.
- 10/17- 1-On-1 meetings with Jamie
- 10/30- T.J. & I participated in Supervisors meeting to discuss library visits. T.J. visited Addison and Des Plaines library and I visited Elmhurst and Barrington Public Library.
- 10/31- Technical Services Department Meeting

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

48

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

Programs

In October, Youth Services presented 60 programs at IPPL with 1,511 people in attendance. We also participated in 9 events out in the community serving 136 people.

Date	Description	K&T Staff	Attendance
1-Oct	Shake, Shimmy, & Dance	Katie	61
1-Oct	Junior Genius	Katie	18
1-Oct	Open MIDI Music Lab	Jimmy	7
2-Oct	How to Prepare for the Rising Cost of College	Heidi	2
2-Oct	Baby Brilliance -9:15 class	Jane	29
2-Oct	Baby Brilliance 10:15 class	Jane	33
4-Oct	Junior Genius	Katie	22
4-Oct	Crafternoons: Painted Feathers	Heidi	8
4-Oct	Talented Toddler 9:15 class	Jane	33
4-Oct	Talented Toddler 10:15 class	Jane	37
5-Oct	Fantastic Families	Heather	57
5-Oct	Dungeons and Dragons	Jimmy	6
6-Oct	Sensory Storytime	Katie	11
6-Oct	FL Studio Demo Day	Jimmy	6
8-Oct	Shake, Shimmy, & Dance	Katie	73
8-Oct	Junior Genius	Katie	21
8-Oct	Teen Read Week: Book Stars	Heidi	3
8-Oct	Kids Swap or Shop	Monica	79
9-Oct	Bookgarteners: Jane Cabrera	Katie	38
9-Oct	Rainbow Club	Heidi	5
9-Oct	Baby Brilliance -9:15 class	Jane	29
9-Oct	Baby Brilliance 10:15 class	Jane	21
11-Oct	Junior Genius	Katie	19
11-Oct	Talented Toddler 9:15 class	Jane	30
11-Oct	Talented Toddler 10:15 class	Jane	34
12-Oct	Fantastic Families	Heather	37
12-Oct	Teen Read Week: Love, Simon	Heidi	7
12-Oct	StageLight Demo Day	Jimmy	6
13-Oct	Teen Read Week: Teen Lock-In Under the Stars	Heidi	13
13-Oct	Genealogy for Kids and Families	Monica	2
15-Oct	Shake, Shimmy, & Dance	Katie	77
15-Oct	Junior Genius	Katie	21
15-Oct	Anime and Gaming Club	Heidi	6
16-Oct	Homeschooling SMART: Concocting Chemistry	Monica	36
16-Oct	Baby Brilliance -9:15 class	Jane	25
16-Oct	Baby Brilliance 10:15 class	Jane	20
17-Oct	Financial Literacy Storytime	Katie	0

18-Oct	Junior Genius	Katie	23
18-Oct	Crafternoons: Pom Pom Décor	Heidi	2
18-Oct	Talented Toddler 9:15 class	Jane	33
18-Oct	Talented Toddler 10:15 class	Jane	19
19-Oct	Fantastic Families	Heather	48
19-Oct	Dungeons and Dragons	Jimmy, Jack	5
20-Oct	TASC Meeting	Heidi	14
22-Oct	Shake, Shimmy, & Dance	Katie	83
22-Oct	Junior Genius	Katie	16
22-Oct	Play to Learn	Jane	49
23-Oct	Baby Brilliance -9:15 class	Jane	24
23-Oct	Baby Brilliance 10:15 class	Jane	20
24-Oct	Cubetto Storytime	Jack	17
24-Oct	Preparing for Baby	Katie	0
25-Oct	Junior Genius	Katie	17
25-Oct	Fun with Food Basics	Monica	19
25-Oct	Talented Toddler 9:15 class	Jane	31
25-Oct	Talented Toddler 10:15 class	Jane	22
29-Oct	Shake, Shimmy, & Dance	Katie	76
29-Oct	Junior Genius	Katie	11
30-Oct	Baby Brilliance -9:15 class	Jane	25
30-Oct	Baby Brilliance 10:15 class	Jane	22
31-Oct	Halloween Spooktacular	Heidi	3
		TOTAL:	1511

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

Homeschooling SMART

On October 16, Monica Dzierzbicki presented the first session of the 2018/2019 Homeschooling SMART series of programs. This series provides a unique opportunity to offer social interaction and educational support to this unique part of our community. The 2017/2018 sessions were regularly well attended with an average of 24 participants. This month’s Homeschooling SMART program on chemistry had 36 participants. This program also had a waitlist of 28 people. Noting this increased interest, we will be looking for ways to offer additional programs for our homeschooling users.

Sensory Storytime

On October 6, Katie Salo hosted the first session of Sensory Storytime. Attendees were given props to engage with during storytime, including felt pieces, scarves, a stretchy band, and visual boards. Information about autism was available from the Center for Autism and Related Disorders. The library's programming Sensory Kit was highlighted.

Cool Compositions

Heidi Estrada closed submissions for the Cool Compositions contest October 14. We had 53 submissions from 33 teens. Thirteen finalists were chosen for 1st-3rd in each category, plus honorable mentions. There were two 3rd place choices in poetry. Heidi invited the finalists to attend "An Evening with Nic Stone" November 7 to receive their awards and cash prizes. Cool Compositions is part of Write-On! which is funded by the Gift of Carl Foundation.

Community

Date	Description	K&T Staff	Attendance
------	-------------	-----------	------------

2-Oct	Hinsdale South Book Club	Heidi	3
3-Oct	Girl Scouts Robotics Badge 2	Jack	12
3-Oct	Our Lady of Peace - 7th Grade Science	Heidi	20
3-Oct	VFW photo for veteran author	Natalie	10
4-Oct	Whole Foods Kids Club Storytime	Katie	27
4-Oct	Meeting and tour with Steve Braband from District 180	Monica, Natalie	3
10-Oct	St. John Lutheran's Early Learning Center Tour	Katie	3
12-Oct	Early Invention Storytime for DayOne PACT DuPage	Katie	12
13-Oct	Hinsdale South HS Day of Service project	Monica, Natalie	12
15-Oct	Eisenhower Jr. High Reading Club	Heidi	34
TOTAL:			136

(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.)

Our Lady of Peace Science Project

On October 3, Heidi Estrada presented information about using the catalog and databases to 7th grade students from Our Lady of Peace. After the presentation, students used the library computers to practice using these resources and researching for their science fair projects. Heidi worked with students to determine search terms that would locate helpful resources for their projects.

Hinsdale South High School Day of Service

Monica Dzierzbicki and Natalie Williams worked with students from Hinsdale South on their Day of Service project. Students assisted in 'windowing' display shelves in the Junior Novel collection.

1,000 Books in the Classroom

Katie Salo dropped off 1000 Books classroom instructions and logs to Anne M. Jeans' four preschool/Head Start classrooms, Little Sunshine's Playschool's seven classrooms, and ABC Land Preschool's four classrooms.

LittleShop

In the LittleShop, Heather Forster Jensen rolled out three more fall activities during October. The first activity provided leaves on which children/caregivers would write the letters to spell the child's name and assemble/glue them onto a paper tree. The second activity, popsicle stick spiders, offered an opportunity to craft a spider, counting the felt pieces, popsicle sticks, google eyes, and glue dots needed to assemble it. The third activity, a static electricity game, allows families to experiment with balloons to see if they can pick up pom pom "pumpkins" or paper and fabric leaves with a balloon using static electricity; this activity will carry into November.

WouldShop

The WouldShop offered two projects - an air cannon and a wind vane. Interest in the poster printer and the computers in the WouldShop have increased. Jack Schultz updated access to the computers, so that reservations are not needed. He also added aprons to the WouldShop to help limit the amount of mess that would go home on patrons.

Collections

Heidi Estrada finished working on the Teen Margin Project. The Teen Margin Project officially kicked off during Teen Read Week. The Margin Project is a social reading activity that encourages participants to write and draw in the margins of books as they read them. Our Teen Margin Project books have been tagged with cover stickers that say "Teen Margin Project." Inside each book is a log for participants to fill out and an explanation of the rules.

Katie Salo "windowed" the Beginning Readers section. This means that the top shelf of each bay (three shelves) is clear for face-out books, right at the eye-level of the patrons -- little kids. A total of six books are shelved face-out in each bay (twenty-four bays in the section) for a total of 144 books face-out. This will hopefully increase circulation and draw readers into the area.

Katie Salo worked on four aspects in the Parent/Teacher and Language collections this month. She adjusted shelving to allow the shelf topper signs to be read without being obscured by taller books. She changed the "Special Needs" section in the Parent/Teacher collection to "Adaptive" to use better inclusive language. She "windowed" both collections to allow for eye-level display of face-out books. In addition, she updated the labels of both collections to match the Kids & Teens branding.

Kits & Games

Jack Schultz added two new Stem Kits to the collection. One kit is a circuit maze, which helps kids learn about electricity and circuits through the use of a game. The second is a single player game that teaches the key concepts of programming logic.

Based on a patron request, Jack added Teacher Chess to the board game collection

Storytime Online

We have created a new webpage for online storytime videos and materials, storytime.ippl.info. Katie Salo and Jane Hartney filmed seven short videos of the rhymes and songs featured on Baby Brilliance's "Rhymes and Songs: On the Go" handouts. Katie also filmed the first Storytime Online video featuring book "Monsters Love Colors", song "One Bright Scarf", song "Popcorn Kernels" and a tip about 1000 Books Before Kindergarten.

Seed Library

Number of Checkouts: 1

Number of Seed Packets Checked Out: 2

Number of Donations: 2

(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	K&T Staff
2-Oct	JJ's List Disability Awareness Training video conference viewing	Monica
3-Oct	LACONI - Inclusivity training for supervisors	Jack, Natalie
4-Oct	JJ's List Disability Awareness Training	Jimmy
8-Oct	Accessible to All: Serving Youth and Young Adults with Disabilities	Jimmy
24-Oct	Setting the Table – video training about hospitality by Danny Meyers	Jane, Natalie, Jack, Monica, Katie, Heidi, Jimmy
31-Oct	Revamping Strategies for Social Success	Katie
31-Oct	"Revamping Strategies for Social Success" video conference viewing	Monica
8-Oct	Illinois Library Association Conference 10/8-10/10	Jack, Natalie

Contributing to the Profession

Date	Description	K&T Staff
------	-------------	-----------

14-Oct Association of Library Services to Children (ALSC) blog post: Shaker Eggs in Storytime Katie

52

Meetings & Planning

Date	Description	K&T Staff
1-Oct	Filming WouldShop videos	Jack
1-Oct	Videotaping Sewing demo with Dave Bunn	Monica
1-Oct	One-on-one with Jamie	Natalie
2-Oct	Meeting with Tony RE: ref stats	Natalie
2-Oct	Dept. Heads Meeting	Natalie
3-Oct	Storytime Online Filming	Katie, Jane
3-Oct	One-on-one	Jane, Natalie
4-Oct	Multicultural Fest Committee	Monica, Natalie, Katie
5-Oct	Technology Meeting	Jack
8-Oct	One-on-one	Jack, Natalie
8-Oct	One-on-one with Jamie	Natalie
15-Oct	One on One Meeting with Natalie	Heather, Natalie
15-Oct	YS Librarians meeting	Monica, Natalie, Katie, Jack, Heidi
15-Oct	One-on-one with Jamie	Natalie
16-Oct	Dept. Heads Meeting	Natalie
17-Oct	One-on-One	Heidi, Natalie
17-Oct	One on One	Monica, Natalie
17-Oct	Selector reports review	Monica
18-Oct	Vendor Meeting with Rob Innes	Katie, Monica, Heidi
18-Oct	Inclusivity: Language Discussion	Katie
18-Oct	Vendor Meeting	Heidi, Katie, Monica
18-Oct	Bookseller	Monica, Heidi, Katie
18-Oct	Tour Algonquin and Glen Ellyn libraries with Jamie and Debbie	Natalie
22-Oct	One-on-one	Jack, Natalie
23-Oct	Multicultural Fest Committee	Monica, Natalie
23-Oct	LACONI presentation planning	Monica, Jack, Natalie
24-Oct	Monthly Department meeting	Monica, Heather, Heidi, Jack, Jane, Jimmy, Katie, Natalie
24-Oct	One-on-one	Kristina, Natalie
25-Oct	One-on-One	Katie, Natalie
25-Oct	One-on-one with Jamie	Natalie
29-Oct	Storytime Online Filming	Katie, Jane
29-Oct	YS Librarians meeting	Monica, Jack, Natalie, Katie, Heidi
29-Oct	Video voice-over taping with Dave Bunn	Monica

29-Oct	Multicultural Fest Filming with Dave	Natalie
30-Oct	Visioning/Supervisors Meeting	Jack, Natalie
30-Oct	Board Meeting RE: Food Allergies in the library	Natalie
31-Oct	One-on-one with Jamie	Natalie

Submitted by Natalie Williams, Head of Youth Services 11/10/2018

[ALSC Blog](#)

Egg Shakers in Storytime

October 14, 2018 | [Katie Salo](#)



Today's installment of storytime props are egg shakers in storytime. (Previous post: [Scarves in Storytime](#).)

Before we dive in, let's cover some of the basics:



Me, passing out egg shakers at our “Shake, Shimmy, & Dance” music storytime. [Photo courtesy of the author.]

How do you pass egg shakers out?: Um, as un-chaotically as I can. I have a basket at the front of the room and ask the children to come up and take an egg. It takes a bit of time to pass them out, but it works at my library. I've heard of librarians having caregivers take an egg as they come in and hide it until it's egg shaker time. I've also heard of librarians who have prop baskets throughout the room.

How do you put egg shakers away, keep them clean, and store them?: I ask everyone to clean up together. Sometimes, I call out, “If you have a red shaker, come put it away” or “If you are two years old, come put your egg away”. I always offer the option for the caregivers of friends who are having difficulty separating to bring it back at check-out time or after playtime. As for keeping them clean, I disinfect every single egg shaker — no matter who had it, I don't know if it went in mouths...or pants. (Yes, that's happened.)

And then I store them in a fabric bin. When I'm doing outreach, I count out how many egg shakers I'll need and put them in a freezer bag to take with me.

Where do you get egg shakers?: I've been using [Lakeshore Learning](#) egg shakers since 2009 and I've never had one break. Ever. One of my preschools uses these ones from [Nino](#). You can also use home-made egg shakers in storytime, but please be aware that these often contain potential choking hazards if the egg shaker breaks.

Have your egg shakers held up over the years?
Our 80 egg shakers at my current library have been going strong since I purchased them in 2014. And we still have all 80 accounted for!

As for the biggest question...what do you do with egg shakers in storytime? I've got some answers here.

Stop and Go Games

Egg Shakers in storytime are some of my favorite props to teach self-regulation. Because of the fun noise that they make, it takes a bit of self-regulation to get a friend to stop and hold their egg during our Stop and Go games. I do a lot of these games with recorded music, as egg shakers tend to get very noisy in the room and it can be hard to hear me talk over it.

But I also love to use these rhymes in a small class setting:

“We Wiggle and Wiggle and Stop”

We wiggle and wiggle and stop

We wiggle and wiggle and stop

We wiggle and wiggle and wiggle and wiggle

and wiggle and wiggle and stop

[Thanks to Jbrary for this song!](#)

I tweak the lyrics here to work with egg shakers: shake, pat, roll.

“Everyone Can Shake”

Everyone can shake, shake, shake

Everyone can shake, shake, shake

Everyone can shake, shake, shake

And now let's make a stop.

[Thanks again to Jbrary for this song!](#)

Egg Shakers In Storytime as...



A child using an egg shaker to paint. [Photo courtesy of the author.]

Egg Shakers can be a variety of things in storytime, if you can get your friends to pretend with you: fruit, eggs, milkshake, rain, etc.. But I think my favorite things that egg shakers have become at my library are paint brushes! During our Noisy Art Night several years ago, we used them to paint. (We also had bells attached to brushes.)

I also LOVE using egg shakers in storytime with books. I have a new favorite book out called *Shake the Tree* by Chiara Vignocchi and I invite my friends to shake their eggs left and right with the book. Other books to use: *Ol' Mama Squirrel* by David Ezra Stein, *Shake a Leg, Egg!* by Kurt Cyrus, and *Opposites* by Eric Carle.

Recorded Music

Some of my favorite songs to use with egg shakers:

Opposites & Stop and Go

Fast and Slow – Laurie Berkner

I Can Shake My Shaker Egg – The Learning Groove (starts slow and gets faster)

I Know a Chicken – Laurie Berkner

Movement

Shakin' Everywhere – Jim Gill

Shaky Shaky – The Wiggles

The Shimmie Shake – The Wiggles

Super Shaker Song – Culture Queen

Imagination

Alabama, Mississippi – Jim Gill

Fruit Salad Salsa – Laurie Berkner

Milkshake Song – Old Town School of Folk Music

Rolling Ball – The Learning Groove

I hope you're racing out to buy egg shakers for your library after this post. And if you already have or use egg shakers in storytime, please share YOUR favorites in the comments to keep this post as robust as possible. Next time, I'll be back discussing parachutes in storytime!

– Katie Salo

Early Literacy Librarian

Indian Prairie Public Library

<http://storytimekatie.com>

This post addresses the following ALSC Core Competency: III. Programming Skills.

STATISTICS FOR	Oct-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	29,444	29,872	119,170	125,041	-4.70%
Teen	1,928	2,013	9,522	10,155	-6.23%
Kids	15,844	15,145	62,271	61,044	2.01%
TOTAL	47,216	47,030	190,963	196,240	-2.69%
Electronic Circulation	5,905	4,799	22,539	19,960	12.92%
GRAND TOTAL CIRC.	53,121	51,829	213,502	216,200	-1.25%
% Reciprocal Borrowing	13%	14%	14%	14%	
Patron Visits	34,331	35,007	138,999	153,085	-9.20%
Current Cards					
Resident	167	157	22,954	20,010	14.71%
Non-Resident	76	81	1,080	1,004	7.57%
TOTAL	243	238	24,034	21,014	14.37%
Non-Resident Households	44	37	519	485	7.01%
Patron Assistance					
Adult - Reference	2,863	2,712	11,698	12,343	-5.23%
Kids - Reference	1,024	980	4,580	4,648	-1.46%
Technology - Reference	1,121	1,070	4,543	4,107	10.62%
TOTAL REFERENCE	5,008	4,762	20,821	21,098	-1.31%
Adult - Other	759	653	2,731	3,580	-23.72%
Kids - Other	1,068	1,856	4,786	9,040	-47.06%
Technology - Other	70	93	327	419	-21.96%
TOTAL OTHER	1,897	2,602	7,844	13,039	-39.84%
GRAND TOTAL ASST.	6,905	7,364	28,665	34,137	-16.03%
ILL/Reserves					
Holds	7,630	7,939	30,589	30,625	-0.12%
ILLs Sent	3,129	3,383	13,628	14,327	-4.88%
ILLs Checked Out	3,854	3,945	15,622	15,593	0.19%
ILLS Received	4,327	4,394	17,658	17,614	0.25%
Programs - Adult					
# Programs	15	15	47	55	-14.55%
Attendance	310	304	866	1,224	-29.25%
Technology Classes					
# Programs	8	11	27	35	-22.86%
Attendance	48	86	254	233	9.01%
Individual Technology Training					
# of Patrons	22	32	154	296	-47.97%
Groups					
# Programs	17	15	56	45	24.44%
Attendance	180	156	537	521	3.07%
Others					
#Programs	0	0	1	0	
Attendance	0	0	11	0	
Programs - Teen					
# Programs	18	9	40	34	17.65%
Attendance	152	80	685	463	47.95%
Programs - Kids					
# Programs	48	59	156	715	-78.18%
Attendance	1,467	1,332	4,291	6,559	-34.58%
GRAND TOTAL ATT.	2,179	1,990	6,798	9,296	-26.87%

STATISTICS FOR	Oct-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,108	3,044	12,732	12,931	-1.54%
Kids Computers	554	1,085	3,198	5,006	-36.12%
Teen Laptop	43	128	352	568	-38.03%
Adult Laptop	110	177	408	647	-36.94%
TOTAL PATRON USE	3,815	4,434	16,690	19,152	-12.86%
Hours Used					
Adult Computers	2,372	2,311	9,793	10,019	-2.26%
Kids Computers	207	621	1,975	3,220	-38.66%
Teen Laptop	43	140	384	555	-30.81%
Adult Laptop	187	321	729	1,130	-35.49%
TOTAL HOURS USED	2,809	3,393	12,881	14,924	-13.69%
Wireless Total Connections	8,364	9,781	35,007	36,605	-4.37%
IPPL Total Web Site Access	16,762	25,924	66,788	113,168	-40.98%
IPPL Total Page Views	42,280	38,108	175,119	165,938	5.53%
Subscription Database Logins	2,185	3,822	10,396	14,185	-26.71%
Outreach-Homebound					
Items Delivered	138	177	514	568	-9.51%
Volunteers					
Number Active	50	52			
Hours Worked	357.50	416.25	1,588.75	1,563.25	1.63%
Staff Training Hours	185.75	151	409.25	340.50	20.19%
Room Use					
Youth Room					
Library	34	38	59	70	-15.71%
Non-Library	22		36		
Meeting Room					
Library	41	53	124	157	-21.02%
Non-Library	12	8	35	23	52.17%
Conference Rooms	321	400	1,648	1,516	8.71%
Lobby Programs	7	3	28	9	211.11%
Board Room					
Library	26	23	99	59	67.80%
Non-Library	22	15	76	67	13.43%
Clavinova	0	0	0	1	-100.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - October 2018

61

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	476	2	0	478	11	14	13	14
Non-Fiction	44780	375	774	44381	678	1840	1053	2614
Fiction	38253	313	133	38433	1077	1326	1390	1459
ADULT TOTALS	83509	690	907	83292	1766	3180	2456	4087
KIDS								
Non-Fiction	13098	47	349	12796	186	1291	233	1640
Fiction	23453	347	968	22832	694	1218	1041	2186
KIDS TOTALS	36551	394	1317	35628	880	2509	1274	3826
TEEN								
Non-Fiction	523	15	4	534	18	97	33	101
Fiction	3483	68	27	3524	134	206	202	233
TEEN TOTALS	4006	83	31	4058	152	303	235	334
BOOK TOTALS	124066	1167	2255	122978	2798	5992	3965	8247

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audiobooks on CD	6323	54	15	6362	124	31	178	46
Music CDs	8090	32	2	8120	103	179	135	181
Playaway	359	0	1	358	14	3	14	4
DVDs (DVD & Blu-ray)	20435	188	409	20214	442	278	630	687
ADULT TOTALS	35207	274	427	35054	683	491	957	918
KIDS								
Audiobooks on CD	607	2	3	606	9	6	11	9
Music CDs	783	12	6	789	9	6	21	12
Playaway	95	4	2	97	0	1	4	3
DVDs (DVD & Blu-ray)	4070	52	19	4103	99	303	151	322
KIDS TOTALS	5555	70	30	5595	117	316	187	346
TEEN								
Audiobooks on CD	200	4	3	201	4	25	8	28
Playaway	26	0	1	25	0	7	0	8
DVDs (DVD & Blu-ray)	558	5	0	563	12	14	17	14
TEEN TOTALS	784	9	4	789	16	46	25	50
AUDIOVISUAL TOTALS	41546	353	461	41438	816	853	1169	1314

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Console Games	100	4	0	104	7	6	11	6
Tech Takeout (except digital content devices)	65	1	0	66	5	0	6	0
CD-ROMs	58	0	0	58	0	0	0	0
ADULT TOTALS	223	5	0	228	12	6	17	6
KIDS								
Kits (STEM, Book bundles, etc.)	126	1	0	127	18	0	19	0
Puzzles (New Aug. 2018)	16							
Playaway Launch Pads	24	0	0	24	6	0	6	0
KIDS TOTALS	166	1	0	151	24	0	25	0
TEEN								
Equipment (CD Players, etc.)	2	0	0	2	0	0	0	0
Console Games	671	13	7	677	23	20	36	27
Board Games	53	0	0	53	21	0	21	0
TEEN TOTALS	726	13	7	732	44	20	57	27
OTHER TOTALS	1115	19	7	1111	80	26	99	33
COLLECTION TOTALS	166727	19	7	166739	80	26	99	33

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- October 2018

62

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla- Year (ebooks & comics)	199,198	69,927		269,125				
Reference- Year	573	0	31	542				
eRead Illinois (Canceled July 2018)	29506	0	29506	0	0	0	0	29506
TOTALS FOR ALL AGES	229,277	69,927	29506	269,667	0	0	0	29506
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,826	25		2,851	64	0	89	0
eMedia (Overdrive Advantage)	933	10		943	35	0	45	0
Fiction								
eMedia (Overdrive Consortium)	11,791	79		11,870	249	0	328	0
eMedia (Overdrive Advantage)	3,989	50		4,039	192	0	242	0
Preloaded eReaders	6			6				
ADULT TOTALS	19,539	164		19,703	540	0	704	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	93	1		94	1		2	
eMedia (Overdrive Advantage)	27	1		28	1		2	
Fiction								
eMedia (Overdrive Consortium)	1,719	5		1,724	40	0	45	0
eMedia (Overdrive Advantage)	258	19		277	4	0	23	
KIDS TOTALS	2,097	26		2,123	44	0	72	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	129	0		129	1		1	
eMedia (Overdrive Advantage)	15	0		15	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,633	20		2,653	37	0	57	0
eMedia (Overdrive Advantage)	501	1		502	20	0	21	
TEEN TOTALS	3,278	21		3,299	58	0	79	0
BOOK TOTALS	254,191	70,138		294,792	642	0	855	29506

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	14354		58,306				
Music	281,004		15489	265,515				
Movies/TV Episodes	31,741	0	18265	13,476				
eRead Illinois Audiobooks (Cance	9,397	0	9397	0	0	0	0	9397
Yearly Total for All Ages	366,094	14354	43151	337,297	0	0	0	9397
ADULT								
Audiobooks								
eMedia (Overdrive Consortium)	4,059	20	0	4,079	69		89	0
eMedia Advantage (Overdrive)	726	19		745	40		59	0
Preloaded Audiobook iPods	19	3		22	23		22	
Movies								
Preloaded Roku Titles	986	22		1,008	34		56	
ADULT TOTALS	5,790	64		5,854	166	0	226	18794
KIDS								
Audiobooks								
eMedia Library (Overdrive)	284	0		284	6		6	
eMedia Advantage (Overdrive)	23	0		23	1		1	
Movies								
Preloaded Roku Titles	138	1		139	2		3	
KIDS TOTALS	445	1		446	9	0	10	0
TEEN								
Audiobooks								
eMedia Library (Overdrive)	238	7		245	9		16	0
eMedia Advantage (Overdrive)	39	0		39	2		2	0
TEEN TOTALS	277	7		284	11	0	18	0
AUDIOVISUAL TOTAL	372,606	72		343,881	186	0	254	28191
COLLECTION TOTALS	626,797	70,210		638,673	828	0	1,109	57697

Chamber Report
October 2018

Darien:

The regular board meeting took place October 11 with a focus on Dancing with the Chamber Starz. We got our work "assignments" for the gala event and made some last minute decisions and plans. We also discussed a member appreciation event that will follow our November meeting and which we hope will increase membership. At the Saturday evening dance event, I arrived early and worked on greeting and signing in ticketholders. I have great respect for my working partner, Carole Kempf. She knew virtually all the attendees, which was a great help. I can now make a few recommendations about more efficiently handling that procedure! During the event, I chatted with tablemates, dancers, and other attendees as a representative of both the board and the library. Everyone had a good time.

Willowbrook/Burr Ridge

At the monthly meeting at Five Seasons Sports Club on October 3, I promoted the upcoming fall programs. Two people made public announcements about the library's breakfast program from last month: Denise Marchetti, the Women in Business chairperson, during that portion of the agenda, and another member during the business spotlight: both thanked us and complimented the program. Ann and T.J will do the program for the full group in February.

I had a particularly good conversation with two businesspeople who provided their thoughts on coworking spaces as well as another idea about "working Mom's day out." They have both had their businesses for quite some time and need more than just the programming that the library offers; they look for value added services, so I appreciate their ideas.

At the Women in Business meeting on October 9, I met Cindy Gorney, the new chamber administrator. The idea came up about having a finances and investing program at the library presented by two chamber members. I worked out the scheduling details for Nov. 8. (Since then, they cancelled the program and will reschedule.) The group has started thinking about the library as a meeting resource. As part of this process, the Chamber renewed its business library card.

Shirley Pride Jensen
Asst. Head of Adult Services and Business Liaison



E-News November 21, 2018

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

Current RAILS News

RAILS Closed for Thanksgiving

Happy Thanksgiving to all our members and other colleagues! We hope you will enjoy the holiday with your family and friends. We too will be celebrating, and therefore RAILS will be closed on Thursday, November 22, for Thanksgiving Day. Delivery services will not be provided. RAILS will reopen on Friday, November 23. A [list of RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

Winners at the RAILS Booth

Thanks to everyone who visited RAILS at our exhibit booths this conference season. We enjoyed speaking with you, answering questions, sharing news, and drawing winners for Visa® Gift Cards. Congratulations to Emily Tobin of Rock Island Public Library, Ann Santori of Cook Memorial Public Library District, and Sharon White of Edison School Macomb CUSD #185, who each won a \$25 Visa® Gift Card in drawings at RAILS' conference booths.

Find More Illinois Welcomes New Libraries

Congratulations to the six libraries that went live on Find More Illinois during the week of November 12. They join the 21 libraries already in the program. The new libraries are:

- Alpha Park Public Library District (Bartonville)
- East Moline Public Library
- Hinckley Public Library District
- Illinois Prairie District Public Library
- Kewanee Public Library District
- Parlin-Ingersoll Public Library

A single search in Find More Illinois now returns results from the PrairieCat shared catalog, the Resource Sharing Alliance shared catalog, and the catalogs of Joliet Junior College, Morton College, Parlin-Ingersoll Public Library, and the University of Illinois at Chicago. Anyone can search Find More

[Illinois website.](#)

RAILS Email List Issues

We've discovered that a number of subscribers to our email discussion lists (Programming, Public Libraries, etc.) are being unsubscribed due to undeliverable, "bounced" messages. This happens because the domain name of the sender's email address doesn't match our server's domain, causing the messages to be rejected by some email providers' latest security mechanisms. The RAILS IT department is planning to upgrade our list software soon to a version that will give us the tools to address this issue.

In the meantime, if you get removed from an @list.railslibraries.info email list due to excessive bounces, please contact [Brian Smith](#).

Continuing Education (CE)

RAILS Continuing Education

Promoting Fairness and Belonging Webinar December 6

Jessica MacFarlane, Perception Institute, will discuss implicit bias, racial anxiety, and stereotype threat to help explain why identity differences can present challenges even for those with values of equity in this webinar on [Thursday, December 6, 1:30–3:00 p.m.](#) Learn evidence-based strategies to override these processes to align behaviors with values and promote belonging.

Library Accessibility for Public Library Trustees Webinar December 10

Renee Grassi, Dakota County (MN) Library, will discuss strategies and tools public library trustees need to be more effective accessibility advocates for their library communities. This webinar will be held on Monday, December 10, 9:30–10:30 a.m. See L2 for [more information/registration](#).

Compensation Conversations Webinar December 12

Kathryn O'Connor, HR Source, will discuss salary conversations, such as being challenged on an equity issue or defending pay practices, in this webinar on [Wednesday, December 12, 1:30–3:00 p.m.](#) Learn best practices for talking about compensation matters with objectivity and frankness.

ADDITIONAL CE...

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

College of DuPage Library & Information Technology Program Registration

Registration for spring 2019 classes is underway (November 9-January 18) for

67

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

The Library & Information Technology program at College of DuPage is an [approved provider for the Library Support Staff Certification](#) sponsored by the American Library Association.

Managing Someone Else's Money Webinar December 6

Attend this free webinar from the Federal Depository Library Program on [December 6, 1-2 p.m.](#) Participants will:

- Become familiar with the Bureau's initiatives to help financial caregivers and combat elder financial exploitation.
- Gain an in-depth understanding of the Bureau's Managing Someone Else's Money guides and how libraries can use and share these guides in their communities.
- Understand how they can build partnerships with other key intermediaries to assist older consumers and their caregivers.

ATLAS Multi-Library Staff Day December 7

ATLAS is holding its Multi-Library Staff Day on Friday, December 7, 9 a.m.-noon. The topic is "Serving Patrons with Different Ability Levels with the Disability Awareness Players." Register on [Eventbrite](#). See [details on L2](#). This program is being funded with a [RAILS Continuing Education Event Grant](#).

Online with the Cataloging Maintenance Center (CMC)

All RAILS members are invited to attend these chat sessions. Sessions will be held from 10-11 a.m.

- [December 20, 2018](#) – The Fix Is In: MARC Fixed Fields
- [January 17, 2019](#) – Peering into a Cloudy Crystal Ball: The Future of Cataloging

CMC Recording available for [It's a Date: Publication and Copyright Dates](#).

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

Networking Opportunities

Moline Area Meetup at Franklin Elementary School December 4

Join Moline area library staff to hear the latest RAILS news and connect over ideas and opportunities. Register for the next RAILS Member Meetup on Tuesday, December 4, 3:15-4:45 p.m., at Franklin Elementary School in Moline. Light refreshments will be served. This will be the first meetup to take

68

E-Resources

Travel with BiblioBoard

Take BiblioBoard with you when you travel this holiday season. Create a login before you go to access [select self-published e-books](#), [community collections](#), [exceptional stories by young writers](#), and anything else on the BiblioBoard platform regardless what state (both literally and figuratively!) you find yourself in over the holidays. Creating a login will also allow you to save favorites, create bookmarks, download content, and more!

To create a login, go to [BiblioBoard](#) (library.biblioboard.com), click "menu" in the upper left corner. You'll see a blue "sign in" button and below it a clickable rectangle with "Don't have a profile? Create Yours Now!" Click that rectangle and fill out the information. You only need a username and password, email is optional. Voilà! You are ready to unlock the features of BiblioBoard.

BiblioBoard is free to everyone in Illinois through a partnership with RAILS. No holds, no waiting, and simultaneous use makes BiblioBoard a win-win-win platform. [See more information](#) on all our BiblioBoard offerings.

Deals, Discounts, Grants

Hurry! Next RAILS CE Event Grant Period Ends November 30

RAILS CE Event Grants are available to member libraries of all types, networking groups, and consortia for events made available to all RAILS libraries and of interest to a wide range of library staff. The deadline for the next grant award period is November 30. See [more information](#) and [grant conditions](#). If you have questions about this grant offering, contact [Joe Filapek](#), RAILS Director of Consulting and Continuing Education, 630.734.5132.

Other Library News

Call for Proposals for 18th Annual Information Literacy Summit

The next Information Literacy Summit will be held on Friday, April 5, 2019, 8:30 a.m.–3:30 p.m., at the Moraine Valley Community College Library. The summit is presented by DePaul University Library and Moraine Valley Community College Library. The theme will be News, Media, and Disinformation: Making Sense in Today's Information Landscape.

library instruction with special consideration to breakout sessions and panels which focus on this year's theme. If you wish to propose more than one breakout session, please fill out a form for each topic. Deadline to [submit proposals](#) is Friday, January 11, 2019.

For more information, contact [Jill King](#) or [Jennifer Schwartz](#) at DePaul University Library, or [Tish Hayes](#) or [Susan Miller](#) at Moraine Valley Community College Library.

OCLC Open Content Survey

OCLC's Global Council of library leaders has created a [survey](#) to gather information about your library's use and support of open content/open access resources. All types of libraries are encouraged to complete the survey to bring more voices to the table and share a baseline understanding of libraries' commitment to exploit the potential of open content.

[Complete the short survey](#) and share it with your colleagues. The survey will be open until January 15, 2019. The results will be shared during the Global Council Meeting in March 2019.

Member News

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

RAILS Library Director News

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

Hannah Moody-Goo is the new director of Irving Shapiro Library at the American Academy of Art in Chicago.

Jamie Paicely is the new director of Flossmoor Public Library, effective December 3.

Ashley Huffines is the new director of Freeport Public Library.

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.

- [Illinois Secretary of State Jesse White Visits Waukegan Library](#)
- [Evanston Public Library Presents: Best Children's Books of 2018](#)

Fast Facts Surveys

- [Document Shredders for Public Use](#)

ORDINANCE #2018-9

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE INDIAN PRAIRIE
PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR
FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019**

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, Nine Hundred Forty Three Thousand, Eight Hundred and No/100 Dollars be and the same is hereby assessed and levied from and against all taxable property within the limits of said Indian Prairie Public Library District as the same is assessed and equalized for State and County purposes for the current year 2018. Said taxes are hereby levied for the current fiscal year of said Library District commencing July 1, 2018 and ending June 30, 2019 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 19, 2018 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	2,258,663	2,255,000
Medical/Life Insurance	166,600	165,900
IMRF	217,000	155,000
FICA	178,000	130,000
Staff Development	19,000	17,500
Board Development	2,000	1,100
Workers Compensation	10,000	6,500
Unemployment Compensation	3,800	3,000
B. MATERIALS		
Books	234,000	230,000
Periodicals	33,000	32,900
Audio	50,000	49,000
Video	82,000	78,000
Multi-Media	13,000	11,000
Electronic Reference Resources	65,000	64,900
Software/Games	8,000	7,200
Life Skills/ESL	1,300	1,200
Processing Supplies	24,000	23,000
C. BUILDING		
Cleaning Service	78,000	77,000
Water/Sewer	10,000	9,000
Gas	16,000	0
Electric	68,000	0
Telephone	6,000	0
Maintenance Supplies	22,000	20,000
Building Maintenance Repairs	65,000	60,000
Security System Monitoring	1,200	900
Property Maintenance	34,000	30,000
Garbage Disposal	4,000	3,100
D. OPERATIONS		
Office Supplies	16,000	13,700

71

Photocopy Supplies	6,000	5,100
Patron Cards	1,000	700
Passport Postage	4,000	2,400
Postage	5,000	4,500
Non-Payment Reciprocal Reimbursement	3,000	2,100
Travel	900	700
Organizational Memberships	4,000	3,300
Bank Fees	4,000	3,200
E. AUTOMATION		
Supplies - Public Toner	8,500	7,200
Supplies - Staff Toner	8,500	7,200
Maker Supplies	1,200	1,000
Automation-Professional Services	8,000	7,000
Purchase of Equipment	20,000	18,000
Automation-Equipment Repairs	6,000	4,900
Software	20,000	16,000
System Wide Automated Network (SWAN)	43,000	42,500
Telecommunications	8,000	7,000
F. CONTRACTUAL SERVICES		
Professional Services	10,000	5,000
Legal Services	5,000	4,200
Audit	5,000	4,200
Credit Bureau	1,200	1,000
Photocopier Maintenance Contracts	5,000	3,100
G. INSURANCE		
Insurance	18,000	0
Bond	1,500	1,400
H. PUBLIC INFORMATION		
Marketing Supplies	1000	600
Advertising	1800	600
Marketing Newsletter	37,000	36,500
Enewsletter	2,200	2,100
Informational Printing	5,000	2,400
Legal Notices	2,000	1,600
Programs	30,000	26,000
I. CAPITAL OUTLAY		
Equipment/Furnishings	700,000	55,000
J. CONTINGENCY	20,000	5,500
TOAL CORPORATE FUND EXPENDITURES	4,681,363	3,726,900

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

PART II

AUDIT FUND	0	0
------------	---	---

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

PART III

.02% BUILDING/MAINTENANCE FUND	100,000	90,000
--------------------------------	---------	--------

Levied for the foregoing expense of Building and Maintenance from SPECIAL TAX in addition to all other taxes levied by the District.

PART IV

ILLINOIS MUNICIPAL RETIREMENT FUND	60,000	59,000
------------------------------------	--------	--------

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

PART V

LIABILITY INSURANCE FUND	18,000	16,000
--------------------------	--------	--------

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

PART VI

SOCIAL SECURITY FUND	52,000	51,900
----------------------	--------	--------

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 2018-2019 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

SUMMARY:		
CORPORATE FUND EXPENDITURES	4,681,363	3,726,900
AUDIT EXPENDITURES	0	0
BUILDING/MAINTENANCE FUND	100,000	90,000
ILLINOIS MUNICIPAL RETIREMENT FUND	60,000	59,000
LIABILITY INSURANCE	18,000	16,000
SOCIAL SECURITY	52,000	51,900
SPECIAL RESERVE FUND	100,000	0
BOND RETIREMENT FUND	0	0
WORKING CASH FUND	0	0
GRAND TOTAL	5,011,363	3,943,800

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 28th day of November, 2018, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 28th day of November, 2018.

ATTEST:

Victoria Suriano, President

Beena Deshmukh, Secretary

Dental and Vision Benefits

74

I'm requesting that the trustees consider paying 85% of the premiums for dental insurance and vision insurance for full-time staff. These plans come up for renewal March 1. The annual cost for each at the current premium is:

Dental cost for library 85% of premium = \$6,561.00

Vision cost for library 85% = \$808.00

If the trustees would like to consider 100% the cost would be:

Dental - \$7,718.00

Vision - \$1,181.00

I am requesting this as part of the effort to keep the library on par with benefits offered at other libraries to full-time staff. Currently the library pays 85% of the health insurance premium for employees and does not contribute to the premiums for dependents, dental insurance, or vision insurance. I've listed libraries of similar size as well as libraries in the area and what they provide in health, dental, and vision insurance benefits. Except for Lisle who doesn't pay anything towards vision and Hinsdale who doesn't pay anything towards vision and dental, each library pays a portion of the dental and vision insurance premium. In addition, each library, including Lisle and Hinsdale, pays a portion of insurance coverage for dependents. We pay \$0 towards dependents coverage.

Given the size of the budget increase this year we have a surplus of over \$49,000.00. Thus this is an excellent time to consider this benefit as our budget can accommodate it this year and going forward.

I had reviewed this with the Finance Committee earlier this year. From the committee meeting minutes – "Bukovac also shared information relative to benefits. Bukovac polled six area libraries and all but one pay for a portion of the premium for dental insurance for their staff. All but two pay a portion of the premium for vision insurance for their staff. The committee is interested in discussing this further with the other board members. The dental and vision insurance enrollment is February so the board will discuss in the fall."

Lisle:

90% for individual health and dental

75% for dependent health and dental

doesn't pay for vision

Oak Lawn:

100% for individual health, dental and vision

75% for dependents

Woodridge:

80% for individual health, dental and vision

65% for dependents health, dental and vision

Downers Grove:

92.5% individual health

87.5% dependents health

100% individual dental

86.6% dependent dental

83% individual vision

81.5% dependent vision

Tinley Park:

80% for individual and dependent health, dental and vision

Hinsdale:

70- 88% individual health

56 – 79% dependent health

Does not pay for vision or dental

BY-LAWS

15/4-10(2)). A crime insurance policy may be provided instead according to the law. Cost of any surety bond or crime insurance policy shall be borne by the district.

- c. The Treasurer shall be responsible for the investment of library funds with board approval and subject to the limitations of the Illinois statutes.

Section 10. Additional Duties of Officers

In addition to the duties previously specified, each office shall perform such other duties as may be required by law or by the ordinances or the resolutions of the board or as appointed by the President.

Section 11. Library Director

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The Library Director shall administer the policies adopted by the board. The Library Director shall manage orientation of new trustees in partnership with a trustee(s) as needed and appointed by the President.

Article V. Board MeetingsSection 1. Regular Meetings

The Board shall meet monthly on a regular basis. The time, day, date, and place of all regular meetings shall be established by ordinance at ~~any~~ ~~the~~ ~~May~~ meeting of the board. A copy of the ordinance shall be posted in the library and supplied to any medium that has filed an annual request for such notices.

Section 2. Special Meetings

Special meetings shall be called by the President or the Secretary or by any four (4) Trustees. No special meeting shall be held unless written notice of the time and place thereof shall be given to all trustees at least 48 hours in advance of said special meeting, or by oral notice in the case of a stated emergency.

Section 3. Open Meetings Act

All meetings of the Board shall comply with the Open Meetings Act.

Section 4. Quorum

A quorum shall consist of four (4) members of the Board and a majority of those present shall determine the vote taken on any question, unless a larger majority is specified by law.

Section 5. Conduct of Meeting

In the President's absence, the Vice-President or in the Vice-President's absence, the Secretary, and in the Secretary's absence, the Treasurer, shall preside. In the absence of the Secretary the Board President shall appoint a Secretary for the meeting who will have the powers of the secretary. The conduct of meetings

BY-LAWS

appoint a Secretary for the meeting who will have the powers of the secretary. The conduct of meetings shall be guided by the latest edition of Robert's Rules of Order.

Section 6. Voting

All votes on any questions shall be by ayes and nays. The number of aye and nay votes and the number of absences and abstentions shall be recorded by the Secretary. A "present" vote shall not be counted. Roll call votes shall be required for ordinances, resolutions, and expenditures from the special reserve fund and the working cash fund. The secretary shall call the roll. The President may vote upon and may move or second a proposal.

An omnibus vote may be used to adopt a group of ordinances, resolutions and motions by a single vote. An omnibus vote shall be considered a unanimous consent roll call vote. Abstentions are not permitted. Two motions are required for an omnibus vote. The first motion establishes a list of matters to be voted on via "omnibus vote." Any trustee may request that an item be deleted from this list. Matters which will not receive unanimous approval must be deleted from the list. If the first motion passes unanimously, a trustee will make a motion to pass all such ordinances, resolutions or motions by omnibus vote.

Section 7. Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- a. Roll Call and Declaration of a Quorum
- b. Public Comment
- c. Communications and Announcements
- d. Omnibus Consent Agenda
 1. Minutes
 - ~~2. Treasurer's Report~~
 2. Action on Bills
 3. Resolutions
 4. Ordinances
 5. Motions
- e. Items Deleted from Omnibus Consent Agenda
- f. Library Director's Report
- g. Staff Report
- h. Reports **including the Treasurer's Report**
- i. Unfinished Business
- j. New Business
- k. Adjournment

Section 8. Executive Session

Executive session may be used when deemed necessary by the board in accordance with the Open Meetings Act.

ORDINANCE #2018-11

AN ORDINANCE ESTABLISHING A REGULAR MEETING DATE
FOR THE BOARD OF TRUSTEES OF THE
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

Section 1: Regular Meeting - Regular meetings of the Board of Trustees for the months of January, 2019 through December, 2019 shall be held on the third Wednesday of each month at 6:30 o'clock in the evening at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois.

The exact dates are:

- January 16, 2019
- February 20, 2019
- March 20, 2019
- April 17, 2019
- May 15, 2019
- June 19, 2019
- July 17, 2019
- August 21, 2019
- September 18, 2019
- October 16, 2019
- November 20, 2019
- December 18, 2019

Section 2: This ordinance shall be in full force and effect from and after its passage and approval.

Adopted this 28th day of November, 2018.

AYES:
NAYS:
ABSENT:

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

Laura Lein-Svencner

6718 Dale Road

Darien IL 60561

(630)655-4492

Email: Lonecrow4@gmail.com

Blog: <http://lonecrowart.blogspot.com/>

Website: www.lauralein-svencner.com

Laura was invited to be part of the Artist in Residents program Oct-Dec 2018. For each in week in October Laura created a collage piece. These pieces, Green Leaf, One Tree, From Space, and Fresh Fall are now being gifted to the library as part of the 30 Year Anniversary Celebration.

Bio

Laura Lein-Svencner grew up in Downers Grove close to her Grandfathers farm, now resides in Darien, Illinois. She's married with four grown children and a home full of loving creatures. Although she has studied drawing, printmaking, sculpture, book arts and the art of hand papermaking, it is the love of paper and design that call her attention. She comes from many generations of Creative Makers working with their hands.

She is a signature member of the National Collage Society, co-founder of the Midwest Collage Society, which exhibits throughout the Midwest Chicagoland area. She has won many awards for her work which are represented at Woodwalk Gallery Egg Harbor WI, and Jane Wilcoxson Gallery, Mineral Point WI. Her works have been published in Incite 1, 2, 3 and 4 of North Light Publishing, Somerset Studio Magazine, Cloth Paper Scissor Magazine, The Professional Artist Magazine, The Artists Magazine and The Watercolor Artist Magazine through the years. Laura has self-published a Collage Sketchbook-Instructional Design Book, and she continues her second love of teaching the fine art of collage in classroom settings, workshops and online for the past 21 years.

From 2015 to present, Laura's work was selected to be printed on material by a clothing design company Dolcezza-Simply Art from Canada. <https://dolcezza.ca/>

Adult

I'm not walking that far back for the travel books.

Patron spent quite some time looking at the digital microscope at the Collaboration Station. She used to work as a metallurgical engineer and was happy to see we were allowing the public to have access to these kinds of devices.

Patron commented she liked the new staff recommendation bookmarks in adult services. She wants to learn all about her favorite people.

"I placed a hold on this movie and within half an hour it was on the shelf at your library. Good work!"

A patron complained (this is her second complaint) that the music the public hears when on hold is terrible. It is some type of computer generated tune that "raises your blood pressure."

Patron came in and was upset about the library's weeding initiative. That libraries are supposed to be repositories of knowledge. Said we have more movies and A/V materials and we are sacrificing book space to make space for these items. He also said he saw all the empty shelves and we didn't need to be creating all this space and that we had plenty of space. Called it a crime against library science.

A Literacy DuPage tutor stopped by to say that a student that she has been tutoring recently passed the citizenship test and took the oath. She is very excited to be able to vote in this election and it's "thanks to the materials you've acquired here."

Tutor objected to being placed in Room 202 because of the awful loud noise that occasionally interrupts her sessions. (Air hand dryer)

Patron complained that the face out DVDs are very hard to browse. You have to flip through them one by one and she said by the time you do that through a few rows, you don't even want to bother anymore.

I love that the library has a [board game group]. I'm a big game enthusiast, so it's fun to be able to teach others how to play lots of new things.

Kids & Teens

A storytime friend came up to me on Halloween (I was dressed as Pete the Cat) and said, "I love you, Pete the Cat, you're my favorite book!" and gave me a big hug.

Technology

This was from a guest from Fountaindale. She was told we had a program that would let her speak and it would convert it to text in Word. We checked Laptop#6 out for use in the library and were able to get her a study room. She mentioned that her mother had recently passed and that her daughter had passed in 2012 and she was raising her six-year old grandson and wanted to get some memories down on paper but it was too emotional when she tried to type. When she returned the laptop she said it was so good to get it done so she wouldn't have to carry it around with her any more. You could see the relief and she said she will be back. (It made me feel I had earned my 5 cents.)

Circulation

A patron said our new parking lot looks very nice.

A patron said how much she appreciated the long check out periods during the parking lot construction.

Overheard patrons talking about how helpful the "Buy Your First Home" program was.

Patrons were thrilled when Carol L. helped them print out an important paper (from the internet).

Administration

Everyone is so helpful here. You don't get that much anymore.

It's going to be disappointing when the kid programs are done. We've been having a lot of fun together with the other kids.

Overheard some families talking about how helpful the tables & chairs were in admin hallway for getting their little ones rounded up & ready to leave after their morning program.



Meeting Ground Rules

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