

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Budget and Appropriations Hearing
September 20, 2017 – 7 p.m. – Conference Room

- A. Call to Order and Statement of Purpose: The purpose of the hearing is to provide the opportunity for public comment on the Budget and Appropriations Ordinance. Page 3
- B. Public Questions/Comments
- C. Closing of Hearing

Board of Trustees Regular Meeting
September 20, 2017 – 7:10 p.m. – Conference 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 Announcement
 - 1. White to Bukovac re: Thank You for your Service Page 4
 - 2. Promotional Video Hinsdale District 86 Transition Center
- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, August 16, 2017 Page 5
 - 2. Treasurer's Report Page 8
 - 3. Action on Bills/Additional Bills Page 12
 - 4. Ordinance 2017-7 Providing for the Budget & Appropriations for FY 2017/18 Page 18
 - 5. Estimate of Revenues FY 2017/18 Page 23
 - 6. Bank Resolutions Page 24
 - 7. Proposed change to Policy 430.3 Reserves Page 32
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Page 33 Information

- H. Department Reports
1. Assistant Director Page 35 Information
2. Marketing Page 37
3. Adult Page 39
4. Circulation distribute @ mtg. Page 45
5. Technology and Technical Services Page 45
6. Youth Page 48

- I. Staff Report
None

- J. Reports
1. Chamber Reports (Jensen) Page 57 Information
2. RAILS Page 58 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. Presentation of the Earth Flag, DuPage County & SCARCE Page 74 Information
2. Video Presentation on IPPL Prairie Patch Information
3. Donation of a Vickery Painting Action
4. Review Chapters 1 – 5 of *Trustee Facts File* page 75 Discussion

- M. Scheduled Meetings
1. Building and Grounds Committee meeting to be scheduled
10/25, 10/26, 10/31, 11/1 or 11/2
2. December Board Meeting, 12/20

- N. Community Events

- O. Library Events

- P. Adjournment

**LEGAL NOTICE
NOTICE OF PUBLIC HEARING
INDIAN PRAIRIE PUBLIC
LIBRARY DISTRICT**

NOTICE IS HEREBY GIVEN that a public hearing will be held in conjunction with a Budget and Appropriations Ordinance for the Indian Prairie Public Library District, DuPage & Cook Counties, Illinois at 7 p.m. Central Daylight Savings Time, September 20, 2017, at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois. Notice is hereby given that a tentative Budget and Appropriations Ordinance is on file and has been on file at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois, since July 21, 2017.

Beena Deshmukh, Secretary
Board of Trustees
8/3/2017 5099363



4

OFFICE OF THE SECRETARY OF STATE
JESSE WHITE • Secretary of State and State Librarian

August 11, 2017

Ms. Jamie Bukovac
Indian Prairie Public Library District, Director
401 Plainfield Road
Darien, IL 60561

Dear Ms. Bukovac:

I would like to take this opportunity to thank you for your service you have performed for the Office of the Secretary of State/Illinois State Library as a member of the Illinois State Library Advisory Committee (ISLAC).

The energy, time and commitment you have generously given is much appreciated, as a member of ISLAC, your guidance and input in addressing policies, issues, and activities for library development and cooperation have been very beneficial.

I wish you well, and thank you again for your service on the Illinois State Library Advisory Committee.

Sincerely,

Jesse White

Jesse White
Secretary of State and
State Librarian

5

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of August 16, 2017

**Board of Trustees Regular Meeting
August 16, 2017 – 7 p.m.**

A. Roll Call

Vice-President Damon called the meeting to order at 7 p.m. Secretary Deshmukh called the roll.

Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti

Absent: Asma Akhras, Victoria Suriano

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: Brad Smith, MPI Investment Management

Vice-President Damon asked for additions and/or corrections to the agenda. There were none.

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

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

C. Public Comment

At this point Brad Smith spoke to the Board regarding item L1 of New Business. He left at 7:25 p.m. and the Board continued with the rest of the agenda

D. Communications and Announcements

1. Bongiovanni to Bukovac re: Library Parking Lot/DarienFest
2. Bukovac to Bongiovanni re: Library Parking Lot/DarienFest
3. Illinois Library Association Conference Trustee Day Schedule

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, July 19, 2017
 2. Treasurer's Report
 3. Action on Bill/Additional Bills
 4. Semi-Annual Statement of Receipts and Disbursement
 5. Annual Statement of Receipts and Disbursements
 6. Approval of FY2017 Illinois Public Library Annual Report
- Krupicka moved, Deshmukh seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Deshmukh moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

6

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

Megaridis asked Birmingham about the broken window in her report. Birmingham said it happened when the landscapers were here and she thinks their mower picked up a rock. The window has been replaced.

I. Staff Report – none

J. Reports

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

K. Unfinished Business

1. Debt Certificate – At the July meeting the Board received an overview from Ehlers of how using a debt certificate to pay for capital projects would work. Ehlers presentation was followed by Board discussion. The discussion continued tonight. Bukovac gathered additional information for tonight's meeting and included it in the packet. She asked Ehlers to prepare a debt service schedule for \$550,000. She then prepared comparative information relative to using a debt certificate or paying for capital expenditures directly out of reserves. She also updated information about some of the capital projects. Bukovac reviewed this additional information with the Board. Ruscitti said she wouldn't be a fan of the debt certificate. She has concerns about the interest rate that Ehlers showed in that she thinks it is low. Also she does not like doing it without a referendum. Deskmukh said she is on the fence about it and she is also not fond of doing it without a referendum. Krupicka commented that with the debt certificate we're structuring how we pay for the capital projects in a different way so that we don't spend down all of our reserves. Bukovac said that we wouldn't be asking the public for more money as we would be doing with a referendum. Megaridis commented that the debt certificate may need to be revisited in the future. Bukovac suggested that the Finance Committee meet over the winter to discuss other scenarios and then report back to the Board.

L. New Business

1. Brad Smith, MPI Investment Management - Smith reintroduced himself to the Board. He reviewed the statistics and characteristics of the library's portfolio. His presentation included annual return comparisons with Illinois Funds and a portfolio appraisal. The portfolio has strong principal and liquidity protection. He feels very good about the library's position going forward.
2. FY16/17 Strategic Plan Update – Megaridis asked Bukovac to highlight a few things she is especially proud of. Bukovac said library staff is fantastic and has really grabbed hold of the user experience philosophy. Adult services has worked very hard to weed the non-fiction collection, overall technology usage and programs have skyrocketed, we continue to do new things with early literacy (i.e. kindergarten bootcamp), and we continue to maintain and

grow our community partnerships. We started a new initiative, one-on-one technology training, and served over 1,000 patrons. Our new business liaison created a business newsletter and e-newsletter. We continue to grow our technology circulating kits and STEM kits. We now offer passport service to the community.

M. Scheduled Meetings - none

N. Community Events

O. Library Event

P. Adjournment

At 8:25 p.m. Krupicka moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 8/30/2017

Balance on hand as of July, 2017.....	3,135,485.34
Cash Receipts for August.....	104,285.94
Cash Disbursements for August.....	340,415.40
Cash on hand as August 31, 2017.....	2,899,355.88

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.007%	
General.....	312,254.81
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	8,859.31
Children's Endowment.....	2,912.50
Endowment.....	11,274.60
MPI Investment (Corporate Fund).....	2,457,611.46

JP Morgan Chase/MB - Checking	
General.....	11,839.92
Hinsdale Bank & Trust - Checking.....	7,492.39
JP Morgan Chase/MB - Savings - Rate .18%/.80%	
General.....	67,740.15
Petty Cash/Circulation.....	404.00
Balances as of August 31, 2017.....	2,899,355.88

FUND BALANCES AS OF 08/31/2017

Corporate Fund.....	2,777,080.36
Building & Maintenance Fund.....	29,594.26
I.M.R.F. Fund.....	724.23
Liability Fund.....	(6,656.65)
Social Security Fund.....	1,437.34
Special Reserve Fund.....	8,648.21
Current Liabilites.....	88,528.13
Grand Total All Funds.....	2,899,355.88

9

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

Percent of Year: 16.67

	RECEIVED August 17	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	83,395.47	1,972,945.67	56.82%	3,472,004.00	1,499,058.33
41150 · Non-current Property Taxes	17.38	85.59	0.00%	0.00	-85.59
43100 · Interest-Tax Levy	3.94	5.41	0.00%	0.00	-5.41
TOTAL PROPERTY TAX & LEVY INTEREST	83,416.79	1,973,036.67	56.83%	3,472,004.00	1,498,967.33
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	408.69	969.24	64.62%	1,500.00	530.76
TOTAL INTEREST	408.69	969.24	64.62%	1,500.00	530.76
DESK MONIES					
45100 · Copier	376.65	764.40	15.93%	4,800.00	4,035.60
45120 · Computer Copies	1,519.44	2,585.63	17.24%	15,000.00	12,414.37
45200 · Fines/Fees	6,024.47	11,070.28	22.59%	49,000.00	37,929.72
45250 · Gifts/Donations	0.00	8,966.74	1793.35%	500.00	-8,466.74
45300 · Lost Materials	637.94	1,240.18	10.34%	12,000.00	10,759.82
45350 · Non-Resident Fees	8,422.02	17,406.08	20.72%	84,000.00	66,593.92
45400 · DVD Fines	73.55	240.20	24.02%	1,000.00	759.80
45450 · Top Picks	22.25	71.00	0.00%	0.00	-71.00
45550 · Meeting Room Rental	0.00	100.00	50.00%	200.00	100.00
45600 · ILL Fees	199.66	280.66	40.09%	700.00	419.34
45650 · 3D Printing	29.60	48.00	9.60%	500.00	452.00
45660 · Carvey	21.00	29.00	9.67%	300.00	271.00
45700 · Passport Fees	1,325.00	2,000.00	13.33%	15,000.00	13,000.00
TOTAL DESK MONIES	18,651.58	44,802.17	24.48%	183,000.00	138,197.83
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	700.00	700.00
46700 · Miscellaneous	123.00	992.75	49.64%	2,000.00	1,007.25
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	123.00	1,012.75	33.76%	3,000.00	1,987.25
GRAND TOTAL	102,600.06	2,019,820.83	54.72%	3,691,504.00	1,671,683.17

10

Indian Prairie Public Library District Consolidated Expenditures Report for August 2017

Percent of Year: 16.67

	August 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	166,257.05	303,818.30	13.90%	2,186,000.00	1,882,181.70	2,207,860.00	13.76%
61310 · Benefits - Medical / Life Ins.	11,127.65	20,952.02	14.45%	145,000.00	124,047.98	155,000.00	13.52%
61330 · Benefits - IMRF	15,847.93	27,684.17	13.39%	206,771.00	179,086.83	220,000.00	12.58%
61340 · Benefits - FICA	12,529.54	23,106.75	13.82%	167,214.00	144,107.25	175,000.00	13.20%
61400 · Staff Development	1,808.17	2,274.39	13.95%	16,300.00	14,025.61	19,000.00	11.97%
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	150.29	319.55	10.41%	3,070.00	2,750.45	4,000.00	7.99%
TOTAL PERSONNEL	207,720.63	386,775.18	14.15%	2,734,355.00	2,347,579.82	2,795,860.00	13.83%
MATERIALS							
62100 · Books	19,921.55	26,824.94	11.61%	231,000.00	204,175.06	245,000.00	10.95%
62200 · Periodicals	9,255.21	9,231.21	27.62%	33,425.00	24,193.79	35,000.00	26.37%
62300 · Audio	5,550.58	6,804.72	14.96%	46,150.00	39,245.28	50,000.00	13.61%
62400 · Video	6,538.90	8,470.84	12.99%	65,200.00	56,729.16	70,000.00	12.10%
62500 · Multi-Media	166.40	174.69	2.18%	8,000.00	7,825.31	10,000.00	1.75%
62600 · Electronic Reference Resources	17,603.10	54,819.89	87.85%	62,400.00	7,580.11	65,000.00	84.34%
62700 · Software	427.42	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	1,361.14	1,807.41	8.53%	21,200.00	19,392.59	25,000.00	7.23%
TOTAL MATERIALS	60,824.28	108,661.12	22.81%	476,375.00	367,713.88	511,000.00	21.26%
BUILDING							
63200 · Cleaning Service	9,470.86	9,470.86	13.25%	71,500.00	62,029.14	80,000.00	11.84%
63300 · Utilities (1-8-11 · Gas)	0.00	2,006.00	17.44%	11,500.00	9,494.00	17,500.00	11.46%
63300 · Utilities (1-8-12 · Electric)	17,136.83	17,136.83	27.20%	63,000.00	45,863.17	70,000.00	24.48%
63300 · Utilities (1-8-13 · Telephone)	751.52	1,482.11	21.17%	7,000.00	5,517.89	9,000.00	16.47%
63300 · Utilities (1-8-14 · Water/Sewer)	1,662.92	1,662.92	20.28%	8,200.00	6,537.08	12,500.00	13.30%
63300 · Utilities (1-8-15 · Garbage Disposal)	231.35	462.70	15.42%	3,000.00	2,537.30	4,000.00	11.57%
63400 · Maintenance Supplies	1,096.72	1,886.29	11.10%	17,000.00	15,113.71	22,000.00	8.57%
63500 · Security System Monitoring	105.00	105.00	13.13%	800.00	695.00	2,000.00	5.25%
63600 · Property Maintenance	1,784.00	1,784.00	9.39%	19,000.00	17,216.00	30,000.00	5.95%
63800 · Building Maintenance/Repair	4,646.34	5,029.34	11.18%	45,000.00	39,970.66	60,000.00	8.38%
TOTAL BUILDING	36,885.54	41,026.05	16.68%	246,000.00	204,973.95	307,000.00	13.36%
OPERATIONS							
64200 · Supplies - Office	2,122.39	2,290.78	16.97%	13,500.00	11,377.61	16,000.00	13.28%
64300 · Photocopy Supplies	356.27	684.30	13.69%	5,000.00	4,315.70	6,000.00	11.41%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	159.60	279.30	0.00%	2,800.00	2,520.70	4,000.00	0.00%
64500 · Postage	-152.10	3,228.20	73.37%	4,400.00	1,171.80	5,000.00	64.56%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	56.72	56.72	11.34%	500.00	443.28	700.00	8.10%
64800 · Organizational Memberships	35.00	35.00	1.84%	1,900.00	1,865.00	2,400.00	1.46%
64900 · Bank Fees	289.65	593.96	23.76%	2,500.00	1,906.04	3,200.00	18.56%
TOTAL OPERATION	2,867.53	7,168.26	21.59%	33,200.00	26,200.13	41,300.00	17.36%
AUTOMATION							
65100 · Supplies-Public Toner	844.86	1,235.84	17.66%	7,000.00	5,764.16	8,500.00	14.54%
65150 · Supplies-Staff Toner	1,865.82	1,923.07	32.05%	6,000.00	4,076.93	8,500.00	22.62%
65160 · Supplies-Other	0.00	0.00	0.00%	800.00	800.00	1,100.00	0.00%
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	120.79	120.79	0.86%	14,000.00	13,879.21	22,000.00	0.55%
65400 · Automation Equip Mnt/Repair	383.63	383.63	8.16%	4,700.00	4,316.37	5,000.00	7.67%
65500 · Software	298.76	298.76	2.06%	14,485.00	14,186.24	20,000.00	1.49%
65600 · SWAN	-139.55	11,265.45	24.69%	45,620.00	34,354.55	47,000.00	23.97%

11

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

Percent of Year: 16.67

	August 17	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 • Telecommunications	349.80	349.80	12.15%	2,880.00	2,530.20	4,000.00	8.75%
TOTAL AUTOMATION	3,724.11	15,577.34	15.50%	100,485.00	84,907.66	124,100.00	12.55%
CONTRACTUAL SERVICES							
66100 • General Professional Services	285.00	600.00	8.82%	6,800.00	6,200.00	17,200.00	3.49%
66200 • Credit Bureau	35.80	98.45	8.20%	1,200.00	1,101.55	1,500.00	6.56%
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	320.80	1,993.89	15.68%	12,720.00	10,726.11	25,700.00	7.76%
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	1,855.66	1,855.66	5.30%	35,000.00	33,144.34	37,000.00	5.02%
68111 • eNewsletter	1,890.00	1,890.00	94.50%	2,000.00	110.00	2,200.00	85.91%
68210 • Marketing Advertising	18.75	18.75	3.75%	500.00	481.25	1,800.00	1.04%
68310 • Marketing Supplies	0.00	0.00	0.00%	500.00	500.00	1,000.00	0.00%
68410 • Marketing-Information Printing	57.75	243.73	11.08%	2,200.00	1,956.27	5,000.00	4.87%
68500 • Legal Notices	142.98	142.98	14.30%	1,000.00	857.02	2,000.00	7.15%
68600 • Special Events	2,761.00	4,062.40	15.99%	25,400.00	21,337.60	30,000.00	13.54%
TOTAL PUBLIC INFORMATION	6,726.14	8,213.52	12.33%	66,600.00	58,386.48	79,000.00	10.40%
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	13,608.25	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	1,438.88	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	334,116.16	601,159.66	16.29%	3,691,504.00	3,090,512.73	4,273,160.00	14.07%

ACTION ON BILLS August 2017

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	50102 thru 50237	\$ 148,440.10
Chase Bank-Salaries for August	37001 thru 37020	\$ 5,250.65
Hinsdale Bank-Direct Deposits	& 24485 thru 24733	\$ 110,993.32

MONTH'S TOTAL: \$ 264,684.07

13

Indian Prairie Public Library District

Account QuickReport

As of August 31, 2017

Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Bill Pmt Check	08/02/2017	50102	Baker & Taylor	4,896.87
Bill Pmt Check	08/02/2017	50103	Baker & Taylor (video)	393.24
Bill Pmt Check	08/02/2017	50104	Bengal Electric Inc.	1,835.00
Bill Pmt Check	08/02/2017	50105	Better Business Planning, Inc.	149.38
Bill Pmt Check	08/02/2017	50106	Blackstone Audio, Inc.	90.00
Bill Pmt Check	08/02/2017	50107	Borzo, Greg	200.00
Bill Pmt Check	08/02/2017	50108	Center Point Large Print	50.64
Bill Pmt Check	08/02/2017	50109	Colonial Life	82.53
Bill Pmt Check	08/02/2017	50110	DEMCO	210.00
Bill Pmt Check	08/02/2017	50111	DuPage County Public Works	1,411.43
Bill Pmt Check	08/02/2017	50112	Findaway World, LLC	447.93
Bill Pmt Check	08/02/2017	50113	Gale/CENGAGE Learning	10,690.43
Bill Pmt Check	08/02/2017	50114	Herath, Adrian	362.50
Bill Pmt Check	08/02/2017	50115	Ingram Library Services	440.20
Bill Pmt Check	08/02/2017	50116	Kroeschell Service	12,273.25
Bill Pmt Check	08/02/2017	50117	McCully, Nancy	150.00
Bill Pmt Check	08/02/2017	50118	Medicom Reimbursement Spec., Ltd.	18.75
Bill Pmt Check	08/02/2017	50119	Midwest Tape	1,626.74
Bill Pmt Check	08/02/2017	50120	NCPERS Group Life	80.00
Bill Pmt Check	08/02/2017	50121	Neviol Inc.	4,490.00
Bill Pmt Check	08/02/2017	50122	OverDrive	3,970.06
Bill Pmt Check	08/02/2017	50123	Palmisano, Stacy.	17.66
Bill Pmt Check	08/02/2017	50124	Penguin Random House LLC	288.75
Bill Pmt Check	08/02/2017	50125	Principal Life Insurance Company	657.59
Bill Pmt Check	08/02/2017	50126	Quill	1,171.82
Bill Pmt Check	08/02/2017	50127	RAILS	740.75
Bill Pmt Check	08/02/2017	50128	Recorded Books, LLC	571.22
Bill Pmt Check	08/02/2017	50129	Regent Book Company	16.96
Bill Pmt Check	08/02/2017	50130	Rivistas Subscription Services	835.40
Bill Pmt Check	08/02/2017	50131	Roy, Nancy	32.16
Bill Pmt Check	08/02/2017	50132	Runco	154.69
Bill Pmt Check	08/02/2017	50133	Salo, Kathryn	83.87
Bill Pmt Check	08/02/2017	50134	Schuller, Bonita	200.00
Bill Pmt Check	08/02/2017	50135	Sebert Landscaping	1,017.00
Bill Pmt Check	08/02/2017	50136	Team One Repair, Inc.	957.60
Bill Pmt Check	08/02/2017	50137	Uline	51.66
Bill Pmt Check	08/02/2017	50138	VISOgraphic	76.16
Bill Pmt Check	08/02/2017	50139	Waterlogic East LLC	251.49
Bill Pmt Check	08/02/2017	50140	Wlosinski, Maria	12.31
Bill Pmt Check	08/02/2017	50141	Record Information Services, Inc.	384.50
Liability Check	08/10/2017	50142	Nationwide Retirement	660.00
Liability Check	08/10/2017	50143	Vantagepoint	982.25
Bill Pmt Check	08/10/2017	50144	Aurico	285.00
Bill Pmt Check	08/10/2017	50145	Baker & Taylor	2,700.19

14

Indian Prairie Public Library District
Account QuickReport
As of August 31, 2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	08/10/2017	50146	Baker & Taylor (video)	536.70
Bill Pmt Check	08/10/2017	50147	Bal Industries	390.00
Bill Pmt Check	08/10/2017	50148	Blackstone Audio, Inc.	60.90
Bill Pmt Check	08/10/2017	50149	Case Lots Inc.	223.00
Bill Pmt Check	08/10/2017	50150	Chicago Tribune	142.98
Bill Pmt Check	08/10/2017	50151	Comcast	189.95
Bill Pmt Check	08/10/2017	50152	DEMCO	240.95
Bill Pmt Check	08/10/2017	50153	Doane, Jimmy	14.34
Bill Pmt Check	08/10/2017	50154	Gale/CENGAGE Learning	29.59
Bill Pmt Check	08/10/2017	50155	Garvey's Office Products	33.92
Bill Pmt Check	08/10/2017	50156	GMA	1,491.34
Bill Pmt Check	08/10/2017	50157	Ingram Library Services	44.84
Bill Pmt Check	08/10/2017	50158	JourneyEd.com, Inc.	269.76
Bill Pmt Check	08/10/2017	50159	Layman, Jez	21.40
Bill Pmt Check	08/10/2017	50160	LinkedIn	7,000.00
Bill Pmt Check	08/10/2017	50161	Magnolia Journal	15.00
Bill Pmt Check	08/10/2017	50162	Midwest Tape	1,053.34
Bill Pmt Check	08/10/2017	50163	Muscle & Fitness	29.97
Bill Pmt Check	08/10/2017	50164	National Geographic Little Kids	18.00
Bill Pmt Check	08/10/2017	50165	Neviol Inc.	4,490.00
Bill Pmt Check	08/10/2017	50166	Penguin Random House LLC	104.75
Bill Pmt Check	08/10/2017	50167	Pioneer Press	26.00
Bill Pmt Check	08/10/2017	50168	Runco	390.86
Bill Pmt Check	08/10/2017	50169	Sebert Landscaping	2,102.00
Bill Pmt Check	08/10/2017	50170	Speciality Mat Service	100.86
Bill Pmt Check	08/10/2017	50171	Stephens Plumbing & Heating, Inc.	163.00
Bill Pmt Check	08/10/2017	50172	Trupower Generator Service	525.00
Bill Pmt Check	08/10/2017	50173	Unique Management	35.80
Bill Pmt Check	08/15/2017	50174	VISOgraphic	2,977.43
Liability Check	08/24/2017	50175	Nationwide Retirement	660.00
Liability Check	08/24/2017	50176	Vantagepoint	982.25
Bill Pmt Check	08/24/2017	50177	AAII	24.00
Bill Pmt Check	08/24/2017	50178	Alphagraphics	57.75
Bill Pmt Check	08/24/2017	50179	Baker & Taylor	1,338.09
Bill Pmt Check	08/24/2017	50180	Baker & Taylor (video)	38.94
Bill Pmt Check	08/24/2017	50181	BCBS	11,008.18
Bill Pmt Check	08/24/2017	50182	Call One	751.52
Bill Pmt Check	08/24/2017	50183	Case Lots Inc.	266.45
Bill Pmt Check	08/24/2017	50184	Chicago SunTimes	260.00
Bill Pmt Check	08/24/2017	50185	Chicago Tribune	318.24
Bill Pmt Check	08/24/2017	50186	Comcast	159.85
Bill Pmt Check	08/24/2017	50187	Dynegy Energy Services	17,136.83
Bill Pmt Check	08/24/2017	50188	FSS Technologies	105.00
Bill Pmt Check	08/24/2017	50189	Game Informer	24.98
Bill Pmt Check	08/24/2017	50190	Groot Industries, Inc.	231.35

Indian Prairie Public Library District
Account QuickReport
As of August 31, 2017

15

Type	Date	Num	Name	Amount
Bill Pmt Check	08/24/2017	50191	Ingram Library Services	111.95
Bill Pmt Check	08/24/2017	50192	Kolalis, Ashe	8.00
Bill Pmt Check	08/24/2017	50193	Kroeschell Service	632.00
Bill Pmt Check	08/24/2017	50194	LM Information Delivery, Inc.	7,504.63
Bill Pmt Check	08/24/2017	50195	Lucarelli, Anthony	69.15
Bill Pmt Check	08/24/2017	50196	Midwest Tape	2,373.90
Bill Pmt Check	08/24/2017	50197	OverDrive	1,424.25
Bill Pmt Check	08/24/2017	50198	Palmisano, Stacy.	14.98
Bill Pmt Check	08/24/2017	50199	Penguin Random House LLC	56.25
Bill Pmt Check	08/24/2017	50200	Quill	1,470.68
Bill Pmt Check	08/24/2017	50201	Roy, Nancy	32.16
Bill Pmt Check	08/24/2017	50202	Runco	100.23
Bill Pmt Check	08/24/2017	50203	Salo, Kathryn	82.03
Bill Pmt Check	08/24/2017	50204	Sheehan, Debbie	28.01
Bill Pmt Check	08/24/2017	50205	VSP Vision	122.55
Bill Pmt Check	08/24/2017	50206	White Fence Farm	50.00
Bill Pmt Check	08/24/2017	50207	Wordinger, Debra	120.06
Bill Pmt Check	08/31/2017	50208	Asimakopoulos, Jennifer	737.66
Bill Pmt Check	08/31/2017	50209	Baker & Taylor	3,669.83
Bill Pmt Check	08/31/2017	50210	Baker & Taylor (video)	132.19
Bill Pmt Check	08/31/2017	50211	Bank of America	11,116.52
Bill Pmt Check	08/31/2017	50212	Blackstone Audio, Inc.	225.00
Bill Pmt Check	08/31/2017	50213	Case Lots Inc.	368.95
Bill Pmt Check	08/31/2017	50214	Colonial Life	82.53
Bill Pmt Check	08/31/2017	50215	DEMCO	133.01
Bill Pmt Check	08/31/2017	50216	Filis, April	5.75
Bill Pmt Check	08/31/2017	50217	Findaway World, LLC	106.86
Bill Pmt Check	08/31/2017	50218	Gale/CENGAGE Learning	270.31
Bill Pmt Check	08/31/2017	50219	Garvey's Office Products	15.12
Bill Pmt Check	08/31/2017	50220	Grasso Graphics	242.99
Bill Pmt Check	08/31/2017	50221	Home Depot	38.25
Bill Pmt Check	08/31/2017	50222	Ingram Library Services	333.16
Bill Pmt Check	08/31/2017	50223	Kline, Cindy	35.00
Bill Pmt Check	08/31/2017	50224	Layman, Jez	100.16
Bill Pmt Check	08/31/2017	50225	Midwest Tape	1,420.24
Bill Pmt Check	08/31/2017	50226	NCPERS Group Life	80.00
Bill Pmt Check	08/31/2017	50227	Near West Youth Services	25.00
Bill Pmt Check	08/31/2017	50228	NoLoad Fund Investor, The	169.00
Bill Pmt Check	08/31/2017	50229	OverDrive	1,675.55
Bill Pmt Check	08/31/2017	50230	Owl Hill Media, LLC	29.99
Bill Pmt Check	08/31/2017	50231	Palmisano, Stacy.	15.19
Bill Pmt Check	08/31/2017	50232	Penguin Random House LLC	10.00
Bill Pmt Check	08/31/2017	50233	Principal Life Insurance Company	657.59
Bill Pmt Check	08/31/2017	50234	Recorded Books, LLC	278.39
Bill Pmt Check	08/31/2017	50235	Runco	82.69

1:39 PM
08/02/17
Accrual Basis

Indian Prairie Public Library District
Account QuickReport
As of August 31, 2017

16

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	08/31/2017	50236	Thomson Reuters West	67.48
Bill Pmt Check	08/31/2017	50237	Wlosinski, Maria	11.77

Total 10121 - Checking JP Morgan Chase
TOTAL

148,440.10
148,440.10

Bills for approval – Electronic Payments & Automatic Withdrawals

August 2017

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	08/11/2017	21,042.84
ILDOR-State	Payroll taxes	08/11/2017	3,657.89
EFTPS-Federal	Payroll taxes	08/25/2017	20,819.84
ILDOR-State	Payroll taxes	08/25/2017	5,707.62
IMRF	Payroll Pension	08/31/2017	21,242.50
DAC	Deposit to HRA	08/02/2017	1,756.94
Nicor	Gas	08/22/2017	1,214.05
Chase/US Bank	Credit Card Fee	08/02/2017	279.65
Hinsdale Bank	Fee-Direct Deposit	08/01/2017	10.00

ORDINANCE #2017-7 PROVIDING FOR THE BUDGET AND APPROPRIATIONS OF INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018

WHEREAS, the Board of Trustees of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DuPage & Cook Counties, Illinois, has caused to be prepared in tentative form a Budget and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to the final action thereon, and

WHEREAS, a public hearing was held as to such Budget on the 20th day of September, 2017, and notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with.

NOW THEREFORE, Be it Ordained by the Board of Trustees of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DuPage & Cook Counties, Illinois, as follows:

Section 1: That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2017 and end on June 30, 2018.

Section 2: That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be, and the same hereby is, adopted as the Budget and Appropriations for this Public Library District for the fiscal year beginning July 1, 2017 and ending June 30, 2018 and the sum of Four Million, Two Hundred Seventy Three Thousand, One Hundred Sixty and No/100 Dollars or as much thereof as may be authorized by law, is hereby appropriated for the purpose of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, as hereinafter specified for the said fiscal year.

PART I - ESTIMATED REVENUE AVAILABLE

1. Corporate Fund Balance on hand July 1, 2017	\$1,365,417
2. Receipts during current fiscal year from tax anticipation warrants and receipts from other sources such as fines, gifts, grants, interest, rentals, donations, impact fees	219,500
3. Anticipated Tax Collection	3,472,004
4. Special Reserve Fund Balance on hand July 1, 2017	22,233
5. Balance Special Tax Funds on hand July 1, 2017	4,516
6. Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building	0
TOTAL ESTIMATED AMOUNT AVAILABLE	\$5,083,670

PART II - CORPORATE FUND

Appropriation

A. PERSONNEL

Salaries	2,207,860
Medical/Life Insurance	155,000
Staff Development	19,000
Board Development	3,000
Workers Compensation	12,000
Unemployment Insurance	4,000

IMRF	155,000
FICA	120,000
B. MATERIALS	
Books	245,000
Periodicals	35,000
Audio	50,000
Video	70,000
Electronic Reference Resources	65,000
Processing Supplies	25,000
Software-Games	8,000
Life Skills/ESL	3,000
Multi-Media	10,000
C. BUILDING	
Cleaning Service	80,000
Water/Sewer	0
Maintenance Supplies	22,000
Telephone	9,000
Gas	0
Electric	0
Security System Monitoring	2,000
Garbage Disposal	4,000
Building Maintenance Repairs	60,000
Property Maintenance	30,000
D. AUTOMATION	
Supplies - Public Toner	8,500
Supplies - Staff Toner	8,500
Supplies - Maker	1,100
Automation-Professional Services	8,000
Purchase of Equipment	22,000
Automation-Equipment Repairs	5,000
Software	20,000
System Wide Automated Network (SWAN)	47,000
Telecommunications	4,000
E. OPERATIONS	
Office Supplies	16,000
Photocopy Supplies	6,000
Patron Cards	1,000
Non-Payment Reciprocal Reimbursement	3,000
Postage	5,000
Postage - Passports	4,000
Travel	700
Organizational Memberships	2,400
Bank Fees	3,200
F. CONTRACTUAL SERVICES	
Professional Services	5,000
Legal Services	8,000
Audit	4,200
Credit Bureau	1,500

Photocopier Maintenance Contracts	7,000
G. INSURANCE	
Insurance	2,200
Bond	0
H. PUBLIC INFORMATION	
Marketing Supplies	1,000
Legal Notices	2,000
Marketing Newsletter	37,000
Enewsletter	2,200
Advertising	1,800
Informational Printing	5,000
Special Events	30,000
I. CAPITAL OUTLAY	
Equipment/Furnishings	50,000
Building Improvements	200,000
J. CONTINGENCY	20,000
TOTAL CORPORATE FUND EXPENDITURES	3,936,160

The foregoing appropriations are appropriated from the general property tax for corporate purposes.

PART III

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

PART IV

BUILDING/MAINTENANCE FUND 100,000
 Appropriated for the foregoing expense of Building and Maintenance from SPECIAL TAX in addition to all other taxes appropriated by the District.

PART V

ILLINOIS MUNICIPAL RETIREMENT FUND 65,000
 Appropriated for the foregoing expense of Illinois Municipal Retirement Fund from SPECIAL TAX in addition to all other taxes appropriated by the District.

PART VI

LIABILITY INSURANCE FUND 17,000
 Appropriated for the foregoing expense of Liability Insurance from a SPECIAL TAX in addition to all other taxes appropriated by the District.

PART VII

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

PART VIII

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

PART IX

BOND RETIREMENT FUND	0
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Appropriated from sources other than a current tax levy. Said amount to be used in accordance with applicable law.

PART X

WORKING CASH FUND	0
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This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 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.

PART XI

ESTIMATED CASH EXPECTED TO BE ON HAND AT THE END OF SUCH FISCAL YEAR.....\$810,510

SUMMARY

CORPORATE FUND	\$3,936,160
AUDIT FUND	0
BUILDING/MAINTENANCE FUND	100,000
ILLINOIS MUNICIPAL RETIREMENT FUND	65,000
LIABILITY INSURANCE FUND	17,000
SOCIAL SECURITY FUND	55,000
SPECIAL RESERVE FUND	100,000
BOND RETIREMENT FUND	0
WORKING CASH FUND	0
GRAND TOTAL	\$4,273,160

Section 3: Transfers from one appropriation of any amount specified for any object and purpose, not affecting the total amount appropriated, may be made at any meeting of the Board by ordinance enacted by a 2/3 vote of all the trustees present and voting. By a like vote, the Board may by ordinance make appropriations in excess of those authorized by the budget in order to meet an immediate unforeseen emergency.

Section 4: That, the Board of Trustees of the Indian Prairie Public Library District having established by ordinance a Special Reserve Fund and having resolved to adopt a plan or plans as provided by law to provide for the purchase of a library site, construction of a library building, purchase of a library building, purchase and furnishing of equipment for a library building or for other purposes included in the plan. Any unexpended balance of any item of any general appropriation of the corporate fund in this Ordinance may be transferred to said special reserve fund and accumulated by the Library District as provided by law.

Section 5: That the invalidity of any item or section of this Ordinance shall not affect the validity of the whole or any part thereof.

Section 6: That all ordinances or parts of ordinances conflicting with any provision of this Ordinance be and the same are hereby repealed.

Section 7: The Indian Prairie Public Library District Secretary shall publicly post or keep available this ordinance for inspection by any interested party in the main office of the Indian Prairie Public Library District.

ADOPTED this 20th day of September, 2017, pursuant to a roll call vote as follows:

AYES:
NAYS:
ABSENT:

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

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

I, Marian Krupicka, do hereby certify that I am the duly qualified and acting Treasurer of the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DuPage & Cook Counties, Illinois, and as such that I am the chief fiscal officer of said Library District.

I do further certify that the following is an estimate of fund balances on hand as of July 1, 2017 and revenues, by source, anticipated to be received by the INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT in the following fiscal year, being the fiscal year of July 1, 2017 to June 30, 2018.

<u>ESTIMATE OF FUNDS AVAILABLE</u>		<u>SOURCE</u>
1.	1,365,417	Corporate fund balance on hand 7/1/17
2.	219,500	Receipts during current fiscal year from tax anticipation warrants and receipts from other sources such as fines, gifts, grants, rentals, donations, and impact fees
3.	3,472,004	Anticipated tax collection
4.	22,233	Special Reserve Fund
5.	4,516	Balance SPECIAL TAX funds on hand 7/1/17
6.	0	Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building
<hr/>		
	5,083,670	Total estimated revenues and fund balances available for the 2017/18 fiscal year

I do further certify that the above estimate of balances on hand as of July 1, 2017 and revenues anticipated to be received in the following fiscal year was made in full compliance with the provisions of Chapter 35, Act 205, Section 162 of Illinois Compiled Statutes 1992.

Date

Marian Krupicka, Treasurer and Chief Fiscal Officer of the
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

Resolution of Lodge, Association or Other Similar Organization

MB Financial
6111 River Road
Rosemont, IL 60018

By: INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
401 PLAINFIELD ROAD
DARIEN, IL 60561

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, BEENA DESHMUKH, certify that I am Secretary (clerk) of the above named association organized under the laws of IL, Federal Employer I.D. Number 36-3581437, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on 07/19/2017 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
VICTORIA SURIANO-PRESIDENT		
A. _____	X _____	X _____
MARIAN KRUPICKA-TREASURER		
B. _____	X _____	X _____
BEENA DESHMUKH-SECRETARY		
C. _____	X _____	X _____
DONALD DAMON- VICE PRESIDENT		
D. _____	X _____	X _____
JAMIE BUKOVAC-DIRECTOR		
E. _____	X _____	X _____
F. _____	X _____	X _____

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
A,B,C,D,E _____	(1) Exercise all of the powers listed in this resolution.	A _____
_____	(2) Open any deposit or share account(s) in the name of the Association.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other:	_____

Limitations on Powers. The following are the Association's express limitations on the powers granted under this resolution.

Resolutions

The Association named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.

- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

Effect on Previous Resolutions. This resolution supersedes resolution dated completed, all resolutions remain in effect.

. If not

Certification of Authority

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Association is a non-profit lodge, association or similar organization.

(Secretary)
BEENA DESHMIKH

(Attest by Other Officer)
JAMIE BUKOVAC

(Attest by Other Officer)
VICTORIA SURIANO

For Financial Institution Use Only		
Acknowledged and received on	08/01/2017	(date) by <u>MV</u> (initials)
<input type="checkbox"/> This resolution is superseded by resolution dated		
Comments:		

Resolution of Lodge, Association or Other Similar Organization

MB Financial
6111 River Road
Rosemont, IL 60018

By: INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
401 PLAINFIELD ROAD
DARIEN, IL 60561

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, BEENA DESHMUKH, certify that I am Secretary (clerk) of the above named association organized under the laws of IL, Federal Employer I.D. Number 36-3581437, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on 07/19/2017 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
VICTORIA A. SURIANO-PRESIDENT	X	X
MARIAN RUPICKA-TREASURER		
B. _____	X	X
BEENA DESHMUKH-SECRETARY		
C. _____	X	X
DONALD DAMON- VICE PRESIDENT		
D. _____	X	X
JAMIE BUKOVAC-DIRECTOR		
E. _____	X	X
F. _____	X	X

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
A,B,C,D,E _____	(1) Exercise all of the powers listed in this resolution.	1 _____
_____	(2) Open any deposit or share account(s) in the name of the Association.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other:	_____

Limitations on Powers. The following are the Association's express limitations on the powers granted under this resolution.

Resolutions

The Association named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.

- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

Effect on Previous Resolutions. This resolution supersedes resolution dated _____ completed, all resolutions remain in effect.

. If not

Certification of Authority

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Association is a non-profit lodge, association or similar organization.

(Secretary)
BEENA DESHMUKH

(Attest by Other Officer)
JAMIE BUKOVAC

(Attest by Other Officer)
VICTORIA SURIANO

For Financial Institution Use Only

Acknowledged and received on 08/01/2017 (date) by _____ MV (initials)

This resolution is superseded by resolution dated _____

Comments:

SERVICES

430 Circulation of Materials

430.1 Loan Periods and Renewals

In order that all members of the community may share equally in the use of library materials, the Library Director shall establish various loan periods and renewals for the various types of formats. The Library Director may set restrictions on the types and amounts of materials that may be borrowed when checked out at Indian Prairie. Information on loan periods, renewals and limitations for specific items are available at the Checkout Desk and on the library's website.

430.2 Special Loans

430.2-1 Vacation loans for six weeks are available to Indian Prairie cardholders for 21-day materials. Limits may be put on high demand or reserve materials.

430.2-2 Courtesy Loan

A cardholder in the SWAN database is permitted courtesy loans of library materials if he or she has forgotten his library card. The patron shall be required to provide information that will be verified in the SWAN database.

430.3 Reserves

Indian Prairie cardholders may have up to 30 active holds at one time. Limits on holds for non-SWAN cardholders are based on SWAN policy. ~~Reserves for items in the SWAN database may be placed online by any SWAN cardholder. Staff will place reserves for items in the SWAN database for Indian Prairie and SWAN cardholders.~~ Staff will place reserves for non-SWAN items for Indian Prairie cardholders only.

430.4 Reference Materials

Reference materials circulate only under special circumstances, determined by the library staff; see Section No. 440 - Reference Service Policy.

430.5 Reciprocal Borrowing

The library will provide reciprocal borrowing privileges to individuals presenting a valid reciprocal borrowing card from another library. Reciprocal borrowers are subject to the circulation policies as set by Indian Prairie Public Library.

430.6 Indian Prairie Responsibilities as an ILL Lender

Indian Prairie reserves the right to decide whether or not a particular item will be provided. Indian Prairie will fax up to ten (10) pages in response to a library's photocopy request. Indian Prairie is not responsible for the quality of the copy provided.

430.7 Damage to Patron Equipment

Indian Prairie Public Library is not liable for any damage to patron equipment due to the use of library materials.

Agenda

Omnibus:

Approval of the Budget and Appropriations for FY2017/18. This was reviewed by the trustees in July and has been available for public review in the library since that time. The public hearing to allow residents to comment on this document is set for 7:00, prior to the board meeting starting at 7:10. All of these processes are required by law

The Estimate of Revenues FY 2017/18 is also required by law. The board has to adopt the Estimate, which is a summary of information contained in the Budget and Appropriations, and the form is sent to the counties.

New Business:

The library has completed the requirements to receive the Earth Flag from DuPage County. This effort has been led by Laura. Laura has prepared a memo which is in the New Business section and will be making a presentation about the library's efforts. We'll be joined by a representative from SCARCE and from DuPage County.

Natalie and Dave have put together a video highlighting the benefits of running the Prairie Patch program this summer. Natalie managed the project which began last year and grew in scope this year.

Resident Florence Pipil is interested in donating a Vickery painting. We have paintings in the southeast corner of the first floor and there is room to add this additional painting.

The Per Capita Grant requires that the board review chapters 1 – 5 of the *Trustee Facts File*.

Scheduled Meetings:

Please note that we need to schedule a Building and Grounds Committee meeting. Marian, Beena, and Crystal are on this committee.

Survey of Cardholders

I prepared and sent out the first of three 5-minute surveys to 9,958 cardholders. There were 2,053 responses, with 1,814 full completions and 239 partials. That's a 20% return which is very good. I'm preparing and sending out the next survey and will report on both at the October meeting. The focus of these surveys is to understand how people use the library and ways in which they are interested in using the library.

Promoting the Library to Farmingdale

Marianne and I have been working on the messaging on a postcard to be mailed to Farmingdale to promote IPPL as a benefit to the residents there. The postcard will be mailed out in a few weeks and we'll track to see how many people purchase a card as a result. In October we'll be looking at the messaging on a postcard to be mailed to unserved residents in Burr Ridge.

IPPL Foundation

I've been working on the process for transitioning to the IPPL Foundation & Friends. You received an informational memo in an email about the Foundation.

Staff

I've implemented new leadership training for the department heads. At each of our department head meetings we are discussing a selected blog post from a Leadership blog called "Leadership Freak" by Dan Rockwell. He is in the "Top 50 Leadership and Management Expert" list put out by Forbes and offers quick reads that are thought-provoking and meaningful.

Danielle Jones was hired as a Circulation Services page September 1 at a salary of \$9.22. Assistant Head of Youth Services Tyler Works is resigning September 15 to take a position at Evanston Public Library.

Community

Representative Olsen held a community office in our lobby and I spent some time chatting with him about the library.

Continuing Education

SWANstravaganza
Nancy attended a webinar on HR documentation
Nancy attended a Management Association HR Roundtable

Meetings

Willowbrook Corner Coalition Executive Committee
Demonstration of MK Self Checkout Software with Debbie and Ann
Meeting with Ann re Communico and it's services
Telephone meeting with the director of SWAN to review policies and procedures relative to my new duties as treasurer for SWAN
Meeting with directors of libraries in the western suburbs
Three one-on-ones with Tony
Two one-on-ones with Debbie S.
Three one-on-ones with Natalie
Three one-on-one with Ann
Two one-on-ones with Laura
Two department Heads meeting

Stacy is on the 30th Anniversary Artist in Residence Committee and attended a committee meeting.
Maria and Stacy met to review and coordinate their projects.

Jamie Bukovac

**Assistant Director's Report
September 2017**

Building:

The new "butterfly garden" has been installed by the fountain.



In order to save money, Admin staff Stacy Palmisano and Mike Armstrong came up with the idea to replace costly "c-fold" towels in the staff bathrooms with rolls of paper towels. This change will save approximately \$125 a month.

Mike has installed tile along the window sills in the Board Room and on the main stairway. He is using tile leftover from our building remodel. The tile looks great and helps reduce condensation that collects on the sills. He will continue to install tiles on sills throughout the building. This had been approved by the Building and Grounds Committee.

Ann and I are continuing to move forward on converting the phone system to VOIP with a target "go live" date in mid-October. Don Damon met with Ann, Brett and I again on September 13th to answer our many questions and review the project timeline and checklist. We have ordered some of the equipment and we will begin testing next week. Thank to Don's expertise, we are able to put in a very cost effective system.

Solar Eclipse August 21, 2017:

With 200 pairs of solar eclipse glasses to hand out the day of the eclipse, we had a long line of people waiting for the giveaway the morning of the eclipse. Because it was cloudy, we showed the NASA live feed of the eclipse on all TVs throughout the building, which people appreciated. Needless to say, parking was at a premium that morning. The door count from 9am-1pm was 1,078 visitors, which is what the library normally gets for the entire 12 hour day.

Social Media:

Our Facebook audience continues to grow, since August 1st, we have a total of 1,473 followers (+18 since 8/1) and 1,424 Followers (+43 since 8/1). Videos, humorous posts and photos continue to get the most engagement from our community so we are trying to focus on these types of posts.

We are slowly growing our Instagram (@ipplinfo) audience and are up to 70 followers, 5 up from last month.

Recently took a webinar about Snapchat and how libraries are leveraging Snapchat in their social media campaigns. I will be sharing my notes with the social media team to discuss at an upcoming meeting.

Friends of the Library:

The Book Nook made \$794 in June.

The Friends continue to sponsor *Thursday Afternoon Movies* in September:

September 7th: *Loving*

September 21st: *A Dog's Purpose*

Marketing:

Marianne's report for August is attached.

Meetings:

8/17 One on one with Jamie

8/22 Department Head Meeting

8/24 One on one with Marianne

8/29 One on one with Jamie

9/5 Department Head Meeting

9/7 One on one with Marianne

9/11 Newsletter planning meeting with Jamie and Marianne

9/12 One on one with Jamie

9/14 Director's Meeting @ Hinsdale Public Library

9/19 Department Head Meeting

9/20 Earth Flag Ceremony

9/20 Library Board Meeting

Continuing Education:

Using Snapchat to Reach Library Patrons (ALA, 3 hours)

Snapchat is one of the ten most downloaded apps by individuals aged 13-24. In this two-part workshop, social media expert Paige Alfonzo reviewed how to successfully leverage Snapchat as a marketing tool for readers' advisory, promotion, information dissemination and a variety of other marketing campaigns.

Submitted by: Laura Birmingham

Marketing Department Report – August 2017

Newsletter

The fall newsletter was delivered to resident mailboxes on Saturday, Aug. 19. The cover story features the library’s partnership with Good Worx, as well as a family who benefits from the project and a student who participated in this summer’s garden labs. Production of the winter newsletter will begin mid-October, and it will be delivered to resident mailboxes by Saturday, Nov. 18.

Story Plan

As directed by Strategy 5.2.4, Marianne is starting to develop stories that demonstrate how residents benefit from the library using outcomes. Her first stories appeared on the cover of the fall newsletter, and she has started an online story bank, called The Chronicles, 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. In addition, Marianne created a video version of the Future Farmer story that reached 607 people on Facebook and is featured on the story’s webpage. September’s story will feature a teen who found her first job at our 2017 Teen Job Fair.

eNews

There are currently 18,266 (+186) email addresses on the mailing list. The link generating the most clicks in August was to the calendar event for Fiber Fest from the Aug. 15 eNews (58).

Social Media

The library’s organic reach on Facebook continues to grow, and August was another successful month with three posts reaching more than 1,000 people and two others reaching 950+. The post with the largest reach was Marianne’s Aug. 22 post about recycling solar eclipse glasses at the library featuring a photo of Shami the Comfort Dog, which reached 1,753 people with 24 likes, 4 comments, and 12 shares. Jez’s Aug. 4 photo of the winner of the Harry Potter Fest Costume Contest reached 1,311 people with 99 reactions, 5 comments, and 3 shares. Finally, the total number of page likes has grown to 1,479 (+21).



Reading Resolution

As part of Strategy 2.1.3, Marianne and Jennifer initiated the 2017 Reading Resolution, which will utilize and promote the library’s readers’ advisory services throughout the year. The Reading Resolution promotion encourages adults to set a reading goal, meet it, and turn in their reading logs to be entered into a drawing for a \$100 gift card to their favorite bookstore. Four patron logs and two staff logs have already been submitted, and promotion will continue through the end of the year.

Fall Intern

The search for a fall intern to assist with writing the weekly eNews and scheduling daily Facebook posts is underway.

Marianne’s Meetings

Meetings

Meetings w/Laura on Aug. 10 and 24

Meetings w/Theresa on Aug. 18 and 29 (Theresa’s review)

Book Buds pics on Aug. 1

Read to the Dogs pics on Aug. 8
 Website Committee Meeting on Aug. 24
 Zinio/RBdigital promo meeting w/Shirley on Aug. 30
 Nonresident postcard meeting w/Jamie on Aug. 31

Community

Cynthia McGann (Prairie Patch story) interview on Aug. 3
 Andrew Wormely (Future Farmer story) interview on Aug. 4
 Chantal (Prairie Patch story) interview on Aug. 7

Continuing Education

Nonprofit 911: 30 Ways to Make Your Donors Feel Like Superheroes webinar on Aug. 24

Theresa's Meetings

Meetings

Meetings w/Marianne on Aug. 18 and 29 (review)
 Signage meeting w/Tony & Marianne on Aug. 9
 Jobs enewsletter logo meeting w/Jez on Aug. 17
 Chaired 30th Anniversary Artists in Residence Committee meeting on Aug. 30

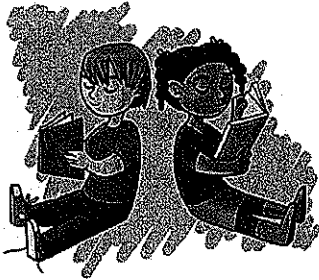
Continuing Education

Joomla training w/Dave on how to make a two-column webpage on Aug. 17

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the fall newsletter; created a special webpage for the solar eclipse glasses giveaway; developed a Tech Takeout DVD template; and designed large-scale posters for September promotion (below).

My First Library Card!



Children who get their first library card will receive a specially-designed kids' library card and a youth-sized book bag!

Visit the Checkout Desk to sign up today!

Sponsored by the Friends of IPPL.

JOB PREP WEEK
SEPTEMBER 18-24

JOB HUNTING WITH BRAINFUSE JOBNOW Tues., Sept. 19, 7 p.m.
OVERCOMING JOB HUNTING OBSTACLES & FEARS Thurs., Sept. 21, 7 p.m.
PREPARING FOR THE JOB INTERVIEW Sat., Sept. 23, 1 p.m.

Register at the Adult Ask Us Desk, at calenon.ippl.info, or by calling 630/887-8760 ext. 239.

Marianne Ryan, Marketing Coordinator
 Sept. 13, 2017

Adult Services Monthly Report

August 2017

Eclipse glasses, eclipse glasses, eclipse glasses. As we neared the date of the eclipse, it seemed as if every other inquiry we were taking were from patrons who wanted eclipse glasses, and, spurred by media reports, had turned to the library to acquire some.

I only ordered 200 pairs to distribute mainly on the day of the eclipse. I had planned on it being a nice little incentive to come to the library to partake in this rare occurrence. Fifty were held back for patrons who said they were going to the eclipse zone. Of those fifty, we distributed 38 pairs. The plan was to begin distributing the remaining pairs at noon on the day of and give them out until they were gone.

Unfortunately, I did not foresee the demand this would bring. We had our first patron here at 6:45 a.m. and a line steadily formed over the course of the morning. I thought we would be ok as there were only 70 people in line as of 10:30 a.m., and weather conditions were not very favorable for viewing, but at 11 a.m. the line exploded. We made the decision to begin distribution at 11:20, as a head count of the line five minutes earlier showed that there were already 150 people in line with at least 50 more past that point.

We distributed all of our pairs in ten minutes. We encouraged families to share as you weren't supposed to look at the eclipsing Sun longer than three minutes at a time. Because we only had 162 pairs left to distribute, we had some disappointed patrons that did not receive any.

We did have our meeting rooms as well as all of the TV monitors tuned to the NASA live feed from the eclipse zone. Many of the patrons who had come to get glasses took advantage of this and headed to our meeting rooms or one of the monitors on the floor to view the live feed. Our gate count that morning definitely broke a record, as it was over 1000 by 1:00 p.m.!

A big thanks goes out to Laura Birmingham, Jamie Allard, Debbie Sheehan, and Katie Salo for their assistance that morning. Laura helped out directing patrons where to go and assisting where needed to make sure everything was set up properly; Jamie provided seating and water to patrons waiting in line who did not come prepared to wait in line many hours; Debbie for changing the outgoing message on our phones to indicate what the plan was for the day, which helped to cut down on calls going to the Ask Us Desks and Check Out Desk phones; and Katie for assisting me with the distribution of the glasses. This definitely would not have gone as smoothly as it did without their assistance.

Hindsight being 20/20, for the next eclipse in 2024 (April 8, mark your calendars!) I would definitely make plans to order more ahead of time and then distribute to Indian Prairie cardholders only ahead of time until supplies were exhausted.

As a post script, we had heard about an organization called Astronomers Without Borders that would be collecting the glasses to be used in poorer countries that had eclipse events coming up. We set out a collection box in the lobby and have so far taken in 84 pairs to send to the organization.

Rental vs. Hot Picks Update: We circulated 518 Hot Picks this month as compared to 328 Rentals in August 2016. Many patrons are commenting on how much they appreciate the change!

Monthly Highlights

- Shirley and the Pages worked on reordering the foreign language DVDs into language order. Technical Services has been working on updating the call numbers on the spines to reflect our new organization technique. We have already heard appreciation from patrons on this new organization scheme. She also attended a business breakfast and database presentation at

Mount Prospect Public Library, where Joe Collier, the Business Liaison Librarian, shared his best practices and she saw a demonstration of Gale’s Small Business Builder product that they had acquired from a local company.

- Jennifer has tallied the results of our relaunched Adult Summer Reading initiative. One hundred twenty individuals submitted 247 completed cards into the drawing we had for the three gift baskets. In all, we gave out nearly 700 entry cards. She also attended Digipalooza on August 3 and 4, Overdrive’s international conference for librarians who provide e-book services using the Overdrive platform.
- Mary K. has been busy working on her fall programming, including Flagg Creek Heritage Society Local History Highlights; Civics 101: The Three Branches of Government; Fake News; and Beginner’s Genealogy.
- Joe updated the ESL brochure, working with Theresa in Marketing to make it more attractive. He also incorporated information about the new Pronunciator language learning online resource as well as information about the Kids & Teens English language learning (ELL) collection.
- Jez compiled information on her #LibSocial programming for the past year (see the statistical chart at the end of this report). One thing she has noticed over the summer is that MeetUp is becoming the lead generator. Of those who attended summer programming, 23% listed Meetup as their referral source as opposed to 11.6% for the whole year. She attracts people from all over Chicagoland for these programs and has become a go-to resource for other libraries in developing initiatives that target this population.

Community

- Shirley has requested the local chambers and municipalities add a link to their websites highlighting our business services. She contacted the Center for Entrepreneurship and Small Business Development at College of DuPage regarding possible partnering opportunities. She met with a patron and business owner after he reached out to her after receiving the BizConnection newsletter about presenting possible programs at the library.
- Jennifer and the Reader’s Services Associates provided information to 16 area book clubs (8 via e-mail, 8 in print to pick up) on 11 new titles and five titles that had already been done by other book clubs. This service has grown very organically over the last year when we only had five book clubs take part when it launched in September 2016. She also provided a personalized recommendation to one person who requested our movie advisory service. This is the service that goes beyond doing a simple search as we ask patrons what they have watched and enjoyed (or not enjoyed, as the case may be) in the past and based on their answers, research to create a customized list of titles that they may also enjoy.
- Mary K. worked on helping the Darien Historical Society update biographical information on Elijah and Eliza Smart; Josephine Smart Madden; and Martin B. Madden in advance of the organization’s Cemetery Walk.
- Joe coordinated a Veteran’s Drop-in in conjunction with the Darien VFW on August 16.
- Jez worked to establish the collection of donated eclipse glasses from our patrons.

Contributing to the Profession

- Tony attended the SWAN DUX Committee meeting where they discussed the possibility of allowing non-SWAN reciprocal borrowers placing holds in the Enterprise catalog on SWAN items.
- Joe presented a workshop on serving immigrant populations at the SWANstravaganza event on August 11. He received the following comment from an attendee:
 - “The LEARN session at Swanstravaganza was really great. I have been on this mailing list for over a year, but have been struggling to find the time to focus on setting up a real

Citizenship Corner/LEARN section at my library. The session has me fired up again." -
Leighton Shell, Stickney-Forest View Public Library

- Jez responded to a request for information on starting 20s/30s programming from Ariana Haze at Des Plaines Public Library. She was also asked to join a panel at Reaching Forward 2018 on programming for this population.

Continuing Education

- Tony attended SWANstravaganza and attended a presentation on serving patrons with disabilities. He also met his counterpart at Bloomingdale Public Library, which is one of the 19 libraries coming into SWAN and has been paired up with Indian Prairie in advance of the transition.
- Shirley attended a demonstration of Gale’s Small Business Builder resource.
- Jennifer attended an ARRT Book Club study. As previously mentioned, she traveled to Digipalooza, where she attended the following sessions:
 - Welcome & Creating Reading Happiness: new user acquisition & retention
 - Key Perspectives on the state of the digital lending industry
 - 10 time-saving tricks to simplify collection development
 - Marketplace 101 - purchasing and reports
 - Consortium Best Practices
 - Secrets from the Front Lines - How successful libraries are changing the rules
 - Today's Data, Tomorrow's Results - Increase Circulation through Smarter Analysis
 - Overdrive's Product Road Map
- Joe watched the webinar “Starting Immigration Services at Your Library”. He also went to SWANstravaganza where he attended *Customizing Enterprise: Using Rooms and Searching Items in Enterprise vs. Workflows*.

User Experience

- As previously mentioned, the reorganization of the foreign language DVDs is ongoing and is being well received by patrons.
- Tony met with Marianne and Theresa to discuss signage in the subject areas of the non-fiction collection. We are looking to turn them more toward a line of site from the Ask Us desk as well as freshen and update the graphics.
- Shirley has been meeting one-on-one with her Pages to discuss user experience items.

Meetings

Date	Meeting	Staff
1-Aug	Meeting with Nilesh Baxi re: business programming	Shirley
1-Aug	One-on-One	Jennifer & Denise
3-Aug	Digipalooza (Overdrive Library Conference)	Jennifer
4-Aug	Digipalooza (Overdrive Library Conference)	Jennifer
8-Aug	Department Head Meeting	Tony
9-Aug	Department Leadership Meeting	Tony, Shirley & Jennifer
9-Aug	Signage meeting with Marianne & Theresa	Tony
9-Aug	One-on-One re: user experience	Shirley & Corrine
9-Aug	One-on-One re: user experience	Shirley & Hillary
11-Aug	SWANstravaganza	Tony & Joe
14-Aug	One-on-One with Jamie	Tony
14-Aug	One-on-One	Tony & Shirley

14-Aug	One-on-One	Tony & Jennifer
14-Aug	One-on-One with Debbie re: patron holds	Tony
15-Aug	One-on-One	Tony & Jez
15-Aug	WBBR Chamber Women in Business Luncheon	Shirley
16-Aug	Adult Services Department Meeting	All Librarians & Associates
17-Aug	One-on-One with Theresa re: branding e-newsletters	Jez
22-Aug	Department Head Meeting	Tony
23-Aug	One-on-One	Tony & Joe
24-Aug	DUX Meeting	Tony
24-Aug	Meeting with Anna & T.J. re: magazine collection updating	Shirley
24-Aug	Website Committee Meeting	Jennifer
25-Aug	Pages Meeting	Shirley
28-Aug	One-on-One with Jamie	Tony
28-Aug	Meeting with Jamie	Tony & Jennifer
29-Aug	Gale Demo & Breakfast Meeting	Shirley
29-Aug	Banned Books Week meeting	Jennifer & Jez
30-Aug	One-on-One with Marianne	Shirley
30-Aug	One-on-One re: user experience	Shirley & Elizabeth
31-Aug	One-on-One	Tony & Mary K.
31-Aug	One-on-One	Jennifer & Mary S.

Programs

Date	Time	Program	Staff	Attendance
3-Aug	2:00 p.m.	Thursday Afternoon Movies: <i>Fences</i>	Joe	25
4-Aug	7:00 p.m.	#LibSocial: Escape the Library	Jez	12
5-Aug	10:00 a.m.	ESL Conversation Group	Joe	6
7-Aug	6:00 p.m.	Chess Club	Denise	12
8-Aug	9:00 a.m.	Legal Consultations for Immigrants	Shirley	8
9-Aug	10:00 a.m.	Job Club	Shirley/Jez	2
9-Aug	7:00 p.m.	Resume Workshop	Jez	17
12-Aug	10:00 a.m.	Citizenship 101	Joe	11
14-Aug	6:00 p.m.	Chess Club	Denise	14
14-Aug	7:00 p.m.	Current Events	Mary K.	10
16-Aug	7:00 p.m.	Chicago's Fabulous Fountains	Cindy	45
18-Aug	7:00 p.m.	#LibSocial: Bad Art Night	Jez	12
19-Aug	10:00 a.m.	ESL Conversation Group	Joe	8
21-Aug	6:00 p.m.	Chess Club	Denise	14
21-Aug	6:30 p.m.	Concert: Mo Beat Blues	Cindy	42
23-Aug	6:30 p.m.	GenLit Book Club	Jennifer	8
23-Aug	1:00 p.m.	4th Wednesday: Exotic Morocco	Cindy	24
24-Aug	1:00 p.m.	Genealogy Group	Mary K.	24
24-Aug	7:00 p.m.	Make It Take It: Chicago Skyline	Cindy	19
28-Aug	7:00 p.m.	Current Events	Mary K.	9
31-Aug	2:00 p.m.	Thursday Afternoon Movies: <i>La La Land</i>	Joe	49

			Total:	371
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Select comments:

Chicago's Fabulous Fountains

Bring him back—He was very knowledgeable and entertaining.

4th Wednesdays: Exotic Morocco

Great stuff at the library! Thanks for all of your work.

Resume Workshop

Jez is awesome! Very knowledgeable and makes program very enjoyable!

It was a good overview of how to write a resume. I liked all of the websites. I didn't know the websites were available." (Referring to the databases we offer on our website)

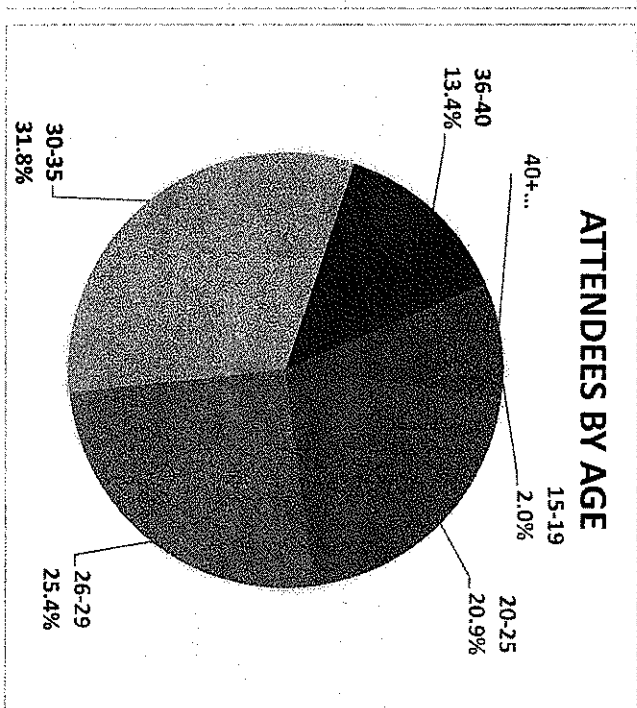
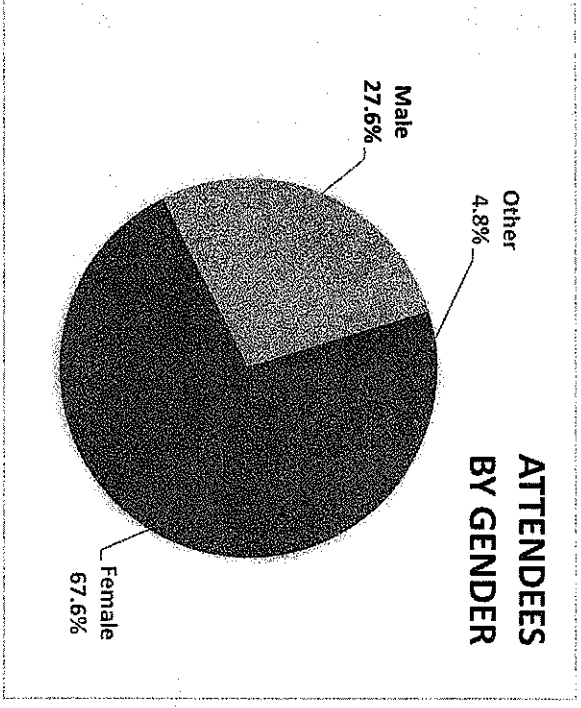
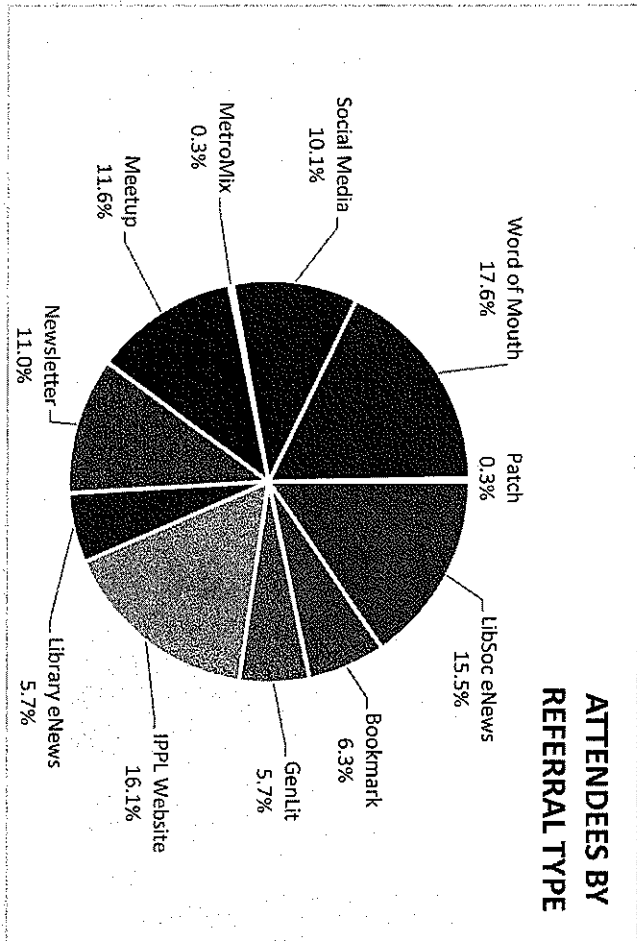
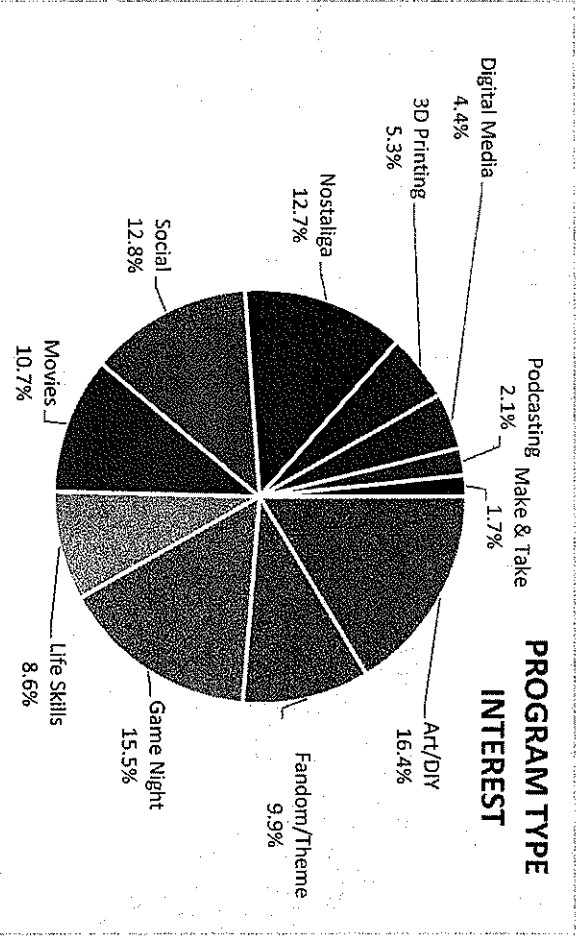
Volunteers

- Nineteen volunteers completed 150.75 hours of service.
 - Court Ordered/Community Service: Fourteen volunteers with 132.75 hours of service.
 - Regular volunteers: three volunteers completed 14.5 hours of service.
 - Veteran's History: one volunteer did 3.5 hours of service

Proctoring

- Shirley proctored two exams.

#216 Social Programs FY2017



Circulation Services
August 2017

Total checkouts and renewals for August were down from last year by 7,117 or 11%. We had 56,603 items circulated this month as compared to 63,720 last year. Electronic circulation is up 9% this year – 5,193 circulations this year while we had 4,744 circulations last year.

ILL's processed were lower this year. We processed 8,791 this year and 9,244 last year.

Patron visits were almost exactly the same as last year. (42,588 this year compared to 42,333 last year). On Monday, August 21 (Solar Eclipse Day) from 9-1 we had 1,078 people come into the building – this is an all time high!

A total of 7,802 holds were placed in July. Patrons placed 6,003. (77%) holds while staff placed 1,799 (or 23%) holds.

18,508 items were checked out or renewed by staff at the desk. This is 33% of total checkouts/renewals. 27,528 items were checked out or renewed by patrons at one of our self-check machines, 5,374 items were renewed by patrons through Enterprise or BookMyne and 5,193 items were electronically checked out by patrons – for a total of 38,095 items checked out through some sort of self service. This is 67% of total checkouts/renewals.

Desk Statistics

# of Library cards renewed & Non-swam Reciprocal cards issued	Number of items checked in at the front desk	Café & FOL Issues 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
406	2677	171	378	600	96	86

Community

Passports:

Circulation staff executed 48 passports in August. The net profit (when we take away \$159.60 spent on postage) was \$1,040.40. We started passports in mid-March. Since then we have made a net profit of \$7,405.70.

Notary Public:

Circulation Supervisors notarized 99 documents in August.

School Visits:

Circulation staff joined staff from Kids and Teens at Anne M. Jeans School Registration on Wednesday, August 15. Gail Johnson, Kim Palicz and Carol Shackleton brought back registrations for 91 library cards! Out of that one potential member was out of our district and 2 potential members had balances due on previous library cards. On Tuesday, August 22, Sue Jones joined staff from Kids and Teens at the Concord School Registration. Sue brought back 2 registrations for library cards. The Circulation staff then entered all the information into our system and made up the library cards. We then mailed out 90 library cards! This was certainly a worthwhile event for the library to be involved in.

Continuing Education

Circulation Users Group met on Wednesday, August 2 at LaGrange Public Library. SWAN Members Services runs these meetings and shares new information with the membership.

I attended SWANstravaganza at Moraine Valley College on Friday, August 11. I attended the Opening Session, where we heard from George Christian (Executive Director of Library Connection, Inc.), a session given by IMRF, a session on bankruptcy and a session with our "Sister Library", Bloomingdale.

Contributing to the profession

The Assistant Director/Head of Patron Services from Hinsdale Library came to visit on Thursday, August 10. She was very interested to observe the processes and procedures we have in place in the Circulation Department.

I participated in a group panel at "SWANstravaganza". The panel was called "Stump the Circ. Experts". It was a lively group with lots of questions and no....we did not get stumped.

User Experience

On August 8, SWAN turned on a new display in our Work Flows system. When a patron checks out, we can now see everything they already have checked out, any holds that they have placed and any money owed. This eliminates clicking from page to page and allows for better customer service.

We introduced our new self-checkout station on Tuesday, August 15. For the most part, I feel this has been very successful and most people are happy to learn how to use the self-checks. Staff are getting used to our new work flow. Change can be difficult, but I am confident that patrons and staff will quickly get used to our new check-out model. Please note that in just two weeks, our self-serve percentage has gone up 3%.

I'm sure you will hear about the Solar Eclipse Glasses give-away in other reports. In Circulation, we answered phone calls regarding the glasses for over a week prior to the event. The morning of the give-away, the phone rang non-stop with patrons looking for the glasses. We were able to change the telephone message to alert people that we had a limited number of glasses, the time of the give-away and that a line had already begun forming at the library. This allowed people who were calling for glasses to get their information quickly, allowed other calls for library business to get through faster and allowed staff to get their necessary work done.

Personnel

We hired Danielle Jones as our new Circulation Page. Barbara Boyer's last day as a Circulation Associate was September 1. I did three staff evaluations in August.

Workshops and Meetings Attended:

Aug. 8	Department Head Meeting
Aug. 14	One on One with Jamie
Aug. 22	Department Head Meeting
Aug. 28	One on One with Jamie
Aug. 30	Meeting with Circulation Supervisors

Debbie Sheehan
Head of Circulation Services

Month	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
	Circ Stats					2009	2010	2011	2012	2013	2014	2015	2016	2017
July	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767	
Aug.	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603	
Sept.	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375		
Oct.	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236		
Nov.	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280		
Dec.	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932		
Jan.	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950		
Feb.	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,369		
Mar.	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856		
Apr.	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424	54,820		
May	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	54,893		
June	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	60,867		
Renewals through the webpack not included				1,284										
Yearly				Electronic Circulation	3,852									
Total	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	690,893	116,370	
	*Missing data--used an average number to get a total													
	Indicates highest number for that month													
	Indicates library was closed partial months for construction													

Technology & Technical Services Board Report August 2017

Improvements for Public, User Experience & Strategic Goals

- Room Booking- Patron are now able to book the Conference Rooms online. They can also book the Board Room and Meeting Room online. A "My Bookings" button has been added to our online calendar for members to easily manage and cancel their room bookings.
- Self-Check- On August 15, a self-checkout station was installed at the circulation desk. We now have four patron self-checkout stations.
- Mac Software Upgrade- The public Mac computers have been upgraded to the latest operating system (OS) X Sierra. The new OS features photo recognition, a program called Memories to create stunning slideshows and multi-tasking features including use of multiple tabs within a single window and floating video window on the desktop so you can watch the news and keep up with your email at the same time.

Technical Services

- Inventory- We have expanded monthly inventorying to include new adult books. A report is generated each month to identify items that are missing. Staff use the report to order replacement copies and to monitor theft trends for new materials.

Technology Services

- Website
 - Updates- A module was installed on our Website to find pages with errors.
 - Website Committee met to discuss the following: finalize process for updating site, ways we can heat map
- Tech Takeout –
- Network
 - Comcast replaced our cable modem.
 - Brett worked with SWAN to implement the mandatory switch over of SWAN traffic to the library's firewall.
 - Brett worked with Current Technologies to switchover IPPL e-mail traffic from the library hosted spam firewall to Internet/Cloud hosted spam firewall. This provides the library with failover for incoming e-mails and saves money not having to pay for yearly equipment maintenance.
- Video Productions
 - **Shake, Shimmy and Dance**- Dave worked with Katie, Natalie and Jamie to create a video to promote the benefits of the program Shake, Shimmy and Dance. The

video was published on our YouTube channel and will be featured throughout the year.

- **Bookbytes**-T.J. book review was showcased in August. The videos are highlighted on Instagram, Facebook and other social media.
- **The Sound**- Dave created seven videos, which contained an interview and performance of each artist/band. The videos are published on YouTube and a Sound trailer was set as our YouTube general channel trailer for August for new visitors.

3D Printing- 13 print requests were processed.

Carvey – Offered two open labs and four designs were processed.

Public Technology Programs & Classes

- We offered a Digital Media Bootcamp, held August 15 -17. The first day was on movie making best practices. The next two days attendees worked on their own projects while staff assisted. Each of the four attendees completed a movie.
- Program attendance totals: 16
- One-on-one ½ hour training sessions: 6

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Thurs. 8/9 (6 P.M.)	Carvey Open Lab	Ann/Brett	2
Sat. 8/12 (2 P.M.)	Carvey Open Lab	Ann/Brett	2
Tues 8/15 (2 P.M.)	Digital Media Bootcamp Day 1	Dave/T.J.	4
Tues 8/16 (2 P.M.)	Digital Media Bootcamp Day 2	Dave/T.J.	4
Tues 8/17 (2 P.M.)	Digital Media Bootcamp Day 3	Dave/T.J.	4
Tues. 8/29 (6 P.M.)	Digital Discovery Open Lab	T.J.	0

Community

- Hinsdale South High School Summer Reading program ended. We circulated 138 books from their collection, which generated 284 circulation.

Contributing to the Profession

- T.J. started his second and final term on the New Members Round Table Executive Board.

Sharing

- I shared our policies/procedures for circulating equipment with Ashley from New Lenox Library.

- I shared information on how we designed our website and contact information for our website consultant with Lindsay from Hanson Public Library in MA. She mentioned that she and the director think our library website is awesome.
- Anna shared how we use the SWAN serials module with Diane so that she can use this information in her role at SWAN to download OCLC records for periodical titles.

Training & Continuing Education

- Ann: 3 part webinar series "IT Security is Hard: Where's A Librarian To Start" (3 hours) , SWAN Stravaganza (all-day) and webinar coding series with Scratch and making a mobile app (2 hours)
- Dave: Google Analytics webinar training. (8 hours)
- T.J.: Lynda.com video course, *Project Management Simplified*. (1 hour)
- Brett: Lynda.com beginner guides on the project management tool, Basecamp and attended two of the 3 part webinar series "IT Security is Hard: Where's A Librarian To Start" (2 hours)

Personnel/Staff Meetings

- 8/2, 8/9, 8/18, & 8/23 - 1-On-1 meetings with T.J.
- 8/2, 8/9 - 1-On-1 meetings with Brett
- 8/7, 8/14 & 8/28 – T.J. 1-On-1 meetings with Dave
- 8/8, 8/22 - Department Head Meeting
- 8/10- Dave, Brett, T.J. and I attended the Technology Committee Meeting
- 8/15-T.J. met with Stacey to discuss room set-up for fall classes
- 8/15 & 8/28- 1-On-1 meetings with April and Anna
- 8/17 & 8/29- 1-On-1 meetings with Jamie
- 8/17- Anna met with Heidi to discuss Summer Reading book process and graphic novel classification.
- 8/23- Attended R.A.I.L.S. Technical Services Group meeting at Indian Trails Library in Wheeling.
- 8/24-T.J. met with Anna and Shirley to discuss magazine procedures for Technology Center desk
- 8/24- Dave and I attended the Website Committee meeting
- 8/30- Technical Services Department meeting
- 8/30- Met with Laura to go over plan for implementing VOIP

Ann M. Stovall, Head of Technical & Computer Services, September 11, 2017

48

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

Programs

In August, Youth Services presented 10 programs at IPPL with 559 people in attendance. We also presented 16 events out in the community reaching over 848 people.

Date	Description	Staff	Attendance
1-Aug	Book Buddies	Monica	14
8-Aug	Kindergarten Bootcamp: Day 1	Katie, Jane	23
8-Aug	Read to the Dogs w/Pawsitivity Therapy	Monica	25
9-Aug	Kindergarten Bootcamp: Day 2	Katie, Jane	24
10-Aug	Kindergarten Bootcamp: Day 3	Katie, Heather	22
11-Aug	Kindergarten Bootcamp: Day 4	Katie	20
12-Aug	Gaming Lock-In	Heidi, Tyler, Jimmy	47
19-Aug	Fiber Fest	Heidi, Natalie, Heather, Jane, Katie	370
21-Aug	Anime Addicts	Heidi	12
31-Aug	Behind the Curtain Financial Aid Process Program	Jane	2
TOTAL:			559

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

Summer Challenge

In eight weeks, we presented 206 classes and events at IPPL and out in the community, with 7,360 people in attendance. Class topics included robotics, science, math, 3D and digital design, coding, Book Buddies, Garden Lab, Writing Camp, Rocket Camp, weekly storytimes, and so much more. There were 219 children and 46 teens who completed the challenge.

Here is a chart to compare these numbers to last year:

	2016	2017
Classes/events	196	205
Attendance	5367	7043
Kids completed	315	219
Teens Completed	41	46

Again, this year, we collaborated with Gower School District to offer classes at IPPL presented by Gower staff. Some examples of these programs were engineering Wind Power, Drawing Grumpy Cat, Photography and exploring graphic novels and comics. Because of this partnership, we are offer more classes to the community, while teachers connect with students and demonstrated their commitment to summer education.

We also expanded our partnership with the Willowbrook Corners (WBC) summer program offered at Anne M. Jeans by bringing books and hands-on learning activities to the camp groups every week. Every Thursday for eight weeks, Jimmy Doane and Quiana Braden took a selection of books for the kids at

WBC to borrow, as well as supplies for STEM/Art activities related to the library's Summer Reading Challenge. They met with three different age groups for 30 minutes. They also provided the WBC with Summer Reading Challenge logs, and the kids who participated in and completed the challenge were able to receive prize books during the week of the Prize Fair. Fifty-seven students completed the Summer Challenge through WBC.

Here is a breakdown of participation by school:

School	Students	# Completed		%
		2016	2017	
Anne M. Jeans	380	1	1	0.2
Burr Ridge Middle	285	3	0	0
Cass Jr. High	375	11	5	1.3
Concord	393	34	27	6.8
Eisenhower Jr. High	541	3	1	0.2
Elizabeth Ide	272	10	8	2.9
Gower Middle	389	9	10	2.6
Gower West	482	36	21	4.3
Holmes	450	8	2	0.4
Kingswood Academy	128	2	0	0
Lace	538	21	8	1.5
Lakeview Jr. High	398	0	3	0.7
Maercker	380	19	14	3.9
Mark Delay	552	14	15	2.7
Other		116	87	
Our Lady of Peace	357	11	9	2.5
Prairieview	371	5	7	1.9
Westview Hills Middle	474	6	1	0.2
TOTALS		308	219	

Once again, the winner of the reading trophy is Concord Elementary School with 6.8% of their school population completing the Summer Challenge this year.

Kindergarten Bootcamp

Katie Salo led the four-day Kindergarten Bootcamp program. Each day had a different theme (alphabet, numbers, colors, and shapes) and followed a schedule. Class began each morning with circle time where we reviewed concepts like seasons, calendar, rhymes, shapes, colors, letters, and numbers. Other activities included activity stations, reading, writing, and math. The children also lined up and left their main classroom for two special classes: art led by Jane and music led by Heather. At the end of the week, caregivers were invited for a graduation presentation and each student received a memory book of their time at Kindergarten Bootcamp.

Fiber Fest

Heidi Estrada led the planning and execution of Fiber Fest. She finalized the Fiber Fest schedule and worked with marketing to create a bookmark handout with the schedule. She led a demo on drop spindling and knitting. Other members of the Fiber Fest team, Natalie, Ashe, Heather, Jane, and Katie, offered demos and classes on needle felting, embroidery, macramé, finger knitting, cross-stitch, and dyeing. The library also played host to two very special animal guests from White Fence Farm: Rosie and Roselita - the alpacas.

Community

Date	Description	Staff	Attendance
3-Aug	Whole Foods Kids Club Storytime	Heather	30
3-Aug	Willowbrook Corner - Group 1	Jimmy, Quiana	34
3-Aug	Willowbrook Corner - Group 2	Jimmy, Quiana	32
3-Aug	Willowbrook Corner - Group 3	Jimmy, Quiana	33
4-Aug	Darien Kindercamp tour and activity	Monica	18
14-Aug	Outreach Storytime: Goddard	Katie	27
14-Aug	Outreach Storytime: Goddard	Katie	41
14-Aug	Outreach Storytime: Goddard	Katie	30
15-Aug	District 180 Registration Day event	Monica, Quiana	187
17-Aug	Outreach Storytime: Kindercare	Katie	24
17-Aug	Outreach Storytime: Kindercare	Katie	21
17-Aug	Outreach Storytime: Kindercare	Katie	28
17-Aug	Build-a-Car event at Burr Ridge Village Center - CAR BUILDING	Jane, Sue	40
17-Aug	Build-a-Car event at Burr Ridge Village Center - MOVIE	Jane, Sue	130
22-Aug	Concord Elementary School Registration	Katie, Monica	86
22-Aug	District 63 Registration Day event	Monica, Katie	91
30-Aug	Mom and Baby Group Storytime	Heather	36
31-Aug	exSTEMaganza planning with DuPage Regional Office of Education	Natalie	6
TOTAL:			894

(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

August WouldShop projects continued to switch on a weekly basis to accommodate families visiting frequently before schools were back in session. Heather Forster Jensen utilized online resources for the travel postcard, hexi card, lilac llama (leading up to Fiber Fest), and sandwich sequencing templates. She recreated or made adjustments to these templates to work for the WouldShop. She also developed the eclipse art project after researching projects online to coordinate with the library's distribution of eclipse glasses and the live-feed viewing in the Meeting Room.

Displays

Heather Forster Jensen created two book displays for Early Literacy this month, "Let's Make Some Noise" based on a template from LibraryAware and "Starting School." A third display was set up to carry into the first part of September featuring books that are "Works of Art" (either about art or recognizing the artistic style of the illustrations). The Mid-Kid book displays for the month were Harry Potter Read-Alikes, to bounce off the Harry Potter Fest at the end of July, and "School Daze" (junior novels set in and around school). The third display was "Listen Up," audiobook and novel pairings, which will carry into the first part of September.

Pages

Tyler Works worked with Sandi McKee to revamp our data tracking system for the K&T shelf reading project. They have been shelf reading the entire department for a little over a year now and have collected corresponding data. They realized looking at the changes in mistakes found for each section

after each shelf reading was not the best method since the time between shelf readings varied. Tyler created an excel spreadsheet to input the data tracking when the pages started shelf reading a section, when they finished, how mistakes they found, and who did the shelf reading. Through a few formulas, they can now see how many days passed between shelf readings in each section and the average number of mistakes that develop during this time period. It is their hope that this data can be used to make decisions about managing these sections.

Seed Library

Number of Checkouts: 8

Number of Seed Packets Checked Out: 15

Number of Donations: 5

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

Staff Change

Tyler Works has resigned as the Assistant Head of Youth Services. His last day will be September 15. The position has been posted. Natalie Williams and Jamie Bukovac will begin interviewing later this month.

Contributing to the Profession

Date	Description	Staff
31-Aug	Caldecott Committee Reading	Katie

Meetings & Planning

Date	Description	Staff
1-Aug	Fiber Fest Planning	Heidi, Natalie
3-Aug	Fiber Fest Planning	Heidi, Natalie, Ashe
7-Aug	One on One with Jamie	Natalie
7-Aug	Meeting with Dave to record Prairie Patch video	Natalie
8-Aug	Fiber Fest Meeting	Katie, Natalie, Heidi, Jane
8-Aug	Dept Heads	Natalie
10-Aug	Technology Committee	Tyler
13-Aug	Jane reviewed room set up templates and tech requests process for programming with Jimmy Doane	Jane, Jimmy
15-Aug	TASC Co-coordinator meeting	Heidi
16-Aug	Youth Room Closet Cleaning	Katie, Jane
17-Aug	Youth Room Closet Cleaning	Katie, Jane
22-Aug	Dept Heads	Natalie
23-Aug	WBC Wrap-Up Meeting	Jimmy, Natalie
24-Aug	Website Committee	Tyler
24-Aug	Video follow up with Dave	Natalie
28-Aug	One on One with Jamie (with Dave)	Natalie
30-Aug	Meeting re: covering Tyler's responsibilities	Katie, Natalie, Monica, Heidi, Jane
30-Aug	K&T Department Meeting	Natalie, Tyler Heather, Jimmy, Monica, Katie, Heidi & Jane
31-Aug	Jane reviewed 90 second Newbery program plan	Jane, Monica

Submitted by Natalie Williams, Head of Youth Services 9/7/2017

STATISTICS FOR	Aug-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	32,812	36,796	66,300	74,013	-10.42%
Teen	2,853	3,642	6,245	7,821	-20.15%
Kids	15,745	18,538	33,333	40,326	-17.34%
TOTAL	51,410	58,976	105,878	122,160	-13.33%
Electronic Circulation	5,193	4,744	10,492	9,155	14.60%
GRAND TOTAL CIRC.	56,603	63,720	116,370	131,315	-11.38%
% Reciprocal Borrowing	15%	13%	15%	14%	
Patron Visits	42,588	42,333	85,032	83,825	1.44%
<u>Current Cards</u>					
Resident	301	224	20,521	20,918	-1.90%
Non-Resident	76	114	1,067	980	8.88%
TOTAL	377	338	21,588	21,898	-1.42%
Non-Resident Households	42	45	477	484	-1.45%
<u>Patron Assistance</u>					
Adult - Reference	3,606	3,538	6,862	6,768	1.39%
Kids - Reference	1,204	1,523	2,809	3,255	-13.70%
Technology - Reference	1,221	907	2,066	1,783	15.87%
TOTAL REFERENCE	6,031	5,968	11,737	11,806	-0.58%
Adult - Other	1,428	1,043	2,235	1,807	23.69%
Kids - Other	2,345	2,806	5,583	5,836	-4.34%
Technology - Other	119	130	219	245	-10.61%
TOTAL OTHER	3,892	3,979	8,037	7,888	1.89%
GRAND TOTAL ASST.	9,923	9,947	19,774	19,694	0.41%
<u>ILL/Reserves</u>					
Holds	7,802	8,326	15,394	16,435	-6.33%
ILLs Sent	3,951	4,730	7,568	8,580	-11.79%
ILLs Checked Out	4,252	3,973	7,938	8,518	-6.81%
ILLs Received	4,840	4,514	9,078	9,589	-5.33%
<u>Programs - Adult</u>					
# Programs	12	6	23	11	109.09%
Attendance	267	148	489	233	109.87%
<u>Technology Classes</u>					
# Programs	8	10	17	15	13.33%
Attendance	22	138	71	182	-60.99%
<u>Individual Technology Training</u>					
# of Patrons	96	114	216	216	0.00%
<u>Groups</u>					
# Programs	9	10	19	18	5.56%
Attendance	105	103	238	207	14.98%
<u>Others</u>					
# Programs	0	3	0	5	-100.00%
Attendance	0	25	0	82	-100.00%
<u>Programs - Teen</u>					
# Programs	3	9	15	16	-6.25%
Attendance	61	326	272	422	-35.55%
<u>Programs - Kids</u>					
# Programs	25	18	103	96	7.29%
Attendance	1,392	722	4,415	2,562	72.33%
GRAND TOTAL ATT.	1,943	1,576	5,701	3,904	46.03%

STATISTICS FOR	Aug-17	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,660	4,175	7,045	7,898	-10.80%
Kids Computers	1,500	1,701	3,024	3,634	-16.79%
Teen Laptop	170	360	326	615	-46.99%
Adult Laptop	145	104	294	236	24.58%
TOTAL PATRON USE	5,475	6,340	10,689	12,383	-13.68%
Hours Used					
Adult Computers	2,931	2,800	5,456	5,358	1.83%
Kids Computers	1,023	1,128	2,067	2,315	-10.71%
Teen Laptop	158	441	299	771	-61.22%
Adult Laptop	269	170	539	399	35.09%
TOTAL HOURS USED	4,381	4,539	8,361	8,843	-5.45%
Wireless Total Connections	9,155	9,713	18,374	18,535	-0.87%
IPPL Total Web Site Access	* 29,643	24,390	60,750	47,753	27.22%
IPPL Total Page Views	* 43,484	39,432	89,440	76,306	17.21%
Subscription Database Logins	2,615	2,197	5,708	4,278	33.43%
Outreach-Homebound					
Items Delivered	141	133	238	234	1.71%
Volunteers					
Number Active	49	60			
Hours Worked	349	399.75	862	853	1.06%
Staff Training Hours	66	63.25	116	107.75	7.66%
Room Use					
Youth Room	5	8	24	32	-25.00%
Meeting Room					
Library	21	25	76	86	-11.63%
Non-Library	9	9	12	15	-20.00%
Conference Rooms	422	364	774	719	7.65%
Lobby Programs	4	1	4	3	33.33%
Board Room					
Library	10	22	22	39	-43.59%
Non-Library	12	16	34	34	0.00%
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 - August 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	2	1001	2	0	4	2
Non-Fiction	50025	296	888	49433	287	546	583	1434
Fiction	39198	424	476	39146	371	168	795	644
ADULT TOTALS	90224	722	1366	89580	660	714	1382	2080
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	16118	115	253	15980	213	402	328	655
Fiction	28396	78	227	28247	225	118	303	345
KIDS TOTALS	44535	193	480	44248	438	520	631	1000
TEEN								
Non-Fiction	765	14	1	778	1	1	15	2
Fiction	3732	56	6	3782	60	17	116	23
TEEN TOTALS	4497	70	7	4560	61	18	131	25
BOOK TOTALS	139256	985	1853	138388	1159	1252	2144	3105

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	6665	36	226	6475	52	54	88	280
Music CD	9026	32	80	8978	65	270	97	350
Playaway	339	8	4	343	1	0	9	4
DVDs (DVD & Blu-ray)	19440	145	5	19580	139	86	284	91
CD-ROMs	81	0	0	81	0	2	0	2
Console Games (Feb 2016)	47	0	0	47	0	0	0	0
ADULT TOTALS	35598	221	315	35504	257	412	478	727
KIDS								
Audio Books	720	1	4	717	1	6	2	10
Music CDs	852	6	3	855	0	3	6	6
Playaway	106	0	0	106	0	0	0	0
DVDs (DVD & Blu-ray)	4961	47	5	5003	20	5	67	10
Playaway Launch Pads (New)	19	0	0	19	0	0	0	0
KIDS TOTALS	6658	54	12	6700	21	14	75	26
TEEN								
Audio Books on CD	190	5	0	195	1	1	6	1
Playaway	33	0	0	33	0	9	0	9
DVDs (DVD & Blu-ray)	646	12	0	658	7	0	19	0
CONSOLE GAMES	575	6	1	580	5	6	11	7
PC-GAMES	57	0	0	57	0	0	0	0
TEEN TOTALS	1501	23	1	1523	13	16	36	17
AUDIOVISUAL TOTALS	43757	298	328	43727	291	442	589	770
COLLECTION TOTALS	183013	1283	2181	182115	1450	1694	2733	3875

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- August 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)	27757	48	38	27767	626	0	674	38
TOTALS FOR ALL AGES	227,528	48	38	227,538	626	0	674	38
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,558	19		2,577	27	0	46	0
eMedia (Overdrive Advantage)	774	7		781	8	0	15	0
Fiction								
eMedia (Overdrive Consortium)	10,580	107		10,687	93	0	200	0
eMedia (Overdrive Advantage)	3,213	55		3,268	52	0	107	0
ADULT TOTALS	17,125	188		17,313	180	0	368	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	91	0		91	0		0	
eMedia (Overdrive Advantage)	13	0		13	0		0	
Fiction								
eMedia (Overdrive Consortium)	1,523	13		1,536	11	0	24	0
eMedia (Overdrive Advantage)	205	4		209	2	0	6	
KIDS TOTALS	1,832	17		1,849	13	0	30	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	121	0		121	0		0	
eMedia (Overdrive Advantage)	11	0		11	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,461	15		2,476	23	0	38	0
eMedia (Overdrive Advantage)	453	7		460	4	0	11	
TEEN TOTALS	3,046	22		3,068	27	0	49	0
BOOK TOTALS	249,531	275		249,768	846	0	1,121	38

AUDIOVISUAL	Previous	Added	Discard	Current	Prev. Mo. YTD		YTD	
	Month Totals	Items	Items	Totals	A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	0		43,952				
Music	281,004		0	281,004				
Movies/TV Episodes	31,741	0		31,741				
eRead Illinois Audio Books	6,908	137	0	7,045	352	0	489	0
Yearly Total for All Ages	363,605	137	0	363,742	352	0	489	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,811	14		3,825	44		58	0
eMedia Advantage (Overdrive)	543	20		563	4		24	0
Movies								
Preloaded Roku Titles	773	16		789	16		32	
ADULT TOTALS	5,127	50		5,177	64	0	114	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	258	3		261	2		5	
eMedia Advantage (Overdrive)	10	2		12	2		2	
Movies								
Preloaded Roku Titles	122	0		122	3		3	
KIDS TOTALS	390	5		395	7	0	10	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	212	0		212	2		2	0
eMedia Advantage (Overdrive)	34	1		35	2		3	0
TEEN TOTALS	246	1		247	4	0	5	0
AUDIOVISUAL TOTAL	369,368	193		369,561	427	0	618	0
COLLECTION TOTALS	618,899	468		619,329	1273	0	1,739	38

Chamber Report
September 2017

I contacted both chambers about adding a link to our business page to their Web pages. We do not currently have a presence there outside of our directory listings. So far, I have heard from Cheryl Collins at WBBR, who said they recently began redoing their site and she will have us added. This will provide additional exposure for our services.

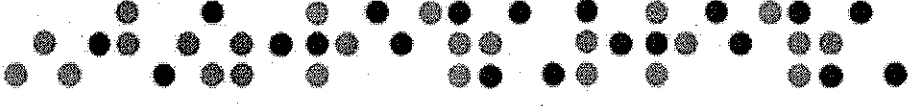
Willowbrook/Burr Ridge Chamber

An informal bring-your-own-lunch networking get-together of the Willowbrook/Burr Ridge Women in Business group took place on August 15. There, I met some local members I had not previously spoken with, among others. We all discussed a variety of library services, including our digital resources, and I followed up with one member who had an interest in getting a library business card.

Shirley Pride Jensen
Assistant Head of Adult Services and
Business Liaison

News from the Reaching Across Illinois Library System.

rails



e-news

Hear Latest RAILS News at October 5 Member Update

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](#).

AILS Board Meeting, Coal Valley September 22

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](#) when available.

Zombies: An Undead Collection

Did you know that the BiblioBoard platform features collections of e-books that are available to any Illinois resident? They are available right now, with no waiting, no holds, and even no library card! Plus, there is no cost courtesy of RAILS' partnership with BiblioLabs. Share these collections with patrons to compliment an upcoming program, or create a program or display around a collection. Watch the *RAILS E-News* for spotlights of different collections like [Zombies: An Undead Collection](#). Dig deeper to [discover more primary source material](#) and other memorable, useful, or ghastly collections.

New Sparks Podcast

[New podcast available](#) about innovative things that small (and all) libraries can do to engage their communities.

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

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

September 13, 2017

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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

[Emergency Response](#)

[Networks September 19](#)

[Webinar on Fundraising at Your](#)

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[RDA Cataloging for Video and](#)

[Sound](#)

[Galesburg Public Library](#)

[October 3](#)

[Westmont Public Library](#)

[October 5](#)

[Subscribe](#)[Past Issues](#)[RSS](#)**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 and East Peoria services centers, Aurora Public Library – Santori Library, or Sycamore Public Library. See L2 for more [information/registration](#).

Other RAILS CE Opportunities

[Establishing Emergency Response Networks Webinar September 19](#)

[Fundraising at Your Library Webinar September 21](#)

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](#)

Recording of Disaster Planning & Preparedness Webinars Available

If you missed the recent two-part webinar series “Disaster Planning & Preparedness” presented by Annie Peterson, LYRASIS, the recordings ([Part 1](#) and [Part 2](#)) are available to view on the RAILS CE Archives page through Wednesday, September 20, 2017. Log into the RAILS website to view all content.

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 \(GSU\).](#)

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

RAILS Multitype Collaborative Grants

RAILS offers grants to encourage libraries of different types (academic, public, school, and special) to work on collaborative projects. At least two different types of libraries must be involved in each project. Applications for the third round of grants will be accepted through November 17, 2017.

Funding priorities for FY2018 include projects to help provide access to information to unserved and/or underserved Illinois residents, design thinking, evaluation of services, expanding resource sharing, news literacy, online safety/security/privacy, and self-publishing. See [application form/details](#).

PUG Day September 29

PrairieCat is hosting its annual professional development conference, PUG Day, on Friday,

[Website Two-part Webinar
October 17 & 24](#)

[Compensation Development
Workshop October 25](#)

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RAILS will have a table to answer questions, give out swag, and network. The fee is \$10 for non-PrairieCat members. [Registration](#) deadline for PUG day is September 15. Get [more information](#) on the PrairieCat website

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.](#)

Early Bird Registration Extended for ILA Conference

Need more time to submit your Illinois Library Association (ILA) Annual Conference [registration](#)? The early bird deadline has been extended to Friday, September 15. Libraries that need to pay by check can take advantage of the early bird rate by registering online and selecting "check" as the payment method. If you have questions or want to register a group, please contact [Tina Koleva](#).

ILA Diversity Task Force Survey

The Illinois Library Association (ILA) Diversity Task Force wants to hear about the experiences of Illinois library workers from traditionally underrepresented groups in the field. Survey responses will be collected and examined to provide recommendations to ILA for the pursuit of diversity, equity, and inclusion within the Illinois library community. Please [complete the survey](#) by Friday, September 15, 2017.

Illinois ESSA Plan Approved

On August 30, the U.S. Department of Education approved the Illinois Every Student Succeeds Act (ESSA) Plan. The approved plan incorporates the robust and ongoing stakeholder and practitioner feedback gathered through more than 3,500 online comments and 100 in-person forums and meetings. View the approved plan on the [Illinois State Board of Education website](#).

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.

Marilyn Boria is the interim director at North Riverside Public Library District.

Terry Brandt is the new Director of La Harpe Carnegie Public Library.

Library News

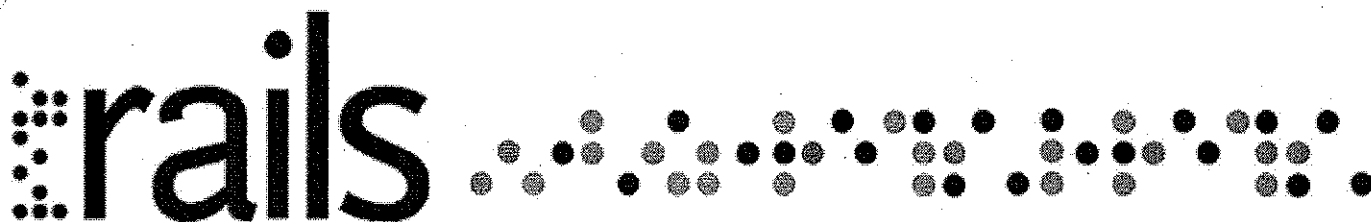
To post your library news, sign into the [RAILS website](#) with the email address and password used for [L2](#). Click on your name to view posting options.

[Bolingbrook Library Honors Second Graduating Class](#)

[Booklist Editor Donna Seaman Speaks at Oswego LitFest](#)

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News from the Reaching Across Illinois Library System.



e-news

Hear Latest RAILS News at October 5 Member Update

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.](#)

's Fine Count Time!

Fine count begins this Friday, September 8, and concludes September 15. Please count all items in each delivery container, complete [this form](#), and place it on top of the items in each container. For more [details on completing your fine count](#), visit our website.

New Sparks Podcast

RAILS executive director Deirdre Brennan talks with Larisa Good, director of Warren County Public Library District in Monmouth, Illinois, and Michelle Simmons, library trustee and RAILS Board member, about innovative things that small (and all) libraries can do to engage their communities.

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

New Live and Archived Webinars through PCI Webinars

RAILS is offering members access to live and archived webinars through People-Connect Institute (PCI) Webinars. Topics include library services, leadership and management, skills development, and technology. New topics are added frequently. Group viewings of webinars are encouraged as each library is limited to a total of four live or archived webinars per year. [More information/request access to a webinar.](#)

Workshops on RDA Cataloging for Video and Sound Recordings October 3 & 5

Dr. Pamela Thomas, Illinois Heartland Library System, will offer two identical day-long workshops on RDA (Resource Description and Access) cataloging for video and sound recordings. Learn how to convert AACR and hybrid records to RDA and apply RDA guidelines to bibliographic records. Register on L2 for your location of choice using the links below.

September 6, 2017

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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

[Library Security Two-part](#)

[Webinar September 13 & 20](#)

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[Webinar on Fundraising at Your](#)

[Library September 21](#)

[Subscribe](#)[Past Issues](#)[RSS](#)**Other RAILS CE Opportunities**[Library Security Two-part Webinar September 13 & 20](#)[Employee Handbooks Webinar September 14](#)[Establishing Emergency Response Networks Webinar September 19](#)[Fundraising at Your Library Webinar September 21](#)[Book Repair Workshop September 26](#)[Notary Public Workshop September 28](#)[Notary Public Workshop
September 28](#)[RDA Cataloging for Video and
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Archives](#)**Upcoming Networking Events**

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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

Subscriptions[Subscribe to RAILS
communications](#)[Unsubscribe from this list](#)[Update subscription
preferences](#)[Forward to a friend](#)**RAILS Multitype Collaborative Grants**

RAILS offers grants to encourage libraries of different types (academic, public, school, and special) to work on collaborative projects. At least two different types of libraries must be involved in each project. Applications for the third round of grants will be accepted through November 17, 2017.

Funding priorities for FY2018 include projects to help provide access to information to unserved and/or underserved Illinois residents, design thinking, evaluation of services, expanding resource sharing, news literacy, online safety/security/privacy, and self-publishing. See [application form/details](#).

Gale Career Online High School Webinars and Lunch and Learn

There are several opportunities to learn more about [Career Online High School](#), currently used by 12 Illinois libraries, and hear from your peers about helping adult learners achieve their dreams. Visit the website for [information and registration](#) for the September 7 webinar and the in-person lunch and learn.

RAILS Deals and Discounts for School Library Members

RAILS offers discounts and group purchases for our school library members. Some of these vendor discounts include Credo Reference, Demco Library Furniture and Supplies, Gale Virtual Reference Library, Gaylord Brothers, Ingram Content Group, Midwest Tape, Quill, Sage/CQ Press, TumbleBooks, and World Book.

Login into the [RAILS website](#) and visit the [Deals and Discounts](#) page on the RAILS website. Choose School from the library type drop-down menu. For more information, contact [Amanda](#)

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Support Hurricane Recovery Efforts

Many of you are likely following the devastating situation in Texas and along the Gulf Coast as a result of Hurricane Harvey. The American Library Association (ALA) issued a statement with ways the library community can help with recovery efforts. Please visit the ALA website for [more information](#) and links.

ILA Diversity Task Force Survey

The Illinois Library Association (ILA) Diversity Task Force wants to hear about the experiences of Illinois library workers from traditionally underrepresented groups in the field. Survey responses will be collected and examined to provide recommendations to ILA for the pursuit of diversity, equity, and inclusion within the Illinois library community. Please [complete the survey](#) by Friday, September 15, 2017.

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.

Kris Veldheer is the new Library Director at Paul Bechtold Library of the Catholic Theological Union.

Marie Fiocchi is the new Library Director at Ladd Public Library District.

David Lee, Executive Director of Waukegan Public Library, retires on January 20, 2018.

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.

[Blue Island Public Library Awarded \\$4,000 Best Buy Community Grant](#)

[Glen Ellyn Community Reaches Goal!](#)

[Talking Books Outreach Moved to ISL](#)

Fast Facts Survey

[Music CDs in Other Languages](#)

[Good Behavior Programs](#)

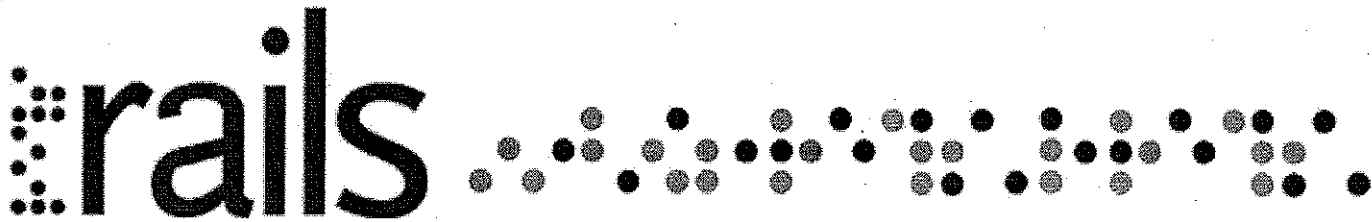
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News from the Reaching Across Illinois Library System.



e-news

RAILS Closed for Labor Day

RAILS will be closed on Monday, September 4, for Labor Day. Delivery services will not be provided. A [list of RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

Deirdre Brennan among 2017 Illinois Library Luminary Honorees

RAILS is excited to announce that our executive director Deirdre Brennan is an Illinois Library Luminary! This honor recognizes those who have made outstanding contributions to the Illinois library community. Visit ila.org to learn more about all of the honorees' career-long efforts in support of libraries.

New Sparks Podcast

RAILS executive director Deirdre Brennan talks with Larisa Good, director of Warren County Public Library District in Monmouth, Illinois, and Michelle Simmons, library trustee and RAILS Board member, about innovative things that small (and all) libraries can do to engage their communities.

[Subscribe to Sparks](#) to automatically download this and future episodes to your smartphone or mobile device, or visit railslibraries.info/sparks to listen via your computer/laptop. Questions or suggestions for future Sparks episodes? Please contact [Mary Witt](#), RAILS communications director.

Talking Book Services Change Effective September 1

As previously announced, as of September 1, the [Illinois State Library Talking Book and Braille Service](#) will handle reader advisory service for talking book patrons throughout Illinois. RAILS is no longer able to provide talking book services through the Talking Book Outreach Center (ITBOC) because we no longer receive grant funding to provide these services.

Talking book patrons will continue to receive the same high-quality reader advisory service, and all services remain open Monday through Friday, 8:00 a.m.–4:30 p.m. The toll-free numbers will also remain the same. For more information or questions, you or your patrons can call the Talking Book and Braille Service at any of the following toll-free numbers: 800.426.0709, 800.757.4654, or 800.655.5576, option 1.

Mark Your Calendar: Fine Count September 11–15

All RAILS member libraries, except for libraries that are members of CARLI (Consortium of Academic and Research Libraries in Illinois), are required to count all outgoing items being

August 30, 2017

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Member Resources

[RAILS Community Email Lists](#)

[Library News](#)

[Continuing Education](#)

[Jobs](#)

[Free/For Sale/Wanted](#)

Upcoming Meetings

[Literacy Program for DuPage Area Libraries September 6](#)

[Networking Event September 7 Engineering Systems, Incorporated, in Aurora](#)

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

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

Upcoming RAILS CE

[RDA Cataloging for Video and Sound](#)

[Galesburg Public Library October 3](#)

[Westmont Public Library October 5](#)

[Webinar on Fundraising at Your Library September 21](#)

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65

to fill interlibrary loan requests and items you are returning to other libraries.

Beginning on Friday, September 8, after your delivery items have been picked up for that day, please count all items in each delivery container, complete [this form](#), and place it on top of the items in each container. Please use this same procedure through Friday, September 15.

See [more information](#).

Don't Miss October 5 RAILS Member Update

Save the date for the next RAILS Member Update on Thursday, October 5, from 10 a.m.–noon. You can attend at one of many videoconference locations or via streaming video (RAILS Live). Topics include: RAILS' plans to meet the resource sharing needs of all member libraries, and updates on system membership standards, reaching the unserved, the RAILS overlay project, collaborative multitype grants, our new museum pass program, and more. [Register today](#) and watch for an agenda coming soon!

Repositories for Policies, Job Descriptions, and More

Ask and you shall receive! We've created an area on the RAILS website for your [library policies](#), [plans](#), [procedures](#), and [job descriptions](#). Sign into the website to begin posting your policies, job descriptions, etc. For everyone who posts something before September 30, 2017, your name will be entered into a drawing to win a \$50 Visa Gift Card.

Workshops on RDA Cataloging for Video and Sound Recordings October 3 & 5

Dr. Pamela Thomas, Illinois Heartland Library System, will offer two identical day-long workshops on RDA (Resource Description and Access) cataloging for video and sound recordings. Learn how to convert AACR and hybrid records to RDA and apply RDA guidelines to bibliographic records. Register on L2 for your location of choice using the links below.

- [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](#)

Fundraising at Your Library Webinar September 21

Lauren Chilvers, the "fundraising librarian," will share tips to maximize fundraising at your library in this webinar on Thursday, September 21, 9:30–11:00 a.m. She will discuss donor relations, marketing materials, volunteer engagement, event planning, and more. Log into L2 for more [information/registration](#).

Book Repair Workshop September 26

Kary Barth, Kapco, will demonstrate quick and easy techniques for common repairs on print materials in this hands-on workshop on Tuesday, September 26, 9:30 a.m.–12:30 p.m., at Reddick Public Library District in Ottawa. Space is limited. See L2 for more [information/registration](#) and a list of required materials to bring to the workshop.

Notary Public Workshop September 28

If you are a new notary public or would like a refresher course, a workshop will be held at Glenview Public Library on Thursday, September 28, 10 a.m.–noon. Participants will learn how to properly execute their notary responsibilities and review policies, procedures, and guidelines. Space is limited. Log into L2 for more [information/registration](#).

Other RAILS CE Opportunities

[Library Security Two-part Webinar September 13 & 20](#)

[Notary Public Workshop
September 28](#)

[Library Security Two-part
Webinar September 13 & 20](#)

[Employee Handbooks Webinar
September 14](#)

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Networks September 19](#)

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[Establishing Emergency Response Networks Webinar September 19](#)

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.

Thursday, September 7, 1–3 p.m., hosted by Engineering Systems, Incorporated, in Aurora. Meet and talk with staff from other libraries, hear the latest from RAILS, and share your library news. Research librarian Cheryl Hansen will give a tour of the library and talk about library services and resources for employees.

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.

RAILS Multitype Collaborative Grants

RAILS offers grants to encourage libraries of different types (academic, public, school, and special) to work on collaborative projects. At least two different types of libraries must be involved in each project. Applications for the third round of grants will be accepted through November 17, 2017. Funding priorities for FY2018 include projects to help provide access to information to unserved and/or underserved Illinois residents, design thinking, evaluation of services, expanding resource sharing, news literacy, online safety/security/privacy, and self-publishing. See [application form/details](#).

Adult Literacy Program for DuPage Area Libraries September 6

Join Literacy DuPage and RAILS for this continuing education and networking opportunity on Wednesday, September 6, at 9:30 a.m., at Wheaton Public Library. All DuPage area public and school library staff are encouraged to attend. This is a great opportunity to learn about the services provided by Literacy DuPage and how area libraries can partner with them. See [more information/register](#).

Gale Career Online High School Webinars and Lunch and Learn

There are several opportunities to learn more about [Career Online High School](#), currently used by 12 Illinois libraries, and hear from your peers about helping adult learners achieve their dreams. Visit the website for [information and registration](#) for two webinars and the in-person lunch and learn.

Digital POWRR Institute Application

A Preserving (Digital) Objects with Restricted Resources (POWRR) institute will be held in Naperville, November 30–December 1, and other locations on a variety of dates. Thirty librarians and archivists from small and mid-sized institutions will be accepted for each intensive workshop. The [Digital POWRR institutes](#) are made possible through a grant from the Institute of Museum and Library Services (IMLS). [Apply](#) for the Naperville institute by September 15.

Illinois Humanities Community Grants Are Back

The [Community Grants program](#) has returned after a hiatus. Categories are: planning, strategy and evaluation grants; project grants; and partnership and collaboration initiatives. [Learn more about each category and apply by September 15](#).

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67

can now host discussions around popular audio interviews that Studs Terkel conducted with authors such as Maya Angelou, Roddy Doyle, Nora Ephron, Mike Royko, and Oliver Sacks.

Libraries can win \$250 microgrants to cover the expenses of hosting a conversation. The next deadline is October 15. Check out the [community grants page of Illinois Humanities](#) for more information or [apply here](#).

Applications Open for Science Kits for Public Libraries Grant

The Institute for Electrical and Electronics Engineers (IEEE) is accepting applications for this year's Science Kits for Public Libraries (SKPL) grant. The grant offers up to \$2,000 per library and focuses on the creation of circulating math and science kit collections for primary and secondary education students (K-12). Applications will be accepted from Chicago area public libraries until November 15, 2017. More [information/to apply](#).

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.

Kathy Clair, library director at Reddick Public Library, retires on September 1. The new director will be Molly DeBernardi.

Lorene Kennard has resigned as director at North Riverside Public Library. Marilyn Boria began as interim director on Monday, August 28.

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.

[More Than 700 Attendees at Fandom Fest](#)

[Win Big at the Bartlett Library This September](#)

[School Library Donation Goals Reached](#)

[Next Chapter Book Club: More Than Just a Book Club](#)

Fast Facts Survey

[Mailing Newsletters](#)

[Hours in a Work Week](#)

[Bookmobiles](#)

[Meeting Room Usage Stats](#)

[Adult Book Jobbers](#)



 e-news

RAILS Closed for Labor Day

RAILS will be closed on Monday, September 4, for Labor Day. Delivery services will not be provided. A [list of RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

Repositories for Policies, Job Descriptions, and More

We all know libraries are the first and best at this sharing economy thing, so we've created an area on the RAILS website for your [library policies, plans, procedures, and job descriptions](#). While we've seeded the repositories with documents members have posted to our email lists, we are asking you to begin posting your policies, job descriptions, etc. as soon as possible, so those looking for this information can find it. For everyone who posts something before September 30, 2017, your name will be entered into a drawing to win a \$50 Visa Gift Card.

RAILS Board Meeting, New Lenox August 25

The RAILS Board will meet on Friday, August 25, at 1 p.m., in person at [New Lenox Public Library District](#) and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. All members in the New Lenox area are invited to attend the meeting in person. See [agenda/supporting documents](#).

Free, Unlimited, Multi-user E-Books

Veronda Pitchford and Karen Keefe explain [Popup Picks](#) in the [inaugural episode of "Reader to Reader."](#) This brief video gives a general overview of Popup Picks and the simplicity of the platform. Visit [popuppicks.com](#) to start reading today! For more information contact [Veronda Pitchford](#), Director, Membership Development and Resource Sharing.

Mark Your Calendar: Fine Count September 11–15

All RAILS member libraries, except for libraries that are members of CARLI (Consortium of Academic and Research Libraries in Illinois), are required to count all outgoing items being picked up for delivery between Monday, September 11 and Friday, September 15. Outgoing items are those being delivered from your library to another location, including items being sent to fill interlibrary loan requests and items you are returning to other libraries.

Beginning on Friday, September 8, after your delivery items have been picked up for that day, please count all items in each delivery container, complete [this form](#), and place it on top of the items in each container. Please use this same procedure through Friday, September 15.

See [more information](#).

August 23, 2017

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[Library News](#)

[Continuing Education](#)

[Jobs](#)

[Free/For Sale/Wanted](#)

Upcoming Meetings

[RAILS Board Meeting, New Lenox August 25](#)

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[Webinar on Fundraising at Your Library September 21](#)

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[Notary Public Workshop September 28](#)

[Webinar on Cost Effective](#)

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69

Lauren Chilvers, the Fundraising Librarian, will share tips to maximize fundraising at your library in this webinar on Thursday, September 21, 9:30–11:00 a.m. She will discuss donor relations, marketing materials, volunteer engagement, event planning, and more. Log into L2 for more [information/registration](#).

Book Repair Workshop September 26

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Notary Public Workshop September 28

If you are a new notary public or would like a refresher course, a workshop will be held at Glenview Public Library on Thursday, September 28, 10 a.m.–noon. Participants will learn how to properly execute their notary responsibilities and review policies, procedures, and guidelines. Space is limited. Log into L2 for more [information/registration](#).

Library Security Two-part Webinar September 13 & 20

Ben Munji, former public library security manager, will present an introduction to library security in this two-part webinar series on Wednesdays, September 13 & 20, 1:30–3:00 p.m. Learn the employee's role in library security, how to handle disruptions, and what to do during workplace violence situations. Log into L2 for [more information/registration](#).

Employee Handbooks Webinar September 14

Jelly Hayden, Management Association, will discuss what you need to know when creating and/or reviewing your employee handbook to make sure that your policies and procedures are up to speed in this webinar on Thursday, September 14, 1:30–3:00 p.m. Log into L2 for [more information/registration](#).

Establishing Emergency Response Networks Webinar September 19

Annie Peterson, LYRASIS, will share how to set up a local emergency response network that will help protect your organization when an emergency strikes in this webinar on Tuesday, September 19, 9:30–11:30 a.m. Learn how to establish mutual assistance and reliance among the other institutions in your area. Space is limited. Log into L2 for [more information/registration](#).

Other RAILS CE Opportunities

[Cost-Effective Library Design Options Webinar August 30](#)

[Disaster Planning and Preparedness Webinar September 11 & 12](#)

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.

[Thursday, September 7, 1–3 p.m.](#), hosted by Engineering Systems, Incorporated, in Aurora.

[Friday, September 22, 11:30 a.m.–12:45 p.m.](#), RAILS Coal Valley service center

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

[Two-part Webinar on Disaster Planning and Preparedness September 11 & 12](#)

[Library Security Two-part Webinar September 13 & 20](#)

[Employee Handbooks Webinar September 14](#)

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20

Join Literacy DuPage and RAILS for this continuing education and networking opportunity on Wednesday, September 6, at 9:30 a.m., at Wheaton Public Library. All DuPage area public and school library staff are encouraged to attend. This is a great opportunity to learn about the services provided by Literacy DuPage and how area libraries can partner with them. See [more information/register](#).

PUG Day September 29

PrairieCat is hosting its annual professional development conference, PUG Day, on Friday, September 29, 9 a.m.–3 p.m. Thanks to a [RAILS CE/Networking grant](#), the keynote speaker will be Emily Clasper of Suffolk Cooperative Library System. RAILS will have a table to answer questions, give out swag, and network. The fee is \$10 for non–PrairieCat members. [Registration](#) deadline for PUG day is September 15. Get [more information](#) on the PrairieCat website.

Gale Career Online High School Webinars and Lunch and Learn

Twelve Illinois libraries currently offer adults the opportunity to earn an accredited high school diploma through [Career Online High School](#) (COHS). This fall, three additional libraries will offer the program as well. In the coming weeks, there are several opportunities to learn more about Career Online High School and hear from your peers as they share the excitement of helping adult learners achieve their dreams:

[Webinar](#) Monday, August 28, noon. Hear Frank Murray, Head of Reference & Electronic Services at Brookfield Public Library, talk about what this program has meant to the library, the day-to-day management of the program and his experience working with adult learners. [Register for the webinar](#).

[Webinar](#) Thursday, September 7, 10 a.m. Discover program basics and learn why libraries are the perfect space for an accredited high school completion and career training program. [Register for the webinar](#).

[Live Lunch and Learn](#) Wednesday, September 13, 10 a.m.–noon. Hear from Illinois libraries offering COHS as they share success stories and best practices for managing the program, and meet Vanessa Craig, the Gale COHS liaison who partners with libraries to facilitate student recruitment and ensure program success. Hosted by Niles-Maine District Library. [RSVP for the Lunch and Learn](#).

Please log into the [RAILS website](#) using your [L2](#) username and password for more information on the [RAILS Gale Career Online High School group purchase](#).

Funding Available for Projects That Save Energy

The Metropolitan Mayors Caucus Public Sector Energy Efficiency Program provides funding and technical assistance to help local governments update and retrofit public facilities and/or streetlights to improve energy efficiency and save money. All public sector entities in northeastern Illinois that receive service from ComEd, Nicor Gas, Peoples Gas, or North Shore Gas are eligible to apply for this program, including libraries, schools, and community colleges. [See more information](#).

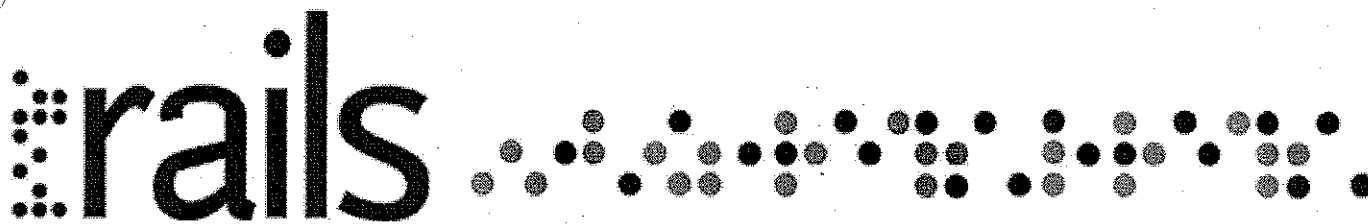
Library News

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.

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21

News from the Reaching Across Illinois Library System.



e-news

RAILS Board Meeting, New Lenox August 25

The RAILS Board will meet on Friday, August 25, at 1 p.m., in person at New Lenox Public Library District and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. All members in the New Lenox area are invited to attend the meeting in person. See [agenda/supporting documents](#) when available.

Calling All School Librarians and Media Specialists!

We need your help with [this brief survey](#) regarding the usage of 1:1 devices in school districts across the state. RAILS would like to gather information on devices in use, strategies, and prevalence. Results will be shared at the Illinois School Media Library Association (ISLMA) conference this fall.

Please hurry, the deadline is Wednesday, August 23. Contact [Veronda J. Pitchford](#), RAILS Director of Membership Development & Resource Sharing or call 630.734.5119.

Library Security Two-part Webinar September 13 & 20

Ben Munji, former public library security manager, will present an introduction to library security in this two-part webinar series on Wednesdays, September 13 & 20, 1:30–3:00 p.m. Learn the employee's role in library security, how to handle disruptions, and what to do during workplace violence situations. Log into L2 for [more information/registration](#).

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Kelly Hayden, Management Association, will discuss what you need to know when creating and/or reviewing your employee handbook to make sure that your policies and procedures are up to speed in this webinar on Thursday, September 14, 1:30–3:00 p.m. Log into L2 for [more information/registration](#).

Establishing Emergency Response Networks Webinar September 19

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Other RAILS CE Opportunities

[Human Resources \(HR\) Documentation Webinar August 22](#)

August 16, 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, New Lenox August 25](#)[Networking Event September 7](#)[Literacy Program for DuPage Area Libraries September 6](#)**Upcoming RAILS CE**[Webinar on Human Resources Documentation August 22](#)[Webinar on Cost Effective Library Design Options August 30](#)[Two-part Webinar on Disaster Planning and Preparedness September 11 & 12](#)[Library Security Two-part Webinar September 13 & 20](#)[Employee Handbooks Webinar](#)

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72

[Disaster Planning and Preparedness Webinar September 11 & 12](#)**AILS Networking Event September 7**

Join your peers Thursday, September 7, 1–3 p.m., at a networking event hosted by Engineering Systems, Incorporated, in Aurora. Talk with colleagues from other RAILS libraries and share the latest news about your library. All library staff, working in all types of libraries, are invited! A tour of the library and refreshments will be provided. Visit L2 for more [information/registration](#), or contact RAILS Member Engagement Manager, [Debbie Baaske](#).

Adult Literacy Program for DuPage Area Libraries September 6

Join Literacy DuPage and RAILS for this continuing education and networking opportunity on Wednesday, September 6, at 9:30 a.m., at Wheaton Public Library. All DuPage area public and school library staff are encouraged to attend. This is a great opportunity to learn about the services provided by Literacy DuPage and how area libraries can partner with them. See [more information/register](#).

Gale Analytics on Demand Webinar August 21

Elizabeth Bondie, Gale Education Field Consultant, will host a webinar on data-driven decision making in the library. View "Deep Dive into the NEW *Analytics on Demand*" on Monday, August 21, at 2 p.m. This follows the session with Jason Kucsma, deputy director at Toledo Lucas County Public Library (view the recording [here](#)), and shows how the *Analytics On Demand* apps and the NEW dashboard work. Be sure to [register for part II](#) and enjoy watching the eclipse!

Log into the [RAILS website](#) using your [L2](#) username and password for more information on the [AILS Gale Analytics on Demand group purchase](#).

PUG Day September 29

PrairieCat is hosting its annual professional development conference, PUG Day, on Friday, September 29, 9 a.m.–3 p.m. Thanks to a [RAILS CE/Networking grant](#), the keynote speaker will be Emily Clasper of Suffolk Cooperative Library System. RAILS will have a table to answer questions, give out swag, and network. The fee is \$10 for non–PrairieCat members. [Registration deadline](#) is September 15. Get [more information](#) on the PrairieCat website.

Storytime Workshop with Jim Gill August 25

Musician Jim Gill will lead a music and reading play for storytime workshop on Friday, August 25, 2–5 p.m., at Bradley Public Library. Learn how music play inspires children to regulate their movements and make connections between the words they sing and the printed word. Hosted by Kankakee Area Library Association, this program is possible through the support of a [RAILS Continuing Education Networking Group Grant](#). See L2 for more [information/registration](#).

Spectra Kits Available

The Illinois State Library (ISL) is pleased to introduce [Spectra Kits](#) for Autism for libraries to provide innovative methods of engaging Autism Spectrum Disorder (ASD) individuals. Spectra Kits contain technologies such as social robotics and mobile apps that support interaction with ASD patrons. ISL will circulate the kits to libraries of all types for a period of six weeks. These kits will give ASD patrons the ability to experiment with assistive technology in the library setting.

The kits were funded by a grant from the Institute of Museum and Library Services. To request one of the kits, contact [Matt Henninger](#) at 217.782.2693.

[Emergency Response Networks September 19](#)

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technical assistance to help local governments update and retrofit public facilities and/or streetlights to improve energy efficiency and save money. All public sector entities in northeastern Illinois that receive service from ComEd, Nicor Gas, Peoples Gas, or North Shore Gas are eligible to apply for this program, including libraries, schools, and community colleges. [See more information.](#)

Nominate a Librarian for 2017 I Love My Librarian Award

The American Library Association (ALA) is accepting nominations for the 2017 I Love My Librarian Award, which recognizes the public service contributions that librarians make in transforming lives and communities through education and lifelong learning. The national award invites the public to nominate their favorite librarians working in public, school, college, community college or university libraries. [Nominations](#) can be made through September 18.

Registration Open for ABOS Conference

The 2017 Association of Bookmobile and Outreach Services (ABOS) Conference "Outreach Services – Bridging the Gap" will be held in Pittsburgh, PA, on October 25–27, 2017, at the DoubleTree by Hilton. Early bird registration ends August 31, 2017. A [preliminary presentation list and tentative schedule at-a-glance](#) has been posted!

Call for Proposals: LITA @ ALA Annual 2018

The Library and Information Technology Association (LITA) Program Planning Committee is looking for innovative and creative proposals for programs focusing on library technology for the 2018 American Library Association (ALA) Conference. This [link to the submission site](#) will redirect to the ALA login page. All submitters are required to have an ALA profile, but are not required to be ALA members. The deadline is August 25, 2017.

Reaching Forward Conference 2018 - Call for Programs

The Reaching Forward Conference Committee is accepting [program submissions](#) for the 2018 conference on Friday, May 4, at Stephens Convention Center in Rosemont. Submit your proposal using the online form by Friday, September 8, 11:59 p.m. Reaching Forward serves library staff at all levels, with a strong focus on frontline and support staff.

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.

Elisa Topper is the new director at Yorkville Public Library effective September 1.

Peg Foster is the new director at Mason Memorial Public Library.

Michael Verderame is the new head librarian at Hebrew Theological College (Saul Silber Memorial 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.

Earth Flag Certification Program

Members from SCARCE and DuPage County will be attending our September 20th Board Meeting to present us with an Earth Flag which represents our certification and Indian Prairie's efforts to be a friend of the environment.

I have been working with Kay McKeen of SCARCE (School & Community Assistance for Recycling and Composting Education) to achieve our Earth Flag Certification. The program is a partnership between SCARCE and DuPage County to help businesses implement practical, eco-friendly initiatives.

There are several steps to the program. The first step is a Green Audit. SCARCE came out to our facility and observed how we manage the building site, energy, water, materials cleaning products and other indoor air hazards. After the green audit, I met with SCARCE and reviewed what is working well and discussed which green initiatives to tackle next. From this meeting, we installed foam soap in the public bathrooms, began using occupancy sensors around the building and scheduled our first community recycling event.

The next step in the certification process is a waste or energy reduction activity. We decided to host a community-wide recycling event. Our first event was held on October 26, 2013 to which we estimate over 600 cars came through the event. We partnered with six organizations/vendors: SCARCE, Working Bikes, Darien Lions Club, Creative Recycling Systems, Goodwill, and Cintas Document Management. Since this event was such a success, we hosted a second event the following year on October 25, 2014. For this event we partnered with: We partnered with six organizations/vendors: SCARCE, Working Bikes, Darien Lions Club, Goodwill and ProShred Document Management. We approximate that 200 cars came through this event.

Another step in the certification is a staff education requirement. Kay McKeen of SCARCE attended our March 31, 2017 staff institute to which we had 90% of the staff in attendance. (The requirement is 75%.) Kay educated us on recycling and energy and water conservation.

Lastly, we had to show that we have an ongoing recycling program. We already had this in place before the SCARCE audit. We have a working recycling program for just about anything that can be recycled from florescent bulbs to metal shelving. We even added a compost bin this past summer.

Laura Birmingham

Distributed at mtg -

New Business h1 -
presentation of
Earth Flag

RESOLUTION OF COMMENDATION
INDIAN PRAIRIE PUBLIC LIBRARY, DARIEN, IL

WHEREAS, DuPage County adopted the DuPage County Solid Waste Management Plan which includes environmental education activities and leadership in recycling; and

WHEREAS, Indian Prairie Public Library completed training to reduce their impact on the environment and gain sustainability expertise; and

WHEREAS, the Library has educated their staff and patrons on the importance of sustainability and shared with them techniques to conserve resources; and

WHEREAS, the Library has reduced their waste stream by encouraging the use of reusable dishware, installing carpet squares and cleaning and repairing media in lieu of replacement; and

WHEREAS, the Library has conserved energy by improving lighting and designing future improvements in an efficient manner which supports the County's Cool DuPage program; and

WHEREAS, the Library has utilized native plants at the campus to improve natural habitat and enhance water quality at the site and improved indoor air quality through the use of green cleaning products; and

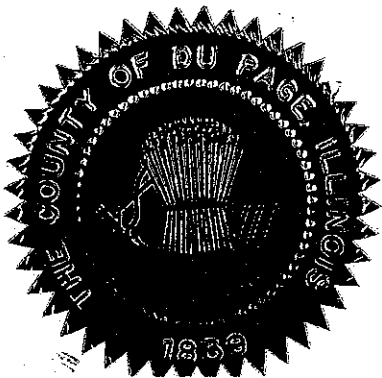
WHEREAS, the Library has encouraged this behavior in the community by hosting a native plant sale, selling reusable bags and donating lost and found items; and

WHEREAS, the DuPage County Board recognizes Indian Prairie Public Library for its leadership in reducing their impact on the environment and has thereby earned their Earth Flag as a symbol of their accomplishments; and

WHEREAS, the DuPage County Board finds Indian Prairie Public Library is a valuable member of the County of DuPage and their efforts have improved the quality of life of the DuPage County community.

NOW, THEREFORE, BE IT RESOLVED that I, Daniel J. Cronin, Chairman of the DuPage County Board and Members of the County Board do hereby commend Indian Prairie Public Library on their exemplary efforts and sustainability accomplishments.

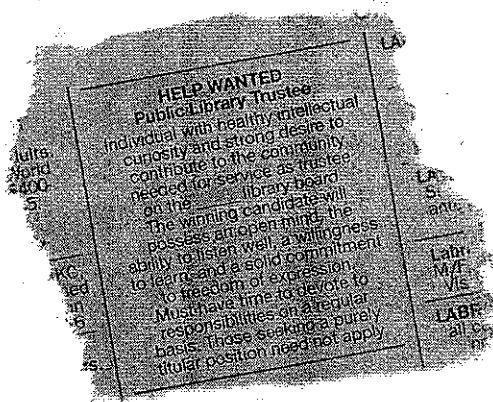
Passed this 20th day of September, 2017 at Wheaton, Illinois.



Daniel J. Cronin, Chairman
DuPage County Board

Chapter 1

TRUSTEE DUTIES AND RESPONSIBILITIES



The Big Picture

If legions of jobseekers were vying for trustee positions on library boards, a want ad for the job might read as above.

Of course, service on a library board is pro bono public service, so you will not have arrived here by dazzling a job interviewer. As a library user and supporter, you may have campaigned for an elected trustee position, or perhaps you hesitantly accepted appointment. Either way, you have a most important job to do.

A public library might be defined as a repository of information available to all in the community. This public resource addresses and meets a wide variety of needs. For some members of the community, the library is the chief or only source for recreational reading. For others, it is a valuable professional resource. Young children discover the wide world of ideas in the library. People of all ages use computers and the Internet at libraries to prepare themselves to function in the modern digital world. Disabled people find resources in public libraries that may not be available elsewhere. You, as a trustee, represent all of these people.

A public library, even of relatively small size, is a complex operation that requires informed and skillful administration and management. You, along with the other trustees on the library board, oversee performance of these roles by library staff.

The Board of Trustees

Library trustees do their work collectively on the library board. Though the board has broad powers—it is answerable only to the governing body that has oversight over the library or, if elected, to the voters—those powers are exercised collectively. No individual trustee can speak or act for the board, or for the library, unless specifically empowered to do so by board action or adopted bylaws.

The board's crucial partner in administering the library is the library director. This professional has been hired by the board and serves at the board's pleasure. The board depends

heavily on the professional judgment and experience of the director. For example, the board of trustees can draft an annual budget for the library, but specific input about what moneys are needed for which purposes comes mainly from the director. As a trained professional, he or she is employed to assess needs such as acquisitions, staff coverage, and public services.

The remainder of this chapter details duties of the board of trustees, both those assisted and unassisted by the library director; responsibilities of individual trustees; and basic rules of ethics for trustees.

Duties

Broadly speaking, the board of trustees establishes library policies, and the library director implements those policies in the day-to-day operations of the library. However, these roles are interdependent and require careful distinction of responsibility and authority.

The degree to which the board relies on the librarian's professional knowledge and experience will, of course, vary with the situation. In every case, however, cooperation is the key to a smoothly run, successful library. A library in which all the players work cooperatively toward the common goal will inevitably deliver greater benefits to the community than one in which trustees and librarian work competitively, at odds with each other. The following lists detail duties carried out collectively by boards of trustees in public libraries.

Duties of the Board Assisted by Input from the Director . . .

- Write and maintain an official mission statement for the library.
- Develop long-range plans to address anticipated community needs.
- Establish and support library policies. Examples of such policies include
 - levels of service (for example, open hours).
 - registration and circulation policies and other rules directly affecting patron use.
 - types of service (in addition to circulation and informational services, will the library provide special programs for children? the disabled? the visually impaired? or literacy training?).
 - confidentiality and privacy policies.
 - patron access to the Internet.
 - collection development policy.
- Authorize salary and benefits plans for library staff.
- Assess maintenance of library grounds and buildings, and authorize purchase of lands or construction of new buildings when necessary and appropriate.
- Develop an annual budget.
- Review monthly financial reports to ensure accountability to budget goals.
- Provide financial information and an independent audit as required by Illinois law.
- Advocate for funding necessary to meet community library needs.
- Engage in other fundraising activities as necessary and appropriate.
- Promote the library in the community.

Duties of the Board, Exclusively . . .

- Hire a qualified library director.
- Evaluate director's performance periodically, at least annually.
- Establish policies for the functioning of the board. Such policies include
 - by-laws governing meetings, quorums, selection of officers and the length of their terms as officers; and other matters relating to handling the business of the board.
 - finance policies (for example, how funds will be dispersed or invested, or who will be authorized to write checks).
 - trustee's code of ethics.

For more information about division of duties between the board of trustees and the library director, go online to the Illinois State Library Administrative Ready Reference, <http://www.webjunction.org/partners/Illinois/il-topics/readyref.html>: select **Policy Model; Board of Trustees**; select **Division of Responsibility**. . . .

You, Personally

For the library machine to hum smoothly, every participant—trustee and staff—must shoulder a fair and proper load. To carry out the trustee duties which you have accepted, you will need to make a substantial commitment of time and effort.

Your Duties as a Trustee . . .

- Attend board meetings.
- Preview agenda, minutes, and documents before each board meeting.
- Participate in discussion and decision making at board meetings.
- Stand by decisions made by the board.
- Serve on committees as assigned by chair.
- Commit time outside of board meetings for the work of the board, as necessary and appropriate.
- Participate in activities sanctioned by the board, such as fundraising or public relations in the community.
- Represent the library at community events—be visible and accessible to those you represent.
- Become informed about library issues through participation in the regional library system, ILA, and ALA.
- Become informed about state laws that govern public libraries in Illinois.
- Become an advocate for the library community.

As with any position of responsibility and accountability, library trusteeship calls for adherence to high standards of ethical behavior.

Your Ethical Responsibilities . . .

- If you have a conflict of interest in a matter taken up by the board, you must remove yourself from consideration and voting on that matter. For example, your financial stake in a firm with which the board does or intends to do business would constitute a conflict of interest. (For more information about conflicts of interest, see Chapter 4, “Legal Responsibilities and Liability.”)
- Respect the opinions and contributions of other trustees; refrain from dogmatic or bullying behavior at board meetings. Work toward acceptable compromise on contentious issues.
- Do not voice opposition to board decisions in public; limit criticism to debates within board meetings.
- Respect confidential information: do not reveal content of closed session board discussions.
- Refer patron/public requests for information to the library director.
- Refer staff grievances or problems to the library director, who has full responsibility for managing staff; refrain from becoming involved in controversy or conflict among staff.
- Refer complaints from the public to the library director.
- Do not initiate or participate in ad hoc board meetings called without advance notice and knowledge of all participants. Conform to the Open Meetings Act in posting required meeting notices for the public and the press.
- Assume full responsibility as a board member. Attend board meetings regularly and perform all assigned committee work in a timely manner. If you are unable to fulfill your duties, consider resigning so that someone else can better serve.

- Support open access to information and resist moves toward censorship.

Finally, consider the benefits you will derive from serving as a library trustee. You will make new acquaintances and friendships with people who are passionate about, and dedicated to, values of public service. Some of these people will become personal friends; others will remain good professional associates. Whether you are a worker in a trade, a professional, a homemaker, an independent businessperson, or are engaged in some other life activity, the people network you establish during your tenure of trusteeship will likely prove to be of great benefit to you.

Then, of course, there is the obvious: you will be making an important contribution to the people in your community and to your community's future. A public library is one of the most universal and accessible institutions in our society. Your contribution as a public library trustee will help bring opportunity to all the people, irrespective of all the differences that sometimes divide communities in other spheres. Don't underrate the satisfaction you will derive from this endeavor.

Resources

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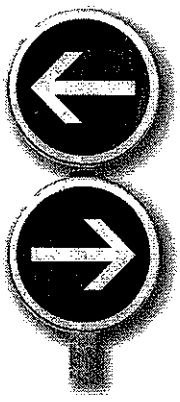
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Chapter 2

ORIENTATION FOR NEW TRUSTEES



This chapter has two parts. The first part, which follows immediately, is for new trustees. The second part is for anyone responsible for new member orientation, including mentoring library board member(s) and/or the library director.

So, You Are a New Library Trustee

In the following sections, you will read about types of administrative units in Illinois public libraries. Then you will read a brief history of public libraries in the United States. Your colleagues on the board or the library director will conduct your orientation to the library, its services, and resources, and will provide you with various materials you need to begin your duties as a library trustee.

Illinois Public Libraries—Administrative Types

Many public libraries in Illinois are legally established by cities, villages, and townships, according to the Illinois Local Library Act, 75 ILCS 5. In these cases, the library's service boundaries are coterminous with that of the municipality or township. District libraries, which are established within independently defined boundaries, are the alternative to municipal libraries.

In towns, villages, and townships, citizens establish public libraries by referendum. Most towns and villages elect their library trustees; in villages with the commission form of government, the village council appoints library trustees.

In cities, the city government establishes a public library, and the mayor appoints trustees. Illinois law allows mayors to appoint one city council member to the library board, among a total of nine library trustees.

District libraries are public libraries established under the Illinois Public Library District Act, 75 ILCS 16. A district may include area from more than one local governmental unit and outlying unincorporated areas. District libraries have independent corporate authority and taxing power for support of public library services. Like other library administrative units, district libraries are run by a board of trustees.

The following table gives more detailed information about boards of library trustees among the various types of local libraries.

Trustee Service by Type of Administrative Unit

Type: City

Trustees Appointed/Elected: 9, appointed by mayor

Term of Service: 3 years

Type: Village/town/township

Trustees Appointed/Elected: 7, elected

Term of Service: 4 or 6 years

Type: Village with commission government

Trustees Appointed/Elected: 6, appointed by village council

Term of Service: 6 years

Type: District

Trustees Appointed/Elected: 7, elected

Term of Service: 4 or 6 years

A Brief History of Public Libraries

In early colonial America, academic pursuits were largely allied with the education of clergy. The first significant library in the colonies was Harvard College Library, founded in 1636 with a gift of about 300 mostly theological books.

An important expansion of the concept and role of a civic library occurred in 1731 when Benjamin Franklin and other Philadelphians established a subscription library in Pennsylvania's chief city. In a subscription library, patrons pay a subscription, or fee, to use the pooled reading material of all the subscribers. Further distinguishing the "Library Company of Philadelphia" was the collection's emphasis on travel, philosophy, and biography, rather than religious topics.

Truly public libraries—open to all free of charge—were the creation of the United States in the new democratic age of the nineteenth century. Inspired by the founding of the new nation, the adoption of First Amendment free speech principles in the Bill of Rights, and extension of democratic expression and personal freedoms in the early years of the republic, the movement for universal public education gained momentum by the mid-1800's, creating demand for free public libraries as well. In 1854, Boston opened the first big-city public library funded by local taxes. In 1872, the Illinois General Assembly passed legislation authorizing tax-supported public libraries. Soon thereafter, public libraries were organized in the Illinois municipalities of Chicago, East St. Louis, Elgin, Moline, Oregon, Rockford, Rock Island, and Warsaw.

In step with these developments, librarian Melvil Dewey in 1876 helped establish the American Library Association (ALA), helped found the *Library Journal*, and published the Dewey Decimal classification system. In 1887, Dewey established the nation's first library school at New York's Columbia University. In 1896, the Illinois Library Association (ILA) was established.

As the twentieth century dawned, public libraries in the United States began to benefit handsomely from the philanthropy of steel tycoon Andrew Carnegie, whose charitable foundations eventually built about 1,700 libraries. Carnegie libraries were built in communities that agreed to provide land for building a library and to contribute some funding on an ongoing basis. By the 1920s, public libraries were widespread throughout the United States, with

publicly funded institutions in most towns of any size.

An important trend beginning in the mid-twentieth century has been involvement by the federal government in public libraries. Since the 1950s, Congress has allocated funding for rural library extensions, library construction, expansion of school libraries, provision of services for people with disabilities, and Internet connectivity, among other services.

In the last half-century, technology-driven developments have transformed public libraries in many ways. The new technologies have led to nearly universal computerization of card catalogs. Electronic and digital materials such as DVDs have enhanced library collections. In all but the smallest library branches, Internet access for patrons has become standard.

New services have posed new challenges. Internet connectivity offers potential access by minors to websites with inappropriate content, for example. Congress has responded by tying libraries' eligibility for certain federal funds to installation of filtering software. (See Chapter 6, "Intellectual Freedom," for more information on Congressional mandates codified in the Children's Internet Protection Act, or CIPA.)

Today, some 9,000 administrative units in the United States offer public library services in over 16,000 libraries, including branches. Our state of Illinois has 637 public libraries—796 if you count total branches and buildings. These public libraries endeavor to serve their changing communities in a variety of ways as they strive to maintain free and open access to information.

Congratulations.

You have completed your first step of orientation as a library trustee. The remainder of this chapter is primarily for your board member colleagues or the library director who are responsible for further orientation activities.

Planning Orientation for a New Trustee

The preceding part of this chapter provides background material that will help new library trustees put into context the duties they are about to assume. Have inductees read the material as part of their overall orientation activities.

Your library board should have a well-defined, written orientation plan in place. If it does not, suggest that the board establish a committee to draw up such a plan.

The following sections provide guidelines for orientation of new library trustees. The first section outlines orientation activities. The second lists materials that the board or library director should provide to new trustees.

Orientation Activities

The board president, or her/his designate from the board, will make the initial contact with the new trustee to schedule orientation sessions. First and foremost should be a get-acquainted tour of the library with library staff. The library director or a management level staff person should conduct the tour, providing a "big-picture" overview of collections, services, and general policies. The director should introduce available staff members, explaining their duties.

The board president or her/his designate will then schedule an appointment with the inductee for an introduction to the business of the board, including bylaws; ethics; meeting times and formats; recent decisions and accomplishments; future plans and goals; and budgets.

Orientation for the incoming trustee might well extend into the next scheduled board meeting. For example, the board president might conduct business at a slower pace, encourage experienced board members to describe accomplishments of the past year, and allow time in the meeting for the new member to ask questions (no meetings after adjournment, even if

informal, if a quorum is present).

Orientation Activities Summarized . . .

- Activities conducted by the board president:
 - initial contact with inductee to schedule orientation
 - introduction of the bylaws and other business of the board
 - review of duties of the board and of the director
 - presentation of budget and other financial information
 - planning the agenda of the next scheduled board meeting so as to accommodate the information needs of the new member (if feasible and appropriate)
- Activities conducted by the director:
 - tour of library facilities
 - introduction of library staff members

Orientation Materials

Eventually, new trustees will need to master the wide range of information relevant to governing the public library. Because the volume of such information is necessarily large, it is useful to focus on a smaller subset of such materials during the initial orientation. Following is a suggested list of materials for new trustees.

Orientation Materials List . . .

- Library mission statement
- List of board members and the director, including address, telephone number, and e-mail addresses
 - Indicate terms of office and identify officers.
- Calendar of board meetings and library holidays
- Organization chart of library staff
- Illinois Library Association *Trustee Facts File* (the publication you are reading)
 - Have inductee read Chapter 1 and the first part of Chapter 2 (this chapter) initially.
 - Draw attention to subsequent sections of the *Trustee Facts File*, as appropriate.
- Board of Trustees bylaws (reference the *Trustee Facts File*, Chapter 3)
- Library policy manual (reference the *Trustee Facts File*, Chapter 5)
- Budget for current and previous year (reference the *Trustee Facts File*, Chapter 10)
- Annual report, most recent available
- Monthly reports, most recent available
 - financial report: dispersal of monies
 - statistical report: volume of circulation, etc.
- Minutes from recent board meetings (reference the *Trustee Facts File*, Chapter 3)
- *Illinois Library Laws & Rules* (copyright 2012)
- *Serving Our Public: Standards for Illinois Public Libraries*, 2.0 (copyright 2009)
- Recent issues of the *ILA Reporter*, which can be obtained online from www.ila.org/store/ila-reporter
- Information about the Illinois State Library, regional library systems, and their relationships to local libraries
- Contact information, including website addresses, for the American Library Association (ALA), Illinois Library Association (ILA), and Illinois State Library (See Appendix G, "Selected Resources.")
- Local library history, if available
 - Append to the general history of U.S. public libraries in the first part of this chapter.
- Promotional materials—for example, the latest issue of the library newsletter or newspa-

per articles about the library and its services (reference the *Trustee Facts File*, Chapter 13)

Resources

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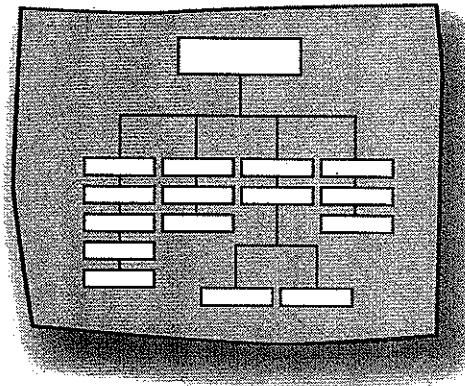
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Chapter 3

BOARD ORGANIZATION



In Chapter 1, you became acquainted with duties of library boards collectively as well as duties of individual trustees. This chapter focuses on the board's collective responsibilities and the organizational means available to execute those responsibilities. Before proceeding further, you might want to review in Chapter 1 the section entitled "The Board of Trustees."

Library Board Bylaws

Every library board should establish *bylaws*, a set of rules that define the structure and function of the board and its operational procedures. The bylaws should be recorded in clear, unambiguous language. Board trustees should review bylaws annually and amend them as necessary. The bylaws of a public library board in Illinois must not conflict with federal or state laws.

The following list summarizes topics that the bylaws should address.

Contents of Bylaws . . .

- The name of the board
- The constituency served by the library and its board
- The composition of the board
- Procedure for election or appointment of board trustees
- Terms of board trustees
- Procedure for filling an unexpired trustee term
- The schedule (frequency) of board meetings
- Procedure for calling special meetings of the board
- Specification of a quorum

A quorum is the minimum number of people who must be present in order for a deliberative body to transact business. There is no set quorum for library boards; each board establishes its own definition of a quorum in its bylaws. For example, a 7-member board may specify 4 as its quorum; so the trustees may transact business at a board meeting if 4 or more members are present.

- Summary of duties and powers of board officers
- Identification and description of standing committees
- Procedure for setting up special (ad hoc) committees

- Order of business for board meetings
- Rules of conduct for board meetings, such as *Robert's Rules of Order*
- Procedure for amending the bylaws

To view a sample set of library board bylaws, go online to the Illinois State Library Administrative Ready Reference, <http://www.webjunction.org/partners/Illinois/il-topics/readyref.html>: select **Policy Model**; **Board of Trustees**; select **Bylaws of the XYZ Public Library**.

Board Meetings and the Open Meetings Act

The Illinois Open Meetings Act (5 ILCS 120) specifies that public bodies in the state of Illinois exist “to aid in the conduct of the people’s business and that the people have a right to be informed as to the conduct of their business.” The law mandates that deliberations and actions of public bodies be conducted in public, and that citizens be given advance notice of and the right to attend such meetings. The law defines a “meeting” as “any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business.”

Under state statutes, a library board is a “public body.” Therefore, board meetings and board committee meetings must be open to the public and conducted on days convenient to the public. It would not be proper, for example, to schedule a board meeting on a federal holiday. Effective January 1, 2012, elected or appointed members of a public body subject to the Open Meetings Act must complete the electronic training once during their term of election or appointment. The Public Access Counselor’s Office’s Open Meetings Act electronic training is available free of charge at: http://foia.ilattorneygeneral.net/electronic_foia_training.aspx.

To conform to the requirements of the Open Meetings Act, library boards should publicize the schedule and location of regular meetings at the beginning of each calendar or fiscal year. The media may request a schedule as well. Boards should post the agenda for each meeting in a public area of the library 48 hours in advance of the meeting time.

When conducting an open meeting, make sure that library doors are unlocked. Let members of the public in!

Closed (“Executive”) Sessions

A library board in the state of Illinois may meet in a closed, or executive, session if such a meeting is approved by “a majority vote of a quorum present” during a meeting that is open to the public. The closed session should be listed on the meeting’s agenda.

The board may schedule a closed session, for example, to consider any of the following matters: (1) negotiation for the acquisition of real estate, (2) the possible hiring of an individual, or (3) salaries of classes of employees. See the text of the law—5 ILCS 120/2 (c)—for more exceptions to open meetings. Information discussed in a closed session is to remain confidential until/ unless the matter is revealed or acted upon in open session by the board.

To ensure the legality of all board meetings, discussions, and communications, trustees should become familiar with the requirements of the Open Meetings Act.

Officers of the Board

As stated previously, bylaws should clearly identify officer positions of the board and define the duties of each office. Most library boards require four officer positions, those of **president (chairperson)**, **vice-president**, **secretary**, and **treasurer**.

President (Chairperson)

The president, working closely with the library director, prepares agendas for board meetings

for distribution to participants in advance of each meeting. The president presides at board meetings, serving as discussion leader, and appoints committee members. He or she signs official documents and may under instruction from the board represent the library at public meetings and gatherings. When the board president speaks on behalf of the library, he or she must reflect the adopted positions of the board, not personal views. As a single member of the board, he or she has one vote.

Vice-President (Vice-Chairperson)

The vice-president presides at board meetings in the absence of the president and performs such other duties as are assigned.

Secretary

The secretary records the proceedings of meetings, then prepares written minutes and issues them to trustees in advance of the next meeting. After the minutes of a past meeting are approved, the secretary prepares a permanent and correct copy for the archives of the library. The preparation of the minutes may be assigned to staff, but if delegated, the process is completed with the oversight of the board secretary. The Illinois Open Meetings Act mandates that minutes of all board meetings—including closed (or executive) sessions—must be prepared and archived. The minutes of open sessions should be kept in a secure but accessible location in the library and made available to the public upon request. Twice a year boards must consider whether to open minutes of individual closed sessions or keep them closed.

Treasurer

The treasurer's role typically depends on the size of the library. In smaller communities, the treasurer may handle funds, keep books, and prepare reports on the general finances of the library. In larger libraries, the treasurer is a legal officer named to assure that the financial operations of the library are handled properly, including oversight of annual audits. The board treasurer should prepare or assist in the preparation of annual budgets and chair the finance committee. By law the treasurer is bonded or insured in an amount not less than 50 percent of the total funds received by the library in the last fiscal year for all libraries except those municipalities over 500,000 in population (75 ILCS 5/4-9 and 75 ILCS 16/30-35e).

Committees

Most library boards delegate detail work to committees to save the time of the full board. Such committees prepare recommendations for the board's decision, but do not make those decisions on their own. If lengthy or complex, committee reports should be submitted in writing in advance of a board meeting.

Standing committees generally deal with ongoing and long-range concerns of the board, such as facility maintenance, finance, personnel, public relations, and fund raising. Special or ad hoc committees are created to deal with short-term or one-time tasks.

Committees are subject to the Illinois Open Meetings Act; therefore, their meetings should be conducted in public with appropriate advance public notice, and minutes of meetings must be recorded and archived.

Agendas

When not well planned, meetings tend to digress and waste participants' time. The board president should develop a meeting agenda and distribute it in a timely fashion before each board meeting. The following is a sample agenda.

A Sample Agenda . . .

- Call to order; recording of attendance; determination of quorum
- Review of minutes from previous meeting; call for corrections or additions; motion to accept minutes
- Treasurer's report/authorization for the payment of invoices
- Library Director's report
- Board President's report
- Committee reports
- Public comment
- Unfinished business
- New business
- Closed Session (best to keep on the agenda permanently so the session is always in order if needed)
- Items for the next agenda
- Announcements
- Adjournment, with announcement of date, time, and place of next meeting

Resources

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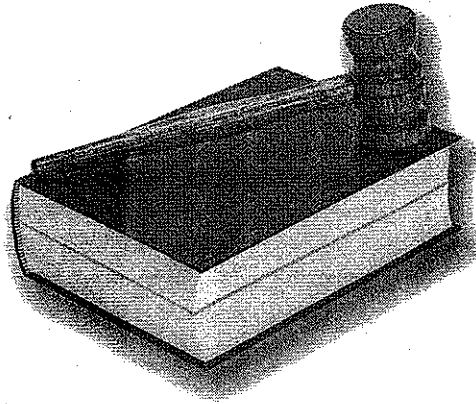
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Chapter 4

LEGAL RESPONSIBILITIES AND LIABILITY



Legal Status of Library Trustees

As a library trustee, you have become a member of a public body—the board of trustees of a public library. In Illinois law, a public body is defined as a legislative, executive, administrative, or advisory body that expends tax revenue (5 ILCS 120).

As a public servant, you enact the role of a fiduciary—that is, a person who holds something in trust for others. A public library is a community asset that you and the other board members, in your fiduciary role, hold in trust for the public. Violations of that trust could result in legal consequences for you and other trustees. Such violations might include active errors, as for example, exceeding legal authority; or passive errors, as in failing to meet responsibilities to provide a safe, accessible library environment.

Illinois law endows library trustees with specific powers and duties. The Illinois Local Library Act (75 ILCS 5/4) and the Public Library District Act of 1991 (75 ILCS 16/30) summarize powers of library boards of trustees.

At minimum, a library board of trustees holds the following legal obligations:

A Library Board's Basic Legal Obligations . . .

- To organize the board with written bylaws and elected officers
- To meet regularly in conformance with the Illinois Open Meetings Law (See Chapter 3, "Board Organization.")
- To provide written minutes of every meeting of the board and its committees and to archive the minutes after approval by the board
- To prepare and maintain audio or video recordings of closed (executive) sessions of the board
- To provide bonding of the treasurer or other person designated by the board to receive and disperse funds
- To submit an annual report to the host municipality, i.e., village, township, or city (for local libraries only; does not apply to district libraries)
- To submit an online annual report in compliance with the requirements of the Illinois

State Library

- To conduct all library business in accordance with federal, state, and local laws

Trustees should become familiar with the following laws and be certain to meet their requirements:

- Americans with Disabilities Act (ADA)
- Fair Labor Standards Act (FLSA)
- Minimum wage
- Prevailing wage
- Family Medical Leave Act (FMLA)
- Health Insurance Portability and Accountability Act of 1996 (HIPPA)
- Drug-free workplace

Trustees and the library director should work with their regional library system, the Illinois State Library, and ILA to monitor new laws or revisions to existing acts.

Risks of Liability for Library Trustees

A library board of trustees has legal status similar to that of a corporation: it can enter into contracts and take title to property under a specific legal name, such as "The Board of Library Trustees of (name of governmental unit)." Like other corporations, the library board can sue—and it can be sued.

So long as a trustee is operating within the lawful authority of his/her position, a trustee will not be held personally liable for his/her actions. However, there is no way to prevent someone from individually initiating a suit against a trustee. For that reason, library boards typically purchase insurance against liabilities related to the public library, and Illinois law specifically authorizes library boards to purchase such insurance. Insurance companies offer policies specifically tailored to protecting public officials. Such policies may be called "directors and officers liability" insurance or "errors and omissions" insurance.

For a sample policy to insure library trustees and staff against liability, go online to the Illinois State Library Administrative Ready Reference, <http://www.webjunction.org/partners/illinois/il-topics/readyref.html>: select **Policy Model**; select **Financial Policies**; select **Indemnification & Insurance**.

Liability may result from injury or harm that a person receives while on library property. If a library patron falls on a slippery floor and breaks an arm, for example, that person might have legal ground to sue the library board for damages. Liability may also result from malfeasance committed by one or more library trustees, in gross violation of trustee fiduciary responsibility. The section of this chapter entitled "Ways to Minimize Risks of Liability" will help you understand how to carry out your board responsibilities properly so as to minimize legal risks.

Trustees may be held liable for actions committed by staff employees. For example, if a staff member destroys library records in violation of Illinois statutes mandating retention of such records, the board could be held legally liable. The same might be true if a staff member commits a discriminatory act against a patron. For these reasons, a library board should carefully and in good faith exercise its responsibility in hiring a library director who understands the legal implications of library administration.

Conflict of Interest: An Invitation to Liability

A situation known as *conflict of interest* arises if any library trustee or trustee relative or associate receives any gain, tangible or intangible, in the course of the trustee's service on the library board. Conflict of interest is one of the most serious forms of public malfeasance, and

it may be prosecuted criminally. Liability may well extend to board members other than the perpetrator, if there is any appearance of collusion or even passive tolerance.

The following are examples of situations in which there is a conflict of interest.

Example: The library board enters into a contract with a company that will provide a service to the library; a trustee on the board is a relative of the company president.

Example: A library trustee accepts a gift from a person or entity that could have an interest in the conduct of library board business.

Example: The board hires one of its trustee members, an attorney, to provide legal counsel.

Example: The board purchases a lot for library construction from a real estate company with which a trustee is associated.

Ways To Minimize Risks of Liability

Collectively, the board of trustees can conduct its business in such a way as to minimize risks of liability. The following lists summarize steps trustees can take to minimize risks of liability as a board and as individuals.

How The Board Can Minimize Risks of Liability . . .

- Comply with all provisions of the Illinois Open Meetings Law (5 ILCS 120) to ensure that all meetings, records, and communications meet statutory requirements.
- Comply with the state Officials and Employee Ethics Act (Public Act 93-615 and 93-617), which requires the adoption of an ordinance or resolution regulating political activities and solicitation and acceptance of gifts by library officers and employees.
- Rigorously avoid any conflict of interest, even the appearance of such.
- Ensure that the library is operated in a safe manner. Maintain physical facilities properly. (See Chapter 9, "Facilities.")
- Hire a qualified library director and perform annual evaluations that include a review of staff management.
- Carefully follow any procedures established by the board for the avoidance of personal conflicts and the reporting of ethical violations.
- If aware of a legal or ethical violation, contact the appropriate executive or law enforcement agency.
- If unsure of any legal obligation, seek the advice of an attorney, and when appropriate, consider seeking an advisory opinion from the Illinois Attorney General's office.
- Establish legally defensible library policies. The following are examples of policies that could be construed as indefensible:
 - The library imposes extreme penalties; for example, a patron has library privileges revoked for a minor infraction, such as bringing food or drink into a posted off-limits area.
 - The library engages in a practice that might be viewed as discriminatory, such as enforcing policies differently for identifiable groups (homeless visitors, minority groups, etc.)
- Post library rules and regulations openly.
- Review financial records regularly. Submit financial records to annual audit, as provided for by law.
- Conduct regular audits of meeting minutes. Such audits ensure that these important records are complete, accurate, and approved by appropriate signature(s). An audit of the secretary's minutes is a requirement of the district library's annual report sent to the state library.
- File all mandatory reports promptly.
- Ensure that all library policies and regulations conform to federal, state, and local laws.

- Retain services of an attorney to advise the board from time to time on legal aspects of board business and decisions.
- In board proceedings, follow standard rules, such as *Roberts Rules of Order*.
- Establish library policies and practices to ensure that public queries or complaints will be addressed promptly.
 - For example, if an individual or group within the community protests availability of a particular material, alleging that the material is offensive in some way (for example, obscene), the board's designated representative will respond to the specific complaint. The person so designated—the library director, for example—should be able to mount an effective response based upon codified library policies, law, and public libraries' commitment to freedom of information.
- Review liability insurance coverage annually to determine whether it is adequate.

How You Can Minimize Your Risks of Liability . . .

- Carefully avoid all possibilities of conflict of interest.
- If you suspect conflict of interest on the board, make a written record of protest, such as a letter to the board president. Committing your protest to writing may protect you from liability.
- If an issue comes before the board for a vote and you do not yet have the information you need to make a decision, request a tabling of the issue or abstain from voting.
- Review minutes to affirm that they accurately represent your statements and votes. It is especially important that an accurate record of member voting be kept.
- Perform your trustee duties to the best of your ability and in good faith.
- Actively seek information about new or changing laws that will apply to the library.
- If unsure about legal issues, consult an attorney for professional advice.
- Remember that the board operates as a team and not as individuals. As individuals, board members have no authority, except for that specifically delegated by the board.

Resources

Hopkins, Bruce R. *Legal Responsibilities of Nonprofit Boards*, second ed. Washington, D.C.: Board Source, 2009.

Illinois Library Laws & Rules. Chicago: Illinois Library Association, 2012.

Minow, Mary and Thomas A. Lipinski. *The Library's Legal Answer Book*. Chicago: American Library Association, 2003.

Torrans, Lee Ann. *Law and Libraries: The Public Library*. Westport, Conn.: Libraries Unlimited, 2004.

Chapter 5

POLICYMAKING

policy (POHL uh see), *n., pl. -cies* written guideline for decisionmaking in a public library. Policies collectively provide the framework around which staff carry out day-to-day operations in order to provide the full range of library services to the public.

Like other public institutions, a library must endeavor to meet public expectations in a consistent, efficient way. A library with haphazard hours, a disorganized collection, and a confused staff would be of little use to the community. The most important tools with which library trustees and staff provide effective service to the community are written, codified policies. Because the public collectively owns its public library, the library's written collection of policies is made available to all.

More specifically, a comprehensive set of well-defined, well-written policies is important to a public library because it

- guides trustees and library staff in carrying out their duties.
- helps ensure high-quality service to meet community needs.
- communicates privileges and duties regarding library use to the public.
- helps ensure fair treatment of all patrons and staff.
- helps ensure conformity to local, state, and federal laws.

An excellent source for policy models is available on the Illinois State Library website: go online to the Illinois State Library Administrative Ready Reference, <http://www.webjunction.org/partners/Illinois/il-topics/readyref.html>: select **Policy Model**.

Policies Versus Procedures

A policy, as defined above, is a written principle for guiding trustees and staff in providing the full range of library service to the community. A *procedure* is a specification of the steps needed to carry out a specific task. The library board of trustees develops, approves, and codifies all policies, based on input from the library director or other staff. In most cases, effective boards delegate procedural work to the library director and staff. Policies tend to be broad statements of intent, while procedures deal with specifics—the “nuts and bolts.” The following graphic summarizes the differences between policies and procedures.

Summarizing Differences Between Policy and Procedure

Policy

Definition: Written statement to guide trustees and staff in providing library service to the public

Example: The library's Green Room shall be made available for public use in one-hour blocks (renewable) on weekends.

Author: Board of Trustees

Procedure

Definition: Specification of the steps needed to carry out a particular task

Example: The library staff maintains a sign-in book for weekend use of the Green Room and tracks the usage.

Author: library director or other staff (typically)

How the Board Makes and Codifies Policies

The crafting of a specific policy is usually prompted by a specific problem or need. Often, the issue is brought to the board's attention by the library director or other staff member—the people “on the front lines” of library administration. The board discusses an appropriate policy response, writes a policy draft, and revises the draft after further discussion. The board or its appropriate committee also codifies new policies; that is, dates, numbers, and files them appropriately. The following flowchart summarizes the policymaking process.

Policymaking Flowchart

- Identify problem or need
- Receive staff input
- Solicit community input
- Discuss in board meeting
- Assign to board committee
- Committee drafts policy statement
- Board considers policy statement
- Board approves policy
- Board codifies policy

Standards for Policies

Policies can be crafted—and written—well or poorly. Well-designed, well-written policies should

- be stated unambiguously.
 - be capable of being applied consistently and fairly.
 - be reasonable and capable of being implemented.
 - comply with local, state, and federal laws.
 - reflect the library's goals and objectives (its mission statement).
- See the table “Good and Bad Library Policies” for examples of “good” and “bad” policies.

Codifying Policies

Because policies should be easily identifiable, each policy should acquire a unique identifier (number) upon board approval. Another important piece of information is the date of approval; identifier and date might be combined in a single code. Most likely the board will

assign to a committee the task of managing policy codification.

All relevant policies should be maintained in online files and collected in an easy-to-update manual. The policy manual should have a table of contents and an index. Both of these features will need to be updated regularly.

Every trustee and every library staff member should receive a copy of the policy manual. In addition, the manual must be made available to the public.

Illinois law requires that important public records be retained by the library for a designated number of years. Policy manuals are included in this category. Contact the Illinois Local Records Commission for more information and assistance. (Illinois State Archives Building, Springfield, IL 62756; phone: (217) 782-7075)

Changing Policies

It is not at all unusual for libraries to revise policies periodically or even to discard them after a time. Types and levels of service change frequently, due to such factors as rising or falling funding levels or changing community needs.

Some changes in library service are driven by cultural or technological developments. Consider how cultural attitudes to gender and ethnicity have changed since the civil rights movements of the 1950s, 1960s, and later. Recall the changes technology has wrought in your lifetime.

For these reasons, it is vitally important that the library board review policies on a regular basis. One policy your library board will surely want to document is a statement of how frequently it will review policy. *Serving Our Public 2.0: Standards for Illinois Public Libraries* recommends reviewing policies at least every three years.

"Good" and "Bad" Library Policies

Subject of Policy: Loan period for books, Audiotapes

"Bad" Example: Patrons may borrow books and audiotapes for a period of three weeks or two weeks.

Critique: Stated ambiguously.

"Good" Example: Patrons may borrow books for three weeks. Patrons may borrow audiotapes for two weeks.

Subject of Policy: Loaned materials lost by patrons

"Bad" Example: Patrons who lose loaned materials may be asked to pay for them.

Critique: Leaves room for inconsistent application and unequal treatment.

"Good" Example: Patrons who lose loaned materials will be charged the cost of the materials.

Subject of Policy: Posting notices on a public bulletin board

"Bad" Example: The board of trustees will give or deny permission for all postings on the public bulletin board.

Critique: Implementation of the policy is too specific for the board's involvement; board properly establishes the bulletin board policy but does not implement it.

"Good" Example: The library will provide a self-posting public bulletin board; library staff will regularly review postings to remove obsolete items or items that do not conform to board policies.

Subject of Policy: Responding to patron challenges to particular materials

"Bad" Example: Someone from the library should respond promptly to a patron challenge to particular materials.

Critique: Not specific enough.

"Good" Example: In the case of a patron challenge to particular materials, the board will designate a staff member to contact the patron within 24 hours to explain the library's policy and procedures regarding challenged materials.

Subject of Policy: Overdue fines

"Bad" Example: The overdue fine for a book is 5¢ per day; the daily fine doubles every seven days and continues accruing.

Critique: Open to various interpretations; no fine maximum specified; policy may be unfair and counterproductive to the return of materials.

"Good" Example: The overdue fine for a book is 5¢ per day; the fine continues accruing until such time as it exceeds the replacement cost of the book. Patrons will not be charged a fine greater than replacement cost.

Areas Addressed by Specific Policies

The library board, in its policymaking role, must address a wide range of issues. The following list highlights general areas addressed by policies. The list is not intended to be exhaustive; policies not mentioned here may be addressed in the Administrative Ready Reference website, <http://www.webjunction.org/partners/illinois/il-topics/readyref.html>, cited in the opening section of this chapter.

Policy Areas . . .

- A mission statement
- Hours/days of library operation
- Lending rules, including registration for borrowing privileges
- Development and management of the collection
 - Collection development policy establishes guidelines for collection of new materials with recognition of different formats, age levels, multiple copies, and other factors. Guidelines must be issued for how to "weed out" damaged or obsolete materials from the collection. By law, the library board must review the policy for selection of library materials at least every two years (75 ILCS 5/4-7.2; 75 ILCS 16/30-60).
- Level of cooperation or interaction with other libraries or systems
 - Public libraries participate in interlibrary loan and reciprocal borrowing.
- Provision of specialized services
 - For example, libraries provide braille materials and books on tape for visually impaired persons; they may provide special ESL (English as a second language) services for patrons not proficient in English; or they may serve congregate living sites. Each type of service may require policies to guide operations.
- Provision of child-oriented services
 - Libraries may offer storytelling and other special activities for young children that require special policy considerations.
- Policies defining acceptable/unacceptable patron behavior
 - Such policies should be reviewed by legal counsel and include instructions for dealing with problem behaviors.
- Purchasing and disposing of library materials and other assets
- Use of computers and the Internet
- Public use of meeting rooms and display spaces
- Acceptance and use of gifts and memorials
 - See Chapter 11, "Fundraising."
- Public relations, including interaction with local media

- See Chapter 12, "Advocacy," and Chapter 13, "Public Relations."
- Human resources (personnel)
 - See Chapter 8, "Human Resources."
- Continuing education for trustees and staff
 - See Chapter 14, "Trustee Continuing Education."
- Mechanism for responding to patron complaints
 - See Chapter 6, "Intellectual Freedom," Chapter 12, "Advocacy," and Chapter 13, "Public Relations."
- Whether/how to use volunteer services
- Periodic review of all library policies
- Solicitation by outside groups or individuals (such as Girl Scouts selling cookies or petition gatherers)
- Posting of non-library fliers and announcements

Resources

Baughman, James C. *Policy Making for Public Library Trustees*. Englewood, Colo.: Libraries Unlimited, Inc., 1993.

Illinois Library Association. *Serving Our Public 2.0: Standards for Illinois Public Libraries*. Chicago: Illinois Library Association, 2009.

Nelson, Sandra and June Garcia. *Creating Policies for Results: From Chaos to Clarity*. Chicago: American Library Association, 2003.

97

August 2017 Listening Posts

Kids & Teens

As one of our Summer Challenge participants, a 22 month old, was leaving the library she commented to her mom, "I Like my Book!"

A mom came up to the desk to tell me what a wonderful event the Harry Potter Fest was. Her family was excited to come, but was blown away by how we went far above and beyond their expectations. "Can you do it again in the winter?"

Patron asked if scheduled times for cleaning the toys in the Family Center could be posted.

Circulation

"This is the best library in the world. I like it!"

Patron liked the way the movies are set up.

"I don't like the scanner on the new check out station. My book won't fit."

Patron said that she really misses the little table by the "return" slots. There is nowhere to put her purse or bag. (From Debbie, the table was temporarily moved to put the eclipse glasses donation box on it.)

A patron checking out one of the Hot Picks commented, "I love the Hot Picks! I've read several of them already. I could never finish a book in 3 days and was always paying. This system just makes more sense."

A patron commented that she really liked the new Hot Picks rather than the old rental program.

Patron said that she was happy to receive notice that her card was about to expire. Otherwise it would have slipped her mind.

A mother complained that the new self-check is too high up for her small children to use.

Patron complained that the ladies bathroom sticks and is dirty.

It would be nice to see a section in the dvd's that are based on true stories.

"I love this new Hot Picks. I could never finish a rental book in 2 days."

Hinsdale patron loves how our movies are organized by genre (comedy to drama, etc.) "Much more fun to browse."

LaGrange Highland patron was so excited she could get her library card here for \$196.00. It just made her day.

Adult

Don't know if this has already been submitted, but Joe helped a patron who was having difficulty returning an e-book early. He was able to return it for her and she sent back this message: "Thank you. I am so happy with being able to get eBooks from the library. It is an awesome service you offer us!"

Patron commented how great it is that we have bibliographies on so many topics on our website. She especially loved the international crime drama series lists.

Patron was very excited to hear that we now offer to help find discussion questions and author info for book clubs. She says her book club is going to be so impressed with her & she can't wait to show off!

Patron called to inquire about eclipse glasses and felt it was a bad idea to not give them away before hand and that it would cause a mad rush on the day of. Her opinion was it was poor planning on the library's part.

Patron said "With the limited number of solar eclipse glasses being given away I think they should be limited to Indian Prairie cardholders. There should be special accommodations made for senior citizens. I can't wait in line."

Patron said "I booked my conference room on-line and the system worked great."

Technology

Administration

Patron called to complain that handing out the eclipse glasses before noon was "wrong and could have been handled in a better way. You advertised noon and when I called I was told noon and I got here at 11:40 and the glasses were already handed out. I am very disappointed."

A patron who won the book basket stopped by to say thank you and that she loved it!