

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

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

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

- A. Roll Call
Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka,
Crystal Megaridis, Diane Ruscitti, Victoria Suriano

- B. Mission Statement: We enrich peoples' lives by providing
opportunities to explore, connect, and be inspired.

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

- C. Public Comment

- D. Communications and Announcements
 - 1. Community High School District 99 re: Bond Measure Page 3
 - 2. Bukovac to Darien Woman's Club re: Donation Page 5

- E. Omnibus Consent Agenda
 - 1. Minutes of Budget and Appropriations Hearing and
Regular Board Meeting, September 20, 2017 Page 6 Action
 - 2. Treasurer's Report Page 9
 - 3. Action on Bills/Additional Bills Page 13
 - 4. 2018 Days Closed Calendar Page 18
 - 5. Proposal to Replace HVAC Pump Motors at Maximum
Cost of \$5,641.80 from Reserve Monies

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Page 19 Information

- H. Department Reports Information
 - 1. Assistant Director Page 33
 - 2. Marketing Page 35
 - 3. Adult Page 37
 - 4. Circulation Page 43
 - 5. Technology and Technical Services Page 46
 - 6. Youth Page 49

Board Meeting – October 18, 2017 - page 2

- I. Staff Report
Mary Krekelberg, Adult Services Librarian,
Civics 101/Current Events/Great Decisions Information

- J. Reports
 - 1. Chamber Reports (Jensen) Page 58 Information
 - 2. RAILS Page 59 Information
 - 3. Building and Grounds (none)
 - 4. Finance Committee (none)
 - 5. Planning/Outreach Committee (none)
 - 6. Policy Committee (none)

- K. Unfinished Business
None

- L. New Business
 - 1. FY 2016-2017 Audit, Joe Martin, Brian Zabel & Associates Page 71 Information
 - 2. Draft of Levy for FY 2017-2018 Page 120 Discussion
 - 3. Resolution #2017-D To Determine Estimate of Funds Needed Page 124 Action
For 2017-2018 Fiscal Year
 - 4. Notice of Proposed Property Tax Increase for Indian Prairie Page 125 Action
Public Library District
 - 5. Serving Patrons by Telephone Information
 - 6. Safety Review per Per Capita Grant Requirements Page 126 Information

- M. Schedule Meetings
Building and Grounds Committee Meeting Scheduled for
Thursday, October 26, 5:00

- N. Community Events

- O. Library Events

- P. Adjournment

Administrative Service Center • 6301 Springside Avenue • Downers Grove, IL 60516-2488 • 630-795-7100 • Fax 630-795-7199 • www.csd99.org

September 26, 2017

Dear Friend of District 99:

District 99 is grateful for your continued support of our students, teachers, staff and schools. You play an important role in advancing student success through your unwavering support of our two high-performing high schools in Downers Grove: North High and South High.

We are committed to ensuring a safe and secure learning environment that provides the instructional tools and space our students need to compete and succeed. Over the past four years, teachers, administrators, board members, architects, engineers, construction professionals and community members have worked hard to identify and prioritize District 99's facility needs. A 40-member Citizen Task Force--comprised of business leaders, civic leaders, parents (of past, current and future students), and other members of the community--has also been assembled to weigh in on proposed improvements and funding options.

To extend the life of our high schools, improve safety and security, create modern instructional spaces that leverage technology, and promote collaboration and enhance instruction, District 99 is considering placing a bond measure on the ballot as early as March 2018

With a 20-year bond issue about to be paid off, and interest rates near historic lows, critical facility improvements at each high school can be made with a very modest tax impact.

Key renovations and upgrades being considered for both North High and South High are:

- **Security enhancements**, including the installation of entry vestibules that will allow staff members to properly screen visitors before they are admitted to the buildings.
- **Americans with Disabilities Act (ADA) improvements**, both inside and outside the two buildings, to enhance accessibility for students, staff and visitors with disabilities.
- **Air conditioning** in all instructional spaces. Approximately 35% of classrooms currently do not have air conditioning.
- **Updating classrooms and creating two new science labs** to leverage new instructional technologies and evolving teaching methods, including STEM and collaborative, project-based learning. This includes renovating our culinary arts labs to reflect changes in the industry.
- **Creating a Learning Commons** that will serve as the "Main Street" for each high school building. These flexible spaces will be designed to meet the ever-evolving academic requirements and social-emotional needs of students. Key resources, including college and career counselors, social workers, psychologists, counselors, activities and athletics, technology support, deans, cafeteria, library and bookstore, will be centralized so they are easily accessible for students. The new spaces will be used for teaching and learning during the day and be available for community use during off hours.
- **Outdoor enhancements** to athletic fields, including the addition of locker rooms and training rooms as well as the replacement of bleachers, to make them accessible for students, staff and visitors with disabilities.

North High School • 4436 Main Street • Downers Grove, IL 60515-2867 • 630-795-8400 • Fax 630-795-8499 • www.csd99.org/north

South High School • 1436 Norfolk Street • Downers Grove, IL 60516-2632 • 630-795-8500 • Fax 630-795-8599 • www.csd99.org/south

The proposed bond measure would also fund improvements specific to each school, including:

South High

- **Expand and improve the auditorium.** There are 2,800 students at this school, yet the auditorium only seats 800 students. There is even less seating when the stage is expanded to accommodate concerts and plays. Performances are often held in the gym, which limits programming. When South High opened 53 years ago, it was intended to house grades 9 and 10 only. When it was converted to a traditional 9-12 school, the auditorium was never expanded.
- **Create a secure main entrance.** Relocating the main entrance will improve traffic flow and allow for the school's dated exterior to be updated.
- **Improve outdoor physical education space.** Adding a second synthetic field will allow students to use the outdoor space more frequently, as they do at North High.

North High

- **Improve safety and security.** By moving the loading dock, students will no longer be placed in the same space as delivery trucks.
- **Replace the original gym.** The aging, undersized gym will be converted to a loading dock. The new gym will be sized to meet the needs of North High's physical education and athletic programs and be similar to the physical education space at South High.
- **Expand and improve the cafeteria.** This 59-year-old space is undersized for the current student population. It will be expanded and made more accessible.

With a 20-year bond coming off the ledger, District 99 will be able to address \$136.6 million in capital improvements with an **estimated annual tax rate increase of \$65 for a home with a market value of \$300,000**, as determined by the County Assessor.

Your input will shape how District 99 moves forward. The decision to place a bond measure on ballot will be made by the Board of Education no earlier than this December, providing time for additional community input. Four informational meetings and tours are scheduled. Please note that the presentations will be similar but not identical; content will vary based on location. You may register to attend at www.csd99.org.

North High

Thursday, October 12, 2017, 7:00-9:00 p.m.
Saturday, October 21, 2017, 9:30-11:30 a.m.

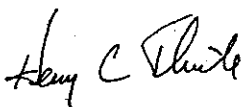
South High

Thursday, October 19, 2017, 7:00-9:00 p.m.
Saturday, October 28, 2017, 9:30-11:30 a.m.

District 99 will also be conducting a public opinion survey. Community members will be receiving a mail survey in the next few weeks. Your opinions and recommendations will help the District craft a proposal that addresses the needs of both our students and our taxpayers. Please be on the lookout for the survey.

Thank you for taking the time to learn more about District 99's facility needs and proposed bond measure.

Sincerely,



Dr. Hank Thiele
Superintendent of Schools
(630) 795-7102

P.S. If you would like to discuss the bond proposal in person, I can be reached at 630-795-7102 or hthiele@csd99.org. If you would like me to make a presentation to a civic, business or other organization that is interested in our schools, I would welcome that opportunity as well.

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



September 21, 2017

Marian Krupicka
President
Darien Woman's Club
c/o Darien City Hall
1702 Plainfield Road
Darien, IL 60561


Dear Marian:

On behalf of the library trustees and staff I want to thank the Darien Woman's Club for their generous donation of \$1,400.00 to the library. The donation has been used to purchase eight sewing machines and accessories. The machines are being used for programs, plus patrons are able to check them out for use at home.

Libraries have always been places of learning. Traditionally, the books have been the main tools used for learning. However, as we know, learning also takes place outside of books and Indian Prairie has developed a variety of person-to-person learning experiences for our community. Your donation is helping to make this happen.

We are very grateful for the opportunities that the Woman's Club donations have provided over the years. Thank you so much for your continued support.

Sincerely,


Jamie Bukovac
Library Director

Indian Prairie Public Library
Board of Trustees Minutes

Budget & Appropriations Hearing
September 20, 2017 – 7 p.m.

- A. Call to Order and Statement of Purpose –President Suriano called the hearing to order at 7 p.m. Present were Asma Akhras (arrived at 7:02 p.m.), Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano, Jamie Bukovac, Laura Birmingham and Maria Wlosinski. Absent: None. Suriano stated that the purpose of the hearing was to provide the opportunity for public comment on the Budget and Appropriations Ordinance and reviewed the Legal Notice of Public Hearing that was published in the Doings on August 3, 2017.
- B. Public Questions/Comments – none
- C. Closing of Hearing – Suriano closed the hearing at 7:10 p.m.

Board of Trustees Regular Meeting
September 20, 2017 – 7:10 p.m.

- A. Roll Call
President Suriano called the meeting to order at 7:10 p.m. Secretary Deshmukh called the roll. Present: Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano
Absent: none
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Joe Popowitch
Others: Kay McKeen, Founder and Executive Director of SCARCE and Greg Hart, DuPage County Board Member

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

At this point the library proceeded with item L1 of New Business, Presentation of the Earth Flag. The presentation concluded at 7:30 pm and the Board continued with the rest of the agenda.

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

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

- C. Public Comment

- D. Communications and Announcements

- 1. White to Bukovac re: Thank You for your Service

2. Promotional Video Hinsdale District 86 Transition Center – Bukovac said the video is no longer available on the school district site and YouTube.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, August 16, 2017
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance 2017-7 Providing for the Budget & Appropriations for FY 2017/18
5. Estimate of Revenues FY 2017/18
6. Bank Resolutions
7. Proposed change to Policy 430.3 Reserves

Krupicka moved, Akhras seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Damon moved, Megaridis 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 we are moving along with converting the phone system to VOIP. She thanked Damon for lending his assistance and expertise with the project. Our target "go live" date is mid-October. Bukovac, Sheehan and Stovall are doing a final review of self-check vendors. Bukovac will bring a recommendation to the Board in October. Bukovac and Williams begin interviewing for the Assistant Head of Youth Services position tomorrow.

H. Department Reports

Birmingham reported that the library will be displaying a framed 5x10 interactive Peace Mural that has been traveling around the area. It will come to us in October from St. Paul's United Church of Christ in Downers Grove. It will hang in the area at the bottom of the stairs and the public will be able to write a message of peace. It will be in the library for 2-4 weeks.

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. Presentation of the Earth Flag, DuPage County & SCARCE – The Earth Flag Certification Program is a partnership between SCARCE and DuPage County to help businesses implement practical, eco-friendly initiatives. Birmingham showed a video she created highlighting the library's conservation and sustainability efforts. Birmingham worked with Kay McKeen of SCARCE to achieve the library's Earth Flag Certification. Kay congratulated the library for its accomplishments and leadership in reducing its impact on

the environment. She thanked Bukovac and the Board for allowing staff time to work on the various steps involved for achieving the library's Earth Flag Certification. She thanked the library's green team including reference librarian, Joe Popowitch. Popowitch helped coordinate the library's community-wide recycling events. DuPage County Board Member, Greg Hart, read and presented the library with a Resolution of Commendation honoring the library for its exemplary efforts and sustainability accomplishments. He thanked the library for being a leader in the community and said it was a pleasure to work with us.

2. Video Presentation on IPPL Prairie Patch – The Board watched a video Natalie Williams and Dave Bunn put together highlighting the benefits of running the Prairie Patch program this summer. The video highlighted the library's summer Garden Labs and our partnership with Good Worx. The Board agreed Williams and Bunn did a great job creating the video. Bukovac noted that one of our initiatives is to put things we've accomplished on video. These videos can then be shared on our website and on social media, included in our e-news, and sent to local newspapers, local villages and legislators.
3. Donation of a Vickery Paining – Bukovac showed the Board a Vickery painting that resident Florence Pipil is interested in donating to the library. The library currently has 3 Vickery paintings in the southeast corner. The Board agreed that the painting would fit in well with the other paintings. Damon moved, Krupicka seconded to accept the donation of a Vickery painting. Motion carried unanimously.
4. Review Chapters 1-5 of *Trustee Facts File* – The Board reviewed the chapters. They agreed that the information was a clear and concise review of responsibilities and legalities. There were no questions.

M. Scheduled Meetings

1. A Building and Grounds Committee meeting was scheduled for October 26, 2017 at 5:00 p.m.
2. December Board meeting, 12/20 – Suriano noted that there have been times in the past when the Board did not meet in December due to a lack of agenda items. However, this year there are items that will need to be addressed so she would like to proceed with the December 20th meeting. The Trustees agreed that the date was fine.

N. Community Events

O. Library Event

P. Adjournment

At 8:01 p.m. Deshmukh moved, Ruscitti seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 9/30/2017

Balance on hand as of August 31, 2017.....	2,899,355.88
Cash Receipts for September.....	1,343,968.54
Cash Disbursements for September.....	249,070.18
Cash on hand as September 30, 2017.....	3,994,254.24

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.048%	
General.....	1,118,265.85
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	8,866.96
Children's Endowment.....	2,914.95
Endowment.....	11,284.31
MPI Investment (Corporate Fund).....	2,557,611.46

JP Morgan Chase/MB - Checking	
General.....	45,103.43
Hinsdale Bank & Trust - Checking.....	8,257.15
JP Morgan Chase/MB - Savings - Rate .18%/.80%	
General.....	222,579.39
Petty Cash/Circulation.....	404.00
Balances as of September 30, 2017.....	3,994,254.24

FUND BALANCES AS OF 09/30/2017

Corporate Fund.....	3,818,027.58
Building & Maintenance Fund.....	57,397.80
I.M.R.F. Fund.....	7,700.72
Liability Fund.....	(836.61)
Social Security Fund.....	14,922.56
Special Reserve Fund.....	8,655.86
Current Liabilites.....	88,386.33
Grand Total All Funds.....	3,994,254.24

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

Percent of Year: 25.00

	RECEIVED September 17	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	1,325,563.89	3,298,509.56	95.00%	3,472,004.00	173,494.44
41150 · Non-current Property Taxes	0.00	85.59	0.00%	0.00	-85.59
43100 · Interest-Tax Levy	0.00	5.41	0.00%	0.00	-5.41
TOTAL PROPERTY TAX & LEVY INTEREST	1,325,563.89	3,298,600.56	95.01%	3,472,004.00	173,403.44
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00%	32,000.00	32,000.00
INTEREST					
43500 · Interest - Investment	950.31	1,919.55	127.97%	1,500.00	-419.55
TOTAL INTEREST	950.31	1,919.55	127.97%	1,500.00	-419.55
DESK MONIES					
45100 · Copier	350.25	1,114.65	23.22%	4,800.00	3,685.35
45120 · Computer Copies	1,082.18	3,667.81	24.45%	15,000.00	11,332.19
45200 · Fines/Fees	4,299.70	15,369.98	31.37%	49,000.00	33,630.02
45250 · Gifts/Donations	0.00	8,966.74	1793.35%	500.00	-8,466.74
45300 · Lost Materials	477.49	1,717.67	14.31%	12,000.00	10,282.33
45350 · Non-Resident Fees	8,404.08	25,810.16	30.73%	84,000.00	58,189.84
45400 · DVD Fines	110.45	350.65	35.07%	1,000.00	649.35
45450 · Top Picks	8.00	79.00	0.00%	0.00	-79.00
45550 · Meeting Room Rental	0.00	100.00	50.00%	200.00	100.00
45600 · ILL Fees	54.25	334.91	47.84%	700.00	365.09
45650 · 3D Printing	47.30	95.30	19.06%	500.00	404.70
45660 · Carvey	0.00	29.00	9.67%	300.00	271.00
45700 · Passport Fees	875.00	2,875.00	19.17%	15,000.00	12,125.00
TOTAL DESK MONIES	15,708.70	60,510.87	33.07%	183,000.00	122,489.13
OTHER INCOME					
46500 · OCLC Refund	989.75	989.75	141.39%	700.00	-289.75
46700 · Miscellaneous	121.00	1,113.75	55.69%	2,000.00	886.25
46800 · Collection Agency Fee	0.00	20.00	6.67%	300.00	280.00
49000 · Operating Transfer In	0.00	0.00	0.00%	0.00	0.00
TOTAL OTHER INCOME	1,110.75	2,123.50	70.78%	3,000.00	876.50
GRAND TOTAL	1,343,333.65	3,363,154.48	91.11%	3,691,504.00	328,349.52

11

Indian Prairie Public Library District Consolidated Expenditures Report for September 2017

Percent of Year: 25.00

	September 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	159,388.17	463,204.47	21.19%	2,186,000.00	1,722,795.53	2,207,860.00	20.98%
61310 · Benefits - Medical / Life Ins.	10,426.08	31,378.08	21.64%	145,000.00	113,621.92	155,000.00	20.24%
61330 · Benefits - IMRF	15,576.13	43,260.30	20.92%	206,771.00	163,510.70	220,000.00	19.66%
61340 · Benefits - FICA	12,003.70	35,110.45	21.00%	167,214.00	132,103.55	175,000.00	20.06%
61400 · Staff Development	719.29	2,993.68	18.37%	16,300.00	13,306.32	19,000.00	15.76%
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00	3,000.00	0.00%
61710 · Workers Compensation	0.00	8,620.00	95.78%	9,000.00	380.00	12,000.00	71.83%
61720 · Unemployment Insurance	125.42	444.97	14.49%	3,070.00	2,625.03	4,000.00	11.12%
TOTAL PERSONNEL	198,236.77	585,011.95	21.40%	2,734,355.00	2,149,343.05	2,795,860.00	20.92%
MATERIALS							
62100 · Books	11,370.88	38,195.80	16.54%	231,000.00	192,804.20	245,000.00	15.59%
62200 · Periodicals	159.01	9,390.22	28.09%	33,425.00	24,034.78	35,000.00	28.83%
62300 · Audio	3,162.69	10,067.41	21.82%	46,150.00	36,082.59	50,000.00	20.13%
62400 · Video	5,626.37	14,097.21	21.62%	65,200.00	51,102.79	70,000.00	20.14%
62500 · Multi-Media	92.61	267.30	3.34%	8,000.00	7,732.70	10,000.00	2.67%
62600 · Electronic Reference Resources	1,500.00	56,319.89	90.26%	62,400.00	6,080.11	65,000.00	86.65%
62700 · Software	0.00	427.42	6.11%	7,000.00	6,572.58	8,000.00	5.34%
62800 · ESL	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
62900 · Materials Supplies	1,198.12	3,005.53	14.18%	21,200.00	18,194.47	25,000.00	12.02%
TOTAL MATERIALS	23,109.66	131,770.78	27.66%	476,375.00	344,604.22	511,000.00	25.78%
BUILDING							
63200 · Cleaning Service	5,670.86	15,141.72	21.18%	71,500.00	56,358.28	80,000.00	18.93%
63300 · Utilities (1-8-11 · Gas)	614.58	2,620.58	22.79%	11,500.00	8,879.42	17,500.00	14.97%
63300 · Utilities (1-8-12 · Electric)	0.00	17,138.83	27.20%	63,000.00	45,863.17	70,000.00	24.48%
63300 · Utilities (1-8-13 · Telephone)	754.79	2,236.90	31.96%	7,000.00	4,763.10	9,000.00	24.85%
63300 · Utilities (1-8-14 · Water/Sewer)	715.08	2,378.00	29.00%	8,200.00	5,822.00	12,500.00	19.02%
63300 · Utilities (1-8-15 · Garbage Disposal)	232.39	695.09	23.17%	3,000.00	2,304.91	4,000.00	17.38%
63400 · Maintenance Supplies	942.61	2,828.90	16.64%	17,000.00	14,171.10	22,000.00	12.86%
63500 · Security System Monitoring	72.00	177.00	22.13%	800.00	623.00	2,000.00	8.85%
63600 · Property Maintenance	767.00	2,551.00	13.43%	19,000.00	16,449.00	30,000.00	8.50%
63800 · Building Maintenance/Repair	2,403.00	7,432.34	16.52%	45,000.00	37,567.66	60,000.00	12.39%
TOTAL BUILDING	12,172.31	53,198.38	21.63%	246,000.00	192,801.64	307,000.00	17.33%
OPERATIONS							
64200 · Supplies - Office	669.36	2,960.14	21.93%	13,500.00	12,830.64	16,000.00	4.18%
64300 · Photocopy Supplies	386.05	1,070.35	21.41%	5,000.00	3,929.65	6,000.00	17.84%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	106.85	386.15	0.00%	2,800.00	2,413.85	4,000.00	0.00%
64500 · Postage	-105.10	3,123.10	70.98%	4,400.00	1,276.90	5,000.00	62.48%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	14.45	71.17	14.23%	500.00	428.83	700.00	10.17%
64800 · Organizational Memberships	218.50	253.50	13.34%	1,900.00	1,646.50	2,400.00	10.56%
64900 · Bank Fees	293.39	887.35	35.49%	2,500.00	1,612.65	3,200.00	27.73%
TOTAL OPERATION	1,583.50	8,751.78	26.36%	33,200.00	26,739.02	41,300.00	21.19%
AUTOMATION							
65100 · Supplies-Public Toner	467.48	1,703.32	24.33%	7,000.00	5,286.68	8,500.00	20.04%
65150 · Supplies-Staff Toner	224.00	2,147.07	35.79%	6,000.00	3,852.93	8,500.00	25.26%
65160 · Supplies-Other	125.98	125.98	15.75%	800.00	674.02	1,100.00	11.45%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	39.98	160.77	1.15%	14,000.00	13,839.23	22,000.00	0.73%
65400 · Automation Equip Mnt/Repair	1,423.94	1,807.57	38.46%	4,700.00	2,882.43	5,000.00	36.15%
65500 · Software	1,633.98	1,932.74	13.34%	14,485.00	12,552.26	20,000.00	9.66%
65600 · SWAN	0.00	11,265.45	24.69%	45,620.00	34,354.55	47,000.00	23.97%

12

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

Percent of Year: 25.00

	September 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	189.75	539.55	18.73%	2,880.00	2,340.45	4,000.00	13.49%
TOTAL AUTOMATION	4,105.11	19,682.45	19.59%	100,485.00	80,802.55	124,100.00	15.86%
CONTRACTUAL SERVICES							
66100 · General Professional Services	25.00	625.00	9.19%	6,800.00	6,175.00	17,200.00	3.63%
66200 · Credit Bureau	53.70	152.15	12.68%	1,200.00	1,047.85	1,500.00	10.14%
66300 · Equipment-Maintenance Repair	0.00	1,295.44	28.79%	4,500.00	3,204.56	7,000.00	18.51%
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	78.70	2,072.59	16.29%	12,720.00	10,647.41	25,700.00	8.06%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,305.00	100.00%	10,305.00	0.00	11,000.00	93.68%
67200 · Bonding	0.00	1,336.00	100.00%	1,336.00	0.00	1,400.00	95.43%
67300 · Officers & Directors Liability	0.00	2,842.00	100.00%	2,842.00	0.00	3,400.00	83.59%
67400 · Umbrella Liability	0.00	2,150.00	94.63%	2,272.00	122.00	3,400.00	63.24%
TOTAL INSURANCE	0.00	16,633.00	99.27%	16,755.00	122.00	19,200.00	86.63%
MARKETING							
68110 · Marketing Newsletter	6,833.14	8,688.80	24.83%	35,000.00	26,311.20	37,000.00	23.46%
68111 · eNewsletter	0.00	1,890.00	94.50%	2,000.00	110.00	2,200.00	85.91%
68210 · Marketing Advertising	87.50	108.25	21.25%	500.00	393.75	1,800.00	5.90%
68310 · Marketing Supplies	0.00	0.00	0.00%	500.00	500.00	1,000.00	0.00%
68410 · Marketing-Information Printing	57.75	301.48	13.70%	2,200.00	1,898.52	5,000.00	6.03%
68500 · Legal Notices	20.29	163.27	16.33%	1,000.00	836.73	2,000.00	8.16%
68800 · Special Events	2,008.76	6,071.16	23.90%	25,400.00	19,328.84	30,000.00	20.24%
TOTAL PUBLIC INFORMATION	9,007.44	17,220.96	25.86%	66,600.00	49,379.04	79,000.00	21.80%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	0.00	0.00%	0.00	0.00	200,000.00	0.00%
69200 · Special Reserve Fund	0.00	13,608.25	0.00%	0.00	-13,608.25	100,000.00	13.61%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	50,000.00	0.00%
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69900 · Contingency	0.00	1,503.05	29.98%	5,014.00	3,510.95	20,000.00	7.52%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	248,293.49	849,453.15	23.01%	3,691,504.00	2,844,341.63	4,273,160.00	19.88%

ACTION ON BILLS September 2017

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank/MB-Bills for Approval	50238 thru 50256, 1001 thru 1074	\$ 65,359.13
Chase/MB-Salaries for September	37021 thru 37031, 101 thru 110	\$ 5,044.34
	&	
Hinsdale Bank-Direct Deposits	24734 thru 24813	\$ 108,210.24
		<hr/>
	MONTH'S TOTAL:	\$ 178,613.71

14

Indian Prairie Public Library District Account QuickReport - Vendors As of September 30, 2017

Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase/MB Financial				
Bill Pmt Check	09/05/2017	50238	Ali, Syed	45.50
Bill Pmt Check	09/05/2017	50239	Baker & Taylor	4,868.68
Bill Pmt Check	09/05/2017	50240	Baker & Taylor (video)	330.58
Bill Pmt Check	09/05/2017	50241	Blackstone Audio, Inc.	90.00
Bill Pmt Check	09/05/2017	50242	CareerBuilder Employment Screening, LLC	25.00
Bill Pmt Check	09/05/2017	50243	Current Technologies	1,703.00
Bill Pmt Check	09/05/2017	50244	Gale/CENGAGE Learning	24.79
Bill Pmt Check	09/05/2017	50245	Heritage House Florist	60.95
Bill Pmt Check	09/05/2017	50246	Ingram Library Services	356.96
Bill Pmt Check	09/05/2017	50247	Jensen, Heather Forster	4.82
Bill Pmt Check	09/05/2017	50248	Medicom Reimbursement Spec., Ltd.	12.50
Bill Pmt Check	09/05/2017	50249	Midwest Tape	734.54
Bill Pmt Check	09/05/2017	50250	On Time Label	472.00
Bill Pmt Check	09/05/2017	50251	OverDrive	1,032.33
Bill Pmt Check	09/05/2017	50252	Penguin Random House LLC	97.50
Bill Pmt Check	09/05/2017	50253	Recorded Books, LLC	33.29
Bill Pmt Check	09/05/2017	50254	Salo, Kathryn	93.50
Liability Check	09/07/2017	50255	Nationwide Retirement	660.00
Liability Check	09/07/2017	50256	Vantagepoint	982.25
Bill Pmt Check	09/16/2017	1001	Very Smart People LLC	200.00
Bill Pmt Check	09/16/2017	1002	Deliciously Yours	300.00
Bill Pmt Check	09/16/2017	1003	Darien Woman's Club	75.00
Bill Pmt Check	09/20/2017	1004	ALLDATA	1,500.00
Bill Pmt Check	09/20/2017	1005	Alphagraphics	131.50
Bill Pmt Check	09/20/2017	1006	Asimakopoulos, Jennifer	41.19
Bill Pmt Check	09/20/2017	1007	Baker & Taylor	2,959.56
Bill Pmt Check	09/20/2017	1008	Baker & Taylor (video)	256.23
Bill Pmt Check	09/20/2017	1009	Bal Industries	1,080.00
Bill Pmt Check	09/20/2017	1010	Bank of America	409.00
Bill Pmt Check	09/20/2017	1011	Better Business Planning, Inc.	149.38
Bill Pmt Check	09/20/2017	1012	Blackstone Audio, Inc.	90.00
Bill Pmt Check	09/20/2017	1013	Brown, Maura	200.00
Bill Pmt Check	09/20/2017	1014	Camalliere, Pat	100.00
Bill Pmt Check	09/20/2017	1015	Case Lots Inc.	165.35
Bill Pmt Check	09/20/2017	1016	Chicago Tribune Media Group	20.29
Bill Pmt Check	09/20/2017	1017	City of Darien	50.00
Bill Pmt Check	09/20/2017	1018	Comcast	189.75
Bill Pmt Check	09/20/2017	1019	DuPage County Public Works	715.08
Bill Pmt Check	09/20/2017	1020	Edmonds Incorporated	175.21
Bill Pmt Check	09/20/2017	1021	Fox Valley Fire & Safety	125.00
Bill Pmt Check	09/20/2017	1022	Gale/CENGAGE Learning	275.94
Bill Pmt Check	09/20/2017	1023	Grainger	169.07
Bill Pmt Check	09/20/2017	1024	Groot Industries, Inc.	232.39
Bill Pmt Check	09/20/2017	1025	Ingram Library Services	163.55

Indian Prairie Public Library District
 Account QuickReport - Vendors
 As of September 30, 2017

15

Type	Date	Num	Name	Amount
Bill Pmt Check	09/20/2017	1026	Johnson, Gail	7.49
Bill Pmt Check	09/20/2017	1027	Kroeschell Service	1,648.00
Bill Pmt Check	09/20/2017	1028	LexisNexis Matthew Bender	134.43
Bill Pmt Check	09/20/2017	1029	LM information Delivery, Inc.	72.01
Bill Pmt Check	09/20/2017	1030	Midwest Laser Specialists, Inc.	538.97
Bill Pmt Check	09/20/2017	1031	Midwest Tape	2,931.43
Bill Pmt Check	09/20/2017	1032	Neviol Inc.	4,490.00
Bill Pmt Check	09/20/2017	1033	OverDrive	1,030.76
Bill Pmt Check	09/20/2017	1034	Palmisano, Stacy.	27.42
Bill Pmt Check	09/20/2017	1035	PCM	106.89
Bill Pmt Check	09/20/2017	1036	Penworthy Company, The	519.66
Bill Pmt Check	09/20/2017	1037	Quill	119.20
Bill Pmt Check	09/20/2017	1038	Recorded Books, LLC	328.49
Bill Pmt Check	09/20/2017	1039	Runco	603.74
Bill Pmt Check	09/20/2017	1040	Scholastic Library Publishing	50.70
Bill Pmt Check	09/20/2017	1041	Sebert Landscaping	767.00
Bill Pmt Check	09/20/2017	1042	Speciality Mat Service	100.86
Bill Pmt Check	09/20/2017	1043	Suburban Life Media	42.00
Bill Pmt Check	09/20/2017	1044	Unique Management	53.70
Bill Pmt Check	09/20/2017	1045	VISOgraphic	6,483.14
Bill Pmt Check	09/20/2017	1046	Willowbrook/Burr Ridge Chamberof Commerce	20.00
Liability Check	09/21/2017	1047	Nationwide Retirement	660.00
Liability Check	09/21/2017	1048	Vantagepoint	982.25
Bill Pmt Check	09/25/2017	1049	Bank of America	2,859.32
Bill Pmt Check	09/27/2017	1050	Alarm Financial	72.00
Bill Pmt Check	09/27/2017	1051	Animal Farm Music, LLC	450.00
Bill Pmt Check	09/27/2017	1052	BCBS	11,008.18
Bill Pmt Check	09/27/2017	1053	Blackstone Audio, Inc.	7.95
Bill Pmt Check	09/27/2017	1054	Call One	754.79
Bill Pmt Check	09/27/2017	1055	Case Lots Inc.	303.55
Bill Pmt Check	09/27/2017	1056	Colley Elevator Co.	580.00
Bill Pmt Check	09/27/2017	1057	Dzierzbicki, Monica	48.95
Bill Pmt Check	09/27/2017	1058	Filis, April	6.24
Bill Pmt Check	09/27/2017	1059	Ingram Library Services	303.81
Bill Pmt Check	09/27/2017	1060	Jensen, Shirley P	100.00
Bill Pmt Check	09/27/2017	1061	LACONIRASS	15.00
Bill Pmt Check	09/27/2017	1062	Lucarelli, Anthony	118.50
Bill Pmt Check	09/27/2017	1063	Michaels, J.B.	100.00
Bill Pmt Check	09/27/2017	1064	Midwest Tape	2,588.01
Bill Pmt Check	09/27/2017	1065	NCPERS Group Life	80.00
Bill Pmt Check	09/27/2017	1066	OverDrive	1,124.44
Bill Pmt Check	09/27/2017	1067	Penguin Random House LLC	180.00
Bill Pmt Check	09/27/2017	1068	Principal Life Insurance Company	657.59
Bill Pmt Check	09/27/2017	1069	Quill	486.17
Bill Pmt Check	09/27/2017	1070	Recorded Books, LLC	40.50

Indian Prairie Public Library District
Account QuickReport - Vendors
As of September 30, 2017

16

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	09/27/2017	1071	Roy, Nancy	32.16
Bill Pmt Check	09/27/2017	1072	Runco	43.34
Bill Pmt Check	09/27/2017	1073	Scholastic Library Publishing	253.50
Bill Pmt Check	09/27/2017	1074	Sheehan, Debbie	25.31

Total 10121 - Checking JP Morgan Chase
TOTAL

65,359.13
65,359.13

Bills for approval – Electronic Payments & Automatic Withdrawals

September 2017

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	09/08/2017	20,440.58
ILDOR-State	Payroll taxes	09/08/2017	3,581.70
EFTPS-Federal	Payroll taxes	09/22/2017	19,504.42
ILDOR-State	Payroll taxes	09/22/2017	3,386.64
IMRF	Payroll Pension	09/29/2017	20,878.22
DAC	Deposit to HRA	09/05/2017	1,756.94
Nicor	Gas	09/19/2017	614.58
Chase/US Bank	Credit Card Fee	09/01/2017	268.39
Hinsdale Bank	Fee-Direct Deposit	09/01/2017	25.00

2018 Days Closed

New Year's Day	Monday, January 1, 2018
Staff Institute	Friday, May 4, 2018
Easter	Sunday, April 1, 2018
Memorial Day Sunday	Sunday, May 27, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day Sunday	Sunday, September 2, 2018
Labor Day	Monday, September 3, 2018
DarienFest	Friday, September 7, 2018 (closed from 6 p.m. to 9 p.m.)
DarienFest	Saturday, September 8, 2018 (closed from 1 p.m. to 5 p.m.)
DarienFest	Sunday, September 9, 2018
Thanksgiving	Thursday, November 22, 2018
Christmas Eve	Monday, December 24, 2018
Christmas Day	Tuesday, December 25, 2018
New Year's Eve	Monday, December 31, 2018

19

**Director's Report
October 2017**

Agenda

Omnibus:

Motors on the circulating pumps for the HVAC need to be replaced. Laura is getting three quotes and the cost of \$5,641.00 represents the first quote received and would be the maximum cost paid. These were scheduled on the financial forecast at a cost of \$10,000.00 so we have some savings there.

New Business:

The full audit is in the electronic packet and I have also put a paper copy in each mailbox if you prefer that format. The auditor will be at the meeting to do a short overview and answer any questions.

The Draft of the Levy for FY 2016-2017 is prepared at this time of year in accordance with state law. The levy will be approved at the November meeting at which time we'll schedule a hearing to take resident comments. Each year the levy is used to guarantee the amount of tax money we will receive. Because we function under the tax cap laws, the best practice is to ask for a higher amount than is actually budgeted for or allowed under the tax cap in case there is new construction in the district. We know that new homes are being built in Darien and construction on new homes has started along Clarendon Hills Road in Willowbrook. If our levy amount was not high enough to cover the taxes that would be received from new construction we would lose that money. The counties always adjust our levy according to the tax cap so we don't actually get the money that is asked for in the levy.

In the Estimate of Funds, the statement compares the actual tax monies we received last year to the FY 2016-2017 levy amount. We never get the levy amount requested because the county reduces our levy so that it falls within the tax cap guidelines. But the percentage between what we received last year and what we request in the levy is large and misleading because it doesn't compare apples to apples.

The notice of proposed property tax increase will be placed in the newspaper. In the ten years that I've been here only one person has questioned the levy request and when I explained how the tax cap process works he was satisfied.

I plan on bringing information relative to how we manage answering the phones simply as a conversation starter and something for the trustees to be thinking about as to whether we should continue our current service or consider other options such as a call center or auto-attendant.

The Per Capita Grant requires the trustees review safety procedures. Laura will be presenting on the library's safety procedures relative to an active shooter.

Self-Checkout

To review the process for purchasing new software: I prepared a RFQ (attached to my report), sent it to five vendors, and we received four responses. Debbie, Ann, and I reviewed the responses and then I scheduled demonstrations by each of the vendors. Debbie, Ann, and I narrowed it down to two vendors and then, after further consideration, down to one vendor. However, after checking references, we're not sure this vendor is the best choice so we are looking more closely at two of the other vendors and will bring a recommendation in November.

The plan is to purchase software for four self-checkout stations that will be installed on the library's equipment rather than purchase kiosks from a vendor, which is much more expensive. The library does need to purchase new equipment to accommodate the specifications of the software. We'll also be purchasing credit card devices to continue to provide patrons the opportunity to pay fines at the self-checkout stations. As I had stated in a previous discussion, we'll start first with the self-checkout stations and then study the viability of providing a self-checkin station next year. The plan is to set up a new self-checkout station in the Circulation workroom for staff to familiarize themselves with the software and then roll it out to our patrons in January/February.

As part of the process we also considered an app that could be set up at self-checkout stations and used by patrons on their phones, but the development of the app is not as robust as the software. Plus the app is currently in beta testing.

Postcards to Non-Residents

I'm continuing to work with Theresa and Marianne on the design and wording for the postcards. Vicki also gave input, thank you to her. They'll be mailed first to Farmingdale within two weeks and then the Burr Ridge mailing will go out.

Burr Ridge

I happened to see Mayor Mickey and had a brief conversation with him about service to Burr Ridge. He suggested a kiosk where residents could checkout materials. Janet Kowal, the marketing manager, followed up with me with a suggestion to provide a book return at Brookhaven. I provided the following information to Janet:

A book return costs around \$5,000.00. As we discussed, it is necessary for someone to check it each day and return whatever is in the book return to the library. This is so that the person who checked out the material doesn't get charged overdue fines and to get the materials processed and made available to others. We can't operate a system where materials are brought to the library once a week and all fines forgiven because that would not be fair to other patrons.

A "vending" system whereby a person could scan their library card and select a book, DVD or CD to checkout costs around \$200,000.00 plus the cost of the materials in the machine.

The library doesn't have the funds to support either of these services but if the Village is interested in pursuing these options the library would discuss how we could assist and oversee these operations.

Assistant Youth Services Department Head

The library received 25 resumes for the position. Natalie and I chose to interview three candidates. The interviews consisted of a first interview where the candidate met with Natalie, Monica, Katie, and Heidi for half an hour to discuss technology for youth and answer some questions about team work. After that the candidate met with Natalie and I for a more lengthy conversation. Natalie and I held a 2nd interview as well. We're pleased that Jack Schultz has accepted our offer. Jack currently works at the Westmont Library and brings great experience working with both youth and adults and a very strong background and interest in technology as well as teaching and training.

IPPL Foundation and Friends

I've created a timeline for the process to move from two organizations to one organization. This includes filing the appropriate paperwork with the state, having Theresa create a new logo for the organization, redoing the Foundation website, getting new letterhead, working with Marianne and Laura to develop a cover story for the Winter newsletter, sending a letter to current Friends members, and development of new office procedures to manage and report monies from the book sale.

Sadowski Maker Space for Youth

Natalie and I determined what's needed for the space and met with three furniture vendors. I'll have proposals for the Building and Grounds Committee to review and approve as far as the look and type of furniture. Natalie and I are meeting with the Sadowskis November 3 to review the selected proposal with them.

Survey

The second survey has been sent out to our email list and it deals with seating preferences, the need for small group meeting space, individual private space, and quiet space. Both this survey and the September survey relate to use of the building and I've decided to package the results together, share with the Building and Grounds Committee on 10/26 and then bring the information to the rest of the board in November along with any committee recommendations.

Snow Removal

In talking with other directors about how they manage snow removal I learned they are very happy with contracts they have with their landscape companies and that the landscape companies clear the sidewalks as well as the parking lot. I asked Laura to ask our landscape company for a quote to snow plow the parking lot, apply de-icing to the parking lot, and sidewalk clearing. I also asked her to get a quote for sidewalk clearing from the park district. The park district does not provide the sidewalk clearing service. Sebert, our landscape company does provide the sidewalk clearing service and their cost for snow plowing is less than that of the park district's. So we'll be contracting with Sebert for the parking lot and also for

sidewalk clearing thought just on weekday afternoons and evenings and on the weekends as Mike does the clearing on weekday mornings.

Staff

I've made the decision to no longer have a monitor position. It's been a very difficult position to hire for in the last two years. Also, I had been studying the problems that occur in the library and realized that they fall into three categories – teens acting up after school, patrons injuring themselves (this happens occasionally and at all hours of the day), and theft (happens every so often at all hours of the day). Having a monitor in the late afternoon and evening and on the weekends to monitor patron behavior is not an effective use of library resources. Plus Librarians in Charge are scheduled for all evenings and weekends to deal with problems as they arise.

I discussed with the department heads and asked them to identify the essential responsibilities currently managed by the monitors. Their reply was working with teens, meeting room setup, and building issues. In addition, on evenings and weekends, two Kids & Teens staff are the only staff on the second floor and they have to manage any problems that occur on the second floor. Plus, we have added services to their department for which they need assistance.

After several discussions and much contemplation, I decided we'll change to two 10-hour custodial positions who, between them, will cover Monday – Thursday evenings and Saturday afternoon. They will manage meeting room set-up during their shifts, building problems, plus pick up litter, water the planters, pack up donated books to go to Better Books, manage the security cameras, spread de-icer on sidewalks, and other things.

In addition, we'll have two 15-hour Kids & Teens support positions who, between them, will cover Monday to Friday late afternoon/early evening, Saturday morning, and Sunday. This position will help to monitor the teen area and report any problems to librarians, monitor the rest of the department, assist with troubleshooting equipment, check out laptops, assist with the new maker space, set up the meeting room for afternoon and weekend programs among other things. On the days a custodian is not here, they will also manage some of the custodial duties such as meeting room setup, de-icing sidewalks, small building issues, and management of the security cameras.

We'll be advertising the positions in November and transitioning to this new plan in January. The plan actually saves some money in the salary line as the new positions will be at a lower grade than the monitor position.

Laura and I held training for the Librarians in Charge on October 2. I reviewed the changes that are occurring with the monitor position, answered questions about how to handle certain types of situations, and shared resources with them on how to manage problems. Natalie and Heidi talked about how best to work with teens. We also discussed as a group how best to manage communication between departments when there is a situation and making sure appropriate information is communicated to all the Librarians in Charge. Laura gave a building tour and reminded everyone about our emergency procedures and closing procedures.

Meetings

Four meetings with Debbie and Ann and self check vendors
Four interviews for the Assistant Head of Youth Services position
Meeting with some Circulation Associations to brainstorm possibilities if staff don't answer the phones
Meeting with the Circulation Supervisors to brainstorm
Presentations at the Circulation Department meeting on ideas for managing the phones, using stories to promote the library, and active shooter situations
Three meetings with furniture vendors for K&T maker space
Various meetings with Marianne and Theresa regarding the non-resident postcards
Two one-on-ones with Tony
Three one-on-ones with Debbie
Two one-on-ones with Natalie
Two one-on-one with Ann
Two one-on-ones with Laura

Nancy, Stacy and Maria all had several training sessions relative to the move to MB Financial Bank
Stacy trained with Tony to assist with statistics
Nancy attended the Management Association Roundtable
Stacy had an Artist-in-Resident 30th Anniversary Committee meeting

Jamie Bukovac



Request for Quotation (RFQ) for Self-Service Checkout and Check-in Questionnaire

The Indian Prairie Public Library District is seeking quotations for the installation of software on library equipment to provide four (4) self-service checkout stations and one (1) self-check-in station for our patrons. We would like to implement the checkout stations late August 2017 and the check-in station in December 2017. Patrons must be able to easily checkout and check-in materials, access information from their account, receive information about their holds, pay any fines or fees at the stations, and receive appropriate receipts.

The library is part of the System Wide Automated Network (SWAN) and the self-service system must seamlessly interact with the Sirsi/Dynix ILS. Indian Prairie is located at 401 Plainfield Road, Darien, IL, 60561 and serves 42,000 residents in the towns of Darien, Willowbrook, Burr Ridge, and unincorporated areas.

The RFQ with all questions answered and requested information included is due 5:00 p.m. Monday, July 17, 2017. Costs are to be listed on a separate document that has been provided. Please submit all documents electronically to Jamie Bukovac, Library Director at jamieb@ippl.info. Questions may be submitted to the same email.

Software

Please indicate "yes" or "no" next to each statement. Feel free to provide comments as needed.

The software:	Yes or No	Comments
Interfaces in real-time with the SWAN Sirsi/Dynix ILS using the SIP, SIP2, NCIP protocol or Symphony Web Services. It does not use a proprietary ILS connection.		
Enables patron self-service stations for checkout purposes.		
Enables patron self-service stations for check-in purposes.		
Displays real-time ILS system information relating to patron or item status.		
Provides patrons the ability to pay fines/fees at self-service stations.		
Provides a patron "help button" that electronically alerts staff when a patron needs assistance.		
Provides electronic alerts to staff when troubleshooting is required.		
Provides staff the ability to easily access SirsiDynix to view/access a patron's record at the self-service stations.		
Prints out all information for a patron checkout or check-in transaction on a single receipt. Such receipt is customizable by the library to include library identity, hours, messages, etc.		
Offers patrons a printed receipt, a receipt by email, or no receipt for check-in and checkout purposes.		
Allows patrons to check their accounts.		
Allows patrons to access their hold information.		
Has customizable messages based on patron and item status.		

<p>Recognizes blocks set in the ILS such as library card expiration date and fine and/or fee thresholds blocking the patron's checkout privileges and providing an explanatory message.</p>		
<p>Provides customizable visual and audible feedback during the transaction.</p>		
<p>Has fully customizable instructions for the patron on how to use the self-service station.</p>		
<p>Has the ability to display select information from the patron record, such as number of items checked out, titles on hold, and fine information without compromising patron privacy.</p>		
<p>Displays multiple language options on self-service unit banners, instructions and messages. Offers a variety of languages to meet the current and future needs of our community. Allows the library to select four languages to be used.</p>		
<p>Provides performance statistics that can be accessed through the web and broken down by day of the week and hour of the day. Data included number of transactions, type of transactions, and number of successful and unsuccessful transactions for each individual station.</p>		
<p>Has the ability to perform off-line transactions and maintain records of all items checked out and checked in by patrons when the ILS or SWAN is offline, and then uploads transactions when the system is back online.</p>		

Please list other features of the software:

Fine Payment

Patrons must also be able to pay fines and fees on their account. Describe the system(s) available including any mandatory equipment, software, and monthly/annual fees. Indicate if the library is required to contract with a designated third party credit card processing company:

Please indicate "yes" or "no" next to each statement. Feel free to provide comments as needed.

The fines/fees payment system:

Yes or No

Comments

Interfaces in real-time with the SWAN SirsiDynix automated library system using the SIP, SIP2, or NCIP protocol or Symphony Web Services. Does not use a proprietary ILS connection.		
Utilizes a seamless user interface integrated into the self-service process.		
Provides both audible and visual feedback when responding to the interaction with the user interface.		
Allows the patron to determine minimum, partial, or full payment of the fines or fees.		
Accommodates credit and/or debit card payment methods and in a manner that interacts with SirsiDynix Symphony.		
Prints a credit/debit card receipt separate from the checkout or check-in receipt.		
Updates the status of the patron's fines or fees in SirsiDynix Symphony in real time.		

Other Pertinent Information

1. List the library equipment specifications required for your system:
2. Describe how installation is managed:
3. Describe the training that will be provided to library staff:
4. Describe your company's Customer Service and Technical Support:
5. Submit any guaranties and warranties with this RFQ.
6. Describe the maintenance contract and how upgrades to the software are managed:
7. The library may decide to implement RFID in the future. Please verify that the self-service check-in and checkout software and fines/fees software is RFID compliant and that the library could easily implement RFID with this software:

Client References for Similar Work Performed

Please attach a list of at least three references for whom the company has done work similar to that described in this RFQ in the past three years. Information provided for each client must include the following:

- Client's name
- Brief explanation of project
- Time period of the project
- Size of the project
- Contact person
- Title
- Address
- Phone number
- E-mail address

This questionnaire is submitted by:

Signature:

Date:

Print Name:

Title:

Email:

Name of Company:

Address:

Contact Person Information if Other Than Signee:



Request for Quotation (RFQ) for Self-Service Checkout and Check-in Quotation

The Indian Prairie Public Library District is seeking quotations for the installation of software on library equipment to provide four (4) self-service checkout stations and one (1) self-check-in station for our patrons. We would like to implement the checkout stations late August 2017 and the check-in station in December 2017. Patrons must be able to easily checkout and check-in materials, access information from their account, receive information about their holds, pay any fines or fees at the stations, and receive appropriate receipts.

The library is part of the System Wide Automated Network (SWAN) and the self-service system must seamlessly interact with the Sirsi/Dynix ILS. Indian Prairie is located at 401 Plainfield Road, Darien, IL, 60561 and serves 42,000 residents in the towns of Darien, Willowbrook, Burr Ridge, and unincorporated areas.

The RFQ with all questions answered and requested information included are due 5:00 p.m. Monday, July 17, 2017. Costs are to be listed on a separate document that has been provided. Please submit electronically to Jamie Bukovac, Library Director at jamieb@ippl.info.

Costs are to be stated in USD figures. Prices reflected should include any discounts extended and shall remain effective for six months. Unit prices should be quoted for all components, software, equipment, installation, and service to provide a self-service checkout and check-in system as described on the questionnaire.

Software for Four (4) Self-Service Checkout Stations and One (1) Self-Service Check-in Station

Unit Price	Shipping and Installation	Total Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Costs Related to the Self-Service Stations (project management, training, etc. List each one. Do not include maintenance)

Description	Unit Price	Total Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

Annual Maintenance Costs Related to the Self-Service Stations

Year 1 (after 12 month warranty period):

Year 2:

Year 3:

Year 4:

Year 5:

Fine/Fees Payment Software/Equipment for Five (5) Self-Service Stations (list each component separately)

Component	Unit Price	Shipping and Installation	Total Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Costs Related to Fine/Fees Software/Equipment (Project management, training, etc. List each one separately. Do not include maintenance)

Description	Unit Price	Total Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

Describe and list the amount of any monthly fees relative to fine/fee payment:

Annual Maintenance Costs Related to Fine/Fees Payment Software/Equipment

Year 1 (after 12 month warranty):

Year 2:

Year 3:

Year 4:

Year 5:

This quotation is submitted by:

Submitted by:

Signature:

Date:

Print Name:

Title:

Email:

Name of Company:

Address:

Contact Person Information if Other Than Signee:

33

**Assistant Director's Report
October 2017**

Building:

The Earth Flag is up on our flagpole and waving in the wind! We are working on a display inside the library with the 2nd flag we were awarded last month.

Window washing took place on October 8th.

Mike power-washed the front sidewalk and brick garden using Dawn dish soap to remove gum and other stains.

We have purchased the equipment for the new VOIP phone system. Don Damon continues to be a very thorough and knowledgeable advisor during the process. I am currently in the process of selecting a service provider for our VOIP phone service. We will still keep an analog (plain old phone line) for 911 calls and fax lines.

Social Media:

Since September 1st, we have a total of 1,495 page "likes" on Facebook (+22 since 9/1) and 1,447 Followers (+23 since 9/1).

Instagram (@ipplinfo) has 72 followers, up 2 from last month.

Twitter currently has 896 followers, up 12 since September 1st.

Friends of the Library:

The Book Nook made \$840 in September.

The Friends continue to sponsor *Thursday Afternoon Movies*:

October 5th: *Beauty and the Beast*

October 19th: *The Zookeeper's Wife*

November 2nd: *The Big Sick*

The Friends sponsored the *Opera Lover's Lecture on Rigletto* on Thursday, October 4th.

The Friends met on Tuesday, October 10th and passed a Resolution to dissolve the Friends. They are looking forward to a partnership with the Foundation and helping the new Foundation & Friends succeed.

Contributing to the Profession:

I have been interviewed by four individual students from the College of DuPage Library Technical Certificate program. As a part of the degree program, students are required to interview a professional in the library field and ask a variety of questions about the library. It has been interesting as each student's questions are very different.

Marketing:

Marianne's report for September is attached.

Meetings:

- 9/21 One on one with Marianne
- 9/26 One on one with Jamie
- 9/27 VOIP Meeting with Don Damon, Ann, Brett and Debbie
- 9/29 Community Engagement Meeting @ Schaumburg PL
- 10/2 Librarian-in-Charge Training
- 10/5 VOIP Meeting with Don, Ann, Brett and Debbie
- 10/6 One on one with Marianne
- 10/10 One on one with Jamie
- 10/16 Administration Department Meeting
- 10/17 Department Head Meeting
- 10/18 Library Board Meeting

Continuing Education:

I am attending the ILA Conference on Thursday, October 12th. I am attending a variety of sessions and will report on topics in next month's report.

Submitted by:

Laura Birmingham
Assistant Director

Marketing Department Report – September 2017

Newsletter

Production of the winter newsletter is underway, and it will be delivered to resident mailboxes by Saturday, Nov. 18. The cover story will announce the merging of the Foundation and Friends to be "Better Together."

Story Plan

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

Teen Job Fair: employer interviewed, student employee interview scheduled for Saturday, Oct. 21

Homebound Delivery: met with Homebound coordinator on Oct. 12, trying to schedule interviews with patron and volunteer for Oct. 19

Family that frequents Kids & Teens department: interview with mom scheduled for Oct. 19

Nonresident Postcard Mailing

Production of a postcard promoting the library to nonresidents who are not served by another library will be mailed in two drops in October.

eNews

There are currently 18,349 (+83) email addresses on the mailing list. In addition to the regular weekly eNews, Marianne sent a special edition on Sept. 22 to promote Minecraft Mini-Con. The link generating the most clicks in September was to the library's All Time Faves list "Best of the Banned Books" from the Sept. 19 eNews (148).

Social Media

The library's organic reach on Facebook grew at a rapid pace in September with 13 posts reaching more than 1,000 people. The post with the largest reach was Marianne's Sept. 25 photo collage (right) announcing Concord Elementary School as the winner of the 2017 Summer Challenge Trophy, which reached 3,757 people with 105 reactions, 12 comments, and 4 shares. In addition, the total number of page likes has grown to 1,495 (+16).



Darien Neighbors Magazine

Marianne submitted calendar events and Around the Block items for the November/December issue.

Advertising

An ad for the Write-On Teen Literary Festival, including Cool Compositions Contest and An Evening with Julie Murphy, was placed in the October issue of the Hinsdale South High School Stinger student newspaper. An ad was also placed in the Darien Woman's Club annual membership directory.

Marianne's Meetings

Meetings

- Meetings w/Laura on Sept. 7 & 21
- Meeting w/Theresa on Sept. 22
- Winter newsletter planning meeting w/Jamie & Laura on Sept. 11
- Peace Mural meeting w/Theresa, Laura & Kirk Moore on Sept. 14
- SCARCE Flag Raising and Earth Friendly Fun pics on Sept. 20
- Banned Books Week mug shots in the lobby w/Jez on Sept. 27

Community

- Jill Mayer (Teen Job Fair story) interview on Sept. 8
- Summer reading trophy pics at Concord Elementary School on Sept. 22

Continuing Education

- 10 Ways To Maximize Fundraising At Your Library webinar on Sept. 21

Theresa's Meetings

Meetings

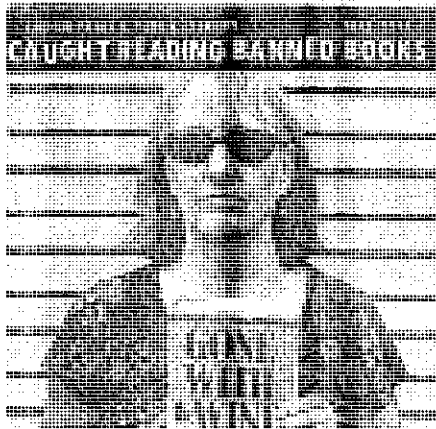
- Meeting w/Marianne on Sept. 22
- 90-Second Newbery promo meeting w/Monica & Marianne on Sept. 5
- Peace Mural meeting w/Marianne, Laura & Kirk Moore on Sept. 14
- Chaired 30th Anniversary Artists in Residence committee meeting on Sept. 27

Continuing Education

- Online tutorial: Rounded images with CSS (<https://www.abeautifulsite.net/how-to-make-rounded-images-with-css>)
- Online tutorial: 3D text with extruder in Illustrator (<https://www.jay-han.com/2007/10/15/create-3d-extruded-text-in-simple-steps/>)

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed a template for Tech Takeout DVD cases, styled webpages for The Chronicles, designed large-scale posters for October promotion (Write-On and 90-Second Newbery), and created a template for Banned Books Week mugshots (below).



Marianne Ryan, Marketing Coordinator
Oct. 13, 2017

Adult Services Monthly Report

September 2017

The reorganization of the foreign language film collection has been completed. The collection is now sorted by language with divider cards delineating where a language begins. Once you get to the next divider card that is where the previous language ends.

Thanks to the diligent work of Ann's staff, all the call numbers on the items have been changed to reflect the new ordering system. The call number is now:

DVD

Foreign

[Language Name]

[First Word in Title]

At the beginning of the project, many patrons expressed appreciation at what we were doing. This should make for a better user experience as it is easier to find items for those looking for films in a specific language. Ann and I have discussed doing the same for the music CDs in different languages and she is working on a system for those.

Shirley, Jennifer and I met to discuss weeding the reference collection. We did a reference study from February through May this year and found only sixty "touches" of the collection (a touch being someone, patron or staff, actually took a book off the shelves to look at it). The number of items used was actually lower as some items were used multiple times.

The collection is being examined based on this usage study as well as timeliness. We are looking to see if the items warrant inclusion into the circulating collection or withdrawal, especially in light of the fact that we have so much more, and more current, information in our electronic resources we subscribe. We are about a third of the way through the reference collection and I hope to be through the entire collection before the end of the year.

Lastly, I want to give a shout out to Mary K. and Joe who both graciously assisted Kids & Teens with covering their Ask Us desk during the department's regularly scheduled monthly meeting.

Monthly Highlights

- Shirley's business services initiative is bearing fruit. She had someone sign up for the BizConnection e-newsletter and inquire about other business related services after the patron attended a SCORE program in September (*Keys to Sales Mastery*). At the September Darien Chamber Coffee connection, after introducing herself and describing what she does, another participant raved about the usefulness of the SCORE roundtable discussions we have at the library and another praised her participation at DarienFest.
- Jennifer was busy coordinating our Banned Books Week activity. She had Mary P. update our book list. She and Jez planned the events, revolving around having pictures taken with a banned book and then Theresa in Marketing worked her magic to make them look like mugshots. Thirty-one staff had a picture taken and at our three lobby drop-ins, 104 patrons had their pictures taken as well. One patron had the following to say:

- “We’re big supporters of IPPL and always willing to help promote the wondrously engaging hobby of reading. You guys are amazing and inspiring @ IPPL. Innovative programs for all ages! Our sanctuary. Cleverly done with acute wit and vivid imagination. Thanks for your tireless dedication. We need our libraries!”
- Mary K. hosted her first event in her Civics 101 series. The topic was “The Three Branches of Government” and she had the social studies department chair at Hinsdale South High School come out to provide the historical and philosophical underpinnings of our federal democratic republic. He also discussed current issues each of the three branches are currently confronting. We are also now a Family History Library affiliate library. Earlier this year, the Family History Library, who runs FamilySearch.org, decided it was no longer going to provide microfilms to those requesting access to records as they had been, and continue to, digitize the films. After an outcry from local libraries that were FamilySearch microfilm recipients, and from patrons that utilized the service, the Family History Library choose to have affiliate libraries have access to the digitized images. Patrons can now come to Indian Prairie and access the digital archives from the library.
- Joe is conducting a shelving study of the DVD collection to see if there is any shifting that can be done to loosen up tighter areas of the collection. He is having his volunteers take counts of each slot and will do this “snapshot” three times, with one week intervals, to see if these counts remain constant. From there, decisions can be made on shifting the collections.
- Jez hosted Job Prep Week and offered a slate of programs for job seekers. She highlighted our Brainfuse JobNow! online resource at one program and had 17 attendees who were much appreciative of the offering. She also had programs on job hunting obstacles and preparing for an interview. Her #LibSocial program on buying a first home attracted a good audience of 29 individuals.

Community

- Shirley worked a shift on Friday, September 8 at the Darien Fest Rotary Club/Women in Business booth. She attended a Darien Chamber Women in Business meeting and the Darien Chamber Coffee Connection.
- Jennifer and the Associates provided book club resources (author biographies/discussion questions/book reviews) to 14 area book clubs (seven via e-mail, seven via print pickup) on 10 new titles and four titles that had been previously requested.
- Mary K. presented at the Flagg Creek Heritage Society on the Flagg Creek area, then and now. She had many people after the presentation say how they were now very interested in exploring the library’s online local history collections. She also attended the Darien Historical Society Cemetery Walk on September 16 where she portrayed Josephine Smart Madden and promoted the library’s local history collections.
- Joe updated the ESL marketing materials and distributed them to schools, churches, tutors, apartment complexes and social service agencies that serve our area and the populations that may be interested in what we have to offer. He also helped with a Literacy DuPage drop-in event in the lobby to see if they could garner any tutor volunteers. Three people seemed genuinely interested in tutoring.
- Jez collected 84 pairs of eclipse glasses to donate to Astronomers Without Borders. This was a suggestion from Security Monitor Jamie Allard.

Contributing to the Profession

- Tony fielded a call from a librarian, Michelle Waddy, at the Oakland (CA) Public Library about information he had presented at the Illinois Library Association conference last year. He provided her with the details (creating and using postcards to market library programs instead of 8.5" x 11" flyers) and files he had used to accomplish the task.
- Shirley attended the Adult Middle Managers Roundtable at Hinsdale Public Library on September 15.
- Jennifer took part in the Adult Reading Roundtable Steering Committee on September 7. She also fielded a question from a Joliet Public Library staff member regarding our book club services initiative.
- Jez was part of a panel of four speakers from the United States and Canada in a webinar hosted by NoveList called *Reaching Targeted Audiences with Email Newsletters*. She spoke about reaching the niche communities of 20 & 30 somethings as well as Job hunters through the e-mail newsletters she creates in Library Aware. She responded to an e-mail from Robert Slabaugh from Olanta Public Library in South Carolina regarding our job hunting programs and reaching job hunters. He was a viewer from the NoveList webinar.

Continuing Education

- Tony attended a LACONI program on staffing public service desks. Arlington Heights Public Library presented on how they created a call center and how they staff their information desks. Addison Public Library talked about how they became a federally certified resource for those seeking immigration information and help in filling out immigration forms.
- Shirley watched the *Reaching Targeted Audiences with Email Newsletters* webinar.
- Joe viewed two webinars, *Reader's Advisory Prescription* and *Collection Development: The Basics and Beyond*.

User Experience

- As previously mentioned, the foreign language movie collection reorganization has been completed.
- Tony is currently mapping the signage in the department for updating and refreshing by Marketing. Once the signs are updated, he will have some of them turned to be more "line of sight" from the Ask Us Desk/entrance into the Adult Services Collections. He already moved some of the signs toward the back of the department (Money Management/Fitness/Self-Help/Lanugages) to make them more visible from the Ask Us desk.

Meetings

Date	Meeting	Staff
1-Sep	Reference Weeding	Tony, Shirley & Jennifer
5-Sep	Department Heads	Tony
6-Sep	Fake News Program Planning	Jennifer & Mary K.
7-Sep	One-on-One with Stacy re: online resource statistics	Tony
7-Sep	ARRT Steering Committee	Jennifer

11-Sep	One-on-One with Jamie	Tony
13-Sep	Meeting with Jamie	Tony & Jennifer
13-Sep	Twitter Training	Jez & Ashe
15-Sep	ILA Presentation Preparation Meeting	Tony
15-Sep	Adult Middle Managers Roundtable	Shirley
15-Sep	Darien Women in Business	Shirley
16-Sep	Darien Historical Society Cemetery Walk	Mary K.
19-Sep	One-on-One	Tony & Jez
19-Sep	Department Heads	Tony
20-Sep	Adult Services Department Meeting	All Librarians & Associates
20-Sep	One-on-One	Shirley & Elizabeth
20-Sep	Adult Services Selectors Meeting	All Librarians
22-Sep	Book Clubs & Reader's Advisory Programs	Jennifer & Jez
26-Sep	One-on-One with Jamie	Tony
26-Sep	Darien Chambe Coffee Connection	Shirley
27-Sep	Artist in Residence Committee	Mary K. & Joe
27-Sep	LibraryAware Training	Jez & Ashe
28-Sep	One-on-One	Tony & Mary K.
28-Sep	DUX Meeting	Tony
28-Sep	Fake News Program Planning	Jennifer & Mary K.

Programs

Date	Time	Program	Staff	Attendance
1-Sep	7:00 p.m.	#LibSocial: Are You Smarter Than a Librarian?	Jez	7
2-Sep	10:00 a.m.	ESL Conversation Group	Joe	5
7-Sep	2:00 p.m.	Thursday Afternoon Movies: <i>Loving</i>	Joe	30
11-Sep	6:00 p.m.	Chess Club	Denise	13
11-Sep	7:00 p.m.	Civics 101: The Three Branches of Government	Mary K.	17
11-Sep	5:00 p.m.	Lobby Drop-in: College of DuPage		15
13-Sep	10:00 a.m.	Job Club	Jez	5
13-Sep	7:00 p.m.	Novel Idea Book Club	Mary P.	15
13-Sep	7:00 p.m.	BizConnection: SCORE Roundtable Discussion	Shirley	3
14-Sep	7:00 p.m.	#LibSocial: Buying Your First Home	Jez	29
16-Sep	10:00 a.m.	ESL Conversation Group	Joe	5
18-Sep	6:00 p.m.	Chess Club	Denise	13
19-Sep	5:00 p.m.	Job Prep Week: Lobby Drop-in Goodwill Job Hunting	Jez	7
19-Sep	7:00 p.m.	Job Prep Week: Brainfuse JobNow	Jez	17
20-Sep	7:00 p.m.	Cooking Harvest Delights	Cindy	44
21-Sep	2:00 p.m.	Thursday Afternoon Movies: <i>A Dog's Purpose</i>	Joe	31
21-Sep	7:00 p.m.	Crime Readers Book Club	Ashe	10

21-Sep	7:00 p.m.	Job Prep Week: Overcoming Job Hunting Obstacles & Fears	Jez	11
23-Sep	1:00 p.m.	Job Prep Week: Preparing for the Job Interview	Jez	10
25-Sep	7:00 p.m.	Current Events	Mary K.	7
25-Sep	6:00 p.m.	Chess Club	Denise	12
26-Sep	7:00 p.m.	Interior Design for Your Lifestyle	Cindy	41
26-Sep to 28-Sep	Various	Lobby Drop-in: Banned Books Week Photo Booth	Jennifer/Jez	104
27-Sep	6:30 p.m.	GenLit Book Club	Jennifer	10
27-Sep	1:00 p.m.	4th Wednesday: Lost Town of Sag Bridge	Cindy	50
27-Sep	2:00 p.m.	Drama Reading Group	Joe	5
28-Sep	1:00 p.m.	Genealogy Group	Mary K.	32
28-Sep	7:00 p.m.	BizConnection: SCORE Keys to Sales Mastery	Shirley	10
			Total:	558

Select comments:

Civics 101: The Three Branches of Government

Excellent! This was great, very interesting, a great refresher on history as well as government.

Cooking Harvest Delights

Excellent! Wish for more of these types of sessions!

Buy Your First Home

This was such an informative, comprehensive program. Very well put together. I learned so much! Thank you!

Job Hunting with Brainfuse JobNow!

Very helpful info – learned about several aspects of available resources.

A patron stopped Jez after the program and expressed multiple times how much she appreciates everything the library does, how much money we save them, and how she wishes she used the library more before retiring. She loves the job programs we're offering and was planning on attending the other two we were going to offer that week.

Preparing for the Job Interview

Speaker did a great job keeping audience engaged.

Excellent presentation.

Volunteers

- Seven volunteers completed 34.25 hours of service.
 - Court Ordered/Community Service: three volunteers performed 23.5 hours of service.
 - Regular volunteers: three volunteers completed 8.75 hours of service.

- o Veteran's History: one volunteer did two hours of service

Proctoring

- There was no proctoring done this month.

Circulation Services
September 2017

Total checkouts and renewals for September were down from last year by 5,374 or 10%. We had 48,001 items circulated this month as compared to 53,375 last year. Electronic circulation is up 5% this year. There were 4,669 circulations this year while we had 4,449 circulations last year.

ILL's processed were lower this year. We processed 7,518 this year and 8,337 last year.

Patron visits were slightly lower this year – by 4%. (33,046 this year compared to 34,613 last year).

A total of 7,292 holds were placed in July. Patrons placed 5,699. (78%) holds while staff placed 1,593 (or 22%) holds.

15,303 items were checked out or renewed by staff at the desk. This is 32% of total checkouts/renewals. 23,450 items were checked out or renewed by patrons at one of our self-check machines, 4,579 items were renewed by patrons through Enterprise or BookMyne and 4,669 items were electronically checked out by patrons – for a total of 32,698 items checked out through some sort of self service. This is 68% of total checkouts/renewals.

Desk Statistics

# of Library cards renewed & Non-swan Reciprocal cards issued	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
311	2,373	116	267	408	72	64

Community

Passports:

Circulation staff executed 39 passports in September.

Notary Public:

Circulation Supervisors notarized 82 documents in August.

Continuing Education

Circulation Advisory met on Wednesday, September 20 at Eisenhower Public Library. We meet bi-monthly to discuss concerns at member libraries and to be apprised of any changes with SWAN. I had the opportunity to talk to the Head of Circulation from the Bloomingdale Library (our sister library with the "New 19").

On Monday, September 11, Circulation Advisory members visited CTL – the company RAILS uses for delivery. We have been concerned about lost items and were invited to see how the operation worked. We were all impressed by their processes. Coming back from that visit, we have changed how we use routing slips to identify where items are going and where they are coming from.

User Experience

Jamie, Ann and I have begun meeting with self check vendors to discuss what each has to offer. The new software will enhance our patrons experience while using the self checks. We are looking forward to having a help button that patrons can use if they have an issue while checking out.

Workshops and Meetings Attended:

- Sept. 6 MK Solutions (self check vendor)
- Sept. 19 Department Heads
- Sept. 19 Unique Management Services (Call Center)
- Sept. 21 Meeting with Circulation Supervisors
- Sept. 25 One on One with Jamie
- Sept. 26 Circulation staff meeting with Jamie
- Sept. 27 VoIP meeting
- Sept. 28 Circulation Supervisor meeting with Jamie

Debbie Sheehan
Head of Circulation Services

Month	2007		2008		2009		2010		2011		2012		2013		2014		2015		2016		2017		2018		
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
July	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767														
Aug.	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603														
Sept.	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001														
Oct.	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236															
Nov.	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280															
Dec.	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932															
Jan.	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950															
Feb.	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,369															
Mar.	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856															
Apr.	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424	54,820															
May	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	54,893															
June	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	60,867															
Renewals through the w	1,284																								
Electronic Circulation			3,852																						
Yearly Total	763,920	857,901		855,777	901,674	893,296	850,187	810,215	758,241	690,893	164,371														
*Missing data--used an average number to get a total																									

Technology & Technical Services Board Report September 2017

Improvements for Public, User Experience & Strategic Goals

- **Credit Card Payment-** Patrons can now pay for print job using a credit or debit card credit at the adult print center keypad. Patrons have asked for this functionality and we hope it will improve user experience by making the payment process simpler and seamless.(Previously, patrons would have to go to the Checkout desk to charge their card, then return to the Technology Center)
- **Carvey Request Form-** Patrons can now submit a design they create and have it carved by staff using a request form on our website. The request process is similar to the 3D printer process.
- **Foreign Film DVDs-** The foreign films are now arranged by language instead of alphabetically. The language is in the call number and we added DVD dividers, making it easier for our patrons to find the language they are looking for.



- **Catalog Enhancement-** Patrons will now be able to tell when an on-order item that is not yet published will be available. When entering pre-publication titles on SWAN we are adding the month and year the item will be available in the call number field.

11.



Poison

by Leschardt, John T.

Publication Date 2018

Format Book

Excerpt: ON-ORDER FICTION- FEB 2018

Holds: 10

Copies: 10

Place Hold

Library	Call	Format	Location	Status
Indian Prairie Public Library District	ON-ORDER FICTION- FEB 2018	Book New	Being acquired by library	On Order

Technical Services

Discarding- We had high volume (over 3,000) of items that needed to be discarded from the collection due to selectors doing their after summer weeding projects.

Technology Services

- Video Productions
 - **Prairie Patch Video**- Dave worked with Natalie and Jamie to produce a video to highlight our community garden and our partnerships.
 - **Bookbytes**- Katie's book review for September.

Maker (DIY)

- **3D Printer**- 17 print requests were processed. Most interesting was a Groot pencil holder (character from the movie Guardians of the Galaxy)



- **Carvey**- 1 request processed. This was our first submission using the form and it was for a fidget spinner.

Public Technology Programs & Classes

- Program attendance totals: 69
- One-on-one ½ hour training sessions: 7
- The open Maker Lab teaches patrons how to use the Carvey, 3D printer and vinyl cutter.
- T.J. stepped in to teach the VR Kids & Teens programs with Tyler resigning. He taught four classes with a total attendance of 40.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tues. 9/5 (6PM)	iPad/iPhone 101	Dave	21
Tues. 9/12 (6PM)	Android 101	Dave	13
Wed. 9/13 (6PM)	Open Maker Lab	T.J.	5
Sun. 9/17 (2PM)	Be Safe Online	Outside Presenter	13
Wed. 9/20 (2PM)	Buying and Selling on Facebook	T.J.	12
Sat. 9/30 (6PM)	Home Decor Signs (Carvey)	T.J.	5

Contributing to the Profession

- I coordinated and attended the R.A.I.L.S. IT West Roundtable. The meeting was held at Warrentville Public Library.

Sharing

- T.J. shared information with Morton Grove Library on our circulating Rokus (streaming devices).
- I shared information with Mary from Falls Church Library, VA about putting Netflix on the library's Roku devices.

Training & Continuing Education

- September 11- T.J. attended a class at Downers Grove library on Selling on Facebook to prepare for the class he was going to teach.
- April trained Anna on the basics of ordering from Baker & Taylor's updated system B&T360.

Personnel/Staff Meetings

- 9/5 & 9/19- Department Head meeting
- 9/6- Jamie, Debbie and I met with MK Solutions for self-check presentation.
- 9/7- T.J. met with Carol to go over her performance review
- 9/7- T.J. met with Tyler to go over Virtual Reality programming
- 9/8-Technology Services Meeting- Dave, Ann, T.J. & Brett – Went over safety and emergency whether procedures.
- 9/11- T.J. 1-On-1 meeting with Dave.
- 9/11 & 9/25- 1-On-1 meetings with April & Anna
- 9/12 & 26 - 1-On-1 meetings with Jamie.
- 9/13 & 27- VOIP meeting with Laura, Brett and Don.
- 9/13, 20 & 27 - 1-On-1 meetings with T.J.
- 9/14-Technology Committee Meeting-Dave, Brett, T.J., Tony and I
- 9/26-Technology Center Desk Meeting

Ann M. Stovall, Head of Technical & Computer Services, October 9, 2017

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

49

Programs

In September, Youth Services presented 14 programs at IPPL with 241 people in attendance. We also presented 12 events out in the community reaching over 710 people.

PROGRAMS				
Date	Description	Location	Staff	Attendance
13-Sep	VR Coding Lab	Meeting Room	Tyler & T.J.	9
14-Sep	Teen Timeout	YR	Heidi	9
15-Sep	VR Gaming Lab	Meeting Room	Tyler	5
16-Sep	PSAT Practice Test	MR	Heidi	14
16-Sep	TASC Meeting	MR	Heidi	12
18-Sep	Anime Addicts	MR	Heidi	12
19-Sep	Homeschooling SMART - plays & poetry	MR	Monica	0
20-Sep	VR Coding Lab	MR	T.J.	9
20-Sep	SCARCE recycled garden art	Garden	Monica	17
21-Sep	Teen Timeout	YR	Heidi	8
22-Sep	Super Smash Bros	MR	Jimmy	16
22-Sep	Shake, Shimmy, & Dance	MR	Katie	70
24-Sep	Teen Service Day	MR	Heidi	11
26-Sep	Bookgartners	Youth Room	Jane	13
27-Sep	VR Coding Lab	MR	T.J.	8
27-Sep	Teen Timeout	YR	Heidi	11
29-Sep	Mini-Science Academy: Taste	YR	Jimmy	17
			TOTAL:	241

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

VR Coding Lab

Tyler Works and T.J. Szafranski led the first VR Coding Lab. Overall, the participants responded positively. The class itself went smoothly. The participants were engaged with the material and expressed high interest in virtual reality. The assessments were also largely positive. Each participant indicated they would like to learn more about virtual reality after attending the class. A big thank you to T.J. for leading the remaining VR Coding Labs in September after Tyler left for his new position!

Teen Time Out

Heidi Estrada is trying out a program called Teen Time Out on Thursdays after school. The Youth Room is turned into an activity center for teens to have a space where they can be a little louder than is allowed on the main floor, while engaging in activities that can redirect their energy. The teens are able to watch movies, work on crafts, and socialize with their peers. The program is 3-5 p.m. Most of the teens come in a little after the beginning time and will stay for the first hour before leaving for other activities at school or work.

SCARCE Recycled Garden Art

Monica Dzierzbicki facilitated the SCARCE recycled garden art program for 17 kids and parents. Families upcycled used plastic bottle caps, container lids and discs to create garden art flowers to take and to decorate the Library's Community container garden.

Teen Advisory Service Committee (TASC)

Heidi Estrada met with this academic year's TASC group. 15 members are returning from last year, and 5 new members were added for a total of 20 members. Because of other extra-curricular activities not all members are able to attend every meeting. They are kept up to date via a Google document that all members have access to, and can edit as needed (add themselves as volunteers for events or items for discussion). At this meeting, we discussed the committees that we will have for this year: programming, gaming, 30th anniversary, and reading.

With the rebranding of TASC to add an emphasis on the service aspect, we spent a portion of meeting discussing possible service activities. The group agreed that they would like to bring back The Giving Tree. Other ideas for service opportunities are Project Linus, opportunities for community building, hurricane relief, partnering with community organizations like PADS and Feed My Starving Children.

Community

Date	Description	Staff	Attendance
8-Sep	RAILS VR Grant Meeting with Ellen Lawrence from HSHS	Tyler, Natalie	3
5-Sep	Hinsdale South Book Club	Heidi	5
6-Sep	Story Stroll planning with Christina Komer at Burr Ridge Village Center	Natalie	2
7-Sep	DuPage Children's Museum: Play to Learn	Katie, Jane	53
7-Sep	Whole Foods Storytime	Katie	31
9-Sep	Darien Fest Storytime & Craft Table	Katie, Heidi	37
11-Sep	Chick-fil-A storytime	Jane	16
21-Sep	Barbara's Bookstore Storytime	Heather	10
22-Sep	Kingswood Academy tour and activity	Monica	31
22-Sep	Summer Challenge Trophy presentation	Monica	464
29-Sep	Storytime at St. John's Lutheran Preschool	Katie	45
30-Sep	Key Club Volunteer Project	Natalie	13
TOTAL:			710

(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.)

WouldShop

September's WouldShop projects returned to an every other week rotation schedule because of the school year. The first of two featured themes was camouflage. Heather Forster Jensen included a historical timeline on camouflage, with camouflage coloring templates. Variations suggested for these templates included using a variety of coloring utensils, using any color scheme instead of colors from the same hue family, and utilizing patterns instead of solid colors to fill in the shapes. The second project introduced into the WouldShop in September was paper strip apples. The project provides cutting practice for children, as well as practice following directions to assemble the pieces and form a sphere from the flat strips.

Displays

Heather Forster Jensen created two book displays each for Early Literacy and Mid-Kids this month, football and other sports reads, for the start of the NFL season, and banned and challenged books for Banned Books Week. The banned books suggestions will carry into October.

Pages

Sandi McKee completed entering all the data from the shelf reading project into our excel spreadsheet to further track mis-shelved items.

Yulia Poluektova shifted almost the entire teen fiction collection in a single night to spread materials over the new shelving units in the Teen Lounge.

Seed Library

Number of Checkouts: 10

Number of Seed Packets Checked Out: 17

Number of Donations: 0

Although no seed donations were made this month, Natalie Williams did harvest dill, mint, and lemon verbena seeds from our Prairie Patch. They will be dried, sorted, and added to the Seed Library.

(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.)

Staff Change

Tyler Works has left his position as the Assistant Head of Youth Services. His last day was September 15. Natalie Williams and Jamie Bukovac have completed the interviewing process and we have offered the position to Jack Schultz, who will begin work at IPPL on October 30.

Continuing Education

Date	Description	Staff
8-Sep	Sphero training	Monica, Jane, Tyler
12-Sep	Tinker Meeting	Tyler, Natalie
13-Sep	Webinar: PLAYful Musical Environments That Foster Learning: Listening, making, and moving to music in early education	Katie
14-Sep	Science + Art ILA-YS workshop	Monica, Natalie, Tyler
18-Sep	NWYS workshop	Monica
19-Sep	webinar - Erikson Institute: Evaluating Digital Media for Literacy Learning	Monica
21-Sep	Banned Books Photo Booth training	Monica, Katie
26-Sep	Webinar: <i>The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth</i>	Heidi, Natalie
28-Sep	Webinar: <i>The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth</i>	Katie

Contributing to the Profession

Date	Description	Staff
12-Sep	Tinker Meeting - Natalie presented on Garden Programming	Tyler, Natalie
30-Sep	Caldecott Reading	Katie

Meetings & Planning

Date	Description	Staff
5-Sep	Marketing meeting	Monica
5-Sep	Dept. Heads	Natalie
7-Sep	VR Training for TJ	Tyler

8-Sep	Sphero training	Jane, Monica, Tyler
11-Sep	One-on-one with Jamie	Natalie
15-Sep	AV Set-Up Training	Jimmy, Tyler
15-Sep	Tyler's Exit Interview	Natalie, Tyler
18-Sep	One-on-one with Jamie	Natalie
19-Sep	Storytime Check-In	Jimmy, Katie
19-Sep	Meeting with Gloria McCants (WBC) to discuss Early Lit partnerships	Katie
19-Sep	Storytime Check-In & Continued Training	Katie, Jimmy
19-Sep	Dept. Heads	Natalie
21-Sep	Interview and Tech Meet & Greet with Assistant Dept. Head Candidate: Jack	Katie, Natalie, Monica, Heidi
21-Sep	Interview and Tech Meet & Greet with Assistant Dept. Head Candidate: Erica	Katie, Natalie, Monica, Heidi
25-Sep	One-on-one with Jamie	Natalie
26-Sep	Minecraft event + Sphero programs supplies update for Monica	Monica, Jane
26-Sep	Youth For Excellence planning meeting with principal and book club facilitator	Monica
27-Sep	K&T Department Meeting	Natalie, Katie, Heidi, Monica, Heather, Jimmy, Jane
27-Sep	Interview and Tech Meet & Greet with Assistant Dept. Head Candidate: Shaira	Katie, Natalie, Monica, Heidi
27-Sep	90-Second Newbery planning meeting with Diane Nelson District #61	Monica
29-Sep	Assistant Dept. Head Second Interview: Jack	Natalie

Submitted by Natalie Williams, Head of Youth Services 10/3/2017

STATISTICS FOR	Sep-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	28,869	31,756	95,169	105,769	-10.02%
Teen	1,897	2,302	8,142	10,123	-19.57%
Kids	12,566	14,868	45,899	55,194	-16.84%
TOTAL	43,332	48,926	149,210	171,086	-12.79%
Electronic Circulation	4,669	4,449	15,161	13,604	11.45%
GRAND TOTAL CIRC.	48,001	53,375	164,371	184,690	-11.00%
% Reciprocal Borrowing	13%	12%	14%	13%	
Patron Visits	33,046	34,613	118,078	118,438	-0.30%
<u>Current Cards</u>					
Resident	168	188	20,460	20,837	-1.81%
Non-Resident	70	68	1,050	960	9.38%
TOTAL	238	256	21,510	21,797	-1.32%
Non-Resident Households	43	37	448	462	-3.03%
<u>Patron Assistance</u>					
Adult - Reference	2,769	3,054	9,631	9,822	-1.94%
Kids - Reference	859	1,094	3,668	4,349	-15.66%
Technology - Reference	971	725	3,037	2,508	21.09%
TOTAL REFERENCE	4,599	4,873	16,336	16,679	-2.06%
Adult - Other	692	764	2,927	2,571	13.85%
Kids - Other	1,601	2,009	7,184	7,845	-8.43%
Technology - Other	107	141	326	386	-15.54%
TOTAL OTHER	2,400	2,914	10,437	10,802	-3.38%
GRAND TOTAL ASST.	6,999	7,787	26,773	27,481	-2.58%
<u>ILL/Reserves</u>					
Holds	7,292	7,579	22,686	24,014	-5.53%
ILLs Sent	3,376	3,713	10,944	12,293	-10.97%
ILLs Checked Out	3,710	4,198	11,648	12,716	-8.40%
ILLs Received	4,142	4,624	13,220	14,213	-6.99%
<u>Programs - Adult</u>					
# Programs	17	15	40	26	53.85%
Attendance	431	256	920	489	88.14%
<u>Technology Classes</u>					
# Programs	7	12	24	27	-11.11%
Attendance	76	119	147	301	-51.16%
<u>Individual Technology Training</u>					
# of Patrons	48	83	264	299	-11.71%
<u>Groups</u>					
# Programs	11	13	30	31	-3.23%
Attendance	127	117	365	324	12.65%
<u>Others</u>					
#Programs	0	1	0	6	-100.00%
Attendance	0	65	0	147	-100.00%
<u>Programs - Teen</u>					
# Programs	10	8	25	24	4.17%
Attendance	111	77	383	499	-23.25%
<u>Programs - Kids</u>					
# Programs	13	8	116	104	11.54%
Attendance	812	307	5,227	2,869	82.19%
GRAND TOTAL ATT.	1,605	1,024	7,306	4,928	48.25%

STATISTICS FOR	Sep-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	2,842	3,324	9,887	11,222	-11.90%
Kids Computers	897	1,310	3,921	4,944	-20.69%
Teen Laptop	114	178	440	793	-44.51%
Adult Laptop	176	194	470	430	9.30%
TOTAL PATRON USE	4,029	5,006	14,718	17,389	-15.36%
Hours Used					
Adult Computers	2,252	2,364	7,708	7,722	-0.18%
Kids Computers	532	836	2,599	3,151	-17.52%
Teen Laptop	116	170	415	941	-55.90%
Adult Laptop	270	369	809	768	5.34%
TOTAL HOURS USED	3,170	3,739	11,531	12,582	-8.35%
Wireless Total Connections	8,450	8,995	26,824	27,530	-2.56%
IPPL Total Web Site Access	* 26,494	22,593	87,244	70,346	24.02%
IPPL Total Page Views	* 38,390	34,992	127,830	111,298	14.85%
Subscription Database Logins	4,655	2,020	10,363	6,298	64.54%
Outreach-Homebound					
Items Delivered	153	170	391	404	-3.22%
Volunteers					
Number Active	52	45			
Hours Worked	285	269	1,147	1,122	2.23%
Staff Training Hours	73.50	89.25	189.50	197	-3.81%
Room Use					
Youth Room	8	3	32	35	-8.57%
Meeting Room					
Library	28	31	104	117	-11.11%
Non-Library	3	4	15	19	-21.05%
Conference Rooms	342	339	1,116	1,058	5.48%
Lobby Programs	2	6	6	9	-33.33%
Board Room					
Library	14	18	36	57	-36.84%
Non-Library	18	20	52	54	-3.70%
Clavinova	0	0	1	0	

* WEBSITE STATISTICS ARE LOWER BECAUSE THE LIBRARY DOES NOT CURRENTLY HAVE A MOBILE APP.

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - September 2017

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1001	2	7	996	4	2	6	9
Non-Fiction	49433	317	244	49506	583	1434	900	1678
Fiction	39146	521	400	39267	795	644	1316	1044
ADULT TOTALS	89580	840	651	89769	1382	2080	2222	2731
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	15980	32	315	15697	328	655	360	970
Fiction	28247	221	1092	27376	303	345	524	1437
KIDS TOTALS	44248	253	1407	43094	631	1000	884	2407
TEEN								
Non-Fiction	778	1	273	506	15	2	16	275
Fiction	3782	97	257	3622	116	23	213	280
TEEN TOTALS	4560	98	530	4128	131	25	229	555
BOOK TOTALS	138388	1191	2588	136991	2144	3105	3335	5693

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audio Books on CD	6475	45	97	6423	88	280	133	377
Music CD	8978	92	144	8926	97	350	189	494
Playaway	343	0	1	342	9	4	9	5
DVDs (DVD & Blu-ray)	19580	143	216	19507	284	91	427	307
CD-ROMs	81	0	0	81	0	2	0	2
Console Games (Feb 2016)	47	0	0	47	0	0	0	0
ADULT TOTALS	35504	280	458	35326	478	727	758	1185
KIDS								
Audio Books	717	0	19	698	2	10	2	29
Music CDs	855	3	1	857	6	6	9	7
Playaway	106	0	0	106	0	0	0	0
DVDs (DVD & Blu-ray)	5003	16	124	4895	67	10	83	134
Playaway Launch Pads (New)	19	0	0	19	0	0	0	0
KIDS TOTALS	6700	19	144	6575	75	26	94	170
TEEN								
Audio Books on CD	195	1	0	196	6	1	7	1
Playaway	33	0	0	33	0	9	0	9
DVDs (DVD & Blu-ray)	658	1	0	659	19	0	20	0
CONSOLE GAMES	580	12	2	590	11	7	23	9
PC-GAMES	57	0	0	57	0	0	0	0
TEEN TOTALS	1523	14	2	1535	36	17	50	19
AUDIOVISUAL TOTALS	43727	313	604	43436	589	770	902	1374
COLLECTION TOTALS	182115	1504	3192	180427	2733	3875	4237	7067

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- September 2017

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	199,198	0		199,198				
Reference (Yearly for all ages)	573	0		573				
eRead Illinois (Monthly for all ages)	27767	174	0	27941	674	38	848	38
TOTALS FOR ALL AGES	227,538	174	0	227,712	674	0	848	38
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,577	16		2,593	46	0	62	0
eMedia (Overdrive Advantage)	781	6		787	15	0	21	0
Fiction								
eMedia (Overdrive Consortium)	10,687	83		10,770	200	0	283	0
eMedia (Overdrive Advantage)	3,268	60		3,328	107	0	167	0
ADULT TOTALS	17,313	165		17,478	368	0	533	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	91	0		91	0		0	
eMedia (Overdrive Advantage)	13	0		13	0		0	
Fiction								
eMedia (Overdrive Consortium)	1,536	17		1,553	24	0	41	0
eMedia (Overdrive Advantage)	209	0		209	6	0	6	
KIDS TOTALS	1,849	17		1,866	30	0	47	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	121	0		121	0		0	
eMedia (Overdrive Advantage)	11	0		11	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,476	2		2,478	38	0	40	0
eMedia (Overdrive Advantage)	460	1		461	11	0	12	
TEEN TOTALS	3,068	3		3,071	49	0	52	0
BOOK TOTALS	249,768	359		250,127	1121	0	1,480	38

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	0		43,952				
Music	281,004		0	281,004				
Movies/TV Episodes	31,741	0		31,741				
eRead Illinois Audio Books	7,045	257	0	7,302	489	0	746	0
Yearly Total for All Ages	363,742	257	0	363,999	489	0	746	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,825	14		3,839	58		72	0
eMedia Advantage (Overdrive)	563	11		574	24		35	0
Movies								
Preloaded Roku Titles	789	14		803	32		46	
ADULT TOTALS	5,177	39		5,216	114	0	153	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	261	2		263	5		7	
eMedia Advantage (Overdrive)	12	0		12	2		2	
Movies								
Preloaded Roku Titles	122	1		123	3		4	
KIDS TOTALS	395	3		398	10	0	13	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	212	4		216	2		6	0
eMedia Advantage (Overdrive)	35	0		35	3		3	0
TEEN TOTALS	247	4		251	5	0	9	0
AUDIOVISUAL TOTAL	369,561	303		369,864	618	0	921	0
COLLECTION TOTALS	619,329	662		619,991	1739	0	2,401	38

Chamber Report
October 2017

Darien:

I attended the Darien Women in Business meeting at First American Bank on September 15. We recapped the Darienfest booth/chair auction and reviewed other community and fundraising events. On September 22, eight people attended the Darien Coffee Connection at First Merchants Bank. This group does an exceptional job making sure each company or organization is highlighted. After business networking, we heard chamber news and updates on upcoming events such as the Paint the Town pink ribbon lighting and Dancing with the Chamber Stars at Ashton Place.

Willowbrook/Burr Ridge:

The WBBR Chamber luncheon meeting took place on October 4 at the Holiday Inn Countryside, with a speaker from Columbia College's business department who presented "How to Get Loans and Investments, or Sell Your Business." During lunch, I spoke with two owners of new local business (home organizing and Website design), both of whom expressed an interest in our business programs. While visiting the vendor booths, I spoke with Yana Tymoshenko of Farmers Insurance who says that her agency has donation funds available for organizations and asked how she could help the library.

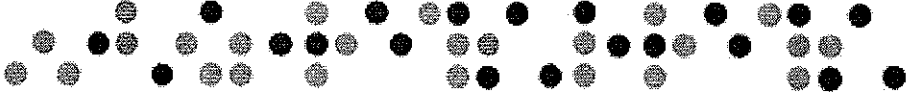
Shirley Pride Jensen
Assistant Head of Adult Services and
Business Liaison

[Subscribe](#)[Past Issues](#)[Translate ▾](#)[RSS](#)

59

News from the Reaching Across Illinois Library System.

rails



e-news

Sparks Podcast

In our latest podcast, RAILS Executive Director Deirdre Brennan talks with Keith Michael Fiels, recently retired Executive Director of the American Library Association (ALA), about his 15 years of service at ALA, including accomplishments, favorite moments, challenges, and other stories from the road.

[Subscribe to Sparks](#) to automatically download this and future episodes to your smartphone or mobile device, or visit railibraries.info/sparks to listen via your computer/laptop.

Member Update Tomorrow!

Attend the RAILS Member Update on Thursday, October 5, from 10 a.m.–noon to find out the latest about RAILS programs/services and how they can benefit you and your library. You are welcome to attend with RAILS Executive Director Deirdre Brennan at Vernon Area Public Library District in Lincolnshire, at one of several other videoconference locations, or via streaming video (RAILS Live). [Register/more details](#).

RAILS FOIA Hotline Expanded

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

Apply for Multitype Grant

[RAILS Multitype Collaborative Grants](#) encourage our member libraries of different types (academic, public, school, and special) to work together on collaborative projects. Each grant project must include at least two different types of libraries. The next application deadline is November 17, 2017. See [application form/details](#). If you want to learn more about the grants, including funding priorities, [register for the member update](#) on October 5.

No RAILS E-News Week of ILA

Since we, like many of you, will be at the Illinois Library Association (ILA) conference next week, there will be no E-News on October 11. We'll resume again on October 18.

Congratulations to Our Repository Drawing Winner

If you've been reading the E-News closely in recent weeks, you'll know that we launched new repositories for [plans and policies](#), as well as for [job descriptions](#). To encourage contributors we held a drawing for a \$50 Visa Gift Card. The winner is Robin Wagner from South Holland Public

October 4, 2017

[RAILS Links](#)

[RAILS Website](#)

[Member Directory](#)

[Contact RAILS](#)

[RAILS Facebook Page](#)

[RAILS YouTube Channel](#)

Member Resources

[RAILS Community Email Lists](#)

[Library News](#)

[Continuing Education](#)

[Jobs](#)

[Free/For Sale/Wanted](#)

Upcoming Meetings

[Member Update October 5](#)

Upcoming RAILS CE

[Assessing Your Library's Website Two-part Webinar October 17 & 24](#)

[Compensation Development Workshop October 25](#)

[Introduction to Drupal Webinar November 2](#)

[Director Bootcamp Three-part Webinar November 6](#)

[Increase Your Productivity November 8](#)

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

[Safety and Security Trends](#)

[Subscribe](#)[Past Issues](#)

RSS

60

Library Director Bootcamp Webinar Series Begins November 6

A group viewing of the American Library Association's three-part webinar series "Library Director Bootcamp: Getting the Skills You Need" will be held at the RAILS Burr Ridge service center on Mondays, November 6, 13, and 20, 1–4 p.m. Gain a solid understanding of the core competencies necessary to be a library director. The presenters, Kate Hall and Kathy Parker, will be available in-person after each webinar session to answer questions. See L2 for [more information/registration](#).

Program on Increasing Your Productivity November 8

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

Webinar on Trends in Safety and Security for Libraries November 15

Dr. Steve Albrecht will discuss current concerns for keeping library patrons and staff safe in this webinar on Wednesday, November 15, 9:30–10:30 a.m. Library administrators and board members will learn about setting policies, offering staff training, and building community relationships. Log into L2 for [more information/registration](#).

Webinar on Startup Technology Practices November 16

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

Introduction to Drupal Webinar November 2

Brian Pichman will offer quick tips for building a website with Drupal in a webinar on Thursday, November 2, 10–11 a.m. Learn about setting up a server, different modules to use, and a basic introduction on how Drupal works. Log into L2 for [more information/registration](#).

Other RAILS CE Opportunities

[Two-part Webinar on Assessing Your Library's Website October 17 & 24](#)

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

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

SkyRiver Demonstration

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

Visit with RAILS at Upcoming Conferences

If you are attending any of these fall conferences please stop by the RAILS booth to hear the latest news and have a chance to spin the RAILS trivia wheel and win prizes.

[Startup Technology Practices](#)[November 16](#)[Archives](#)[RAILS E-News](#)[Archives](#)**Subscriptions**[Subscribe to RAILS communications](#)[Unsubscribe from this list](#)[Update subscription preferences](#)[Forward to a friend](#)

Subscribe

Past Issues

RSS

61

Center

- Visit us at our booth #1106.
 - **Got delivery?** Bring your questions or issues to the RAILS booth #1106. Mark Hatch, Delivery and Facilities Director and Demond Warfield, Delivery Services Manager, will be on hand to chat with you about all your delivery questions and needs. Delivery Chat hours are October 11, noon–2 p.m. and October 12, 9–11 a.m.
 - Get stamped for the Passport to Prizes drawing!
 - Exhibit Hall Hours: Wednesday, October 11, noon–5 p.m. & Thursday, October 12, 9 a.m.–2 p.m.
- See us at programs:
 - "Make It Work: Elevating Library Leadership in Illinois": Learn about developing effective leaders on October 10, at 4 p.m. Veronda Pitchford, Director of Membership Development and Resource Sharing, will speak at this program. [Search for program details.](#)
 - "This is What a Self-Published Author Looks Like": Tuesday, October 10, at 1:30 p.m. Self-published authors can get their pictures taken, and Soon to Be Famous IL Author winners will speak about their writing tribulations and triumphs. [Search for program details.](#)

Illinois School Library Media Association (ISLMA) Conference, October 19–21, Springfield

- Exhibit Hours: Friday, October 20, 7:30 a.m.–noon, 1:30–5:00 p.m., and Saturday, October 21, 8:30 a.m.–1:30 p.m., RAILS booth #38
- "Having Fun When Your School Goes 1:1": Saturday, October 21, 11 a.m.–noon. RAILS school library members and Veronda Pitchford, Director of Membership Development and Resource Sharing, will share challenges and leading practices.

Health Science Librarians of Illinois (HSLI), October 25–27, Bloomington

- Visit us at our booth!

Time is a Fleetin'! Register for HSLI Conference

The Health Science Librarians of Illinois (HSLI) will hold their [annual conference](#) in Bloomington, at the Chateau Hotel and Conference Center, October 25–27. Early conference registration and hotel conference rates end October 10. Special hotel rates can be secured by calling 309.662.2020 for reservations and by mentioning the HSLI hotel room block. [Register now for the conference and get more hotel details.](#) Conference questions may be directed to [Emily Johnson](#), HSLI Conference Publicity Committee Chair. RAILS staff members will be on hand October 26 & 27 to network and answer questions.

FY2018 Live and Learn Construction Grant Applications Available

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

A grant information webinar is set for 2 p.m. on Tuesday, October 17. The webinar will provide an overview of the program, including eligibility requirements, grant categories, application procedures, and much more. You must register through [L2](#). The webinar will be recorded and

[Subscribe](#)[Past Issues](#)

RSS

62

Try-it! Illinois Runs through November 30

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

Seeking Librarians for Targeting Autism Grant

The [Targeting Autism](#) grant project is seeking librarians interested in participating in a future Institute of Museum and Library Services (IMLS) grant. The project plan will be to organize multi-stakeholder teams from across the nation to receive training in a variety of formats beginning with one intensive three day in-person workshop. The overall purpose of this project is to teach cultural competencies in working with disabled members of the population by developing a training model which can be distributed and adopted nationwide.

Please send an email to [Suzanne Schriar](#) at the Illinois State Library indicating your interest. This is not a commitment to participate, but to assess interest in this initiative. Include a brief statement about why you think this training initiative is important. Feel free to forward and share with your community.

RAILS Library Director News

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

Gina Sandora is the new District Librarian for DeKalb CUSD #428.

David Jones is new Library Director of Joliet Central High School 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.

[Lillie M. Evans Library's Open House](#)

[Banned Books Week 2017 Celebration](#)

[Travelers: Passport Applications Accepted at Glen Ellyn Public Library](#)

[Immigration Rights Program Canceled after Arlington Heights Library Officials Receive Threats](#)

[Fast Facts Survey](#)

[Meeting Room Reservations](#)

[Outreach Module on Workflows](#)



 e-news

RAILS FOIA Hotline Expanded

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

Member Update Next Thursday!

All library staff at all types of RAILS libraries are encouraged to attend the RAILS Member Update on Thursday, October 5, from 10 a.m.–noon. It's a great way to find out the latest about RAILS programs and services and how they can benefit your library. Deirdre Brennan, RAILS Executive Director, will host the meeting from Vernon Area Public Library District in Lincolnshire. You are welcome to attend at Vernon, at one of several other videoconference locations, or via streaming video (RAILS Live). [Register/more details.](#)

Last Push: Odds of Winning Are Great!

Sign into our website to begin posting your [library policies, plans, procedures, and job descriptions](#) to RAILS' newly created repositories. You only have until September 30, but your odds are great for a chance to win a \$50 Visa Gift Card.

Apply for Multitype Grant

[RAILS Multitype Collaborative Grants](#) encourage our member libraries of different types (academic, public, school, and special) to work together on collaborative projects. Each grant project must include at least two different types of libraries. The next application deadline is November 17, 2017. See [application form/details](#). If you want to learn more about the grants, including funding priorities, [register for the member update](#) on October 5.

Introduction to Drupal Webinar November 2

Brian Pichman will offer quick tips for building a website with Drupal in a webinar on Thursday, November 2, 10–11 a.m. Learn about setting up a server, different modules to use, and a basic introduction on how Drupal works. Log into L2 for [more information/registration](#).

Recordings of Recent Library Security Webinars

If you missed the recent two-part webinar series "Introduction to Library Security" presented by Ben Munji, the recordings are now available to view on the RAILS CE Archives page. [Part 1](#). [Part 2](#). These webinars will satisfy the FY2018 Illinois Public Library Per Capita and Equalization Grants continuing education requirement focusing on safety in the library. No login is required to view this content on the RAILS website.

September 27, 2017

RAILS Links[RAILS Website](#)[Member Directory](#)[Contact RAILS](#)[RAILS Facebook Page](#)[RAILS YouTube Channel](#)**Member Resources**[RAILS Community Email Lists](#)[Library News](#)[Continuing Education](#)[Jobs](#)[Free/For Sale/Wanted](#)**Upcoming Meetings**[Networking Event October](#)[2 Governors State University](#)[Member Update October 5](#)**Upcoming RAILS CE**

RDA Cataloging for Video and Sound

[Galesburg Public Library](#)[October 3](#)[Westmont Public Library](#)[October 5](#)[Assessing Your Library's](#)[Website Two-part Webinar](#)[October 17 & 24](#)[Compensation Development](#)[Workshop October 25](#)[Introduction to Drupal Webinar](#)[November 2](#)[Workshop on Developing](#)

[Subscribe](#)[Past Issues](#)

RSS

Management Association will provide an introduction to market benchmarking to familiarize participants with compensation surveys, statistical data, and creating pay ranges on Wednesday, October 25, 1–4 p.m. Attend in person at the RAILS Burr Ridge service center or via videoconference at the RAILS Coal Valley or East Peoria services centers, Aurora Public Library – Santori Library, Sycamore Public Library, or Vernon Area Public Library District. See L2 for more [information/registration](#).

Workshop on Developing Metadata for DPLA November 14

Hannah Stitzlein from the Illinois Digital Heritage Hub will discuss best practices for developing shareable metadata that will work well in the Digital Public Library of America. The workshop will be held at Skokie Public Library, on Tuesday, November 14, 9:30 a.m.–12:30 p.m. See L2 for more [information/registration](#).

Other RAILS CE Opportunities

Workshops on RDA Cataloging for Video and Sound Recordings (identical workshops)

- [Tuesday, October 3, 9:30 a.m.–4:30 p.m., Galesburg Public Library](#)
- [Thursday, October 5, 9:30 a.m.–4:30 p.m., Westmont Public Library](#)

[Two-part Webinar on Assessing Your Library's Website October 17 & 24](#)

Upcoming Networking Event this Monday

Join us at Governors State University (GSU) on [Monday, October 2](#), 1–3 p.m. In addition to hearing the latest RAILS news, Cynthia Romanowski, Technical Services Librarian, will talk about services and resources available to GSU students, faculty, staff, and community. Library staff will also give a tour of the library. Contact RAILS Member Engagement Manager [Debbie Baaske](#) with questions, or [register](#).

SkyRiver Demonstration

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

Visit with RAILS at Upcoming Conferences

If you are attending any of these fall conferences please stop by the RAILS booth to hear the latest news and have a change to spin the RAILS trivia wheel and win prizes.

PUG Day, September 29, Waubensee Community College

- Visit us at our booth! Take the PrairieCat or RAILS challenge.

Illinois Library Association (ILA) Conference, October 10–12, Tinley Park Convention Center

- Exhibit Hours: Wednesday, October 11, noon–5 p.m. & Thursday, October 12, 9 a.m.–2 p.m. RAILS booth #1106
- Bring your delivery questions and issues to Mark Hatch, Delivery and Facilities Director. Chat with Mark at our booth #1106 on October 11, noon–2 p.m. and October 12, 9–11 a.m.

[Archives](#)[RAILS E-News](#)[Archives](#)[Subscriptions](#)[Subscribe to RAILS communications](#)[Unsubscribe from this list](#)[Update subscription preferences](#)[Forward to a friend](#)

[Subscribe](#)[Past Issues](#)

RSS

65

and Resource Sharing, will speak at this program.

- "[This is What a Self-Published Author Looks Like](#)": Tuesday, October 10, at 1:30 p.m. Self-published authors can get their pictures taken, and Soon to Be Famous IL Author winners will speak.

Illinois School Library Media Association (ISLMA) Conference, October 19–21, Springfield

- Exhibit Hours: Friday, October 20, 7:30 a.m.–noon, 1:30 p.m.–5:00 p.m., and Saturday, October 21, 8:30 a.m.–1:30 p.m., RAILS booth #38
- "Having Fun When Your School Goes 1:1": Saturday, October 21, 11 a.m.–noon. RAILS school library members and Veronda Pitchford, Director of Membership Development and Resource Sharing, will share challenges and leading practices.

Health Science Librarians of Illinois (HSLI), October 25–27, Bloomington

- Visit us at our booth!

Registration Open for HSLI Conference

The Health Science Librarians of Illinois (HSLI) will hold their [annual conference](#) in Bloomington, at the Chateau Hotel and Conference Center, October 25–27. Early conference registration ends October 10. RAILS staff members will be on hand October 26 & 27 to network and answer questions. [Register now for the conference and get more hotel details.](#)

FY2018 Live and Learn Construction Grant Applications Available

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

A grant information webinar is set for 2 p.m. on Tuesday, October 17. The webinar will provide an overview of the program, including eligibility requirements, grant categories, application procedures, and much more. You must register through [L2](#). The webinar will be recorded and archived for those unable to attend. For more information, contact [Mark Shaffer](#), 217.524.4901 or [Pat Boze](#), 217.782.1891.

Book Buzz October 3!

Please join Chicago Public Library for [Chicago Publishers Book Buzz](#) on Tuesday, October 3, 3:00–4:30 p.m. Local independent publishers, including Agate Publishing, Chicago Review Press, Curbside Splendor, and Haymarket Books, will talk about their biggest, best, and most exciting titles of the season. The event will be held at the Sulzer Regional Library, 4455 N. Lincoln Ave. in Chicago. The public is welcome to attend. It's not necessary to register in advance.

Try-it! Illinois Returns October 1

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

Sixth Annual Chicago Book Expo Features First Chicago Architecture Book Festival

The Sixth Annual [Chicago Book Expo](#) will be held at Columbia College, on Sunday, October 1,

[Subscribe](#)[Past Issues](#)

RSS

66

a partner event with the Chicago Architecture Biennial.

Nation's Highest Honor for Community Service Accepting Nominations

The Institute of Museum and Library Services (IMLS) recognizes outstanding libraries and museums through the [National Medal for Museum and Library Services](#) award. To nominate an institution, [complete and return the form](#) by October 2.

RAILS Library Director News

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

Lisa Wright is the now the LRC Director at Elmhurst Unit School District 205-Jefferson Elementary.

Charlotte McWade is the new school librarian at Leland CUSD #1.

RAILS Website: Elements, Items, and Features

Each month, *RAILS E-News* will highlight a feature or benefit of the RAILS website. If you have something you would like us to highlight, contact [Nicole Zimmermann](#), RAILS Marketing and PR Specialist.

Contact Tab

The Staff & Support Directory under the [Contact tab](#) is a great tool to search by name, department, category, RAILS office location, and more. RAILS employees are listed in alphabetical order by name, or you can use the search box to enter a first or last name. To learn more about a person, just click on their name.

Library News

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

[Mount Prospect Library Commemorates Banned Books Week With Short Film](#)

[Peoria Public Library Hosts Little Golden Book Authors . Poky Little Puppy on September 30](#)

[Schaumburg Library Hosts Citizenship Ceremony](#)

Fast Facts Survey

[Outreach Module on Workflows](#)

[Staff Scheduling Software](#)

[Collection Management - collectionHQ](#)

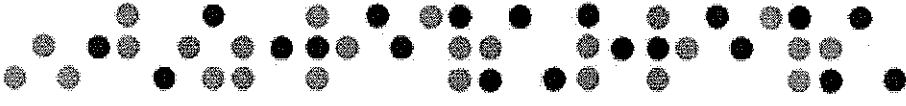
[Library Materials Vending Units](#)

[Subscribe](#)[Past Issues](#)[Translate ▾](#)[RSS](#)

67

News from the Reaching Across Illinois Library System.

rails



e-news

This Friday! RAILS Board Meeting, Networking Lunch

The RAILS Board will meet on Friday, September 22, at 1 p.m., in person at the RAILS Coal Valley service center and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. All members in the Coal Valley area are invited to attend the meeting in person and join us for a [networking lunch](#) at 11:30 a.m. See [agenda/supporting documents](#).

Hot News @ Member Update October 5

Learn the latest from RAILS and share your library news at the RAILS member update on Thursday, October 5, from 10 a.m.–noon. Topics include: system membership standards, RAILS resource sharing priorities, reaching the unserved, the RAILS overlay project, our latest round of multitype collaborative grants, the upcoming RAILS museum pass program, and more. [View agenda](#).

Deirdre Brennan will host the meeting from Vernon Area Public Library District in Lincolnshire. You are welcome to attend at Vernon, at one of several other videoconference locations, or via streaming video (RAILS Live). [Register/more details](#).

Still Time to Share Your Policies and Job Descriptions

In response to member feedback, RAILS created two new repositories for members to share policies, job descriptions, and more. You'll always be able to add to these repositories, but you won't always have the chance to win \$50! Sign into our website to begin posting your [library policies, plans, procedures, and job descriptions](#), etc. For everyone who posts something before September 30, 2017, you'll be entered into a drawing to win a \$50 Visa Gift Card.

Apply for Multitype Grant and View Info on FY2017 Recipients

[RAILS Multitype Collaborative Grants](#) encourage our member libraries of different types (academic, public, school, and special) to work together on collaborative projects. Each grant project must include at least two different types of libraries. The next application deadline is November 17, 2017. See [application form/details](#). If you want to learn more about the grants, including funding priorities, [register for the member update](#) on October 5.

Congratulations to Morton Public Library, Morton School District 709 Library, and Caterpillar, Inc. Engineering Library, the recipients of a grant to develop circulating STEM kits in FY2017. [Their project has been organized into a website](#).

Recordings of Recent Webinars Available for One Week

September 20, 2017

RAILS Links

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

Member Resources

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

Upcoming Meetings

[RAILS Board Meeting](#)
 September 22

[Networking Event September](#)
 22 RAILS Coal Valley

[Networking Event October](#)
 2 Governors State University

[Member Update October 5](#)

Upcoming RAILS CE

RDA Cataloging for Video and Sound
[Galesburg Public Library](#)
 October 3
[Westmont Public Library](#)
 October 5

[Assessing Your Library's](#)
[Website Two-part Webinar](#)
 October 17 & 24

[Compensation Development](#)

[Subscribe](#)[Past Issues](#)

RSS

68

Cultural Collections" presented by Annie Peterson, LYRASIS, the recordings are now available to view on the [RAILS CE Archives](#) page through Wednesday, September 27, 2017. Log into the RAILS website to view all content.

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

[Archives](#)

[RAILS E-News Archives](#)

[Subscriptions](#)

[Subscribe to RAILS communications](#)

[Unsubscribe from this list](#)

[Update subscription preferences](#)

[Forward to a friend](#)

- [Employee Handbook: Are You Up To Date?](#)
- [Establishing Emergency Response Networks for Cultural Collections](#)

Two-part Webinar on Assessing Your Library's Website October 17 & 24

Aaron Schmidt will discuss how to assess and improve your site using best practices and web conventions in this two-part webinar series on Tuesdays, October 17 & 24, 2–3 p.m. These sessions will draw from the "Library Websites Are for Use" guide Aaron created as part of our [Library Website Toolkit](#). Log into L2 for more [information/registration](#).

Compensation Development through Market Benchmarking Workshop October 25

Management Association will provide an introduction to market benchmarking to familiarize participants with compensation surveys, statistical data, and creating pay ranges on Wednesday, October 25, 1–4 p.m. Attend in person at the RAILS Burr Ridge service center or via videoconference at the RAILS Coal Valley or East Peoria services centers, Aurora Public Library – Santori Library, or Sycamore Public Library. See L2 for more [information/registration](#).

Workshop on Developing Metadata for the Digital Public Library of America (DPLA) November 14

Hannah Stitzlein from the Illinois Digital Heritage Hub will discuss best practices for developing shareable metadata that will work well in DPLA in this workshop at Skokie Public Library, on Tuesday, November 14, 9:30 a.m.–12:30 p.m. See L2 for [more information/registration](#).

Other RAILS CE Opportunities

Workshops on RDA Cataloging for Video and Sound Recordings (identical workshops)

- [Tuesday, October 3, 9:30 a.m.–4:30 p.m., Galesburg Public Library](#)
- [Thursday, October 5, 9:30 a.m.–4:30 p.m., Westmont Public Library](#)

Upcoming Networking Events

Join us for these fall networking opportunities. Contact RAILS Member Engagement Manager [Debbie Baaske](#) with questions, or click the links below for information or to register.

[Friday, September 22, 11:30 a.m.–12.45 p.m., RAILS Coal Valley service center.](#)

Join us for a networking event and lunch in Coal Valley, and stay for the monthly RAILS Board meeting.

[Monday, October 2, 1–3 p.m., Governors State University \(GSU\).](#)

In addition to hearing the latest RAILS news, Cynthia Romanowski, Technical Services Librarian, will talk about services and resources available to GSU students, faculty, staff, and community. Library staff will also give a tour of the library.

SkyRiver Demonstration

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

[Subscribe](#)[Past Issues](#)

RSS

69

Park Convention Center, be sure to visit the RAILS booth (#1106) in the exhibit hall Wednesday & Thursday, October 11 & 12. You'll hear our latest news and have a chance to spin the RAILS trivia wheel and win a great prize! You can also talk to Mark Hatch, Delivery and Facilities Director, during his booth hours October 11, noon–2 p.m. and October 12, 9–11 a.m.

Learn about developing effective leaders by attending "[Make It Work: Elevating Library Leadership in Illinois](#)" on October 10, at 4 p.m. Veronda Pitchford, Director of Membership Development and Resource Sharing, will speak at this program, along with several others from RAILS member libraries.

Finally, the Soon to Be Famous Illinois Author Project (STBF) will be holding a program "[This is What a Self-Published Author Looks Like](#)" on Tuesday, October 10, at 1:30 p.m. Strategies and personal stories regarding self-publishing will be discussed by previous STBF winners, and more.

RAILS at ISLMA Conference

If you are attending the Illinois School Library Media Association (ISLMA) Conference, October 19–21, please visit the RAILS exhibit booth (#38) to learn all about the many programs/services RAILS offers for our school library members. You will also have the opportunity to spin the RAILS school services wheel and to win a great prize!

You also won't want to miss the program "Having Fun When Your School Goes 1:1" on Saturday, October 21, 11 a.m.–noon, where RAILS school library members and Veronda Pitchford, Director of Membership Development and Resource Sharing, will share challenges and leading practices.

Registration Open for HSLI Conference

The Health Science Librarians of Illinois (HSLI) will hold their [annual conference](#) in Bloomington, at the Chateau Hotel and Conference Center, October 25–27. Early conference registration ends October 10, and hotel room block rates expire September 25. RAILS staff members will be on hand October 26 & 27 to network and answer questions. [Register now for the conference and get more hotel details.](#)

FY2018 Live and Learn Construction Grant Applications Available

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

A grant information webinar is set for 2 p.m. on Tuesday, October 17. The webinar will provide an overview of the program, including eligibility requirements, grant categories, application procedures, and much more. You must register through [L2](#). The webinar will be recorded and archived for those unable to attend. For more information, contact [Mark Shaffer](#), 217.524.4901 or [Pat Boze](#), 217.782.1891.

Try-it! Illinois Returns October 1

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

[Subscribe](#)[Past Issues](#)

RSS

70

The Sixth Annual [Chicago Book Expo](#) will be held at Columbia College, on Sunday, October 1, noon–5 p.m. The event is free and open to the public. The expo is the leading free literary event of the fall in Chicago. This year's expo includes the first-ever Chicago Architecture Book Festival, a partner event with the Chicago Architecture Biennial.

IMLS Releases Annual Data and Survey Results of American Public Libraries

The Institute of Museum and Library Sciences (IMLS) [released](#) the latest data from its annual Public Libraries Survey and a new report on the previous year's data. The survey examines key indicators of public library use, financial health, staffing, and resources. Explore the [FY 2015 data and the FY 2014 report](#).

RAILS Library Director News

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

Rena Baker is the new director at Northern Seminary - Brimson Grow 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.

[River Forest Library Invites You to Join Us for Our First Ever Maker Fest!](#)

[Mount Prospect Library Debuts Bulgarian Language Collection](#)

[Botanical Shakespeare Lecture with Author Gerit Quealy](#)

Fast Facts Survey

[Collection Management - collectionHQ](#)

[Library Materials Vending Units](#)

[Court Ordered Community Service](#)

[Teen Advisory Board](#)

[Newsletter Delivery Schedule](#)

[Promotion for Programs and Services](#)

[Music CDs in Other Languages](#)

[Good Behavior Programs](#)

[Genres in DVDs](#)

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
DARIEN, ILLINOIS**

ANNUAL FINANCIAL REPORT

**For the Year Ended
June 30, 2017**

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
TABLE OF CONTENTS

	Page(s)
INDEPENDENT AUDITOR'S REPORT	1-2
Management's Discussion and Analysis	MD&A 1-5
GENERAL PURPOSE EXTERNAL FINANCIAL STATEMENTS	
Basic Financial Statements	
Government-Wide Financial Statements	
Statement of Net Position	3
Statement of Activities	4
Fund Financial Statements	
Governmental Funds	
Balance Sheet	5-6
Reconciliation of Fund Balances of Governmental Funds to the Governmental Activities in the Statement of Net Position	7
Statement of Revenues, Expenditures, and Changes in Fund Balances	8-9
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Governmental Activities in the Statement of Activities	10
Statement of Fiduciary Net Position	11
Statement of Changes in Fiduciary Net Position	12
Notes to Financial Statements	13-28
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund	29-32
Schedule of Employer Contributions - Illinois Municipal Retirement Fund	33
Schedule of Changes in the Employer's Net Pension Liability and Related Ratios- Illinois Municipal Retirement Fund	34
Notes to Required Supplementary Information	35
COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES	
NON-MAJOR GOVERNMENTAL FUNDS	
Combining Balance Sheet - Special Revenue Funds	36
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - Special Revenue Funds	37
SUPPLEMENTARY INFORMATION	
Tax Levy	38

INDEPENDENT AUDITOR'S REPORT

Members of the Board of Directors
Indian Prairie Public Library District
Darien, Illinois

We have audited the accompanying financial statements of governmental activities, each major fund, and the aggregate remaining fund information of the Indian Prairie Public Library District, (the Library) as of and for the year ended June 30, 2017, and the related notes to the financial statements which collectively comprise the basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Library's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Indian Prairie Public Library District, as of June 30, 2017, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The combining and individual fund financial statements and schedules and statistical section, are presented for purposes of additional analysis and are not a required part of the financial statements. The combining and individual fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole. The statistical section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

BRIAN ZABEL & ASSOCIATES, P.C.
Certified Public Accountants

Morris, Illinois
August 7, 2017

75

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2017**

As management of the Indian Prairie Public Library District (Library), we offer readers of the Library's statements this narrative overview and analysis of the financial activities of the Library for the fiscal year ended June 30, 2017. We encourage readers to consider the information presented here in conjunction with additional information found in the notes to financial statements.

FINANCIAL HIGHLIGHTS

- The assets of the Library exceeded its liabilities at June 30, 2017 by \$6,720,420 (net position). Of this amount, \$345,576 (unrestricted net position) may be used to meet the Library's ongoing obligations to citizens and creditors.
- The Library's total net position decreased by \$341,469.
- At June 30, 2017, the Library's governmental funds reported combined ending fund balances of \$1,426,093 an increase of \$5,196 in comparison with the prior year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Library's basic financial statements. The Library's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

This Management's Discussion and Analysis is intended to explain the significant changes in financial position and differences in operation between the current and prior years.

Government-Wide Financial Statements - The government-wide financial statements are designed to provide readers with a broad overview of the Library's finances, in a manner similar to private-sector business.

The Statement of Net Position includes all of the Library's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position are an indicator of whether its financial position is improving or deteriorating, respectively.

The Statement of Activities presents information showing how the Library's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

The government-wide financial statements show functions of the Library that are principally supported by taxes, fees, and other revenues (governmental activities). The Library does not conduct functions intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Library include providing general library services and general governmental administrative services.

The governmental-wide financial statements can be found on pages 3 and 4 of this report.

76

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2017

Fund Financial Statements - A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Library can be allocated into two categories: governmental funds and fiduciary funds.

Governmental Funds - Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Library's near-term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Library maintains three individual major governmental funds. The General Fund (Corporate Fund) is used to account for funds received from general property taxes and other general revenue, and to account for expenditures made for general Library purposes. The Special Reserve Fund is used to accumulate monies for capital projects and improvements of the Library. The Debt Service Fund is used to accumulate monies for the payment of long-term debt.

Information is presented separately in the governmental fund Balance Sheet and in the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances for the General Fund, the Special Reserve Fund, and the Debt Service Fund, all of which are considered to be major funds.

The basic governmental fund financial statements can be found on pages 5 through 10 of this report.

Fiduciary Funds - Fiduciary funds are used to account for resources held for the benefit of parties outside the Library. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Library's own programs. The accounting used for fiduciary funds is in accordance with accounting principles generally accepted in the United States of America.

The basic fiduciary fund financial statements can be found on pages 11 and 12 of this report.

Notes to Financial Statements - The notes provide additional information that is essential to a full understanding of the information provided in the government-wide and fund financial statements.

The notes to financial statements can be found on pages 13 through 28 of this report.

77

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2017

Other Information - In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Library's progress in meeting its obligation to provide library services to all of its residents.

The Library adopts an annual budget and appropriation ordinance that includes the General Fund, the Special Reserve Fund, the Debt Service Fund, and the Special Revenue Funds. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with the adopted budget and appropriation ordinance. The budgetary comparison statement and related notes can be found on pages 29 through 35 of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Library, assets exceeded liabilities by \$6,720,420 at June 30, 2017.

A significant portion of the Library's net position (94%) reflects investment in capital assets (e.g., land, buildings, and vehicles and equipment); less any related debt used to acquire those assets that is still outstanding. The Library uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Library's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Indian Prairie Public Library District's Net Position at Year End

	Governmental Activities	
	FY 2017	FY 2016
Current and Other Assets	\$ 5,036,763	\$ 4,972,466
Capital Assets	6,347,660	6,509,549
Total Assets	11,384,423	11,482,015
Deferred Outflows of Resources	543,398	697,973
Total Deferred Outflows of Resources	543,398	697,973
Total Assets and Deferred		
Outflows of Resources	\$ 11,927,821	\$ 12,179,988
Current Liabilities	\$ 30,101	\$ 37,728
Noncurrent Liabilities	1,689,398	1,659,085
Total Liabilities	1,719,499	1,696,813
Deferred Inflows of Resources	3,487,902	3,421,286
Total Deferred Inflows of Resources	3,487,902	3,421,286
Total Liabilities and Deferred		
Inflows of Resources	5,207,401	5,118,099
Net Position		
Invested in Capital Assets, Net of Related Debt	6,347,660	6,509,549
Restricted	27,184	29,870
Unrestricted	345,576	522,470
Total Net Position	\$ 6,720,420	\$ 7,061,889

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2017**

The majority portion of the Library's net position (95%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position (\$345,576) may be used to meet the Library's ongoing obligations to citizens and creditors.

At June 30, 2017, the Library is able to report positive balances in all three categories of net position. The same situation held true for the prior fiscal year.

The Library's net position decreased by \$341,469 during the year ended June 30, 2017.

Governmental Activities - Governmental activities decreased the Library's net position by \$341,469

Indian Prairie Public Library District's Change in Net Position

	Governmental Activities	
	FY 2017	FY 2016
Revenues		
Program Revenues		
Charges for Services	\$ 180,126	\$ 170,028
Grants and Contributions	46,179	61,681
General Revenues		
Property Taxes	3,397,575	3,384,502
Interest	11,371	29,619
Miscellaneous	3,963	3,205
Total Revenues	<u>3,639,214</u>	<u>3,649,035</u>
Expenses		
General Government	3,980,683	3,969,645
Total Expenses	<u>3,980,683</u>	<u>3,969,645</u>
Increase in Net Position	(341,469)	(320,610)
Net Position-Beginning	<u>7,061,889</u>	<u>7,382,499</u>
Net Position-Ending	<u>\$ 6,720,420</u>	<u>\$ 7,061,889</u>

FINANCIAL ANALYSIS OF THE LIBRARY'S FUNDS

As noted earlier, the Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds- The focus of the Library's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Library's financing requirements. In particular, unrestricted fund balance may serve as a useful measure of the Library's net resources available for spending at the end of the fiscal year.

At June 30, 2017 the Library's governmental funds reported combined ending unrestricted fund balances of \$1,398,909.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2017**

The General Fund is the chief operating fund of the Library. At June 30, 2017, unrestricted fund balance of the General Fund was \$1,398,909. The fund balance of the General Fund increased by \$7,882 during the year ended June 30, 2017.

GENERAL FUND BUDGETARY HIGHLIGHTS

Significant differences between the final budget and the actual revenues and expenditures are summarized as follows:

- The difference between the estimated revenues and the actual revenues was \$1,377 (unfavorable).
- The difference between the estimated expenditures and the actual expenditures was \$247,371 (favorable).

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets – The Library’s investment in capital assets for its governmental activities as of June 30, 2017 amount to \$6,347,660 (net of accumulated depreciation). This investment in capital assets includes land, buildings, and furniture, fixtures, and equipment. The total decrease in the Library’s investment in capital assets for the year ended June 30, 2017 was \$161,889 and was due to the depreciation expense being greater than the asset additions.

Indian Prairie Public Library District's Capital Assets
(Net of Depreciation)

	Governmental Activities	
	6/30/2017	6/30/2016
Land	\$ 491,400	\$ 491,400
Building and Improvements	5,815,130	5,970,535
Furniture, Fixtures, and Equipment	41,130	47,614
Total	<u>\$ 6,347,660</u>	<u>\$ 6,509,549</u>

Additional information on the Library’s capital assets can be found in Note 4 on page 21 of this report.

Long-Term Debt – At June 30, 2017, the Library had no debt outstanding.

Additional information on the Library’s long-term debt can be found in Note 5 on page 21 of this report.

ECONOMIC FACTORS AND NEXT YEAR’S BUDGETS AND RATES

The equalized assessed valuation (EAV) for the Library for 2016 is \$1,912,475,878. That represents an increase in EAV of \$143,190,792 over the prior year’s EAV.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Library’s finances for all those with an interest in the Library’s finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Board of Trustees, Indian Prairie Public Library District, 401 Plainfield Rd, Darien, IL 60561.

**GENERAL PURPOSE EXTERNAL
FINANCIAL STATEMENTS**

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF NET POSITION

June 30, 2017

ASSETS	
Cash and Investments	\$ 3,322,030
Property Taxes Receivable	1,681,950
Per Capita Grant Receivable	32,783
Capital Assets (net of accumulated depreciation)	<u>6,347,660</u>
Total Assets	<u>11,384,423</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Outflow, IMRF	<u>543,398</u>
Total Deferred Outflows of Resources	<u>543,398</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u><u>\$ 11,927,821</u></u>
LIABILITIES	
Current Liabilities	
Accounts Payable	\$ 2,553
Accrued Payroll	<u>27,548</u>
Total Current Liabilities	<u>30,101</u>
Noncurrent Liabilities	
Bond Payable - due within one year	-
Bond Payable - due in more than one year	-
Net Pension Liability	1,596,731
Compensated Absences	<u>92,667</u>
Total Noncurrent Liabilities	<u>1,689,398</u>
Total Liabilities	<u>1,719,499</u>
DEFERRED INFLOWS OF RESOURCES	
Unearned Property Taxes	<u>3,487,902</u>
Total Deferred Inflows of Resources	<u>3,487,902</u>
Total Liabilities and Deferred Inflows of Resources	<u>5,207,401</u>
NET POSITION	
Invested in Capital Assets	6,347,660
Restricted for:	
Future Projects	22,233
Debt Service	-
Special Revenue	4,951
Working Cash	-
Unrestricted	<u>345,576</u>
Total Net Position	<u>6,720,420</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	<u><u>\$ 11,927,821</u></u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
 STATEMENT OF ACTIVITIES
 June 30, 2017

FUNCTIONS/PROGRAMS	Program Revenues			Total
	Expenses	Charges for Services	Operating Grants and Contributions	
Governmental Activities				
Current				
General Government	\$ 3,980,683	\$ 180,126	\$ 46,179	\$ (3,754,378)
TOTAL PRIMARY GOVERNMENT	\$ 3,980,683	\$ 180,126	\$ 46,179	(3,754,378)
General Revenues				
Property Taxes				3,397,575
Interest Income				11,371
Miscellaneous Income				3,963
Total				<u>3,412,909</u>
CHANGE IN NET POSITION				(341,469)
NET POSITION, JULY 1				<u>7,061,889</u>
NET POSITION, JUNE 30				<u>\$ 6,720,420</u>

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS

June 30, 2017

	Governmental Fund Types				Total Governmental Funds
	General Fund	Special Reserve Fund	Debt Service Fund	Non-Major Governmental Funds	
ASSETS					
Cash and Investments	\$ 3,192,427	\$ 22,233	\$ -	\$ 107,370	\$ 3,322,030
Property Taxes Receivable	1,586,483	-	-	95,467	1,681,950
Per Capita Grant Receivable	32,783	-	-	-	32,783
TOTAL ASSETS	\$ 4,811,693	\$ 22,233	\$ -	\$ 202,837	\$ 5,036,763

**LIABILITIES, DEFERRED INFLOWS
OF RESOURCES, AND FUND BALANCES**

LIABILITIES					
Accounts Payable	\$ 2,553	-	\$ -	-	\$ 2,553
Accrued Payroll	27,548	-	-	-	27,548
Compensated Absences	92,667	-	-	-	92,667
Total Liabilities	122,768	-	-	-	122,768
DEFERRED INFLOWS OF RESOURCES					
Unavailable Property Taxes	3,290,016	-	-	197,886	3,487,902
Total Deferred Inflows of Resources	3,290,016	-	-	197,886	3,487,902
Total Liabilities and Deferred Inflows of Resources	3,412,784	-	-	197,886	3,610,670

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS

June 30, 2017

	Governmental Fund Types					Total Governmental Funds
	General Fund	Special Reserve Fund	Debt Service Fund	Non-Major Governmental Funds	Total Governmental Funds	
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES (continued)						
FUND BALANCES						
Restricted	-	-	-	-	-	22,233
Future Projects	-	22,233	-	-	-	22,233
Debt Service	-	-	-	-	-	-
Special Revenue	-	-	-	4,951	-	4,951
Working Cash	-	-	-	-	-	-
Unrestricted	1,398,909	-	-	-	-	1,398,909
Unassigned	-	-	-	-	-	-
Total Fund Balances	1,398,909	22,233	-	4,951	-	1,426,093
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES						
	\$ 4,811,693	\$ 22,233	\$ -	\$ 202,837	\$ -	\$ 5,036,763

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
RECONCILIATION OF FUND BALANCES OF GOVERNMENTAL FUNDS TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION

June 30, 2017

FUND BALANCES OF GOVERNMENTAL FUNDS	\$	1,426,093
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds		6,347,660
Net pension liabilities are not current financial resources and, therefore, are not reported in the governmental funds		(1,596,731)
Deferred outflows of resources related to pensions are not current financial resources and, therefore, are not reported in the governmental funds		543,398
Long-term liabilities are not due and payable in the current period and, therefore are not reported in the governmental funds		-
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$</u>	<u>6,720,420</u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

For the Year Ended June 30, 2017

	Governmental Fund Type					Total Governmental Funds
	Major	Non-major				
	General	Special Reserve Fund	Debt Service Fund	Special Revenue Funds	Special Revenue Funds	Total Governmental Funds
REVENUES						
Property taxes	\$ 3,197,782	-	\$ -	-	\$ 199,793	\$ 3,397,575
Grants	35,665	-	-	-	-	35,665
IL Historical Records Preservation	-	-	-	-	-	-
Service Fees	180,126	-	-	-	-	180,126
Gifts and Donations	10,514	-	-	-	-	10,514
Interest	65,336	120	-	-	-	65,456
Realized/Unrealized Gain/(Loss)	(54,085)	-	-	-	-	(54,085)
Collection Agency Fee	314	-	-	-	-	314
Miscellaneous	3,649	-	-	-	-	3,649
Total Revenues	3,439,301	120	-	-	199,793	3,639,214

EXPENDITURES

Current						
Personnel	2,512,755	-	-	-	-	2,512,755
Materials	476,860	-	-	-	-	476,860
Building	210,147	-	-	-	-	210,147
Automation	104,065	-	-	-	-	104,065
Operations	30,673	-	-	-	-	30,673
Contractual Services	24,364	-	-	-	-	24,364
Insurance	1,336	-	-	-	15,471	16,807
Public Information	63,396	-	-	-	-	63,396
Maintenance, repair and service	-	-	-	-	82,258	82,258

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

For the Year Ended June 30, 2017

	Governmental Fund Type					Total Governmental Funds
	Major	Non-major				
	General	Special Reserve Fund	Debt Service Fund	Special Revenue Funds		
EXPENDITURES (continued)						
Current (continued)						
IMRF	-	-	-	57,379	57,379	
Social security	-	-	-	48,941	48,941	
Capital Outlay	-	-	-	-	-	
Debt Service:						
Principal	-	-	-	-	-	
Interest	-	-	-	-	-	
Bond Fees	-	-	-	-	-	
Contingencies	6,373	-	-	-	6,373	
Total Expenditures	3,429,969	-	-	204,049	3,634,018	
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	9,332	120	-	(4,256)	5,196	
OTHER FINANCING SOURCES (USES)						
Transfers in (out)	(1,450)	-	-	1,450	-	
Total other financing sources (uses)	(1,450)	-	-	1,450	-	
NET CHANGE IN FUND BALANCES	7,882	120	-	(2,806)	5,196	
FUND BALANCES, JULY 1	1,391,027	22,113	-	7,757	1,420,897	
FUND BALANCES, JUNE 30	\$ 1,398,909	\$ 22,233	\$ -	\$ 4,951	\$ 1,426,093	

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUNDS BALANCES TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES**

For the Year Ended June 30, 2017

NET CHANGE IN FUND BALANCES		
TOTAL GOVERNMENTAL FUNDS	\$	5,196
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlay as expenditures, however, they are capitalized and depreciated in the Statement of Activities		21,554
The change in the net pension liability is reported as an expense on the statement of activities		(30,201)
The change in the deferred outflow is reported as an expense on the statement of activities		(154,575)
The repayment of the principal portion of long-term debt is reported as an expenditure when due in governmental funds but as a reduction or principal outstanding in the statement of activities		-
Some expenses in the Statement of Activities (e.g., depreciation) do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		(183,443)
CHANGES IN NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<u>(341,469)</u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION
June 30, 2017

	Deferred Compensation Plan
ASSETS	
Cash and Cash Equivalents	\$ -
Deferred Compensation Plan	<u>1,323,926</u>
 TOTAL ASSETS	 <u>\$ 1,323,926</u>
LIABILITIES	
Accounts Payable	<u>\$ -</u>
 Total Liabilities	 <u>-</u>
 NET POSITION HELD IN TRUST FOR DEFERRED COMPENSATION	 <u>\$ 1,323,926</u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
 FIDUCIARY FUNDS
 STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
 Year Ended June 30, 2017

	<u>Deferred Compensation Plan</u>
ADDITIONS	
Contributions	
Member contributions	\$ 41,983
Investment Income	
Net Appreciation (Depreciation) in Fair Value of Investments	173,865
Less: Investment Expenses	<u>(4,920)</u>
Net Investment Income	<u>168,945</u>
TOTAL ADDITIONS	<u>210,928</u>
DEDUCTIONS	
Withdrawals	168,820
Miscellaneous	<u>-</u>
TOTAL DEDUCTIONS	<u>168,820</u>
NET INCREASE	42,108
NET POSITION - JULY 1, 2016	<u>1,281,818</u>
NET POSITION - JUNE 30, 2017	<u><u>\$ 1,323,926</u></u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Indian Prairie Public Library District (the Library) have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The Library was organized under the laws of the State of Illinois. The Library is governed by a Board of Trustees (the Board) and the rules and regulations for library districts.

The accounting policies of the Library conform to GAAP as applicable to governmental units. The following is a summary of the more significant policies.

a. Reporting Entity

As defined by generally accepted accounting principles established by the GASB, the financial reporting entity consists of the primary government, as well as component units, which are legally separate organizations for which elected officials of the primary government are financially accountable. Financial accountability is defined as:

- 1) Appointment of a voting majority of the component unit's board and either (a) the ability to impose will be by the primary government or (b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government; or
- 2) Fiscal dependency on the primary government.

b. Fund Accounting

The Library uses funds to report on its financial position and the changes in financial position. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into the following categories: governmental and fiduciary. The Library reports only governmental funds.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b. Fund Accounting (Continued)

Governmental funds are used to account for all or most of the Library's general activities, including the collection and disbursement of earmarked monies (special revenue funds) and the acquisition or construction of capital assets (capital projects funds). The general fund is used to account for all activities of the Library not accounted for in some other fund. The Library has no fiduciary funds.

c. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statements of net position and the statement of activities) report information on all of the non-fiduciary activities of the Library. The effect of material interfund activity has been eliminated from these financial statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, if any, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The Library reports the following major governmental funds:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**c. Government-Wide and Fund Financial Statements (Continued)**

The Special Reserve Fund is used to accumulate monies for capital projects and improvements of the Library.

The Debt Service Fund is used to accumulate monies for payment on long-term debt.

d. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e., intended to finance). Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become measurable, available and earned). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Library recognizes property taxes when they become both measurable and available in the year intended to finance. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as expenditures when due.

Those revenues susceptible to accrual are property taxes, interest revenue and charges for services. Fines and fees revenues are not susceptible to accrual because generally they are not measurable until received in cash. In applying susceptible to accrual concept to intergovernmental revenues (i.e., federal and state grants), the legal and contractual requirements of the numerous individual programs are used as guidelines. Monies that are virtually unrestricted as to purpose of expenditure, which are usually revocable only for failure to comply with prescribed compliance requirements, are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The Library reports unearned/unavailable revenue on its financial statements. Unearned/unavailable revenues arise when potential revenue does not meet the measureable, available, and earned criteria for recognition in the current period. Unearned/unavailable revenues also arise when resources are received by the government before it has a legal claim to them as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both the revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for unearned/unavailable revenue is removed from the financial statements and revenue is recognized.

e. Restricted Cash

The Library has transferred funds to the Special Reserve. Additionally, the Library's special revenue fund balances are restricted.

f. Prepaid Item/Expenses

Payments made to vendors for services that will benefit periods beyond the draft of this report are recorded as prepaid items/expenses.

g. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial, individual cost in excess of \$5,000 and an estimated useful life in excess of one year.

Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

g. Capital Assets (Continued)

Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings and improvements	20-50
Furniture, fixtures and equipment	5-10

h. Compensated Absences

Vested or accumulated vacation, compensatory, and holiday time are reported as expenditures and a fund liability of the governmental fund that will pay it once retirement or separation has occurred. Vested or accumulated vacation, compensatory, or holiday time of proprietary funds and governmental activities are recorded as an expense and liability as the benefits accrue to employees.

In accordance with the provisions of GASB Statement No. 16, *Accounting for Compensated Absences*, no liability is recorded for nonvesting accumulating rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulating sick leave benefits that it is estimated will be taken as "terminal leave" prior to retirement.

i. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

j. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Library only has no items that qualify for reporting in this category. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Library has only one type of time, which arises under a modified accrual basis of accounting that qualifies for reporting in this category. The governmental funds report unavailable revenues from one source: property taxes. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

k. Fund Balances/Net Position

In the fund financial statements, governmental funds report nonspendable fund balance for amounts that are either not in spendable form or legally or contractually required to be maintained intact. Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose, or externally imposed by outside entities. None of the restricted fund balance result from enabling legislation adopted by the Library. Committed fund balance is constrained by formal actions of the Library's Board, which is considered the Library's highest level of decision making authority. Formal actions include ordinances approved by the Library Board. Assigned fund balance represents amounts constrained by the Library's intent to use them for a specific purpose. The authority to assign fund balance has been delegated to the Library's Administrator. Any residual fund balance of the General Fund is reported as unassigned.

The Library's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending, the Library considers committed funds to be expended first followed by assigned and then unassigned.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

k. Fund Balances/Net Position (Continued)

In the government-wide financial statements, restricted net positions are legally restricted by outside parties for a specific purpose. None of the Library's restricted net positions are restricted as a result of enabling legislation adopted by the Library. Invested in capital assets, net of related debt is the book value of the capital assets less the outstanding principal balance of long-term debt issued to construct or acquire the capital assets.

l. Interfund Transactions

Interfund transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made that are properly applicable to another fund are recorded as expenditures/expenses in the fund that is reimbursed.

All other interfund transaction, except interfund services and reimbursements, are reported as transfers.

m. Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditure/expenses during the reporting period. Actual results could differ from those estimates.

2. DEPOSITS AND INVESTMENTS

Permitted Deposits and Investments – Statutes and the Library's investment policy authorize the Library to make deposits/invest in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States or agreements to repurchase these same obligations, repurchase agreements, short-term commercial paper rated within the three highest classifications by at least two standard rating services and Illinois Funds.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

2. DEPOSITS AND INVESTMENTS (Continued)

Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the State to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in Illinois Funds are valued at Illinois Fund's share price, which is the price for which the investment could be sold.

a. Deposits

To guard against credit risk for deposits with financial institutions, the Library's investment policy requires that deposits with financial institutions in excess of FDIC be collateralized with collateral in an amount of the uninsured deposits with the collateral held by a third party acting as the agent of the Library.

b. Investments

At June 30, 2017, the Library had invested \$765,380, which is the fair value, in Illinois Funds. These investments are liquid with no maturity date.

GASB 40 – Operating Funds

In accordance with its investment policy, the Library limits its exposure to interest rate risk to provide liquidity for operating funds and maximizing yields for funds not needed within a one-year period. The portfolio that is invested with Illinois Funds, which is completely liquid, is not subject to interest rate risk.

Illinois Funds is "AAA" rated and credit risk is very marginal.

3. RECEIVABLES – TAXES

Property taxes for 2016 attach as an enforceable lien on January 1, 2016, on property values assessed as of the same date. Taxes are levied by December 31 of the subsequent fiscal year (by passage of a Tax Ordinance). Tax bills are prepared by the County and issued on or about June 1, 2017 and September 1, 2017. The County collects such taxes and remits them periodically. Based upon actual collection experience, uncollectible property taxes are immaterial, therefore, an allowance provision has not been recorded. The Library has deferred recognition of the 2016 tax levy as it is intended to fund operations of the 2017 fiscal year.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

4. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2017 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 491,400	\$ -	\$ -	\$ 491,400
Capital assets being depreciated				
Building and improvements	7,770,268	-	-	7,770,268
Furniture, fixtures, and equipment	350,408	21,554	-	371,962
Total capital assets being depreciated	8,120,676	21,554	-	8,142,230
Less accumulated depreciation for				
Building improvements	1,799,733	155,405	-	1,955,138
Furniture, fixtures, and equipment	302,794	28,038	-	330,832
Total accumulated depreciation	2,102,527	183,443	-	2,285,970
GOVERNMENTAL ACTIVITIES CAPITAL ASSETS, NET	\$ 6,509,549	\$ (161,889)	\$ -	\$ 6,347,660

Depreciation expense was charged to functions of the primary government as follows:

GOVERNMENTAL ACTIVITIES	
General Government	<u>\$ 183,443</u>

5. LONG-TERM DEBT

The following is a summary of changes in long-term liabilities during the year ended June 30, 2017:

	Balances July 1	Additions	Reductions	Balances June 30	Current Portion
GOVERNMENTAL ACTIVITIES					
Bonds payable	\$ -	\$ -	\$ -	\$ -	\$ -
Compensated absences	92,555	112	-	92,667	-
TOTAL GOVERNMENTAL ACTIVITIES	\$ 92,555	\$ 112	\$ -	\$ 92,667	\$ -

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

5. LONG-TERM DEBT (Continued)

On December 16, 1993, the Library issued \$4,950,000 in library bonds to provide financing for the construction of new library facilities. A portion of the above issue has been refunded by the issuance of \$3,840,000 General Obligation Refunding Bonds, Series 2003 dated July 1, 2003 resulting in a savings to the Library of \$478,353. These bonds mature annually in varying amounts beginning December 30, 2004 through December 30, 2014. Interest at varying rates is due in June and December of each year through December 30, 2014. As of June 30, 2015, the Library paid off the entire original issuance and the refunding issuance.

6. RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; illnesses of employees; and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage for the past three fiscal years.

7. INDIVIDUAL FUND DISCLOSURES

Transfers between funds during the year were as follows:

Fund	Transfers In	Transfers Out
General Fund	\$ -	\$ 1,450
Debt Service Fund	-	-
Working Cash Fund	-	-
Building Fund	1,450	-
TOTAL ALL FUNDS	\$ 1,450	\$ 1,450

8. CONTINGENT LIABILITIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures, which may be disallowed by the grantor cannot be determined at this time. The Library does not expect to have any such liability if any were to arise it would be immaterial.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

9. DEFERRED COMPENATION PLAN

The Library offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all government employees, permits them to defer a portion of their salary until future year. Participation in the plan is optional. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are held in Trust for the exclusive benefit of participants and their beneficiaries.

10. DEFINED BENEFIT PENSION PLAN

The Library's contributes to a defined benefit pension plan: the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer public employee retirement system. The benefits, benefit levels, employee contributions, and employer contributions for all plans are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly. IMRF's plan does not issue a separate report for the plan. However, IMRF does issue a publicly available report that includes financial statements and supplementary information for the plan as a whole, but not for individual employers. That report can be obtained from IMRF, 2211 York Road, Suite 500, Oak Brook, Illinois 60523.

Illinois Municipal Retirement Fund

Plan Administration

All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

Plan Membership

At December 31, 2016, IMRF membership consisted of:

Retirees and beneficiaries	60
Inactive, non-retired members	36
Active plan members	32
TOTAL	128

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

10. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)*Benefits Provided*

IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011, are eligible for Tier 1 benefits. For Tier 1 employees, pension benefits vest after eight years of service. Participating members who retire at age 55 (reduced benefits) or after age 60 (full benefits) with eight years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. The final rate of earnings is the highest total earnings during one consecutive 48 months within the last 10 year of IMRF services divided by 48.

Employees hired on or after January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after 10 years of service. Participating members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with 10 years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. The final rate of earnings is the highest total earnings during any consecutive 96 months within the last 10 years of IMRF service, divided by 96.

Contributions

The Library employees participating in IMRF are required to contribute 4.5% of their annual eligible covered salary. The member rate is established by state statute. The Library is required to contribute at an actuarially determined rate. The employer rate for calendar year 2016 was 13.63% of payroll. The Library's contribution requirements are established and may be amended by the IMRF Board of Trustees.

Actuarial Assumptions

The Library's net pension liability was measured as of December 31, 2016 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of the same date using the following actuarial methods and assumptions.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

10. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Actuarial Assumptions (Continued)

Actuarial valuation date	December 31, 2016
	Aggregate Entry Age
Actuarial cost method	Normal
Assumptions	
Inflation	2.75%
Salary increases	3.75% to 14.50%
Investment rate of return	7.50%
Cost of living adjustments	4.00%
	5-year smoothed
Asset valuation method	market

Net Pension

For nondisabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2012). IMRF specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience. For disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2012). IMRF specific rates were developed from the RP-2014 Disabled Retirees Mortality Table applying the same adjustment that were applied for nondisabled lives. For active members, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2012). IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

10. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Discount Rate

The discount rate used to measure the total pension liability was 7.50%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that The Library's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the IMRF's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in Net Pension Liability

	(a) Total Pension Liability	(b) Plan Fiduciary Net Position	(a) - (b) Net Pension Liability
Balances at January 1, 2016	\$ 8,053,070	\$ 6,486,540	\$ 1,566,530
Changes for the period			
Service cost	157,471	-	157,471
Interest	594,598	-	594,598
Difference between expected and actual experience	126,969	-	126,969
Changes in assumptions	(30,692)	-	(30,692)
Employer contributions	-	204,629	(204,629)
Employee contributions	-	69,224	(69,224)
Net investment income	-	434,886	(434,886)
Benefit payments and refunds	(343,985)	(343,985)	-
Other	-	109,406	(109,406)
Net changes	504,361	474,160	30,201
Balances at December 31, 2016	\$ 8,557,431	\$ 6,960,700	\$ 1,596,731

Changes in assumptions related to retirement age and mortality were made since the prior measurement date.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

10. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources

For the year ended June 30, 2017 The Library recognized pension expense of \$389,219. At June 30, 2017, The Library reported deferred outflows of resources and deferred inflows of resources related to IMRF from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 111,819	\$ -
Changes in assumption	1,959	18,486
Net difference between projected and actual earnings on pension plan investments	347,120	-
Contributions after measurement date	100,986	-
TOTAL	\$ 561,884	\$ 18,486

Amounts reported as deferred outflows of resources and deferred inflows of resources related to IMRF will be recognized in pension expense as follows:

Year Ending December 31	Net Deferred Outflows of Resources
2017	\$ 193,459
2018	137,574
2019	100,762
2020	100,986
2021	10,617
Thereafter	-
TOTAL	\$ 543,398

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

10. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Discount Rate Sensitivity

The following is a sensitivity analysis of the net pension liability to changes in the discount rate. The table below presents the net pension liability of The Library calculated using the discount rate of 7.50% as well as what The Library's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.50%) or 1 percentage point higher (8.50%) than the current rate:

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Net pension liability (asset)	\$ 2,700,612	\$ 1,596,731	\$ 683,446

REQUIRED SUPPLEMENTARY INFORMATION

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended June 30, 2017

	Original Budget	Final Budget	Actual
REVENUES			
Property Taxes	\$ 3,236,415	\$ 3,236,415	\$ 3,197,782
Per Capita Grant	32,000	32,000	32,783
Other Grants	-	-	2,882
IL Historical Records Preservation	-	-	-
Service Fees:			
Copier	4,800	4,800	4,818
Computer Copies	12,000	12,000	15,102
Fines/Fees	48,000	48,000	51,612
Lost Materials	12,000	12,000	12,156
Non-Resident Fees	82,000	82,000	84,261
Video Rental	7,000	7,000	3,519
Book Rental	1,000	1,000	633
Meeting Room Rental	200	200	325
Other Service Fees	1,200	1,200	7,700
Gifts/Donations	1,500	1,500	10,514
Collection Agency Fee	300	300	314
Interest	1,000	1,000	65,336
Realized/Unrealized Gain/(Loss) on Investment	-	-	(54,085)
Miscellaneous	1,263	1,263	3,649
Total Revenues	3,440,678	3,440,678	3,439,301
EXPENDITURES			
Current			
Personnel:			
Salaries	2,179,740	2,139,740	2,097,685
Medical/Life Insurance	132,000	132,000	131,145
Staff Development	20,000	20,000	15,053
Recruitment	-	-	-
Benefits - IMRF	160,000	160,000	148,446
Benefits - FICA	120,000	120,000	106,701
Workers Compensation	13,000	13,000	9,787
Unemployment Insurance	6,000	6,000	2,981
Employee Assistance Program	-	-	-
Board Development	3,000	3,000	957
Total Personnel	2,633,740	2,593,740	2,512,755

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended June 30, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
EXPENDITURES (cont)			
Current (cont)			
Materials:			
Books	250,000	250,000	233,234
Periodicals	35,000	35,000	29,276
Audio	50,000	50,000	45,038
Video	60,000	60,000	65,881
Story Boxes	-	-	-
Electronic Reference Resources	68,000	68,000	64,311
Circulating CD Rom	8,000	8,000	6,272
Kits	10,000	10,000	8,782
Life Skills/ESL	3,000	3,000	1,404
Processing Supplies	25,000	25,000	22,662
Total Materials	<u>509,000</u>	<u>509,000</u>	<u>476,860</u>
Building:			
Cleaning Service	80,000	73,000	69,766
Maintenance Supplies	20,000	20,000	18,961
Building Maintenance/Repairs	60,000	110,000	90,937
Utilities	9,000	9,000	8,814
Security System Monitoring	3,000	3,000	708
Property Maintenance	30,000	30,000	20,961
Total Building	<u>202,000</u>	<u>245,000</u>	<u>210,147</u>
Automation:			
Supplies	17,100	17,100	14,999
Automation-Prof Services	8,000	8,000	-
Purchase of Equipment	18,000	18,000	21,554
Automation Equipment Maintenance	5,000	5,000	2,722
Software	27,000	27,000	16,882
SWAN Maintenance	47,000	47,000	45,620
New Technologies	-	-	-
Telecommunications	4,000	4,000	2,288
Total Automation	<u>126,100</u>	<u>126,100</u>	<u>104,065</u>

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended June 30, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
EXPENDITURES (cont)			
Current (cont)			
Operations:			
Office Supplies	18,000	18,000	13,758
Photocopy Supplies	6,000	6,000	4,516
Patron Cards	3,800	3,800	376
Postage	8,000	5,000	4,907
Non-Payment Reimbursements	5,000	5,000	1,678
Travel	1,000	1,000	357
Bank and Investment Fees	3,000	3,000	2,895
Organizational Membership	2,200	2,200	2,186
Total Operations	<u>47,000</u>	<u>44,000</u>	<u>30,673</u>
Contractual Services:			
Professional Services	5,000	5,000	7,733
Legal Services	8,000	8,000	5,851
Credit Bureau	2,000	2,000	880
Audit	4,000	4,000	3,675
Equipment Maint./Repair	3,000	3,000	2,000
Equipment Maint. Contracts	-	-	-
Photocopy Maint. Contracts	5,000	5,000	4,225
Total Contractual Services	<u>27,000</u>	<u>27,000</u>	<u>24,364</u>
Insurance:			
Multi-peril Physical Assets	-	-	-
Bonding & Liability	1,500	1,500	1,336
Total Insurance	<u>1,500</u>	<u>1,500</u>	<u>1,336</u>
Public Information			
Legal Notices	2,000	2,000	861
Marketing	43,000	43,000	35,176
Information Supplies	8,000	8,000	2,304
Special Events	28,000	28,000	25,055
Information Printing	-	-	-
Total Public Information	<u>81,000</u>	<u>81,000</u>	<u>63,396</u>

(See independent auditor's report.)

111

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended June 30, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
EXPENDITURES (cont)			
Current (cont)			
Capital Outlay	-	-	-
Contingencies	50,000	50,000	6,373
Total Expenditures	<u>3,677,340</u>	<u>3,677,340</u>	<u>3,429,969</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(236,662)	(236,662)	9,332
OTHER FINANCING SOURCES (USES)			
Transfers In (Out)	-	-	(1,450)
NET CHANGE IN FUND BALANCE	<u>\$ (236,662)</u>	<u>\$ (236,662)</u>	7,882
FUND BALANCE, JULY 1			<u>1,391,027</u>
FUND BALANCE, JUNE 30			<u>\$ 1,398,909</u>

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
SCHEDULE OF EMPLOYER CONTRIBUTIONS
ILLINOIS MUNICIPAL RETIREMENT FUND

December 31, 2016*

	2016	2015	2014
Actuarially determined contribution	\$ 204,630	\$ 192,777	\$ 177,173
Contributions in relation to the actuarially determined contribution	204,629	192,776	181,305
CONTRIBUTION DEFICIENCY (Excess)	\$ 1	\$ 1	\$ (4,132)
Covered-employee payroll	\$ 1,501,320	\$ 1,494,393	\$ 1,324,166
Contributions as a percentage of covered-employee payroll	13.63%	12.90%	13.69%

Notes to Required Supplementary Information

The information presented was determined as part of the actuarial valuations as of January 1 of the prior fiscal year. Additional information as of the latest actuarial valuation presented is as follows: the actuarial cost method was entry-age normal; the amortization method was level percentage of pay, closed and the amortization period was 27 years; the asset valuation method was 5-year smoothed market; and the significant actuarial assumptions were an investment rate of return at 7.50% annually, projected salary increases assumption of 4.40% to 16.00% compounded annually and postretirement benefit increases of 3.00% compounded annually.

*IMRF's measurement date is December 31, 2016; therefore information above is presented for the calendar year ended December 31, 2016.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
SCHEDULE OF CHANGES IN THE EMPLOYER'S NET PENSION LIABILITY
AND RELATED RATIOS - ILLINOIS MUNICIPAL RETIREMENT FUND

December 31, 2016*

	2016	2015	2014
TOTAL PENSION LIABILITY			
Service cost	\$ 157,471	\$ 143,721	\$ 146,819
Interest	594,598	552,904	498,958
Changes of benefit terms	-	-	-
Differences between expected and actual experience	126,969	176,829	84,098
Changes of assumptions	(30,692)	9,805	289,894
Benefit payments, including refunds of member contribution:	(343,985)	(300,190)	(276,015)
Net change in total pension liability	<u>504,361</u>	<u>583,069</u>	<u>743,754</u>
TOTAL PENSION LIABILITY - BEGINNING	<u>8,053,070</u>	<u>7,470,001</u>	<u>6,726,247</u>
TOTAL PENSION LIABILITY - ENDING	<u>\$ 8,557,431</u>	<u>\$ 8,053,070</u>	<u>\$ 7,470,001</u>
PLAN FIDUCIARY NET POSITION			
Contributions - employer	\$ 204,629	\$ 192,776	\$ 181,305
Contributions - member	69,224	67,248	60,977
Net investment income	434,886	31,989	368,428
Benefit payments, including refunds of member contribution:	(343,985)	(300,190)	(276,015)
Other	109,406	76,845	26,510
Net change in plan fiduciary net position	<u>474,160</u>	<u>68,668</u>	<u>361,205</u>
PLAN FIDUCIARY NET POSITION - BEGINNING	<u>6,486,540</u>	<u>6,417,872</u>	<u>6,056,667</u>
PLAN FIDUCIARY NET POSITION - ENDING	<u>\$ 6,960,700</u>	<u>\$ 6,486,540</u>	<u>\$ 6,417,872</u>
EMPLOYER'S NET PENSION LIABILITY (ASSET)	<u>\$ 1,596,731</u>	<u>\$ 1,566,530</u>	<u>\$ 1,052,129</u>
Plan fiduciary net position as a percentage of the total pension liability (asset)	81.34%	80.55%	85.92%
Covered-employee payroll	\$ 1,501,320	\$ 1,494,393	\$ 1,324,166
Employer's net pension liability as a percentage of covered-employee payroll	106.36%	104.83%	79.46%

Changes in assumptions related to retirement age and mortality were made since the prior measurement date

*IMRF's measurement date is December 31, 2016; therefore information above is presented for the calendar year ended December 31, 2016.

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2017

LEGAL COMPLIANCE AND ACCOUNTABILITY

Budgets

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are adopted (at the fund level) for the General, Special Reserve, Debt Service and Special Revenue Funds. All annual appropriations lapse at fiscal year end.

The Library follows these procedures in establishing the budgetary data reflected in the financial statements.

1. The Library prepares and submits to the Board a proposed operating budget for the fiscal year. The operating budget includes proposed expenditures/expenses and the means of financing them. Annual budgets are adopted for the General Fund on a basis consistent with GAAP. The legal level of budgetary control is at the fund level.
2. The proposed operating budget is adopted by the Board at a public meeting.
3. Any amendments to the budget must be adopted by the Board at a public meeting.
4. Budgeted amounts presented in the financial statements are those as originally adopted by the Board and final budgeted amounts after amendments. The budget was approved on July 20, 2016 and amended on June 21, 2017.

NON-MAJOR GOVERNMENTAL FUNDS

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
COMBINING BALANCE SHEET
NON-MAJOR GOVERNMENTAL FUNDS

June 30, 2017

	IMRF	Special Revenue				Totals
		Social Security	Liability Insurance	Building Maintenance	Working Cash	
ASSETS						
Cash and investments	\$ 28,995	\$ 25,253	\$ 7,483	\$ 45,639	\$ -	\$ 107,370
Property tax receivable	26,904	23,433	6,943	38,187	-	95,467
TOTAL ASSETS	\$ 55,899	\$ 48,686	\$ 14,426	\$ 83,826	\$ -	\$ 202,837
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES						
LIABILITIES						
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Liabilities	-	-	-	-	-	-
DEFERRED INFLOWS OF RESOURCES						
Unavailable Property Taxes	55,768	48,572	14,392	79,154	-	197,886
Total Deferred Inflows of Resources	55,768	48,572	14,392	79,154	-	197,886
Total Liabilities and Deferred Inflows of Resources	55,768	48,572	14,392	79,154	-	197,886
FUND BALANCES						
Restricted						
Special Revenue	131	114	34	4,672	-	4,951
Working Cash	-	-	-	-	-	-
Unrestricted	-	-	-	-	-	-
Total Fund Equities	131	114	34	4,672	-	4,951
TOTAL LIABILITIES AND FUND BALANCES	\$ 55,899	\$ 48,686	\$ 14,426	\$ 83,826	\$ -	\$ 202,837

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
NON-MAJOR GOVERNMENTAL FUNDS

For the Year Ended June 30, 2017

	Special Revenues					Totals
	IMRF	Social Security	Liability Insurance	Building Maintenance	Working Cash	
REVENUES						
Property Taxes	\$ 57,565	\$ 49,102	\$ 13,546	\$ 79,580	\$ -	\$ 199,793
Interest	-	-	-	-	-	-
Gain/(Loss) on Investments	-	-	-	-	-	-
Total Revenues	57,565	49,102	13,546	79,580	-	199,793
EXPENDITURES						
General Government	-	-	15,471	-	-	15,471
Insurance premiums	-	-	2,499	79,759	-	82,258
Building maintenance	-	-	-	-	-	57,379
IMRF	57,379	-	-	-	-	48,941
FICA	-	48,941	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Investment Expense	-	-	-	-	-	-
Total Expenditures	57,379	48,941	17,970	79,759	-	204,049
NET CHANGES IN FUND BALANCES	186	161	(4,424)	(179)	-	(4,256)
Other financing sources (uses):						
Transfers from (to) general fund	-	-	-	1,450	-	1,450
FUND BALANCES, JULY 1	(55)	(47)	4,458	3,401	-	7,757
FUND BALANCES, JUNE 30	\$ 131	\$ 114	\$ 34	\$ 4,672	\$ -	\$ 4,951

(See independent auditor's report.)

SUPPLEMENTARY INFORMATION

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
PROPERTY TAX ASSESSED VALUATIONS, RATES, EXTENSIONS, AND COLLECTIONS
 June 30, 2017

Tax Levy Year	2016			2015		
	DuPage County	Cook County		DuPage County	Cook County	
Assessed Valuation	1,798,960,805	113,515,073		1,660,551,282	108,733,804	
	Rate	Amount	Rate	Amount	Rate	Amount
Tax Extensions						
Corporate	0.1714	\$ 3,083,419	0.1813	\$ 206,597	0.1899	\$ 206,594
I.M.R.F.	0.0031	55,768	0.0000	-	0.0000	-
Social Security	0.0027	48,572	0.0000	-	0.0000	-
Audit	0.0000	-	0.0000	-	0.0000	-
Liability Insurance	0.0008	14,392	0.0000	-	0.0000	-
Building Maintenance	0.0044	79,154	0.0000	-	0.0000	-
Debt Service	0.0000	-	0.0000	-	0.0000	-
	<u>0.1824</u>	<u>3,281,305</u>	<u>0.1813</u>	<u>206,597</u>	<u>0.1892</u>	<u>206,594</u>
Total DuPage Co Extension		\$ 3,281,305		\$ 3,214,692		
Total Cook Co Extension		206,597		206,594		
Total Extensions		\$ 3,487,902		\$ 3,421,286		
Tax Collections:						
year ended June 30, 2017		\$ 1,805,952		\$ 1,679,793		
Previous years		-		1,717,782		
Total Collected		<u>\$ 1,805,952</u>		<u>\$ 3,397,575</u>		
Percent Collected		<u>51.78%</u>		<u>99.31%</u>		

Property tax rates are per \$100 of assessed valuation. Assessed valuation, rates and extended amounts of property taxes levied have been presented for each of the counties for which the District files a property tax levy.

(See independent auditor's report.)

ORDINANCE #2017-8

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

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

Section 1: That the sum of Three Million, Seven Hundred Forty Nine Thousand, Eight Hundred Twenty and No/100 Dollars be and the same is hereby assessed and levied from and against all taxable property within the limits of said Indian Prairie Public Library District as the same is assessed and equalized for State and County purposes for the current year 2017. Said taxes are hereby levied for the current fiscal year of said Library District commencing July 1, 2017 and ending June 30, 2018 and are to be applied in liquidation of the appropriations heretofore made by Ordinance adopted by the Board of Trustees of the Indian Prairie Public Library District at a regular meeting held September 20, 2017 said Ordinance, having been duly published as provided by law, is hereby incorporated herein by reference; the various objects and purposes for which said appropriations were made are set forth under the column entitled "Amount Appropriated" and the specific amount hereby levied for each object and purpose is as set forth under the column entitled "Amount to be Raised by Tax Levy," as follows:

CORPORATE FUND

	Amount Appropriated	Amount to Be Raised by Tax Levy
A. PERSONNEL		
Salaries	2,207,860	2,205,000
Medical/Life Insurance	155,000	148,000
Staff Development	19,000	16,800
Board Development	3,000	1,100
Workers Compensation	12,000	9,200
Unemployment Compensation	4,000	3,200
IMRF	155,000	151,200
FICA	120,000	119,000
B. MATERIALS		
Books	245,000	235,620
Periodicals	35,000	34,000
Audio	50,000	47,000
Video	70,000	66,500
Electronic Reference Resources	65,000	64,000
Processing Supplies	25,000	22,000
Software/Games	8,000	7,200
Life Skills/ESL	3,000	2,200
Multi-Media	10,000	8,200
C. BUILDING		
Cleaning Service	80,000	73,000
Water/Sewer	0	0
Maintenance Supplies	22,000	17,400
Telephone	9,000	7,200
Gas	0	0
Electric	0	0
Security System Monitoring	2,000	900
Garbage Disposal	4,000	3,100
Building Maintenance Repairs	60,000	46,000
Property Maintenance	30,000	19,400
E. AUTOMATION		
Supplies - Public Toner	8,500	7,200

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

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

PART II

AUDIT FUND

0

0

122

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

PART III

.02% BUILDING/MAINTENANCE FUND

100,000

85,000

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

PART IV

ILLINOIS MUNICIPAL RETIREMENT FUND

65,000

60,000

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

PART V

LIABILITY INSURANCE FUND

17,000

15,000

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

PART VI

SOCIAL SECURITY FUND

55,000

52,000

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

PART VII

SPECIAL RESERVE FUND

100,000

0

Appropriated from sources other than a current tax levy. Said amount to be used in accordance with applicable law.

PART VIII

BOND RETIREMENT FUND

0

0

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

PART IX

WORKING CASH FUND

0

0

This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2017/2018 fiscal year, of \$0. Said amount shall not be deemed a current asset available for library purposes. Neither an appropriation nor levy will be made from the working cash fund this year.

SUMMARY:		
CORPORATE FUND EXPENDITURES	3,936,160	3,537,820
AUDIT EXPENDITURES	0	0
BUILDING/MAINTENANCE FUND	100,000	85,000
ILLINOIS MUNICIPAL RETIREMENT FUND	65,000	60,000
LIABILITY INSURANCE	17,000	15,000
SOCIAL SECURITY	55,000	52,000
SPECIAL RESERVE FUND	100,000	0
BOND RETIREMENT FUND	0	0
WORKING CASH FUND	0	0
GRAND TOTAL	4,273,160	3,749,820

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

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

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

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

AYES:

NAYS:

ABSENT:

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

ATTEST:

Victoria Suriano, President

Beena Deshmukh, Secretary

RESOLUTION #2017-D

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED
FOR 2017-2018 FISCAL YEAR

WHEREAS, the Indian Prairie Public Library District must file on or before December 26, 2017 its Levy Ordinance for the 2017-2018 fiscal year; and

WHEREAS, pursuant to "The Truth in Taxation Act" (Illinois Compiled Statutes 1992, Chapter 35, Act 215, Section 1 et. seq.), the Indian Prairie Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2017-2018 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Trustees of the Indian Prairie Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2017-2018 fiscal year upon the taxable property in said Library District is \$3,749,820 comprised of corporate and special purpose property taxes of \$3,749,820 and a bond retirement tax of \$0.

FURTHER RESOLVED that the corporate and special purpose property taxes extended for 2016 were \$3,397,575 and the proposed corporate and special purpose property taxes to be levied for 2017 are \$3,749,820 representing a 10.4% increase over the previous year.

FURTHER RESOLVED that the property taxes extended for debt service for 2016 were \$0 and the proposed debt service levy for 2017 is \$0 representing an increase/decrease of 0%.

FURTHER RESOLVED that the estimated total property taxes to be levied for 2017 are \$3,749,820 which represents a 10.4% increase over the total of \$3,397,575 which was extended in 2016.

ADOPTED this 18th day of October, 2017.

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

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

1. A public hearing to approve a proposed property tax levy increase for the Indian Prairie Public Library District for 2017 (2017-18 fiscal year) will be held on November 15, 2017 at 7 p.m. at the Library, 401 Plainfield Road, Darien, Illinois.

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

2. The corporate and special purpose property taxes extended or abated for 2016 were \$3,397,575.

The proposed corporate and special purpose property taxes to be levied for 2017 are \$3,749,820. This represents a 10.4% increase over the previous year.

3. The property taxes extended or abated for debt service and public building commission leases for 2016 were \$0.

The estimated property taxes to be levied for debt service and public building commission leases for 2017 are \$0. This represents an increase/decrease of 0%.

4. The total property taxes extended or abated for 2016 were \$3,397,575.

The estimated total property taxes to be levied for 2017 are \$3,749,820. This represents a 10.4% increase over the previous year.

This notice is to be published in The Doings newspaper on November 2, 2017.

Publishing requirements:

- Shall be no less than one eighth page in size.
- The smallest type used shall be twelve point.
- Shall be enclosed in a black border no less than 1/4 inch wide.
- Shall not be placed in that portion of the newspaper where legal notices and classified advertisements appear.

ARMED INTRUDER (Active Shooter):

1. Keep calm.
2. **If you can get out, get out!** Otherwise, move quickly to a safe location.
3. DO NOT confront, threaten, intimidate, or attempt to disarm the offender.
4. If you are able, call 9-1-1 and describe the situation and your location. If not possible to speak, simply dial 9-1-1 on a landline phone and leave it off the hook.

If you can hear gunshots in the immediate vicinity:

1. Go to the nearest room or office. Take others with you if possible. **If you can get out, get out!**
2. Close and lock the door. Blockade the door with furniture if possible.
3. Turn off the lights to avoid being noticed by the intruder.
4. Direct everyone to silence mobile phones.
5. Get everyone to lie on the floor and out of line of sight. Pack the door or exposed wall with as much stuff as possible (coats, books, boxes, selves, etc.) Remain quiet.
6. When it is safe to do so, call 9-1-1. Never assume that someone else has already called for help.
7. Stay in your location until otherwise instructed by emergency response team.

If you are directly involved and in imminent danger:

Attempt to disrupt and/or incapacitate the active shooter by acting aggressively, throwing items and/or improvising weapons, and yelling.

If you are not directly involved and you do not hear gunshots nearby and it appears safe to exit

1. Guide others to an exit.
2. Do not run in a straight line, use a zig zag pattern.

3. Call 9 -1-1 from any telephone to provide location of incident, the number of suspects and description, number of location of injured victims.
4. Once out, head to Tri-State Fire and wait for others to arrive.

When police arrive:

Wait for police to give you orders. Do not attempt to assist police.

- If you are on the ground, stay on the ground, keeping your hands visible. If you are standing, raise your hands above your head.
- If you are in a locked room, stay in the room until directed by police.
- If someone is injured, try to keep them comfortable and, when possible, alert police about the injured person.

Kids & Teens

An adult member that came to the K&T Ask US Desk looking for programming information on a Pre-K event stated, "Your teen area is so "vibrant"! (It was just after school when all the HSHS students were filing in.)

An adult patron asked to take a look at the circulating sewing machines and asked, "When will they be teaching classes?"

An adult patron was leaving the K&T department and said, "Oh, I have to go out this way to see the plants. It makes me like the library more!"

A teacher commented that she loves our book selection. She always plans her class room themes with our Picture book collection. She also mentioned how beautiful the library is and appreciates all the light from the windows.

Adult patron shared that they love the LEGO wall and commented that they bet it is super popular. She was pleased to hear that it was built by a local Eagle Scout and never new that could be done.

Circulation

Patron upset about third manned checkout desk being taken away.

The water that comes out of the water fountains on the 1st floor is always warm. Can anything be done to make the water come out cold?

Please have the beep sound activated. Don't lit it off.

A patron checking out said, "I just love this library. The people are always so nice."

A patron said, "The water from the downstairs water fountain is always warm."

Lady from Downers Grove Library said she likes coming here because our library has a nice neighborhood feel and the parking lot has a lot of spaces. It's horrible to park at Downers Grove.

"This place is always so busy. I guess that's a good thing." A patron remarked.

Patron likes the Hot Picks much better than the two day check out.

Patron commented that she likes that we put the little table back next by the drop off.

"You have such a wonderful library here. Everything you need to know about the world and then some." A patron said to me when checking out a large stack of dinosaur books for his young son.

Patron came to me and said, "Please check these books out for me. I like to do it the old fashion way. Good customer service."

The novel idea book club is a lot of fun. I really enjoyed it.

A non-resident patron renewing her card said, "This is the best bargain out there! Entertainment for the entire year!"

Patron loves the barcodes on the front of the books.

Adult

Patron commented that she does not like the new organization for foreign dvds by language. "I would never, ever be able to find anything over here without staff help. I really don't like it."

"I like the Foreign DVDs shelved by language much better."

Patron is an avid reader (he really is..I saw his lists) He suggested that we place the date added on the spine someplace...like 9-2017...because then he can scan the shelf and see the most recently added. A lot of the authors he has read have many many titles and he thought this way he could stay on top of their new works.

Technology

A member was brought over from the Ask Us Desk by Joan to get more information on the ROKU. As I was demonstrating the ROKU, she mentioned that she has a great app on her phone that she watches new movies and old TV shows and she wishes she could watch them on her TV. I suggested the Chromcast to her and we had one for her to take home and try out. I went through the setup with her and also put a hold on a ROKU for her. She said "You made my day."

"Man, I must tell you, your bathrooms are horrible."

Administration

A DG Patron came in to purchase a brick. He said that he was disappointed in how difficult the process was. He started the night before by going to the Circ desk and then the Ask Us desk and was given the Foundation pamphlet. He was confused because there was nowhere to include the inscription. And when he looked at the website he was confused and could not find the bricks. He then called and left a message with admin which I called him back and he came into the library to talk with me. When I showed him the "heart" on the main page of the website that says "donate" he said that he doesn't feel the word "donate" is the best word because he is purchasing a brick.