

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**Budget and Appropriations Hearing**  
**September 19, 2018 – 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 19, 2018 – 7:10 p.m. – Conference Room**

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

- A. Roll Call  
Donald Damon, Beena Deshmukh, Marian Krupicka,  
Crystal Megaridis, Diane Ruscitti, Victoria Suriano
- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.  
  
Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcement
  - 1. Klemm and Bukovac re Darien Arts Council Page 4
  - 2. Bitto to Birmingham re IPPL as Evacuation Site Page 7
- E. Omnibus Consent Agenda Action
  - 1. Minutes of Regular Board Meeting, August 22, 2018 Page 8
  - 2. Treasurer's Report Page 11
  - 3. Action on Bills/Additional Bills Page 15
  - 4. Building and Grounds Committee Minutes, August 22, 2018 Page 20
  - 5. Ordinance 2018-8 Providing for the Budget & Appropriations for FY 2018/19 Page 21
  - 6. Estimate of Revenues FY 2018/19 Page 26
- F. Items Deleted from Omnibus Consent Agenda Action

Board Meeting – September 19, 2018 - page 2

G.	Library Director’s Report	Page 27	Information
H.	Department Reports		Information
	1. Assistant Director	Page 32	
	2. Adult	Page 35	
	3. Circulation	Page 40	
	4. Technology and Technical Services	Page 43	
	5. Youth	Page 46	
I.	Staff Report		
	None		
J.	Reports		
	1. Chamber Reports (Jensen)	Page 56	Information
	2. RAILS	Page 57	Information
	3. Building and Grounds (in New Business)		
	4. Finance Committee (none)		
	5. Planning/Outreach Committee (none)		
	6. Policy Committee (none)		
K.	Unfinished Business		
	None		
L.	New Business		
	1. Proposed Landscape Projects	Page 63	Action
	2. Open Trustee Position		Discussion
	3. Update on Parking Lot Project		Information
	4. Update on Exterior/Masonry Project		Information
	5. Review Chapters 6 – 10 of <i>Trustee Facts File</i>	Page 64	Discussion
M.	Scheduled Meetings		
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 19, 2018, 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 20, 2018.

Beena Deshmukh, Secretary  
Board of Trustees  
8/2/2018 5730771

**Jamie Bukovac**

---

**From:** Lisa Klemm <LKlemm@darienil.gov>  
**Sent:** Friday, August 24, 2018 11:29 AM  
**To:** tdees@csd99.org; Stephanie Gurgone; Jamie Bukovac; Arnold, Tim; Kucera, Marina; Kerry Foderaro; Bob Carlo; receptionist@ourladyofmtcarmel.org; sscholle@olop.org  
**Cc:** Bryon Vana; forward for kweaver  
**Subject:** Darien Arts Council

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good AM! Please share the following -

*Nancy Urban approached the City about her interest in starting a local Darien Arts Council. The mission of the Council is to support, create, develop and implement projects in Music, Theatre and Fine Arts in the Darien Community. The Council would be a volunteer organization and would welcome assistance from seniors, veterans, parents, local governments and anyone interested in promoting our very talented Artists in Darien.*

*Mayor Weaver asked that I send out this information as an introduction to Nancy's Arts Council concept. Nancy has expressed an interest in reaching out to members of the community to solicit feedback and identify individuals or groups interested in the development of this group. Nancy will directly contact the individuals listed in this email. If you would like to contact Nancy, her email is [DarienArtsCouncil@gmail.com](mailto:DarienArtsCouncil@gmail.com).*

*The City values Music, Theatre and the Fine Arts and wishes Nancy great success in this endeavor.*

Thank you,

*Lisa A Klemm*

City of Darien  
630-353-8104

To receive important information from the City of Darien sign up for our electronic newsletter:

***DARIEN DIRECT CONNECT***

Follow the link and subscribing is simple!

<http://www.darien.il.us/Reference-Desk/DirectConnect.aspx>



**Jamie Bukovac**

---

**From:** Nancy Urban <darienartscouncil@gmail.com>  
**Sent:** Saturday, September 01, 2018 7:45 AM  
**To:** Jamie Bukovac  
**Subject:** Re: Library participation  
**Attachments:** image001.jpg

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Hi Jamie!

Thank you so much for your e-mail! We would very much like the Library to be involved with us at the Darien Arts Council. Do you have any time next week to meet?

We would love to sit down and give you our plans and "hopes and dreams" for the council!

The Darien Arts Council is manning one of the entrances to the Darien Fest, so please stop by and check out what we are doing. I will be there most of the time as well as my "right hand man" , Kellie!

Thanks for your interest. I look forward to hearing from you and working with the Library in our project!!

Have a great weekend!

Nancy Urban

On Fri, Aug 31, 2018 at 10:13 AM Jamie Bukovac <[jamiieb@ippl.info](mailto:jamiieb@ippl.info)> wrote:

Hello Nancy,

Congratulations on developing the Darien Arts Council. What a wonderful idea!

The library would like to be part of the council. Cindy Kline manages most of our adult programming and has offered a wide variety of arts programming over the years.

Heidi Estrada is our Teen Librarian and works with teens in the arts, including hosting The Sound, which is a teen battle of the bands, and Write-On, which is coming up this fall and includes a writing contest, a workshop on writing and a visit with a popular author.

At the library we feature artwork in our gallery and this year we've hosted an "artist in residence", one each quarter.

We're very interested in working with others in the community to further develop the arts for our area and create partnerships around this.

I've included Cindy and Heidi on this email. We look forward to working with the council!

Jamie

Jamie Bukovac

Director

Indian Prairie Public Library District

401 Plainfield Road

Darien, IL 60561

630-887-0674

[www.ippl.info](http://www.ippl.info)



*Explore, connect and be inspired!*



# HINSDALE SOUTH HIGH SCHOOL

7  
*A Partnership in Learning*

Arwen Pokorny Lyp, Principal  
Michael Holland, Director of Counseling

Katie Tosh, Activities Director

Eric Martzolf, Assistant Principal for Curriculum & Instruction  
Alex Bitto, Director of Deans

Kari Peronto, Assistant Principal for Operations  
Kristin Marks Pascavage, Director of Special Education

Art Ostrow, Athletic Director

August 17, 2018

Indian Prairie Library  
401 Plainfield Rd  
Darien, IL 60561

Dear Laura Birmingham,

Thank you for working in partnership with Hinsdale South High School by allowing Indian Prairie Library to be used as an evacuation site in the case of an emergency. To be successful, Hinsdale South's evacuation plan must rely on community involvement to ensure the safety of our students and faculty. We are fortunate that you have agreed to work with us and grant access to your facility if the need presents itself.

If you have any questions or concerns regarding the evacuation plan or if there is anything I can do on behalf of Hinsdale South High School, please let me know. I welcome the opportunity to working with you in the future.

Sincerely,

Alex Bitto

Hinsdale South High School

Director of Deans

[abitto@hinsdale86.org](mailto:abitto@hinsdale86.org)

(630) 468-4219

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of August 22, 2018

**Board of Trustees Regular Meeting  
August 22, 2018 – 6 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6 p.m. Acting-Secretary Damon called the roll.  
Present: Donald Damon, Marian Krupicka, Crystal Megaridis, Diane Ruscitti (arrived at 6:30 p.m.), Victoria Suriano  
Absent: Beena Deshmukh  
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski  
Others: Dan Eallonardo from Independent Construction Services regarding item 1 of New Business

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

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

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

C. Public Comment

D. Communications and Announcements

1. Padalik to Bukovac re: Use of Library Parking Lot for DarienFest
2. Warner to Bukovac re: District 86 Referendum Education Campaign
3. Bukovac to Warner re: District 86 Referendum Education Campaign
4. *Unabashed Librarian* Article About #LibSocial
5. Illinois Library Association Annual Conference Trustee day, October 11, 2018, Peoria
6. Story Stroll Advertised in Burr Ridge Village Center Brochure

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, July 18, 2018
2. Minutes of Special Board Meeting, July 31, 2018
3. Treasurer's Report
4. Action on Bill/Additional Bills
5. Annual Statement of Receipts and Disbursements
6. Approval of 2018 Illinois Public Library Annual Report



- 7. Resolution #2018-B Authorizing Distribution of Trustee Election Materials and Acceptance of Petitions
- 8. Approve Disposal of Furniture from the Family Center  
Krupicka moved, Damon seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Megaridis moved, Damon seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

I. Staff Report – none

J. Reports

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

K. Unfinished Business - none

L. New Business

- 1. Award the Bid for Parking Lot Improvements to J&R 1<sup>st</sup> in Asphalt, Inc. – Dan Eallonardo from Independent Construction Services reported that we received ten bids for the parking lot project. A tabulation of the bids is in the board packet. J&R 1<sup>st</sup> in Asphalt, Inc. was the low bidder at \$167,700.00. They checked references for J&R and did a scope review with them to make sure they understood the project. Dan distributed an updated project budget. He noted that Manhard Consulting's original projected cost of construction was much higher and said that Manhard felt they put too much of a premium on the project being done in two phases. Bukovac noted that the updated total project budget of \$234,000.00 is less than the \$250,000.00 she projected in her financial forecast. Damon moved, Megaridis seconded to award the Bid for Parking Lot Improvements to J&R 1<sup>st</sup> in Asphalt, Inc. Ayes: Damon, Krupicka, Megaridis, Suriano. Nays: None. Absent: Deshmukh, Ruscitti. Motion carried unanimously.
- 2. Appoint Bukovac and Suriano to Approve Change Orders for the Exterior Masonry Work – Damon moved, Krupicka seconded to appoint Bukovac and Suriano to approve change orders with no limit for the Exterior Masonry Work. Ayes: Damon, Krupicka, Megaridis, Suriano. Nays: None. Absent: Deshmukh, Ruscitti. Motion carried unanimously.
- 3. Appoint Bukovac and Suriano to Approve Change Orders for Parking Lot Improvements – Megaridis moved, Damon seconded to appoint Bukovac and Suriano to approve change orders not to exceed \$20,000.00 per change order for the Parking Lot Improvements. Ayes: Damon, Krupicka, Megaridis, Suriano. Nays: None. Absent: Deshmukh, Ruscitti. Motion carried unanimously.

M. Scheduled Meetings

N. Community Events

O. Library Event

IPPL Foundation Art Contest Reception, August 26, 3:30 p.m.

P. Adjournment

At 6:33 p.m. Krupicka moved, Megaridis seconded to adjourn the meeting. All ayes. Motion carried unanimously.

---

Donald Damon, Acting-Secretary

11

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT      8/31/2018

Balance on hand as of July 31, 2018.....	3,321,437.97
Cash Receipts for August.....	723,198.50
Cash Disbursements for August.....	287,238.90
Cash on hand as August 31, 2018.....	3,757,397.57

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.962%	
General.....	1,497,709.58
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,675.34
Children's Endowment.....	2,955.81
Endowment.....	11,442.11
MPI Investment (Corporate Fund).....	2,058,866.93

MB - Checking	
General.....	2,977.79
Hinsdale Bank & Trust - Checking.....	3,485.23
MB - Savings - Rate 1.60%	
General.....	154,914.05
Petty Cash/Circulation.....	404.00
Balances as of August 31, 2018.....	3,757,397.57

FUND BALANCES AS OF 08/31/2018

Corporate Fund.....	3,614,799.08
Building & Maintenance Fund.....	53,812.72
I.M.R.F. Fund.....	13,156.85
Liability Fund.....	(4,299.60)
Social Security Fund.....	13,068.80
Special Reserve Fund.....	5,675.34
Current Liabilites.....	61,184.38
Grand Total All Funds.....	3,757,397.57

## Indian Prairie Public Library District Consolidated Revenue Report for August 2018

Percent of Year: 16.67

	RECEIVED August 18	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	700,696.76	2,716,588.04	76.26%	3,562,098.00	845,509.96
41150 · Non-current Property Taxes	0.00	5.09	0.00%	0.00	-5.09
43100 · Interest-Tax Levy	8.49	8.59	0.00%	0.00	-8.59
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>700,705.25</b>	<b>2,716,601.72</b>	<b>76.26%</b>	<b>3,562,098.00</b>	<b>845,496.28</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>53,161.25</b>	<b>100.00%</b>	<b>53,161.00</b>	<b>-0.25</b>
<b>INTEREST</b>					
43500 · Interest - Investment	2,131.11	4,290.74	85.82%	5,000.00	709.26
<b>TOTAL INTEREST</b>	<b>2,131.11</b>	<b>4,290.74</b>	<b>85.82%</b>	<b>5,000.00</b>	<b>709.26</b>
<b>DESK MONIES</b>					
45100 · Copier	388.51	777.32	16.90%	4,600.00	3,822.68
45120 · Computer Copies	1,522.13	2,762.28	18.42%	15,000.00	12,237.72
45200 · Fines/Fees	5,017.02	10,018.50	18.55%	54,000.00	43,981.50
45250 · Gifts/Donations	0.00	0.00	0.00%	100.00	100.00
45300 · Lost Materials	605.87	1,239.75	15.50%	8,000.00	6,760.25
45350 · Non-Resident Fees	8,625.61	18,202.13	21.17%	86,000.00	67,797.87
45400 · DVD Fines	120.25	258.25	21.52%	1,200.00	941.75
45450 · Top Picks	3.00	21.75	10.88%	200.00	178.25
45550 · Meeting Room Rental	162.50	195.00	97.50%	200.00	5.00
45600 · ILL Fees	165.95	310.00	38.75%	800.00	490.00
45650 · 3D Printing	22.40	32.70	10.90%	300.00	267.30
45660 · Carvey	9.00	9.00	9.00%	100.00	91.00
45700 · Passport Fees	1,540.00	3,290.00	16.45%	20,000.00	16,710.00
45750 · Notary Fees	151.00	275.00	27.50%	1,000.00	725.00
<b>TOTAL DESK MONIES</b>	<b>18,333.24</b>	<b>37,391.68</b>	<b>19.53%</b>	<b>191,500.00</b>	<b>154,108.32</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	880.00	880.00	125.71%	700.00	-180.00
46700 · Miscellaneous	247.11	248.11	12.41%	2,000.00	1,751.89
46800 · Collection Agency Fee	20.00	30.00	15.00%	200.00	170.00
* 49000 · Operating Transfer In	9,855.00	10,555.00	0.00%	0.00	-10,555.00
<b>TOTAL OTHER INCOME</b>	<b>11,002.11</b>	<b>11,713.11</b>	<b>403.90%</b>	<b>2,900.00</b>	<b>-8,813.11</b>
<b>GRAND TOTAL</b>	<b>732,171.71</b>	<b>2,823,158.50</b>	<b>74.01%</b>	<b>3,814,659.00</b>	<b>991,500.50</b>

\* Operating Transfer In reflects \$10,555.00 from Corporate Reserves  
 69150 · Parking Lot Rehab - Independent Construction Services - \$1,680.00  
 69150 · Parking Lot Rehab - Manhard Consulting - \$8,875.00

## Indian Prairie Public Library District Consolidated Expenditures Report for August 2018

Percent of Year: 16.67

	August 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	169,368.80	296,453.82	13.26%	2,236,300.00	1,939,846.18	2,258,663.00	13.13%
61310 · Benefits - Medical / Life Ins.	11,378.76	22,688.71	14.49%	156,600.00	133,911.29	166,600.00	13.62%
61330 · Benefits - IMRF	16,627.11	27,605.86	13.57%	203,487.00	175,881.14	277,000.00	9.97%
61340 · Benefits - FICA	12,680.32	22,072.85	12.93%	170,722.00	148,649.15	230,000.00	9.60%
61400 · Staff Development	1,629.13	4,263.09	25.08%	17,000.00	12,736.91	19,000.00	22.44%
61600 · Board Development	0.00	75.00	7.50%	1,000.00	925.00	2,000.00	3.75%
61710 · Workers Compensation	0.00	6,100.00	100.00%	6,100.00	0.00	10,000.00	61.00%
61720 · Unemployment Insurance	128.72	274.95	10.02%	2,744.00	2,469.05	3,800.00	7.24%
<b>TOTAL PERSONNEL</b>	<b>211,812.84</b>	<b>379,534.28</b>	<b>13.58%</b>	<b>2,793,953.00</b>	<b>2,414,418.72</b>	<b>2,967,063.00</b>	<b>12.79%</b>
<b>MATERIALS</b>							
62100 · Books	8,527.27	21,794.56	9.90%	220,250.00	198,455.44	234,000.00	9.31%
62200 · Periodicals	927.97	8,633.45	27.74%	31,125.00	22,491.55	33,000.00	26.16%
62300 · Audio	1,786.73	5,091.49	10.62%	47,950.00	42,858.51	50,000.00	10.18%
62400 · Video	4,947.71	7,937.40	10.59%	74,950.00	67,012.60	82,000.00	9.68%
62500 · Multi-Media	1,063.13	1,170.81	11.42%	10,250.00	9,079.19	13,000.00	9.01%
62600 · Electronic Reference Resources	0.00	61,970.33	96.02%	64,540.00	2,569.67	65,000.00	95.34%
62700 · Software	460.17	924.04	13.20%	7,000.00	6,075.96	8,000.00	11.55%
62800 · ESL	0.00	-345.22	-34.52%	1,000.00	1,345.22	1,300.00	-26.56%
62900 · Materials Supplies	1,969.24	2,801.58	13.87%	20,200.00	17,398.42	24,000.00	11.67%
<b>TOTAL MATERIALS</b>	<b>19,682.22</b>	<b>109,978.44</b>	<b>23.04%</b>	<b>477,265.00</b>	<b>367,286.56</b>	<b>510,300.00</b>	<b>21.55%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	5,082.86	9,672.86	13.53%	71,500.00	61,827.14	78,000.00	12.40%
63300 · Utilities (1-8-11 · Gas)	504.89	1,459.39	12.16%	12,000.00	10,540.61	16,000.00	9.12%
63300 · Utilities (1-8-12 · Electric)	6,752.95	6,752.95	10.72%	63,000.00	56,247.05	68,000.00	9.93%
63300 · Utilities (1-8-13 · Telephone)	196.35	392.69	8.93%	4,400.00	4,007.31	6,000.00	6.54%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	770.93	10.28%	7,500.00	6,729.07	10,000.00	7.71%
63300 · Utilities (1-8-15 · Garbage Disposal)	308.22	616.44	20.55%	3,000.00	2,383.56	4,000.00	15.41%
63400 · Maintenance Supplies	778.72	2,567.68	15.10%	17,000.00	14,432.32	22,000.00	11.67%
63500 · Security System Monitoring	0.00	0.00	0.00%	800.00	800.00	1,200.00	0.00%
63600 · Property Maintenance	6,251.00	6,546.00	26.18%	25,000.00	18,454.00	34,000.00	19.25%
63800 · Building Maintenance/Repair	3,026.34	14,393.70	26.17%	55,000.00	40,606.30	65,000.00	22.14%
<b>TOTAL BUILDING</b>	<b>22,901.33</b>	<b>43,172.64</b>	<b>16.66%</b>	<b>259,200.00</b>	<b>216,027.36</b>	<b>304,200.00</b>	<b>14.19%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	1,444.71	1,795.60	13.45%	13,350.00	11,554.40	16,000.00	9.03%
64300 · Photocopy Supplies	111.17	207.22	4.14%	5,000.00	4,792.78	6,000.00	3.45%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	147.87	328.77	14.29%	2,300.00	1,971.23	4,000.00	0.00%
64500 · Postage	-146.12	3,185.63	72.40%	4,400.00	1,214.37	5,000.00	63.71%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	87.21	177.69	27.34%	650.00	472.31	900.00	19.74%
64800 · Organizational Memberships	0.00	0.00	0.00%	3,000.00	3,000.00	4,000.00	0.00%
64900 · Bank Fees	301.65	581.99	19.40%	3,000.00	2,418.01	4,000.00	14.55%
<b>TOTAL OPERATION</b>	<b>1,946.49</b>	<b>6,276.90</b>	<b>18.30%</b>	<b>34,300.00</b>	<b>28,023.10</b>	<b>43,900.00</b>	<b>14.30%</b>
<b>AUTOMATION</b>							
65100 · Supplies-Public Toner	1,044.77	1,701.77	24.31%	7,000.00	5,298.23	8,500.00	20.02%
65150 · Supplies-Staff Toner	469.07	1,513.73	21.63%	7,000.00	5,486.27	8,500.00	17.81%
65160 · Supplies-Maker	0.00	0.00	0.00%	800.00	800.00	1,200.00	0.00%
65200 · Technology-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	8,707.56	8,707.56	62.20%	14,000.00	5,292.44	20,000.00	43.54%
65400 · Automation Equip Mnt/Repair	1,103.03	2,284.31	48.60%	4,700.00	2,415.69	6,000.00	38.07%
65500 · Software	1,196.44	1,225.44	9.58%	12,787.00	11,561.56	20,000.00	6.13%
65600 · SWAN	0.00	10,584.50	24.97%	42,388.00	31,803.50	43,000.00	24.62%

## Indian Prairie Public Library District Consolidated Expenditures Report for August 2018

Percent of Year: 16.67

	August 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	239.85	1,116.37	16.82%	6,638.00	5,521.63	8,000.00	13.95%
<b>TOTAL AUTOMATION</b>	<b>12,760.72</b>	<b>27,133.68</b>	<b>27.05%</b>	<b>100,313.00</b>	<b>73,179.32</b>	<b>123,200.00</b>	<b>22.02%</b>
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	55.00	1,420.00	17.75%	8,000.00	6,580.00	20,000.00	7.10%
66200 · Credit Bureau	53.70	62.65	6.96%	900.00	837.35	1,200.00	5.22%
1-10-22 · Equip-Photocopier Maint Cont	1,169.17	1,169.17	0.00%	0.00	-1,169.17	0.00	0.00%
66300 · Copier	235.03	541.03	18.03%	3,000.00	2,458.97	5,000.00	10.82%
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00	1,500.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,512.90</b>	<b>3,192.85</b>	<b>26.34%</b>	<b>12,120.00</b>	<b>8,927.15</b>	<b>27,700.00</b>	<b>11.53%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	10,797.00	100.00%	10,797.00	0.00	17,000.00	63.51%
67200 · Bonding	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 · Officers & Directors Liability	0.00	2,511.00	86.59%	2,900.00	389.00	9,000.00	27.90%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	8,500.00	25.29%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>16,794.00</b>	<b>97.37%</b>	<b>17,247.00</b>	<b>453.00</b>	<b>36,000.00</b>	<b>46.65%</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	2,150.00	2,150.00	6.14%	35,000.00	32,850.00	37,000.00	5.81%
68111 · eNewsletter	0.00	0.00	0.00%	2,000.00	2,000.00	2,200.00	0.00%
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	0.00	190.75	8.67%	2,200.00	2,009.25	5,000.00	3.82%
68500 · Legal Notices	233.67	428.69	28.58%	1,500.00	1,071.31	2,000.00	21.43%
68600 · Programming	384.60	1,739.88	6.85%	25,400.00	23,660.12	30,000.00	5.80%
<b>TOTAL PUBLIC INFORMATION</b>	<b>2,787.02</b>	<b>4,528.07</b>	<b>6.75%</b>	<b>67,100.00</b>	<b>62,571.93</b>	<b>79,000.00</b>	<b>5.73%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69100 · Building Improvements	870.00	870.00	0.00%	49,161.00	48,291.00	100,000.00	0.00%
69150 · Parking Lot Rehab	9,855.00	10,555.00	0.00%	0.00	-10,555.00	0.00	0.00%
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	700,000.00	0.00%
* 69800 · Operating Transfer Out	9,855.00	10,555.00	0.00%	0.00	-10,555.00	0.00	0.00%
69900 · Contingency	0.00	0.00	0.00%	4,000.00	4,000.00	20,000.00	0.00%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>GRAND TOTAL</b>	<b>293,983.52</b>	<b>612,590.86</b>	<b>16.06%</b>	<b>3,814,659.00</b>	<b>3,202,068.14</b>	<b>5,011,363.00</b>	<b>12.22%</b>

\* Operating Transfer Out reflects \$10,555.00 from Corporate Reserves

69150 · Parking Lot Rehab - Independent Construction Services - \$1,680.00

69150 · Parking Lot Rehab - Manhard Consulting - \$8,875.00

ACTION ON BILLS August 2018

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	2181 thru 2284	\$ 93,075.83
MB-Salaries for August	352 thru 371	\$ 6,220.71
Hinsdale Bank-Direct Deposits	& 26617 thru 26787	\$ 116,031.01

MONTH'S TOTAL: \$ 215,327.55

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

Type	Date	Num	Name	Amount
<b>10122 - MB</b>	<b>Checking</b>			
Bill Pmt Check	08/04/2018	2181	Baker & Taylor	1,383.04
Bill Pmt Check	08/04/2018	2182	Baker & Taylor (video)	100.80
Bill Pmt Check	08/04/2018	2183	Bal Industries	390.00
Bill Pmt Check	08/04/2018	2184	Better Business Planning, Inc.	165.43
Bill Pmt Check	08/04/2018	2185	Blackstone Audio, Inc.	90.00
Bill Pmt Check	08/04/2018	2186	CareerBuilder Employment Screening, LLC	55.00
Bill Pmt Check	08/04/2018	2187	Chicago Project Management, Inc.	870.00
Bill Pmt Check	08/04/2018	2188	Colonial Life	82.53
Bill Pmt Check	08/04/2018	2189	DEMCO	326.44
Bill Pmt Check	08/04/2018	2190	Dynegy Energy Services	6,752.95
Bill Pmt Check	08/04/2018	2191	Estrada, Heidi	23.98
Bill Pmt Check	08/04/2018	2192	Gale/CENGAGE Learning	402.26
Bill Pmt Check	08/04/2018	2193	Hartney, Jane	32.17
Bill Pmt Check	08/04/2018	2194	Home Depot	154.91
Bill Pmt Check	08/04/2018	2195	Ingram Library Services	478.05
Bill Pmt Check	08/04/2018	2196	LM Information Delivery, Inc.	540.37
Bill Pmt Check	08/04/2018	2197	Manhard Consulting	8,000.00
Bill Pmt Check	08/04/2018	2198	Medicom Reimbursement Spec., Ltd.	18.75
Bill Pmt Check	08/04/2018	2199	Midwest Tape	3,622.01
Bill Pmt Check	08/04/2018	2200	NCPERS Group Life	80.00
Bill Pmt Check	08/04/2018	2201	Neviol Inc.	4,590.00
Bill Pmt Check	08/04/2018	2202	OverDrive	1,175.28
Bill Pmt Check	08/04/2018	2203	Palmisano, Stacy.	47.43
Bill Pmt Check	08/04/2018	2204	Penguin Random House LLC	30.00
Bill Pmt Check	08/04/2018	2205	Penworthy Company, The	444.08
Bill Pmt Check	08/04/2018	2206	Pioneer Press	26.00
Bill Pmt Check	08/04/2018	2207	Principal Life Insurance Company	750.73
Bill Pmt Check	08/04/2018	2208	Recorded Books, LLC	34.19
Bill Pmt Check	08/04/2018	2209	Runco	327.49
Bill Pmt Check	08/04/2018	2210	Salo, Kathryn	187.32
Bill Pmt Check	08/04/2018	2211	Sebert Landscaping	5,446.00
Bill Pmt Check	08/04/2018	2212	Springshare LLC	999.00
Bill Pmt Check	08/04/2018	2213	Thomson Reuters West	72.21
Bill Pmt Check	08/04/2018	2214	Williams., Natalie	139.00
Bill Pmt Check	08/08/2018	2215	Baker & Taylor	1,233.31
Bill Pmt Check	08/08/2018	2216	Baker & Taylor (video)	93.63
Bill Pmt Check	08/08/2018	2217	Chicago SunTimes	260.00
Bill Pmt Check	08/08/2018	2218	DEMCO	334.16
Bill Pmt Check	08/08/2018	2219	Gale/CENGAGE Learning	135.95
Bill Pmt Check	08/08/2018	2220	Hartney, Jane	7.85
Bill Pmt Check	08/08/2018	2221	Ingram Library Services	20.47
Bill Pmt Check	08/08/2018	2222	Jensen, Heather Forster	4.91
Bill Pmt Check	08/08/2018	2223	Midwest Tape	519.88
Bill Pmt Check	08/08/2018	2224	Phillips, Bobbie	26.00



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

Type	Date	Num	Name	Amount
Bill Pmt Check	08/08/2018	2225	Regent Book Company	17.00
Bill Pmt Check	08/08/2018	2226	Runco	168.10
Bill Pmt Check	08/08/2018	2227	Sheehan, Debbie	209.00
Bill Pmt Check	08/08/2018	2228	Unique Management	53.70
Liability Check	08/09/2018	2229	Vantagepoint	1,206.21
Liability Check	08/09/2018	2230	Nationwide Retirement	660.00
Bill Pmt Check	08/15/2018	2231	Creekside Printing	2,150.00
Bill Pmt Check	08/16/2018	2232	Asimakopoulos, Jennifer	75.07
Bill Pmt Check	08/16/2018	2233	Baker & Taylor	1,070.12
Bill Pmt Check	08/16/2018	2234	Baker & Taylor (video)	16.03
Bill Pmt Check	08/16/2018	2235	Birmingham, Laura	74.67
Bill Pmt Check	08/16/2018	2236	Blackstone Audio, Inc.	225.00
Bill Pmt Check	08/16/2018	2237	Canon Solutions America Inc.	1,169.17
Bill Pmt Check	08/16/2018	2238	Case Lots Inc.	513.90
Bill Pmt Check	08/16/2018	2239	Chicago Tribune Media Group	233.67
Bill Pmt Check	08/16/2018	2240	DEMCO	189.46
Bill Pmt Check	08/16/2018	2241	ELM USA, Inc.	215.55
Bill Pmt Check	08/16/2018	2242	Findaway World, LLC	227.82
Bill Pmt Check	08/16/2018	2243	Gale/CENGAGE Learning	324.68
Bill Pmt Check	08/16/2018	2244	Garvey's Office Products	29.73
Bill Pmt Check	08/16/2018	2245	Grey House Publishing, Inc.	265.50
Bill Pmt Check	08/16/2018	2246	Groot Industries, Inc.	308.22
Bill Pmt Check	08/16/2018	2247	Heritage House Florist	60.95
Bill Pmt Check	08/16/2018	2248	Ingram Library Services	137.55
Bill Pmt Check	08/16/2018	2249	LM Information Delivery, Inc.	101.60
Bill Pmt Check	08/16/2018	2250	Midwest Tape	818.22
Bill Pmt Check	08/16/2018	2251	OverDrive	1,123.84
Bill Pmt Check	08/16/2018	2252	Palmisano, Stacy.	15.81
Bill Pmt Check	08/16/2018	2253	Penguin Random House LLC	56.25
Bill Pmt Check	08/16/2018	2254	Quality Integrated Solutions, Inc.	2,556.34
Bill Pmt Check	08/16/2018	2255	Quill	800.67
Bill Pmt Check	08/16/2018	2256	Recorded Books, LLC	219.57
Bill Pmt Check	08/16/2018	2257	Runco	47.60
Bill Pmt Check	08/16/2018	2258	Sebert Landscaping	805.00
Bill Pmt Check	08/16/2018	2259	Speciality Mat Service	102.86
Bill Pmt Check	08/16/2018	2260	Team One Repair, Inc.	777.50
Bill Pmt Check	08/16/2018	2261	VOID	VOID
Bill Pmt Check	08/16/2018	2262	Mary O'Dowd (Art Contest)	100.00
Bill Pmt Check	08/16/2018	2263	Selena Ren (Art Contest)	50.00
Bill Pmt Check	08/16/2018	2264	Benjamin Clark (Art Contest)	200.00
Bill Pmt Check	08/21/2018	2265	Art Excursions, Inc.	310.00
Bill Pmt Check	08/21/2018	2266	Comcast	239.85
Bill Pmt Check	08/21/2018	2267	Dell Marketing L.P.	7,197.04
Bill Pmt Check	08/21/2018	2268	Garvey's Office Products	1.62
Bill Pmt Check	08/21/2018	2269	Independent Construction Services	980.00

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

18

Type	Date	Num	Name	Amount
Bill Pmt Check	08/21/2018	2270	Manhard Consulting	875.00
Bill Pmt Check	08/21/2018	2271	Midwest Laser Specialists, Inc.	308.00
Bill Pmt Check	08/21/2018	2272	OverDrive	591.98
Bill Pmt Check	08/21/2018	2273	Salo, Kathryn	95.00
Bill Pmt Check	08/21/2018	2274	Sheehan, Debbie	38.04
Bill Pmt Check	08/21/2018	2275	VSP Vision	154.67
Bill Pmt Check	08/21/2018	2276	Wlosinski, Maria	35.97
Bill Pmt Check	08/22/2018	2277	Bank of America	8,165.43
Bill Pmt Check	08/22/2018	2278	BCBS	12,954.08
Bill Pmt Check	08/22/2018	2279	Canon Solutions America Inc.	235.03
Bill Pmt Check	08/22/2018	2280	Garvey's Office Products	14.55
Bill Pmt Check	08/22/2018	2281	Quill	413.42
Liability Check	08/23/2018	2282	Nationwide Retirement	660.00
Liability Check	08/23/2018	2283	Vantagepoint	1,206.21
Bill Pmt Check	08/30/2018	2284	Current Technologies Corporation	750.00

Total 10122 - MB Checking  
**TOTAL**

93,075.83  
**93,075.83**

## Bills for approval – Electronic Payments &amp; Automatic Withdrawals

**August 2018**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	08/10/2018	19,469.90
ILDOR-State	Payroll taxes	08/10/2018	3,669.18
EFTPS-Federal	Payroll taxes	08/24/2018	19,853.34
ILDOR-State	Payroll taxes	08/24/2018	3,722.34
IMRF	Payroll Pension	08/31/2018	22,202.55
DAC	Deposit to HRA	08/02/2018	2,187.50
Nicor	Gas	08/13/2018	504.89
INB Bank/MB	Credit Card Fee	08/03/2018	276.65
Hinsdale Bank	Fee-Direct Deposit	08/03/2018	25.00

Indian Prairie Public Library  
Building & Grounds Committee Minutes  
August 22, 2018 – 6:30 p.m.

Present: Krupicka, Megaridis, Bukovac, Birmingham

Reviewed the landscaping and will be making recommendations to the full board regarding landscaping improvements.

Adjourn 7:30 p.m.

ORDINANCE #2018-8 PROVIDING FOR THE BUDGET AND APPROPRIATIONS OF  
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

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 19th day of September, 2018, 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, 2018 and end on June 30, 2019.

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, 2018 and ending June 30, 2019 and the sum of Five Million, Eleven Thousand, Three Hundred Sixty Three 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, 2018	\$1,470,862
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	251,561
3. Anticipated Tax Collection	3,562,098
4. Special Reserve Fund Balance on hand July 1, 2018	5,657
5. Balance Special Tax Funds on hand July 1, 2018	8,131
6. Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building	0
<b>TOTAL ESTIMATED AMOUNT AVAILABLE</b>	<b>\$5,298,309</b>

**PART II - CORPORATE FUND**

**Appropriation**

**A. PERSONNEL**

Salaries	2,258,663
Medical/Life Insurance	166,600
IMRF	217,000
FICA	178,000
Staff Development	19,000
Board Development	2,000
Workers Compensation	10,000

Unemployment Insurance	3,800
<b>B. MATERIALS</b>	
Books	234,000
Periodicals	33,000
Audio	50,000
Video	82,000
Multi-Media	13,000
Electronic Reference Resources	65,000
Software/Games	8,000
Life Skills/ESL	1,300
Processing Supplies	24,000
<b>C. BUILDING</b>	
Cleaning Service	78,000
Water/Sewer	10,000
Gas	16,000
Electric	68,000
Telephone	6,000
Maintenance Supplies	22,000
Building Maintenance Repairs	65,000
Security System Monitoring	1,200
Property Maintenance	34,000
Garbage Disposal	4,000
<b>D. OPERATIONS</b>	
Office Supplies	16,000
Photocopy Supplies	6,000
Patron Cards	1,000
Passport Postage	4,000
Postage	5,000
Non-Payment Reciprocal Reimbursement	3,000
Travel	900
Organizational Memberships	4,000
Bank Fees	4,000
<b>E. AUTOMATION</b>	
Supplies - Public Toner	8,500
Supplies - Staff Toner	8,500
Maker Supplies	1,200
Automation-Professional Services	8,000
Purchase of Equipment	20,000
Automation-Equipment Repairs	6,000
Software	20,000
System Wide Automated Network (SWAN)	43,000
Telecommunications	8,000
<b>F. CONTRACTUAL SERVICES</b>	
Professional Services	10,000
Legal Services	5,000
Audit	5,000
Credit Bureau	1,200
Photocopier Maintenance Contracts	5,000

<b>G. INSURANCE</b>	
Insurance	18,000
Bond	1,500
<b>H. PUBLIC INFORMATION</b>	
Marketing Supplies	1,000
Advertising	1,800
Marketing Newsletter	37,000
Enewsletter	2,200
Informational Printing	5,000
Legal Notices	2,000
Programs	30,000
<b>I. CAPITAL OUTLAY</b>	
Equipment/Furnishings	700,000
<b>J. CONTINGENCY</b>	
	20,000
<b>TOTAL CORPORATE FUND EXPENDITURES</b>	<b>4,681,363</b>

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**

60,000

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**

18,000

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	52,000
----------------------	--------

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
----------------------	---------

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
----------------------	---

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

**PART X**

**WORKING CASH FUND**  
 This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2018-2019 fiscal year, of \$0. Said amount shall not be deemed a current asset available for library purposes. Neither an appropriation nor levy will be made from the working cash fund this year.

**PART XI**

ESTIMATED CASH EXPECTED TO BE ON HAND AT THE END OF SUCH FISCAL YEAR.....\$286,946

**SUMMARY**

CORPORATE FUND	\$4,681,363
AUDIT FUND	0
BUILDING/MAINTENANCE FUND	100,000
ILLINOIS MUNICIPAL RETIREMENT FUND	60,000
LIABILITY INSURANCE FUND	18,000
SOCIAL SECURITY FUND	52,000
SPECIAL RESERVE FUND	100,000
BOND RETIREMENT FUND	0
WORKING CASH FUND	0
GRAND TOTAL	\$5,011,363

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 19th day of September, 2018, 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, 2018 AND ENDING JUNE 30, 2019

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, 2018 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, 2018 to June 30, 2019.

<u>ESTIMATE OF FUNDS AVAILABLE</u>		<u>SOURCE</u>
1.	1,470,862	Corporate fund balance on hand 7/1/18
2.	251,561	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.	3,562,098	Anticipated tax collection
4.	5,657	Special Reserve Fund
5.	8,131	Balance SPECIAL TAX funds on hand 7/1/18
6.	0	Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building
<hr/>		
	5,298,309	Total estimated revenues and fund balances available for the 2018/19 fiscal year

I do further certify that the above estimate of balances on hand as of July 1, 2018 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

Director's Report  
September 2018

27

Agenda

Omnibus:

Approval of the Budget and Appropriations for FY2018/19. 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 2018/19 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 Building and Grounds Committee identified a number of improvements to the landscaping. We have several trees that are failing, and we also need to fill in some areas.

I checked with the attorney regarding requirements for filling a trustee vacancy. The law essentially states that the board shall fill the vacancy forthwith. However, the attorney said that it does seem unreasonable to await the results of the election and appoint after that if necessary.

The Per Capita Grant requires that the board review chapters 6 – 10 of the *Trustee Facts File*.

Visioning

I've started holding discussions with the department heads and assistant department heads that are a precursor to strategic planning and discussion about the building. August 7 we met to identify trends in our library, at other libraries and in our society. For example, circulation of CD's is down at IPPL, sales of CD's at stores are way down, streaming from library resources is up as is streaming in our society. I've attached the notes from this first meeting to my report.

We met again September 12 to continue to talk about trends in our society. I provided the group with a number of articles on such topics as technology, third places in communities, subscription boxes, repair cafes, media, co-working, and education trends. The group talked about themes that occur across all of these trends – expertise, curation, personalization, convenience/easy, save time, surprise and delight, lifelong learning, the experience matters, making connections.

The next step for the group is to schedule visits to other libraries as well as to stores, maker spaces, and co-working spaces in the Chicago area.

## Staff

The Leadership Team met to discuss development of a training plan for staff around the concepts of inclusivity and being culturally competent. You may remember that at the staff institute day in May we had a speaker present a half day session on this topic. I billed this leadership meeting as "Continuing the Conversation". The staff Inclusivity Committee (Jez, Monica, Katie, Joe, and Theresa) joined us to share their ideas on how we should move forward from the staff institute day presentation. Everyone had read the book "What If I Say the Wrong Thing: 25 Habits for Culturally Effective People" by Verna A. Myers. (I highly recommend the book!) Using that as a base as well as ideas from other libraries we generated a list of resources and ideas for staff training. September 18 the department heads will be reviewing what came out of this meeting and establish a plan.

Danielle Jones will be resigning as a Circulation Services page September 16 as she is moving. Technology Services Associate Audra McDonald resigned August 10 because she is starting her studies to become a pharmacist.

## Community

I attended the Environmental Forum sponsored by Representatives Durkin and Olsen and Senator Curran. I had the opportunity to speak with each of them.

I met with Willow Springs Village Administrator Brent Woods and Willow Springs Village Clerk Mary Jane Mannella to give them a tour of the library and provide information about our non-resident card. Willow Springs is considering paying \$50.00 of the non-resident fee for their residents.

Natalie, Monica and I took a tour of Anne M. Jeans School now that they have completed their renovation. District Superintendent Tom Schneider showed us around. They now provide four Headstart classrooms and in addition have created a type of community area with a brand new library, a community room, and a new space for the food pantry. The library will be open two nights a week until 7:30 for kids and adults to use. Transportation is an issue for residents in that area and having a library, which includes computer access, in their neighborhood is a great benefit. We'll be working up ideas on how we can do outreach with the new spaces at the school. One idea I suggested to Tom is to put up a community bulletin board and a place for flyers in this new community area. He really liked that idea.

## Continuing Education

Nancy received training on LibCal the new calendar, room and program registration software  
Nancy also received training on Joomla, our website software  
Maria and Nancy, as well as Stacy, held several training sessions with Jamie Allard to train her in her new position as Administrative Associate.  
Jamie A. received training on Joomla, our website software

## Meetings

Planning meeting with Laura  
Meeting with staff to discuss branding of e-materials on Kindles and iPods

- Meeting with Jack and Natalie to discuss progress with the WouldShop
  - Meeting with Katie to discuss doing a parent focus group
  - Parking lot construction meeting
  - Meeting with landscaper
  - Meeting with directors of libraries in the western suburbs
  - SWAN Directors quarterly meeting
  - Leadership Team meeting re inclusivity and diversity training
  - Visioning meeting with department heads and assistant department heads
  - One department heads meeting
  - Two one-on-ones with Tony
  - Two one-on-ones with Debbie S.
  - Three one-on-ones with Natalie
  - Two one-on-one with Ann
  - Three one-on-ones with Laura
- Nancy attended the Leadership Team meeting on inclusivity and diversity

Jamie Bukovac

## Trends

Circ. physical down

eAudio Books over 40% of Hoopla – up in OverDrive

eBooks – majority OverDrive

Hoopla up – The right now

Instant gratification

eMagazines down

- physical magazines & newspapers not as prevalent
- more people using smart phones – emagazines not responsive
- people getting news & info other places
- cooking, design, home design, etc. do circulate in hardcover
- big box stores don't have large magazine sections – selling by cashier
- bookstores still have physical magazines

Music CD circ down

Audiobook CD up –

- seem to be getting more questions at desk
- new subscription services for downloading
- new cars don't have CD players

Teens asking for equipment to listen to audio books – checking out CD players

Demographic re checkout music CDs

- vinyl sales are up and they come with download
- CD sales down

People asking for DVDs of shows on Netflix & Amazon –

- delays in DVDs; some shows never on DVD
- we offer access thru Roku (Netflix)

Kids asking for DVD or book based on YouTube

- so many distinct content providers
- networks are going all access
- Dish creating streaming service

What is the growth of Amazon, Netflix etc?

Trend – is live TV still important?

People subscribe to the services they want

What about people who can't afford these services?

Physical formats take up space in library, devices don't take up space

Our library has depth in our DVDs; services may not have that depth

Ask-Us Desks-

- Large majority of questions is where is this title/item
- Still have questions re accessing streaming, etc. but the numbers going down
- People do seem to continue to like personal touch
- Of the in-depth questions, more are RA

### Technology questions –

- Heavily based toward beginner questions, very basic questions
- Seeing a drop in use of IPPL laptops , numbers show definite preference for computers over laptops

### People coming to programs –

- Total number of programs is up and is attendance
- in K&T and technology classes– many programs have limit of attendees (12)
- Mirroring trends in interest in topical DIY magazines
- Libraries are creative spaces
- Libraries as third place
- Adults – enjoy DIY programs but not coming back to do more, although we don't offer that opportunity
- Sending in a request to make something is not the same as doing it yourself
- Programs do better than open lab
- Our large events – open, drop-ins are popular

### Library of Things – many libraries checking out non-traditional

- The more we curate in K&T the more circulation
- Libraries curated items to meet very specific interests
- Some inquiries about rooms to do Podcasts

Would small businesses want to use our equipment

Do consider “unplugged” space – quiet space, meditation

We need to make popular items easy to find

Community expecting services at the Checkout Desk

Self-checkout circulation is growing

Checkout desk doing a variety of services so still busy

Checkout desk gets asked to do things that they can't do

All desks serve as directional points

Should we buy vinyl?

Should we stop buying CDs?

Rebrand desk as personal entertainment consultant

What has been the use of makerspaces in libraries?

- Trend – steady, up, down?
- New libraries adding spaces – why?

Create accessibility center?

Create business center – copier, shredder, business supplies, place to work

How do we make our WouldShop equipment available to adults?

## Assistant Director's Report September 2018

### Building & Grounds:

With the parking lot work, mowing may not get done for a couple of weeks. We did not want the landscaper's trailers taking up spaces in the parking lot.

Panic buttons have been installed at all service desks. These buttons will be used only in life-threatening situations such as an active shooter or an armed robbery.

### Social Media:

As of September 1<sup>st</sup>:

- 1,629 likes on Facebook (+14)
- 1,602 followers on Facebook (+15)
- 180 followers on Instagram (+18)
- 989 followers on Twitter (+7)

### IPPL Foundation and Friends:

The Book Nook made \$942.63 in August. Another great month!

The September edition of the Foundation and Friends enews is in process. Jamie and I are working on it.

### Contributing to the Profession:

As the Vice-President of the LACONI Administrator's section, I have planned the fall program for the group: "Managing an Inclusive Library" with Catherine Popowits of Diversity Training and Consulting. Catherine spoke to our staff at our Staff Institute in May. The LACONI workshop will be very similar to the workshop we had as a staff, but Catherine will include addition information specifically for managers. The program will be held on October 3<sup>rd</sup> here at Indian Prairie.

### Marketing and Promotion:

I have been creating the library's e-news starting the week of 8/27. As I had not used Constant Contact before, I have been teaching myself how to create and edit through videos and trial and error. I have gotten a bit more efficient with each issue. The 8/30 issue had a 20% open rate/1% click rate, the 9/5 issue had a 25% open rate/2%click rate and the 9/10 issue had a 18% open rate/5% click rate. I added a lot more web links to the 9/10 issue which increased the "clicks" or interactions with the enews.

I have a taken over supervising Theresa. We are meeting weekly as I get a handle on her workload and her scope of projects. Her report is attached.



**Meetings:**

- 8/23 One-on-one with Marianne
- 8/27 Director's Meeting
- 8/28 One-on-one with Jamie
- 8/29 Leadership Team Meeting
- 8/30 One-on-one with Theresa
- 9/5 Parking lot pre-construction meeting
- 9/6 Landscaping walk-through with Sebert
- 9/6 One-on-one with Theresa
- 9/7 One-on-one with Jamie
- 9/8 Meeting with Tony and Theresa to discuss pull out collection signage
- 9/11 One-on-one with Jamie
- 9/12 Department Heads Meeting
- 9/19 Library Board Meeting

Submitted by: Laura Birmingham, Assistant Director



Graphic Designer and Media Services Associate Report for August 2018:

PROJECTS

Fall Newsletter – new 16 page format

Annual report

Overseeing art contest judging and communicating with artists, attending artist reception

Created URL redirects for [teenservice.ippl.info](http://teenservice.ippl.info), [parking.ippl.info](http://parking.ippl.info)

Updated Ippopotamus, (“Ippo” for short) the K+T mascot (see below)

MEETINGS

8/August: Inclusivity Committee

16/August: Met with Shirley to discuss A/V signage

20/August: Met with Anna to teach her about IPPL design standards

28/August: Met with Ann, TJ, Jez, Jamie about eLibrary Takeout logo

29/August: Inclusivity Committee + Leadership Committee



Submitted by:

Theresa Papaurelis, Graphic Designer and Media Services Associate

## Adult Services Monthly Report

August 2018

Windowing the collection continues to return results. We had 106 items checked out in August that had been windowed on the shelves. As selectors weed their areas, more and more will be windowed.

Our newest online automotive repair database, Automate, has garnered more usage in the past two months as our previous resource, AllData, did in two years! For July 2018, the first month of Automate, we had 56 sessions logged (a session is logged when someone accesses the link from the library or from home using their library card). In August 2018, we logged 175 sessions, for a total of 231 sessions the last two months. The last two years of AllData, we only logged 182 sessions total for the two years. AllData did not offer remote access to the resource. Automate supplies the same information as AllData and is costing the library less. Win, win, win!

DVD and Music CD shifting was completed. I put up temporary signs to clarify where collections were. Since then, the permanent signs have come in and have been installed.

New shelving was installed to move the reduced reference collection onto the wall next to Great Courses. Existing shelving was reconfigured to prepare for the shifting of the subject area collections. True Crime, Crafts, and ESL have all taken up temporary residence on the new shelving units.

I picked up weeding the 300s again. I have been discovering more and more items we own we are the only SWAN library that owns the item. Frequently, I find that the item is spending more time out of the library than in the building.

There was an item that came back to us that was in the Money Management collection that had five RAILS routing slips in it, three of which had notated damage. Finally it was routed back to us before going to the next patron. We were the only library in SWAN to own it, and it still had 18 holds on it, none of them for Indian Prairie patrons! I contacted each of the libraries whose patrons had holds on the item to make them aware that I was withdrawing the item due to the damage and not replacing it due to the age of the item.

At the end of the month, Shirley, Jennifer, Jez, Joe, and I all took part in a conversation with other library leadership regarding direction of inclusivity and diversity initiatives.

### Monthly Highlights

- Shirley attended the Business Interest Group (BIG) Meeting. She also met this month with the Business Librarian Networking group she started for the west and southwest suburbs. She used BIG as her model to begin the group for this area.
- With the addition of new associates, Jennifer met with all of them as a group to go over staff duties and divvy up responsibilities. She, Jez, and our long-time associates worked to train everyone in new responsibilities.
- For the Adult Summer Reading program, we had 67 cardholders submit 179 Bingo cards.
- Jez worked with Ann, Jennifer, Debbie, Theresa, and Jamie on branding the e-materials that we have on checkout through our circulating Kindle Paperwhites and new iPods.

- Mary K. gave a presentation to the library's Genealogy Group on Naturalization Records. She created handouts to go along with her presentation and demoed the databases Ancestry Library Edition and FamilySearch.org.

### Community

- Shirley helped with planning Darien Fest as a member of the Darien Chamber Board.
- Jennifer and the associates provided book club resources to 13 groups (eight via e-mail; five via print) on nine new titles and four titles that other book clubs had previously requested. A representative from a new senior living facility (both independent and assisted living) opening in December in Burr Ridge stopped by to inquire about library services.
- Mary K. worked with the Darien Historical Society to update the entry on Darien that appears in DuPage Roots.
- Joe had a Veteran's History Project interview on August 15.

### Contributing to the Profession

- Shirley continues to develop the Business Librarians Networking group for this area.
- Jennifer answered questions from an eMediaLibrary member library about Advantage Plus titles.
- Jez spoke with Diane Gaudio, adult programming coordinator at McHenry Public Library, regarding programming for those in the 20s and 30s.
- Joe attended Back to School Night at Anne M. Jeans Elementary School to promote our ESL collection and resources as well as the citizenship programs he had in August.

### Continuing Education

- All librarians and associates took part in the department's final historical fiction genre study.
- Jennifer attended ARRT Genre Study on Historical Romance; an ARRT Book Club Study; and a webinar on Historical Fiction Genre Study.
- Kathy was trained by Mary S. to act as a backup for Homebound Services.
- Jez trained Kathy in Twitter and book club announcements.
- Jez trained Denise in Joomla, WordPress, and Current Picks.

### Meetings

Date	Meeting	Staff
2-Aug	ARRT Genre Study	Jennifer
4-Aug	LibCal Training	Jez & Christine
5-Aug	DuPage Roots Update Meeting	Mary K.
7-Aug	Department Head Meeting	Tony, Jennifer & Shirley
8-Aug	Inclusivity Committee Meeting	Jez & Joe
9-Aug	ARRT Book Club Study	Jennifer
9-Aug	BIG Meeting	Shirley
9-Aug	Darien Chamber of Commerce Board Meeting	Shirley
13-Aug	One-on-One with Jamie	Tony

14-Aug	WBBR Women in Business Meeting	Shirley
15-Aug	Adult Services Monthly Department Meeting	All librarians & associates
15-Aug	Adult Services Associates Meeting	Jennifer & Department Associates
16-Aug	Digital Content & Devices Meeting with Ann & Debbie	Jennifer & Jez
16-Aug	JJ's List Disability Awareness Workshop	Jez
17-Aug	Darien Women in Business Meeting	Shirley
21-Aug	Department Head Meeting	Tony
21-Aug	Back to School Night	Joe
22-Aug	Business Librarians Networking Group	Shirley
22-Aug	One-on-One	Shirley & Hillary
22-Aug	Darien Historical Society Meeting	Mary K.
24-Aug	Twitter & Book Club Announcements Training	Jez & Kathy
27-Aug	On-on-One	Tony & Jennifer
28-Aug	Digital Content Branding Meeting	Jez
28-Aug	Finding Foreign Language Materials In Enterprise Training	Jez
29-Aug	Inclusivity Meeting	Tony, Shirley, Jennifer, Jez & Joe
29-Aug	Leadership Meeting	Tony, Shirley & Jennifer
29-Aug	One-on-One	Shirley & Elizabeth
30-Aug	Darien Chamber DarienFest Planning Meeting	Shirley
30-Aug	Joomla, WordPress, & Current Picks Training	Jez & Denise
30-Aug	Volunteer Interview	Jez
31-Aug	One-on-One with Jamie	Tony

### Programs

Date	Time	Program	Staff	Attendance
2-Aug	2:00 p.m.	Thursday Afternoon Movies: <i>Wonder Woman</i>	Joe	32
3-Aug	7:00 p.m.	#LibSocial - Pop Culture	Jez	4
4-Aug	10:00 a.m.	ESL Conversation Group	Joe	8
4-Aug	7:00 p.m.	On the Edge End of Summer Party	Jez	3
6-Aug	6:00 p.m.	Chess Club	Denise	12
8-Aug	10:00 a.m.	Job Club	Jez	0
11-Aug	10:00 a.m.	ESL Reading Group	Joe	4
11-Aug	7:00 p.m.	#LibSocial - Nerf Battle	Jez	Cancelled
13-Aug	6:00 p.m.	Chess Club	Denise	12
13-Aug	7:00 p.m.	Current Events	Denise	8
14-Aug	Various	Legal Consults for Immigrants	Joe	12
15-Aug	6:30 p.m.	GenLit Book Group	Jennifer	10
15-Aug	7:00 p.m.	Dyed in the Wool	Cindy	40
16-Aug	2:00 p.m.	Thursday Afternoon Movies: <i>All the Money...</i>	Joe	44
18-Aug	10:00 a.m.	ESL Conversation Group	Joe	9

20-Aug	6:00 p.m.	Chess Club	Denise	9
22-Aug	1:00 p.m.	4th Wednesday: RTA	Cindy	29
23-Aug	11:30 a.m.	Mahjong Club	Denise	6
23-Aug	1:00 p.m.	Genealogy Group	Mary K.	29
25-Aug	10:00 a.m.	Citizenship 101	Joe	25
26-Aug	1:00 p.m.	Art Appreciation	Cindy	23
27-Aug	7:00 p.m.	Board Game Group	Jez	9
27-Aug	7:00 p.m.	Current Events	Denise	11
28-Aug	10:00 a.m.	Drop-in: LibCal	Jez	6
28-Aug	7:00 p.m.	Jacqueline Kennedy: The Aesthetics of Style	Cindy	70
30-Aug	11:30 a.m.	Mahjong Club	Denise	3
30-Aug	7:00 p.m.	Drop-in: LibCal	Jez	4
			<b>Total</b>	422

**Select comments:**

**Dyed in the Wool**

Excellent program, multi-talented musicians, love your music programs.  
I look forward to musical performances at the library.

**Take a Ride on the RTA**

It makes me feel useful to learn this information. Prior to this, transportation issues were a black hole to me.

**Art Appreciation 101**

I will never look at art the way I have in the past. Thank you for opening my eyes!

Volunteers

- Fourteen volunteers completed 156.75 hours of service.
  - Court Ordered/Community Service: eleven volunteers performed 148.25 hours of service.
  - Regular volunteers: one volunteer completed 4 hours of service.
  - Veterans History Project: two volunteers did 4.5 hours of service.
  - We have one thirteen-year-old volunteer whose family requested he do volunteer work to make up for some rap CDs he took from the library. He has completed four of 10 hours so far.

Proctoring

- Shirley proctored seven exams. She believes this is a record for a month!

Social Media & e-Newsletter Reach

- BizConnection eNewsletter – 281 sent; 95 opened; 25 clickthroughs.

- #LibSocial eNewsletter – 7664 sent; 1559 opened; 90 clickthroughs.
- Twitter – 404 profile visits; 13.8k impressions; 14 mentions; 990 followers (+5)
  - Top tweet (impressions): 1,059 for Heather’s review of *Hello, Universe* by Erin Kelly.
- Meetup
  - #LibSocial – 598 members (+20)
  - Indian Prairie Public Library – 159 members (+6)
  - Board Game Group – 144 members (+13)
- Instagram – 177 followers (+23). Most popular post (20 likes) was the picture of Technology Services Associate Hugh Glenn featured in the Chicago Tribune.

## Circulation Services

August 2018

For the second month in a row, our checkouts and renewals were higher than last year! We had 58,027 items circulated this month as compared to 56,603 last year – That's an increase of 2-1/2%. Electronic circulation was also up. We had 5,529 circulations this year while we had 5,193 circulations last year. This is an increase of 6%.

ILL's processed were down slightly. We processed 8,612 this year and 8,791 last year.

Patron visits were lower than last year -8% (39,254 this year compared to 42,588 last year).

A total of 8,326 holds were placed in June. Patrons placed 6,348 (76%) holds while staff placed 1,978 (or 24%) holds.

16,515 items were checked out or renewed by staff at the desk. This is **28%** of total checkouts/renewals. 30,352 items were checked out or renewed by patrons at one of our self-check machines, 5,631 items were renewed by patrons through Enterprise or Book Myne and 5,529 items were electronically checked out by patrons – for a total of 41,512 items checked out through some sort of self-service. This is **72%** of total checkouts/renewals

### Desk Statistics

Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Patron Assistance		
			Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/Copier Help
<b>2613</b>	<b>114</b>	<b>120</b>	<b>416</b>	<b>38</b>	<b>87</b>

Due to some personnel changes, we now have a position open for a new Circulation Associate. The position is currently posted. Danielle Jones, Circulation page has resigned effective September 16. That position is also posted.

We are currently working with mkSolutions on our new self check software. We hope to have it available to train staff the week of September 24.

On August 9 and 10, I (along with Jamie, Laura, Natalie and Ann) had an opportunity to attend the Global Leadership Summit. It was an amazing conference! I came away very inspired and excited to try some new things.



**Community**

**Passports:** The circulation staff accepted 43 passports in August.

**Notary Public:** We notarized 129 documents in July. We are now charging \$1.00 for each document that is notarized.

Circulation staff joined staff from Kids and Teens at Anne M. Jeans School Registration on Tuesday, August 21. Joyce Dangles, Kim Palicz and Susan Staron brought back registrations for 36 library cards. The Circulation staff then entered all the information into our system and made up the library cards. We then mailed library cards out to our new patrons. We put smiley stickers on children's card so when they come in the first time we can give them a special kid's library bag.

**User Ex**

After taking the summer off from the Lobby Host position, we started up again the last weekend of August. Staff are working at being more proactive with patrons instead of waiting to be asked for help.

**Contributing to the Profession**

For the third year in a row I was asked by SWAN Member Services to participate as a presenter at SWAN-X (formerly SWAN Extravaganza). Several other Circulation Managers and I spoke on various processes and procedures that are important for the membership to follow.

**Workshops and Meetings Attended:**

- Aug7 Department Heads
- Aug. 8 Meeting with Jamie
- Aug 9 – 10 Global Leadership Summit
- Aug. 13 One on One with Jamie
- Aug.15 Circulation User Group Meeting RAILS
- Aug. 16 JJ's Disability Workshop RAILS
- Aug. 21 Department Heads
- Aug. 22 Staff Evaluation
- Aug. 22 Staff Evaluation
- Aug. 23 Circulation Managers Meeting Downers Grove
- Aug. 24 Meeting with Jamie (Circ. Desk)
- Aug. 28 Staff Evaluation
- Aug. 28 One on One with Jamie
- Aug. 29 Staff Leadership Meeting on inclusion and diversity.
- Aug. 31 Staff Evaluation

Debbie Sheehan  
Head of Circulation Services

Month	2007		2008		2009		2010		2011		2012		2013		2014		2015		2016		2017		2018		2019		
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
July	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767	61,849															
Aug.	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603	58,027															
Sept.	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001																
Oct.	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236	51,829																
Nov.	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280	51,105																
Dec.	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932	48,477																
Jan.	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950	53,767																
Feb.	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,369	52,259																
Mar.	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856	58,144																
Apr.	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904 *	60,424	54,820	52,453																
May	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	54,893	51,329																
June	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	60,867	60,743																
Renewals through the webpack n	1,284																										
Electronic Circulation			3,852																								
Yearly Total	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	690,893	644,477	119,876															
*Missing data—used an average number to get a total																											
Indicates highest number for that month																											

# Technology & Technical Services Board Report August 2018

43

## Improvements for Public, User Experience & Strategic Goals

- Tech Takeout- Improved user experience by reducing the amount of time members waited for a device by adding a 2<sup>nd</sup> digital image converter and three additional Wi-Fi hotspots.
- Public Catalogs – Improved user experience using the public catalogs by replacing them with a new Chromebox computer.
- Computer for WouldShop- Using the older Family Center computers, Brett worked with Jack to create a space in the Wouldshop where members could create using the software for the maker equipment.



- Barcode projects Update- Barcodes are now on the front cover for the adult crafts, GenLit and junior biography collections making them easier to checkout.
- New Kids Collections- New puzzles, braille and story kits for kids will be available soon for checkout. Thanks to the Darien Woman's Club for funding the puzzles and braille materials.
- Magazine Display- Anna improved discovery of digital only magazines by creating signs to promote them within the library.



Maker (DIY)

- 3D Printer- 3 print requests were processed. Most interesting print was a vehicle cup holder.
- Carvey- 4 requests processed. Most interesting project was a cat with witch design. T.J. worked closely with a patron to carve six “solar boxes” for a group of students’ summer technology project.

Public Technology Programs & Classes

- Program attendance totals: 69
- Held five drop-in lobby sessions on our new program registration and room booking system.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Wed. 8/1 (1:00 PM)	Facebook Basics	T.J.	11
Wed. 8/1 (1:30 PM)	Intermediate iPad	Dave	6
Wed. 8/8 (6 PM)	Intermediate iPad	Dave	8
Wed. 8/8 (6:00 PM)	Starting an Etsy Shop	T.J.	20
Tues. 8/14 (2:00 PM)	Paper Creations using Cricket (Maker Class)	T.J.	8
Wed. 8/15 (6:30 PM)	3D Design Basics	Ann	8
Wed. 8/29 (6:00 PM)	Buy & Sell on Facebook	T.J.	8

Video Productions & Website

- Facebook Live- T.J. did a 20-minute Facebook Live broadcast on the Tech Takeout collection.
- Artist in Residence- Dave created and published the Dorothy Bury Shaw video highlighting the artist and her time with us doing her artwork at the library.
- WouldShop- WouldShop promotional video is now being highlighted on our YouTube Channel

Training & Continuing Education

- Brett attended a webinar on protecting Office 365.
- I attended the following workshops/webinars- a two day Global Leadership Summit, How to fix 25 website problems webinar, and JJ’s List presenting on Working with People with Disabilities.
- I trained April how to add digital codes for movies to our Vudu account. She has taken over the ordering and adding titles to digital content devices.

- Anna learned Microsoft Publisher to create magazines displays.

Sharing

- I shared with the IT manager at Downers Grove Library about our new cellular back-up Internet service and with the Prospect Heights Library on our website. They commented that they like how our website looks and functions.
- T.J. shared information with Green County Library about Roku circulation and with Indian Trails Library about teaching an Etsy class.

Personnel/Staff Meetings

John Trout resigned as a Technology Services Associate effective September 1.

- 8/2 - Met with Katie to discuss processing new collection of circulating kits.
- 8/7 & 8/21 - Department Head Meeting
- 8/7- T.J. attended the Department Head Meeting
- 8/13 & 8/31- 1-On-1 meetings with Anna
- 8/14, 8/23, 8/28 - 1-On-1 meetings with T.J.
- 8/15 & 8/28 - 1-On-1 meetings with Jamie
- 8/16- Met with Jennifer, Jez, and Debbie to discuss the circulation of digital content devices including eReaders, audiobook iPods and Rokus.
- 8/20 - 1-On-1 meeting with April
- 8/23- Anna attended the SWAN's Cataloging & Serials User Advisory Group meeting
- 8/28 – Jez, T.J., Theresa, Jamie and I met to discuss promoting and branding of the eReaders, audiobook iPods and Rokus.
- 8/28- T.J. met with Carol regarding her performance review
- 8/29- T.J. and I attended the library's leadership team meeting on inclusivity and diversity

Ann M. Stovall, Head of Technical & Computer Services, September 12, 2018

46

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

## Programs

In August, Youth Services presented 24 programs at IPPL with 427 people in attendance. We also participated in 10 events out in the community serving 741 people.

Date	Description	Staff	Attendance
1-Aug	Math Challenge Morning	Jack	23
1-Aug	Math Challenge Evening	Jack	30
2-Aug	Simply Sewing (additional class)	Monica	9
3-Aug	Dungeons and Dragons	Jimmy	5
4-Aug	On the Edge - End of Summer with Jez	Heidi	3
6-Aug	Coding	Jack	10
7-Aug	Coding	Jack	10
7-Aug	Garden Math Lab	Natalie	17
7-Aug	Garden Giveaway	Natalie	26
7-Aug	Read to the Dogs	Monica	23
8-Aug	Coding	Jack	9
8-Aug	Gaming Lock-In	Heidi, Natalie	46
13-Aug	Kindergarten Bootcamp: Day One	Katie	24
14-Aug	Kindergarten Bootcamp: Day Two	Katie, Jane	26
14-Aug	Garden Math Lab	Natalie	15
14-Aug	Garden Giveaway	Natalie	22
15-Aug	Kindergarten Bootcamp: Day Three	Katie, Heather	24
16-Aug	Kindergarten Bootcamp: Day Four	Katie	23
17-Aug	Dungeons and Dragons	Jimmy	6
21-Aug	Garden Math Lab	Natalie	13
21-Aug	Garden Giveaway	Natalie	28
28-Aug	Garden Math Lab	Natalie	11
28-Aug	Garden Giveaway	Natalie	23
29-Aug	Library Diversity staff training discussion	Monica	1
		TOTAL:	427

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

### Summer Challenge

This summer, we presented 191 classes and events at IPPL and out in the community, with 6,953 people in attendance. Class topics included sewing, robotics, science, math, coding, Book Buddies, chess, weekly storytimes, and so much more. There were 251 children and 49 teens who completed the challenge.

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

	2016	2017	2018
<b>Classes/events</b>	196	205	191
<b>Attendance</b>	5367	7043	6953
<b>Kids completed</b>	315	219	251
<b>Teens Completed</b>	41	46	49

Again, this year, we collaborated with Gower School District to offer classes at IPPL presented by Gower staff. Some examples of these programs were sewing, building spider webs and catapults, and making bookmarks from recycled materials. Because of this partnership, we are offer more classes to the community, while teachers connect with students and demonstrated their commitment to summer education.

Once again, we partnered 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 Wednesday, Jimmy Doane and additional staff members took a selection of over 100 books for the kids at WBC to borrow, as well as supplies for STEM/Art activities related to the library's Summer Challenge. They met with three different age groups for 30 minutes, about 80 kids each week. 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. Thirty-two students completed the Summer Challenge through WBC.

Once again, the winner of the reading trophy is Concord Elementary School with 6.11% of their school population completing the Summer Challenge this year.

*Kindergarten Bootcamp*

Katie Salo successfully completed another year of Kindergarten Bootcamp. Twenty-five soon-to-be kindergarteners arrived and participated in four days of concept review and development of social-emotional skills. The class reviewed the alphabet, numbers, colors, shapes, calendar, weather, and rhyming words every day. Together, the class practicing switching classrooms, turn-taking, lining up, raising hands, working as a group, working as an individual, choosing their own activities, and more. Jane and Heather both led twenty-minute special activities: art and music. At the end of the program, all participants received a certificate and a memory book. Assessments for the program were incredibly positive and included comments like, "The Kindergarten Bootcamp boosted my daughter's confidence to be able to be on her own without me and enjoy learning within a classroom setting. She is excited to start her first day of school now!" 100% of survey assessments returned stated that the patron would attend the program again.

*Garden Math Lab & Giveaway*

This summer, we shared 120.84 pounds of fresh herbs and veggies with our neighbors at the weekly Garden Giveaway!

On Tuesdays in July and August, Natalie Williams presented Math Lab in the Prairie Patch. In just eight weeks, we had 114 volunteer positions filled by kids and teens who got involved. Participants in grades 4-12 harvested, measured, and weighed food for the Garden Giveaway.

Over 218 people showed up for the Garden Giveaway events. We watched as our neighbors came together to gather goodies and share recipes. Some of our favorite delicacies from the garden were the ground cherries, swiss chard, and the lemon verbena. Some of our neighbors even brought food from their own gardens to contribute to the harvest. We found happy homes for all of your excess tomatoes, beans, and cucumbers. Any food leftover at the end of the night was taken to local food pantries.

### Simply Sewing

One of our popular classes this summer was the Simply Sewing class presented by Gower. Because registration was so great, Monica Dzierzbicki worked with the teachers from Gower to schedule a second sewing class for the kids on the waiting list. The extra sewing class was presented on August 2.

## Community

Date	Description	Staff	Attendance
1-Aug	Willowbrook Corner	Jimmy, Jane	84
2-Aug	Willowbrook Corner - Prize Book "Last Chance"	Jimmy	12
2-Aug	Whole Food Kids Club Storytime	JH	45
6-Aug	Outreach Storytime: Goddard	Katie	39
6-Aug	Outreach Storytime: Goddard	Katie	42
6-Aug	Outreach Storytime: Goddard	Katie	37
7-Aug	Outreach Meeting with Joiche Lewis (YWCA)	Katie	
9-Aug	Hinsdale South Librarians	Heidi	4
10-Aug	Barbara's Bookstore Storytime	Heather	9
20-Aug	Book Buzzar	Heidi	350
21-Aug	District 180 Open House and Registration Day	Monica, Jack S.	123
TOTAL:			745

*(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.)*

### Book Buzzar

On August 20, Heidi Estrada presented to 350 students at the Hinsdale South High School Book Buzzar. Heidi shared the book *Dear Martin* by our Write-On guest author Nic Stone in addition to titles from the current and past Abraham Lincoln Book Award nominees.

### District 180 Open House and Registration Day

Monica Dzierzbicki worked with Jack Schultz, Circulation and Adult staff, to provide materials and services information to families, students, and faculty at the District 180 Open House and Registration Day event. We connected with 123 community members, sharing homework support and services like STEM Kits, Book Bundles, BrainFuse, and Culture Gram databases, as well as the upcoming Multicultural Fest information.

### Meeting with Hinsdale South Librarians

Heidi Estrada met with Ellen Lawrence and Leah Giarritano at the Hinsdale South library. Leah is the new librarian at South, and replaced Allison Bava who is now the Library Department Chair at Downers Grove North. They discussed plans for the author visit with Nic Stone and revitalizing the Hinsdale South Book Club. They also discussed HSHS use of technology and that Hinsdale High Schools will now be one-on-one with Chromebooks. Heidi has been working with IPPL Technology staff to make sure we are prepared to serve students' technology needs at IPPL.

## LittleTown

Katie Salo has created updated early literacy tips for LittleTown. These are framed in the space so that parents have fresh ideas for interacting productively with their children.

Natalie Williams and Katie Salo have created new written procedures and checklists for Support Associates and Pages for tidying the space. Staff have been trained on the new cleaning processes.



## WouldShop & LittleShop

Heather completed preparations for the six fall LittleShop projects and activities, ordering supplies, designing the instructional signage, and making samples. Heather also developed a large-scale poster with the entire fall schedule to display in the LittleShop.

In the WouldShop, Jack Schultz has been creating a supply checklist and organizing backup materials so that other staff can restock supplies as needed. Jack is also working on preparing for fall projects.

## Promotion & Displays

Heather Forster Jensen created an outline for a discussion about visual merchandising for the department meeting, which was based on the webinar she participated in last month. She met with Natalie Williams and Jack Schultz to plan the presentation for staff. Heather shared her outline and information with department heads for use outside of Kids & Teens as well.

As part of the visual merchandising project, Heather is developing a Kids and Teens branding document, outlining fonts and collection colors. Some signage has already been redesigned using these branding guidelines, and she will be working on a sign template that will be customizable for different collections.

Katie Salo created a display of Beginning Readers that are "Graphic Novels" and a display called "Miss Katie thinks these books are one in a melon!" Katie also featured "Back to School" books and "Series" books.

## Seed Library

Number of Checkouts: 10

Number of Seed Packets Checked Out: 23

Number of Donations: 7

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

## Continuing Education

Date	Description	Staff
8-Aug	Becoming a Better Writer webinar	Monica
9-Aug	Global Leadership Summit	Natalie
10-Aug	Global Leadership Summit	Natalie
15-Aug	SLJ Teen Live	Heidi, Natalie
16-Aug	JJ's List Disability Awareness Training	Natalie
17-Aug	YS Management 201 - Organization and Efficiency	Heidi, Natalie
30-Aug	JJ's List Disability Awareness Training	Katie, Jack

### *School Library Journal (SLJ) Teen Live*

Heidi Estrada viewed three of the sessions presented during SLJ Teen Live 2018. The first session was presented by YA authors about addressing toxic masculinity in their work. The other two were about programming to encourage teen voices and activism/civic engagement.

## Contributing to the Profession

Date	Description	Staff
12-Aug	Association of Library Services to Children blog post (Scarves in Storytime)	Katie

## Meetings & Planning

Date	Description	Staff
2-Aug	New Circulating Items Meeting with Ann Stovall	Katie
6-Aug	Talented Toddlers Meeting	Katie, Jane
6-Aug	TumbleBooks Marketing Meeting	Katie, Monica
6-Aug	Visual Merchandising Meeting	Heather, Natalie, Jack S.
6-Aug	One-on-one	Natalie, Monica
6-Aug	One-on-one	Natalie, Kristina
7-Aug	Department Heads & Assistant Heads	Jack, Natalie
7-Aug	One-on-One with Jamie	Natalie
8-Aug	Multicultural Committee Meeting	Katie, Natalie, Monica
8-Aug	Inclusivity Committee Meeting	Katie, Monica
8-Aug	Lunch meeting with Ann RE Rokus & marketing kids tech	Natalie
8-Aug	One-on-one	Natalie, Kristina
9-Aug	Technology mtg	Jack
14-Aug	One-on-One	Heidi, Natalie
17-Aug	One-on-One with Jamie	Natalie
20-Aug	One-on-One	Katie, Natalie
20-Aug	One-on-One with Jamie	Natalie
20-Aug	One-on-one	Natalie, Jack S
21-Aug	Dept Heads	Natalie
22-Aug	K&T Department Meeting	Katie, Jack, Monica, Heidi, Jane, Heather, Jimmy
23-Aug	Video Storytime Meeting with Dave Bunn	Katie, Dave
23-Aug	Parent Focus Group Meeting with Jamie	Katie, Jamie
27-Aug	K&T Librarians Meeting	Katie, Natalie, Jack, Monica, Heidi
27-Aug	One-on-one	Natalie, Kristina
28-Aug	One-on-One	Heidi, Natalie
28-Aug	One-on-One with Jamie	Natalie
29-Aug	Leadership Meeting	Natalie, Jack, Monica, Katie
29-Aug	One-on-one	Natalie, Monica
30-Aug	Meeting with Nancy Roy	Katie

Submitted by Natalie Williams, Head of Youth Services 9/6/2018

STATISTICS FOR	Aug-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	33,494	32,812	66,944	66,300	0.97%
Teen	2,650	2,853	6,138	6,245	-1.71%
Kids	16,354	15,745	35,973	33,333	7.92%
TOTAL	52,498	51,410	109,055	105,878	3.00%
Electronic Circulation	5,529	5,193	10,821	10,492	3.14%
GRAND TOTAL CIRC.	58,027	56,603	119,876	116,370	3.01%
% Reciprocal Borrowing	14%	15%	14%	15%	
Patron Visits	39,254	42,588	77,064	85,032	-9.37%
<b><u>Current Cards</u></b>					
Resident	237	301	22,954	20,521	11.86%
Non-Resident	95	76	1,077	1,067	0.94%
TOTAL	332	377	24,031	21,588	11.32%
Non-Resident Households	51	42	512	477	7.34%
<b><u>Patron Assistance</u></b>					
Adult - Reference	3,276	3,606	6,436	6,862	-6.21%
Kids - Reference	1,308	1,204	2,836	2,809	0.96%
Technology - Reference	1,267	1,221	2,532	2,066	22.56%
TOTAL REFERENCE	5,851	6,031	11,804	11,737	0.57%
Adult - Other	852	1,428	1,492	2,235	-33.24%
Kids - Other	1,265	2,345	2,941	5,583	-47.32%
Technology - Other	107	119	208	219	-5.02%
TOTAL OTHER	2,224	3,892	4,641	8,037	-42.25%
GRAND TOTAL ASST.	8,075	9,923	16,445	19,774	-16.84%
<b><u>ILL/Reserves</u></b>					
Holds	8,326	7,802	16,428	15,394	6.72%
ILLs Sent	3,564	3,951	7,038	7,568	-7.00%
ILLs Checked Out	4,506	4,252	8,702	7,938	9.62%
ILLs Received	5,048	4,840	9,746	9,078	7.36%
<b><u>Programs - Adult</u></b>					
# Programs	13	12	22	23	-4.35%
Attendance	292	267	439	489	-10.22%
<b><u>Technology Classes</u></b>					
# Programs	7	8	12	17	-29.41%
Attendance	69	22	140	71	97.18%
<b><u>Individual Technology Training</u></b>					
# of Patrons	54	96	97	216	-55.09%
<b><u>Groups</u></b>					
# Programs	13	9	26	19	36.84%
Attendance	130	105	259	238	8.82%
<b><u>Others</u></b>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<b><u>Programs - Teen</u></b>					
# Programs	6	3	18	15	20.00%
Attendance	414	61	509	272	87.13%
<b><u>Programs - Kids</u></b>					
# Programs	27	25	97	103	-5.83%
Attendance	757	1,392	2,630	4,415	-40.43%
GRAND TOTAL ATT.	1,716	1,943	4,074	5,701	-28.54%

STATISTICS FOR	Aug-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	3,574	3,660	6,892	7,045	-2.17%
Kids Computers	878	1,500	2,178	3,024	-27.98%
Teen Laptop	100	170	243	326	-25.46%
Adult Laptop	103	145	216	294	-26.53%
<b>TOTAL PATRON USE</b>	<b>4,655</b>	<b>5,475</b>	<b>9,529</b>	<b>10,689</b>	<b>-10.85%</b>
<b>Hours Used</b>					
Adult Computers	2,699	2,931	5,251	5,456	-3.76%
Kids Computers	665	1,023	1,425	2,067	-31.06%
Teen Laptop	119	158	264	299	-11.71%
Adult Laptop	195	269	401	539	-25.70%
<b>TOTAL HOURS USED</b>	<b>3,678</b>	<b>4,381</b>	<b>7,341</b>	<b>8,361</b>	<b>-12.21%</b>
<b>Wireless Total Connections</b>	<b>9,732</b>	<b>9,155</b>	<b>18,926</b>	<b>18,374</b>	<b>3.00%</b>
<b>IPPL Total Web Site Access</b>	<b>16,539</b>	<b>29,643</b>	<b>35,217</b>	<b>60,750</b>	<b>-42.03%</b>
<b>IPPL Total Page Views</b>	<b>44,047</b>	<b>43,484</b>	<b>92,987</b>	<b>89,440</b>	<b>3.97%</b>
<b>Subscription Database Logins</b>	<b>2,739</b>	<b>2,615</b>	<b>5,733</b>	<b>5,708</b>	<b>0.44%</b>
<b>Outreach-Homebound</b>					
Items Delivered	151	141	252	238	5.88%
<b>Volunteers</b>					
Number Active	55	49			
Hours Worked	448.50	349	911.75	862	5.77%
<b>Staff Training Hours</b>	<b>127.50</b>	<b>66</b>	<b>170</b>	<b>116</b>	<b>46.55%</b>
<b>Room Use</b>					
Youth Room					
Library	10	5	18	24	-25.00%
Non-Library	4		6		
Meeting Room					
Library	30	21	75	76	-1.32%
Non-Library	6	9	11	12	-8.33%
Conference Rooms	444	422	927	774	19.77%
Lobby Programs	9	4	17	4	325.00%
Board Room					
Library	22	10	45	22	104.55%
Non-Library	22	12	41	34	20.59%
<b>Clavinova</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>-100.00%</b>

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - August 2018

53

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Reference	472	9	3	478	1	8	10	11
Non-Fiction	45645	242	350	45537	176	473	418	823
Fiction	38171	378	470	38079	348	679	726	1149
<b>ADULT TOTALS</b>	84288	629	823	84094	525	1160	1154	1983
<b>KIDS</b>								
Non-Fiction	13690	71	483	13278	18	531	89	1014
Fiction	23868	204	494	23578	158	267	362	761
<b>KIDS TOTALS</b>	37558	275	977	36856	176	798	451	1775
<b>TEEN</b>								
Non-Fiction	603	0	0	603	1	0	1	0
Fiction	3581	33	21	3593	38	12	71	33
<b>TEEN TOTALS</b>	4184	33	21	4196	39	12	72	33
<b>BOOK TOTALS</b>	126030	937	1821	125146	740	1970	1677	3791

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Audiobooks on CD	6274	37	28	6283	46	2	83	30
Music CDs	8042	24	6	8060	41	165	65	171
Playaway	358	1	0	359	13	3	14	3
DVDs (DVD & Blu-ray)	20226	148	57	20317	134	179	282	236
<b>ADULT TOTALS</b>	34900	210	91	35019	234	349	444	440
<b>KIDS</b>								
Audiobooks on CD	604	0	3	601	0	0	0	3
Music CDs	776	9	1	784	0	4	9	5
Playaway	96	0	0	96	0	0	0	0
DVDs (DVD & Blu-ray)	4284	47	145	4186	26	16	73	161
<b>KIDS TOTALS</b>	5760	56	149	5667	26	20	82	169
<b>TEEN</b>								
Audiobooks on CD	222	1	23	200	1	0	2	23
Playaway	33	0	6	27	0	0	0	6
DVDs (DVD & Blu-ray)	550	12	1	561	0	10	12	11
<b>TEEN TOTALS</b>	805	13	30	788	1	10	14	40
<b>AUDIOVISUAL TOTALS</b>	41465	279	270	41474	261	379	540	649

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Console Games	102	2	2	102	3	0	5	2
Tech Takeout (except digital content devices)	60	5	0	65	0	0	5	0
CD-ROMs	58	0	0	58	0	0	0	0
<b>ADULT TOTALS</b>	220	7	2	225	3	0	10	2
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	109	4	0	113	1	0	5	0
Puzzles (New Aug. 2018)	16							
Playaway Launch Pads	18	6	0	24	0	0	6	0
<b>KIDS TOTALS</b>	143	10	0	137	1	0	11	0
<b>TEEN</b>								
Equipment (CD Players, etc.)	2	0	0	2	0	0	0	0
Console Games	670	10	5	675	11	9	21	14
Board Games	51	2	0	53	19	0	21	0
<b>TEEN TOTALS</b>	723	12	5	730	30	9	42	14
<b>OTHER TOTALS</b>	1086	29	7	1092	34	9	63	16
<b>COLLECTION TOTALS</b>	168581	29	7	168603	34	9	63	16

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- August 2018

54

BOOKS	Previous	Added	Discard	Current	Prev. Mo. YTD		YTD	
	Month Totals	Items	Items	Totals	A	W	Add	Discard
Hoopla- Year (ebooks & comics)	199,198	69,927		269,125				
Reference- Year	573	0	31	542				
eRead Illinois (Canceled July 2018)	29506	0	29506	0	0	0	0	29506
<b>TOTALS FOR ALL AGES</b>	229,277	69,927	29506	269,667	0	0	0	29506
<b>ADULT</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	2,777	26		2,803	15	0	41	0
eMedia (Overdrive Advantage)	908	10		918	10	0	20	0
Fiction								
eMedia (Overdrive Consortium)	11,643	80		11,723	101	0	181	0
eMedia (Overdrive Advantage)	3,862	70		3,932	65	0	135	0
Preloaded eReaders	6			6				
<b>ADULT TOTALS</b>	19,190	186		19,376	191	0	377	0
<b>KIDS</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	92	0		92	0		0	
eMedia (Overdrive Advantage)	27	0		27	1		1	
Fiction								
eMedia (Overdrive Consortium)	1,694	15		1,709	15	0	30	0
eMedia (Overdrive Advantage)	258	0		258	4	0	4	
<b>KIDS TOTALS</b>	2,071	15		2,086	19	0	35	0
<b>TEEN</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	128	0		128	0		0	
eMedia (Overdrive Advantage)	15	0		15	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,610	13		2,623	14	0	27	0
eMedia (Overdrive Advantage)	493	4		497	12	0	16	
<b>TEEN TOTALS</b>	3,246	17		3,263	26	0	43	0
<b>BOOK TOTALS</b>	253,784	70,145		294,392	236	0	455	29506

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	14354		58,306				
Music	281,004		15489	265,515				
Movies/TV Episodes	31,741	0	18265	13,476				
eRead Illinois Audiobooks (Cance	9,397	0	9397	0	0	0	0	9397
<b>Yearly Total for All Ages</b>	366,094	14354	43151	337,297	0	0	0	9397
<b>ADULT</b>								
Audiobooks								
eMedia (Overdrive Consortium)	4,012	22		4,034	22		44	0
eMedia Advantage (Overdrive)	701	14		715	15		29	0
Preloaded Audiobook iPods	15	0		15	15		15	
Movies								
Preloaded Roku Titles	966	9		975	14		23	
<b>ADULT TOTALS</b>	5,694	45		5,739	66	0	111	18794
<b>KIDS</b>								
Audiobooks								
eMedia Library (Overdrive)	279	3		282	1		4	
eMedia Advantage (Overdrive)	23	0		23	1		1	
Movies								
Preloaded Roku Titles	137	0		137	1		1	
<b>KIDS TOTALS</b>	439	3		442	3	0	6	0
<b>TEEN</b>								
Audiobooks								
eMedia Library (Overdrive)	233	2		235	4		6	0
eMedia Advantage (Overdrive)	37	2		39	0		2	0
<b>TEEN TOTALS</b>	270	4		274	4	0	8	0
<b>AUDIOVISUAL TOTAL</b>	372,497	52		343,752	73	0	125	28191
<b>COLLECTION TOTALS</b>	626,281	70,197		638,144	309	0	580	57697

Chamber Report  
August 2018

Darien:

I attended the regular board meeting on August 9 followed by a DarienFest planning meeting, and later the final planning meeting on August 30. Many members of the community participate on this committee—chamber board members, police and fire representatives, Rotary Club, Darien Women’s Club, the VFW group, Lions, Darien Arts Council, etc. There’s value in having a representative on the committee, and organizers specifically mentioned the library’s assistance.

The August 17 Darien Women in Business meeting took place at First American Bank. We discussed logistics and promotion of the next big event, a ribbon cutting at Paint the Town Pink at the clock tower, and I promoted the Sept. 7 breakfast.

Willowbrook/Burr Ridge:

At the Women in Business networking luncheon event on August 14 in Burr Ridge, I met three new business people and promoted the upcoming program. In these informal settings, I have particularly helpful interactions on how business people use the library, or might use us.

None of the Project Outcome standard surveys fit well for the breakfast event on Sept. 7, so I modified one for an evaluation form that we will use and will work for both my use and Ann’s.

Shirley Pride Jensen  
Assistant Head of Adult Services  
Business Liaison





E-News September 12, 2018

[View this message in your browser.](#)

59

**In this Issue:**[Current RAILS News](#) | [Continuing Education \(CE\)](#) | [Conferences](#) | [Networking Opportunities](#)| [E-Resources](#) | [Deals, Discounts, Grants](#) | [Illinois State Library News](#) | [Other Library-](#)[Related News](#) | [Member News](#) | [More Links](#)

## Current RAILS News

**Member Update October 18**

All staff from all RAILS libraries are encouraged to attend the next RAILS member update on [Thursday, October 18](#), from 10 a.m.-noon. Attend at a RAILS videoconference location or via streaming video (RAILS Live). You'll hear the latest news about our revised strategic plan, membership standards, and partnership grants available to RAILS libraries. You'll also learn how you can participate in [Find More Illinois](#) and hear from two pilot program participants about their experiences.

Sharon Ruda, Director of the Illinois State Library's [Talking Book and Braille Service](#), will talk about services available to any Illinois resident who is unable to read standard print due to a visual or physical disability, and how your library can take advantage of this program.

You'll also hear about Riverwood Elementary School's partnership with McHenry Public Library District to purchase and implement a Walking Classroom and the impact of this program on students. This project was funded by a [RAILS Multitype Collaborative Grant](#). Attendees will also be invited to share the latest news from their libraries as well as interesting things they learned at the Association for Rural and Small Libraries, Health Science Librarians of Illinois, Illinois Library Association, and other recent library conferences. [Register today!](#)

**SLA Illinois Chapter Webinar September 20**

Please join the Special Libraries Association-Illinois Chapter (SLA-IL) for a webinar presented by Dan Bostrom, RAILS Member Engagement Manager, on [10 Ways RAILS Can Help Your Special Library Succeed](#), on September 20, noon-1 p.m. Through collaboration and resource sharing, RAILS empowers libraries to better serve their populations across northern and western Illinois. Member libraries can participate in continuing education, delivery, group discounts, support for shared catalog services, and much more. Learn how you can save money, impress your users, and take your service to the next level through RAILS membership! [Register today.](#)

**RAILS FOIA/OMA Hotline**

This is a reminder that the RAILS' Freedom of Information Act (FOIA) and Open Meetings Act (OMA) Hotline is available for RAILS and Illinois Heartland Library System members to get answers to basic FOIA/OMA questions from a qualified attorney **at no cost**. The hotline is limited to public library directors or designated FOIA/OMA officers. [See more information.](#)

libraries participating in Find More Illinois will make it a better resource for discovery and fulfillment. Your library is eligible to participate regardless of library size, type, or catalog status.

To find out more about expansion plans, how to join, costs, and assistance RAILS will offer to early adopters, visit the [Join](#) tab of the Find More Illinois website or attend a presentation, where SHAREit (the software that powers Find More Illinois) will be demonstrated.

Seven in-depth presentations have been scheduled around the RAILS region, as well as three shorter webinars. For the [schedule of presentations and webinars](#) log into L2. If none of the times work for you, register for a webinar to be notified when the recording is available. Also, view the [Conferences](#) section below for opportunities to learn about Find More Illinois at conferences this fall.

## Continuing Education (CE)

### **Webinar on Conducting a Library Facility Security Assessment October 24**

Dr. Steve Albrecht, consultant and author on library safety and security, will discuss techniques for conducting a library facility security assessment in this webinar on October 24, 9:30-11:00 a.m. Learn about critical facility security components for your library and crafting a report for security improvements, policy changes, and training suggestions. Log into L2 for [information/registration](#).

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

RAILS has limited consulting support available to help public and school library staff apply for E-rate, the Schools and Libraries Program of the Universal Service Fund. If you are interested, contact [ce@railslibraries.info](mailto:ce@railslibraries.info).

### **Other RAILS CE Opportunities**

[Webinar on Legal Information Research September 25](#)

[Webinar on Unconscious Bias September 26](#)

### **ADDITIONAL CE...**

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

### **Free NASA Workshops at the LaSalle Public Library October 16-17**

Two NASA workshops are available to librarians, teachers and other youth leaders. These hands-on workshops provide training that will help participants teach STEM/STEAM science modules. Both workshops qualify for Continuing Education Credits. Registration deadline is October 5. [More information](#).

- Survival on Mars: The Martian – Five Engineering Design Challenges  
Tuesday, October 16, 9 a.m.–3 p.m.
- Picking Up STEAM with NASA Science and Technology  
Wednesday, October 17, 9 a.m.–3 p.m.

### **Online with the Cataloging Maintenance Center (CMC)**

- [September 20, 2018](#) – It's a Date: Publication and Copyright Dates
- [October 18, 2018](#) – Smarter and Faster: OCLC Macros and Other Shortcuts
- [November 15, 2018](#) – But Wait, There's More!: Added Titles
- [December 20, 2018](#) – The Fix Is In: MARC Fixed Fields
- [January 17, 2019](#) – Peering into a Cloudy Crystal Ball: The Future of Cataloging

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

## Conferences

RAILS at Conferences, Other Library-Related Conferences

### **ARSL (Association for Rural and Small Libraries) Conference, September 13-15, Springfield**

#### **See You Tonight! RAILS Member Meetup in Springfield**

Join us for the Member Meetup on Wednesday, September 12, 7:30–9:30 p.m., at the Brewhaus Bar in Springfield, Illinois. All library staff from any type of library are invited, including those who will not be attending the conference. Light refreshments will be served. [Register on L2](#).

#### **Schedule a One-on-One Visit with Dan Bostrom**

If you are attending ARSL, you can schedule a 30-minute, one-on-one discussion with RAILS' Member Engagement Manager to discuss programs/services of special relevance to you and your library. Times are available on Thursday, September 13, and Friday, September 14. [Schedule your time today!](#)

#### **Visit the RAILS Booth at the ARSL Conference**

RAILS will have a booth (#59) at the ARSL Conference in Springfield on September 13 and 14. If you are attending the conference, please stop by to find out what RAILS has to offer especially for small and rural libraries. RAILS is also sponsoring the Friday lunch at the conference.

### **HSLI (Health Science Librarians of Illinois) Conference, September 27-28, Rockford**

#### **Visit the RAILS Booth at HSLI**

RAILS will have a booth at the Health Science Librarians of Illinois (HSLI) 2018 Annual Conference, September 26-28, and will be on hand to answer questions. Stop by our table to chat, grab one of our famous RAILS pens, and more! RAILS is also sponsoring the Thursday afternoon break.

#### **What's Happening at RAILS, Morning Session, Thursday, September 27**

Dan Bostrom, RAILS Member Engagement Manager, will provide an update on what is happening at RAILS of special interest to health science library staff. Representatives from the Illinois State Library, Illinois Association of College and Research Libraries, and Illinois Heartland Library System will also participate in this session.

### **PUG Day (PrairieCat Users Group) September 28, Moline**

on September 28. You can also engage with us through any of these Quick Hits sessions:

- "Explore More Illinois: RAILS Museum and Attraction Pass Program" with Veronda Pitchford, RAILS Director of Membership Development and Resource Sharing
- "Navigating the New PrairieCat Website" with Brian Smith, RAILS Application and Web Developer
- "Find More Illinois" with Anne Slaughter, Director of Technology Services, and Eric Bain, Technology Special Projects Coordinator
- "RAILS Group Purchases and Vendor Discounts" with Veronda Pitchford, RAILS Director of Membership Development and Resource Sharing

#### **ILA (Illinois Library Association) Conference, October 9-11, Peoria**

##### **Networking Reception: Meet Find More Illinois**

On Tuesday, October 9, 5:00-6:30 p.m., join us for a little networking, a few libations, a smidgen of nosh, and a brief introduction to Find More Illinois, at the ILA Conference. Appetizers and beverages (including beer and wine) will be available. Sponsored by Auto-Graphics. [Register/more information](#).

##### **Schedule a One-on-One Visit with Dan Bostrom**

Maximize your RAILS membership at ILA by scheduling a 30-minute, one-on-one discussion with RAILS' Member Engagement Manager to discuss programs/services of special relevance to you and your library. To assist members, we're giving libraries the opportunity to meet on an individual basis to talk about issues like delivery, e-resources, continuing education needs, and grant opportunities. Times are available on Wednesday, October 10, and Thursday, October 11. [Schedule your time today!](#)

##### **Other ways to engage with RAILS at ILA:**

- Attend the program "They're Good Docs Brent" on October 9, 10:45 a.m., with Brian Smith, RAILS Application and Web Developer.
- Attend the table talk: Statewide Delivery Talk on October 10, 3 p.m., Room 203.
- Visit our booth #301 in the exhibit hall. Spin our famous wheel and win a great prize!
- Connect with Find More Illinois at the RAILS booth during exhibit hours.
- RAILS is sponsoring the opening exhibits luncheon.
- RAILS is sponsoring a stop on the Pub Stroll.

#### **AISLE (Association for Illinois School Library Educators) November 1-3, Tinley Park**

##### **Engage with RAILS at AISLE**

- Visit our booth in the exhibit hall. Spin our famous wheel and win a great prize!
- Connect with Find More Illinois at the RAILS booth during exhibit hours.
- RAILS is sponsoring the Friday dessert reception in the exhibit hall.

##### **Schedule a One-on-One Visit with Dan Bostrom**

Schedule a 30-minute, one-on-one discussion with RAILS' Member Engagement Manager to discuss how to position your school library as a launchpad of dreams! Dan will discuss resources for your use, and will address potential issues and concerns. Times are available on Friday, November 2, and Saturday, November 3. [Schedule your time today.](#)

#### **Other Library-Related Conferences...**

[LACONI TSS: The Cataloging Un-Conference, September 21](#)

60

## Networking Opportunities

61

### Special Library Networking at Caterpillar

Take a tour of Caterpillar and enjoy connecting with special library staff! On Thursday, November 15, 11 a.m.-3 p.m., RAILS and the Special Library Association (SLA)-Illinois Chapter will co-host a networking event at Caterpillar's engineering library, Technical Information Center, in Mossville, IL.

This event is open to all special library staff and will feature more information on RAILS and SLA-Illinois programs and services, as well as a structured discussion and a tour of the Caterpillar facilities. Lunch will be served. Log into L2 for [information/registration](#).

### Networking Event for Academic Libraries at NU in Evanston

Connect with academic library colleagues in your area! On Tuesday, November 6, 9:30 a.m.-noon, RAILS and IACRL (Illinois Association of College and Research Libraries) will host a networking event at Northwestern University in Evanston.

This event is open to all academic librarians and will feature more information on RAILS and IACRL programs and services, as well as a structured discussion, and a tour of the Northwestern University Library. Coffee and refreshments will be served.

More opportunities for academic library networking will be announced soon. Login to L2 [to register](#).

### Upcoming RAILS Networking/Member Meetups

Want to connect with other library staff and hear the latest RAILS news at the same time? Register to join RAILS at these upcoming member meetups. Light refreshments will be served.

- [Tuesday, September 25, 10:00-11:30 a.m., at Green Hills Public Library District](#)
- [Tuesday, October 16, 10:00-11:30 a.m., at Gail Borden Public Library](#)

Want to host a meetup at your library in the future? Please contact RAILS Member Engagement Manager, [Dan Bostrom](#), 630.734.5152.

## E-Resources

### BiblioBoard: Go Back to School with Biblioboard

The start of a new school year is the perfect time to get to know [BiblioBoard](#). Students and teachers alike will find hundreds of quality reads and resources at their fingertips including [classic novels](#), [short stories](#), [books by young writers](#), and more. BiblioBoard also provides [Common Core](#) teaching guides for teachers and a wealth of primary source materials on subjects from [Abraham Lincoln](#) to [Yosemite](#). Check out our custom [Back to School curation](#) to discover these resources and more. The best part? All titles on BiblioBoard are available for simultaneous use, meaning every student in the classroom can be reading the same book at the same time. Materials are available for students and teachers of all levels from kindergarten through grade 12.

Through RAILS' partnership with BiblioLabs, any Illinois resident has access to these and thousands of other e-resources free of charge and without needing

[more information](#) on all our BiblioBoard offerings.

62

## Deals, Discounts, Grants

### **RAILS Catalog Membership Grants**

Applications are open for FY2019 RAILS Catalog Membership Grants. This grant is intended to increase membership in RAILS Local Library System Automation Programs (LLSAP) by funding startup costs for any RAILS member library that isn't currently an LLSAP member. Application deadlines for FY2019 are October 17, 2018, and April 17, 2019.

Go to the RAILS website, [Catalog Membership Grant page](#) for information on eligibility criteria, grant priorities, an application checklist, and other information.

Direct your application and any other questions, including help identifying which LLSAP you should join, to [Anne Slaughter](#), RAILS Director of Technology Services, or 630.734.5127.

## Illinois State Library News

### **FY2019 Live and Learn Construction Grant Applications Now Available**

The Illinois State Library is accepting applications for the FY2019 [Live and Learn Construction Grant Program](#). The program is open to public libraries with applications due by January 11.

A grant information webinar is scheduled for Thursday, October 17, at 10 a.m. Registration for the webinar must be done through [L2](#). More information about this grant program is available on the [ISL website](#), or you can contact [Mark Shaffer](#) 217.524.4901.

### **FY2019 School District Library Grant Application**

The School District Library Grant Application is now available online. The deadline for submitting your [application](#) is October 15. In addition, as part of the application, the [Expenditure Report](#) for FY2017 is also due October 15. Further information can be found on the [grant webpage](#). Questions may be directed to 1.800.665.5576, option 2.

## Other Library News

### **FOLIO Meetup Chicago September 17**

The University of Chicago is hosting a FOLIO Meetup on Monday, September 17, from 10 a.m.- 4 p.m. This one-day symposium will introduce you to the FOLIO project, a community collaboration to develop an open source platform that will support traditional library management functionality. Join your library colleagues to explore the future of library technology! More [information/agenda/register](#).

Landscaping Improvements:

Area: Handicap parking – Remove one dead tree.	\$165
Area: Around the building – Remove declining magnolia.	\$195
Area: South east corner of building – There is a gap in the landscaping in this area as well a declining magnolia. Install three arborvitae.	\$1,275
Area: Corner bed Plainfield and Clarendon Hills Roads - After removing the three large pine trees, this bed needs further work. Install Sedum, Knockout Roses and Geraniums, split existing grasses to provide balance.	\$950
Area: Large Bed between front sidewalk and reading garden- This area is being taken over by Japanese knotweed. Remove all plant material and 6' of soil, spray area with herbicide, install new soil. Existing boxwoods, hostas and coneflowers will be transplanted.	\$1,585
Area: Island between receiving driveway and staff entrance sidewalk – Dead grass due to deicer. Remove dead pine tree and stump. Remove flagstone and install sod. Add cobblestone along walkway and curb.	\$2,030
Area: East window - Remove two dying crabapple trees and stumps.	\$540
Area: North side of building - Remove four declining shrubs and replace with four French hydrangea. (the size of the replacements will be much smaller than current shrubs)	\$550
<b>Total needed for landscaping improvements:</b>	<b>\$7,290</b>

## Chapter 6

# INTELLECTUAL FREEDOM



So proclaims the First Amendment to the United States Constitution, part of the Bill of Rights—the group of ten amendments protecting personal liberties—ratified in 1791 in the infancy of the United States of America. Since that time, federal and state courts have invoked the First Amendment countless times in a wide variety of situations and have extended freedom of speech and of the press to a broader concept of freedom of information, the right of every citizen to have unrestrained access to all kinds of information. This basic right is also known as intellectual freedom. (A brief glossary of terms relevant to intellectual freedom is appended at the end of this chapter.) At odds with these concepts of freedom of speech, the press, and access to information is the concept that one person or a group of persons may, under certain conditions, deprive access of others to various information. This idea is known as censorship.

### *Library Trusteeship and Censorship*

Public libraries fulfill a unique role in the preservation of our constitutionally grounded democracy. They provide an environment in which all people can explore ideas and pursue knowledge without any government-imposed restrictions or restraints. The existence of such a resource attests to our collective belief that ordinary citizens, relying on their own critical judgment, can and should make their own choices and value judgments.

As a library trustee, you are committed to freedom of information by the oath of office that you took. Steadfastly upholding this freedom is sometimes challenging. You must freely tolerate ideas that may offend your sensibilities or contradict your personal beliefs. You may even be called upon to defend public access to such information. The willingness to do so is the ultimate test of your commitment as a library trustee.

### **The Selection Policy**

Commitment to the principle of unfettered access to information imposes on library trustees and staff the responsibility of choosing materials in as open and unbiased manner as possible. The board of trustees is responsible for shaping a materials selection policy. This policy should include, at minimum, a clear statement of intellectual freedom and delegation of actual selection tasks to the library director or other staff.



In preparing a library materials selection policy, trustees might refer to the following American Library Association (ALA) statements on intellectual freedom (copies of these documents will be found in the Appendices section of the document you are now reading):

- *ALA Library Bill of Rights*
- *ALA Freedom to Read*
- *Freedom to View Statement*

Having a clear written statement of selection principles is a well-grounded first step in dealing with challenges to library materials.

### **Why Challenges Occur**

Public libraries are repositories of our culture—the good and the bad. In our free society, forces contend and controversies arise. It is not surprising that the public library sometimes becomes a focus for a clash of philosophies and ideologies. People's motivations for imposing censorship may be well intentioned, but the fact remains that censors try to limit the freedom of others to choose what they read, see, or hear. Most censors' objections concern sex, profanity, and racism, and most involve concerns about children's exposure to material in these categories. While the intent to protect children is commendable, censorship itself contains hazards far greater than the "evil" against which the protection is leveled. U.S. Supreme Court Justice William Brennan, in *Texas v. Johnson*, said, "If there is a bedrock principle underlying the First Amendment, it is the Government may not prohibit the expression of an idea simply because society finds the idea itself offensive or disagreeable." Individuals may restrict what they themselves or their children read, but they must not call on governmental or public agencies to prevent others from reading or seeing that material.

### *A Policy to Handle Challenges*

It is critically important for library administration to have on hand a written policy for responding to challenges. That policy should document a two-phase response to challenges: the first, by staff, most likely the library director; and the second, an appeal (if desired) to the board of trustees.

Adhering to such a policy ensures that the complaint will be heard, understood, and registered properly; that library representatives will have a satisfactory forum for responding to the challenge; and that complainants will emerge from the challenge process convinced that they have been taken seriously—even if the final decision goes against them.

A sample policy for responding to materials challenges is outlined here. Trustees and staff should receive training in the policy to ensure that all are prepared to handle a challenge if one should come.

### *Policy for Responding to a Challenge . . .*

#### **Phase 1: Library director or other staff responds**

- When an individual complains verbally about a material to a staff member, the staff member directs the complainant to a senior staff member who has been trained to respond to a "Request for Reconsideration" of specific material in the library's collection. The patron should be invited to discuss his/her concerns in a nonpublic area and be thanked for taking time and effort to share them with library staff. At the end of the meeting, the staff member should request that the complainant submit his/her concerns in writing, and the staff member should explain why it is important for library personnel to have a written record of the complaints. Copies of the challenged material remain available to the public during the review process.
- The library director or other designated staff member responds to the complaint within the specified span of time and communicates a decision on the challenged material.

Though the response may be either verbal or written, as appropriate, the staff member should make a written record of the response to file permanently with the submitted written complaint.

### Phase 2: Appeal to the board of trustees

- Members of the public must have recourse to a hearing before the board of trustees if they are not satisfied with the decision rendered by the library director or other staff member. The board or its designated committee should invite the complainant to appear at an open meeting to express his or her concern.
- Within a specified time period after the hearing in an open meeting, the board renders its decision, in writing, to the complainant. The board's decision is final.

Most critically, all library representatives—staff or trustees—must treat the complainant with utmost respect and politeness. The interaction should be regarded as an occasion for exchange of ideas and an educational opportunity.

## Access to the Internet

The medium of the Internet is truly a "brave new world" of mass media. Anyone who doubts its power as a communications medium should consider that many of the biggest news stories in our time filter through the Internet before they hit many of the more traditional media.

As powerful a presence as it is, the Internet has often been characterized as an electronic "Wild West." Any individual or entity may freely post a website to broadcast any conceivable message, verbal or visual.

For public libraries, the Internet poses a special challenge. Unlike books and audio and video recordings, which are professionally published and reviewed, the Internet bypasses all professional principles of selection. The medium places the burden—or opportunity—of selection entirely on users.

Many parents and other child advocates have expressed concerns that the Internet affords access to material deemed unsuitable or harmful for children. They cite websites that are pornographic in nature or sites that promote hatred and violence. Some of these concerned individuals and associations advocate imposing varying degrees of censorship on Internet use by minors in public libraries.

The ALA, while fully sharing concerns for the welfare of children, opposes any such moves toward Internet censorship. The ALA's position is clearly expressed in the publication, *Libraries and the Internet Toolkit*. To obtain an electronic copy of this publication, go online to the ALA Office for Intellectual Freedom, <http://www.ala.org/alaorg/oif>, and select **Intellectual Freedom Toolkits**. The publication also contains useful guidelines for Internet use addressed to parents, children, and other public library users.

The Illinois Library Association (ILA) asserts that Internet policy is appropriately developed at the level of the local library rather than at the state or federal level.

## Filtering Software

Some telecommunications companies and software manufacturers, responding to a perceived need in the marketplace, have developed filtering software programs. While search engines separate the relevant from the irrelevant, filtering software programs block websites considered "objectionable" according to the manufacturer's own, often undisclosed, criteria.

Companies use filtering software to control what their employees access on the Internet. Parents often use filtering software to limit what their children can access at home.

Filtering software has limitations, however. The software programs are not intelligent enough to evaluate every context in which information is embedded. For example, a filtering

program may block the source websites for these titles, based on identification of the letter clusters s-e-x and n-u-d-i:

- Congress Subpoenas Ex-Secretary
- Photos of Nudibranch Specimens, Also Known as Sea Slugs

On the other hand, purveyors of pornography or other objectionable material on the web quickly adapt and defend against filtering techniques—such that even with filtering software, some of the objectionable material gets through. Filtering software may over time become more discriminating and effective, but it is unlikely ever to be foolproof.

### **Children's Internet Protection Act (CIPA)**

The debate about children's access to the Internet entered the political arena by the late 1990s. In 2000, Congress passed, and President Bill Clinton signed, the Children's Internet Protection Act (CIPA).

CIPA ties public libraries' federal grants for telecommunications and Internet funding to implementation of filtering software on all their Internet-enabled computers, with the intent of protecting minors from objectionable Internet-based material. The so-called e-rate program, funded by a federal tax on phone companies (which is passed on to customers of those companies), provides substantial grants to public libraries to enable them to provide Internet service and other technology-based services to patrons. Many public libraries, especially those in rural or disadvantaged areas, depend primarily on this e-rate funding to provide such services.

A lawsuit contested CIPA's constitutionality in the federal courts, and the U.S. Supreme Court ultimately took up the issue. The high court ruled in June 2003 that CIPA is constitutional, but only if adult patrons in public libraries can have filtering software disabled promptly upon their making such a request. This narrow ruling left open the door for further challenges to CIPA.

### **What Does It All Mean for Us?**

As of the publication date of this document in 2012, CIPA is the law of the land. To ensure eligibility for e-rate funding, public libraries must therefore implement filtering software on their Internet-enabled computers. Some library boards have determined that the amount of e-rate money for which they qualify is not sufficient to warrant filtered access to the Internet on all library work stations.

In general, the law requires that the public library craft and write a general policy on use of the Internet. A model of such a policy is available at the Illinois State Library's Administrative Ready Reference. Go online to <http://www.webjunction.org/partners/Illinois/il-topics/ready-ref.html>: select **Policy Model**. Then select **Patron Service Policies**; select **Public Access to Electronic Information Networks**.

### *Patrons' Right to Privacy*

Along with intellectual freedom, states and localities have long upheld library patrons' right to privacy. Specifically, individuals who access information in public libraries are held to have the right to keep private all records concerning such access.

Law enforcement officials may legally gain access to library records by executing a court-issued subpoena, or by obtaining a search warrant from a judge. In Illinois, a law enforcement officer may request registration records without a court order when it is impractical to get an order and there is an emergency where the officer has probable cause to believe that there is imminent danger of physical harm. With implementation of the USA Patriot Act, passed by Congress in the wake of the September 11, 2001, terrorist attacks on the United States, the likeli-

hood of library staff being presented with a search warrant has increased. Provisions of the act lower the threshold of probable cause in the issuance of a search warrant in cases where national security may be involved. Hypothetically, law enforcement officials might wish to access library records of an individual believed to have sought information about making explosives, for example.

Presentation of a search warrant to library staff demands a prompt, orderly response. Legally, authorities have the right to execute a search warrant without delay. However, library and legal experts advise library staff to request a brief delay and immediately seek legal counsel from the library's attorney. At the very least, the attorney should be able to validate the warrant's legality—that it is properly filled out and signed by a judge or magistrate. If the warrant is not properly prepared and signed, it may well not have legal force.

Ideally, the library administration (trustees and library director) will have the opportunity to develop a policy for responding to requests for information from law enforcement authorities before such time as a search warrant may be presented. ALA and other library advocates strongly advise public library administrators to develop such policies and train staff to implement them. An example of such a policy is available online through LLRX.com, a free web journal that provides information for administrative professionals including library professionals.

## Resources

The American Library Association maintains a broad program for the promotion and defense of intellectual freedom. The ALA Intellectual Freedom Committee recommends policy to the ALA Council and sponsors educational programs.

The ALA Office for Intellectual Freedom (OIF) implements policy concerning the concept of intellectual freedom as embodied in the *Library Bill of Rights*. The OIF provides advice and consultation to individuals and libraries in the throes of potential or actual censorship controversies. The office provides reviews and information about the author of the challenged materials, applicable ALA policies, advice about the implementation of reconsideration policies, and other counsel specific to the situation at hand.

If needed, the OIF will provide a written position statement defending the principles of intellectual freedom in materials selection. As requested, the OIF provides the names of persons available to offer testimony or support before library boards. The options chosen are always the prerogative of the individual requesting assistance. The office maintains an active website ([www.ala.org/oif](http://www.ala.org/oif)) with many practical materials and suggestions to help cope with challenges.

The Freedom to Read Foundation ([www.ftrf.org](http://www.ftrf.org)) was incorporated as a separate organization in 1969 by ALA to act as its legal defense arm for intellectual freedom in libraries. The foundation's work has been divided into two primary activities: 1) the allocation and disbursement of grants to individuals and groups primarily for the purpose of aiding them in litigation; and 2) direct participation in litigation dealing with freedom of speech and of the press.

The Illinois Library Association has an Intellectual Freedom Committee, which also provides support to those facing potential or actual censorship controversies. The committee is also charged with working with other organizations to build a state coalition in defense of intellectual and academic freedom. The current chair and committee members are listed on the ILA website ([www.ila.org](http://www.ila.org)).

For current topics, see:

<http://www.ila.org/committees/intellectual-freedom-committee>

<http://www.ila.org/advocacy/banned-books>

## Specific Titles

- Doyle, Robert P. *Banned Books*. Chicago: American Library Association, 2010.
- \_\_\_\_\_. "Confidentiality: A Case Study in Progress," *ILA Reporter*, February 2005, pp. 18-23.
- \_\_\_\_\_. "Libraries as Sanctuaries for Criminals?," *ILA Reporter*, December 2006, pp. 12-17.
- Nye, Valerie and Kathy Barco. *True Stories of Censorship Battles*. Chicago: American Library Association, 2012.
- Office for Intellectual Freedom. *Intellectual Freedom Manual*, eighth ed. Chicago: American Library Association, 2010.
- Pinnell-Stephens, June. *Protecting Intellectual Freedom in Your Public Library*. Chicago: American Library Association, 2012.

### Intellectual Freedom Terms

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

Intellectual freedom encompasses the freedom to hold, receive, and disseminate ideas.

At the 1986 American Library Association (ALA) Annual Conference, the ALA Intellectual Freedom Committee adopted the following operative definitions of some terms frequently used to describe the various levels of incidents that may or may not lead to censorship.

**Censorship:** A change in the access status of material, made by a governing authority or its representatives. Such changes include: exclusion, restriction, removal, or age/grade level changes.

**Expression of Concern:** An inquiry that has judgmental overtones.

**Oral Complaint:** An oral challenge to the presence and/or appropriateness of the material in question.

**Public Attack:** A publicly disseminated statement challenging the value of the material, presented to the media and/or others outside the institutional organization in order to gain public support for further action.

**Written Complaint:** A formal, written complaint filed with the institution (library, school, etc.) challenging the presence and/or appropriateness of specific material.

The following definitions are from: Peck, Robert S. *Libraries, the First Amendment, and Cyberspace: What You Need to Know*. Chicago: American Library Association, 1999.

**Child Pornography:** Special category of sexual material that the U.S. Supreme Court has said can be prohibited in the interest of preventing commerce in the abusive use of children as subjects of pornography.

**Fighting Words:** Those words "which by their very utterance inflict injury or tend to incite an immediate breach of the peace." Such words must be uttered as a direct personal insult in a face-to-face confrontation and are calculated or highly likely to result in an immediate violent physical reaction.

**Hate Speech:** This category of "speech" receives considerable constitutional protection because the government cannot prescribe which thoughts we can think or which political philosophies we can advocate. The U.S. Supreme Court has said that the "fighting words doctrine" is not a tool to cleanse public debate or regulate words that give offense.

**Libel:** A written libel or an oral slander defames an individual and has the effect of ruining that person's reputation, standing in the community, or ability to associate with others. Because of the adverse economic consequences that false accusations can have, the courts can award damages to compensate an individual injured by those false accusations. By contrast, truthful yet harmful accusations incur no similar damage and are not actionable.

**Nudity:** Obscenity and nudity are not synonymous. Although obscene materials, which is a very narrow category of hardcore sexual acts that have a tendency to excite lustful thoughts, can be illegal, a law that prohibited the circulation or exposure of materials that

70

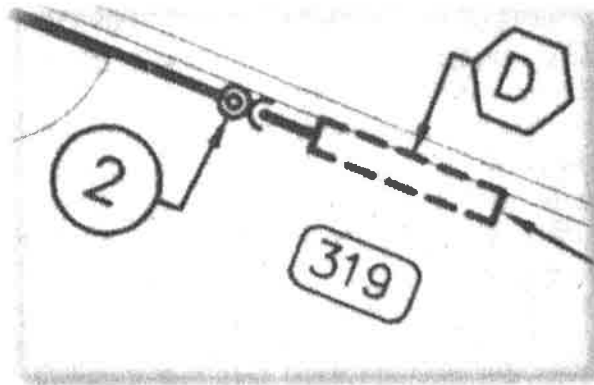
contained nudity would not be constitutional. In fact, in 1975, the U.S. Supreme Court struck down a law that banned nudity in movies shown in drive-in theaters when the screen was visible from the street.

**Obscenity:** To be obscene, a court or jury must determine that 1) the average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest; 2) the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable law; 3) the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

**Pornography:** In legal terms, obscenity and pornography are not synonyms. Pornography is a form of protected speech. The U.S. Supreme Court has recognized that erotic messages are within the First Amendment's protections. The court's obscenity decisions comprehend that sex is a subject in well-regarded literature and art and a mysterious force that commands great human attention. The court therefore decided that society's concerns about obscenity should not be a vehicle to interfere with serious artistic or scientific endeavors.

## Chapter 7

# PLANNING



Planning is part of most of our daily activities. We make a list before visiting the grocery store. We cluster errands together on days off to dispatch them as efficiently and quickly as possible. We consult the calendar to plan a social event.

Collaborative activities require greater planning efforts. As a new member of a library board, you probably are already aware of some of the planning involved in library trusteeship. At the very least, someone must schedule meetings and notify participants in a timely fashion.

All of these scenarios describe day-to-day or week-to-week planning. We might call this kind of planning “subsistence” planning. It is the planning that must be done just to get by.

There is another kind of planning. It involves looking well ahead into the future. It often requires thinking in “broad brush-strokes.” This kind of planning we can call “strategic” planning.

### *This chapter is about strategic, or long-term, planning.*

If you need to be convinced of the value and importance strategic planning in your role as a library trustee, consider:

- In the modern era, societal roles are constantly changing. We continually adapt to new expectations and opportunities. Attitudes to gender, race, disability, and other human attributes need frequent updating. In the public arena, you and your fellow trustees can't afford to fall out of step.
- We are living in the midst of a technology revolution. Whatever is “latest and greatest” today is tomorrow's has-been. In terms of technology, you and your fellow trustees simply can't afford to sit still or stand pat.
- Governments from top to bottom operate under chronic money pressures. As recipients of public appropriations, public libraries are constantly challenged to justify funding requests. If you and your fellow trustees have a clear strategic vision for the future and a well-written plan to back up that vision, you will be in a good position to advocate funding for your library.

Of course, there are many other good reasons to embrace strategic planning and do it well:

- Assures that services and activities continue to reflect the library's mission.

72

- Provides a context for setting priorities.
- Identifies achievements for the period and provides a “yard stick” to measure progress.
- Provides a strong foundation for decision-making if library funding or the community environment alters quickly.

## *The Planning Process*

To do effective planning, you will need to proceed according to a rational process. The following sections summarize planning process. For more detail about planning process, consult the resources listed at the end of the chapter.

### **The planning process can be reduced to five basic questions.**

1. What timetable will we set for ourselves?
2. Where are we now?
3. Where do we need to go, based on community needs?
4. How do we get there?
5. How will we measure our progress?

## **Setting the Planning Horizon**

What timetable will your plan follow? What horizon will you set as the date by which stated goals will be accomplished?

A three-to-five year horizon is probably standard among most libraries. With the acceleration of technological change in our time, some library boards are opting for relatively short planning horizons. However, bear in mind the practical realities. A plan that has no hope of being achieved is sure to frustrate and disappoint. Think through this step in the planning process carefully, with ample board discussion and in full consultation with the library director.

## **Assessing Where We Are Now**

“Know thyself,” admonished the inscription at the Delphic Oracle in ancient Greece. It is still good advice.

Any serious attempt at strategic planning must start with a clear understanding of the current state of things. For you as a trustee, that probably means getting to know the library as thoroughly as you can. For the board as a whole, it may mean maintaining an up-to-date profile of library holdings, services, and programs.

An effective board should have a finger on the “pulse” of the library. Measuring that pulse will entail making at least the following evaluations, in consultation with the library director:

- List of services and programs currently offered
- Circulation and other usage statistics, including any trends that emerge over time
- Composition and age of the collection, broken down by media type and classification
- Patron service areas (for example, reference or juvenile sections)
- Staff working areas
- Technology-based offerings

And since library services are highly dependent upon available facilities, a good profile should include a physical evaluation. Input from the library director and other staff members will be critical in making such an evaluation:

- Shelving capacity
- Accessibility of all public areas to disabled persons
- Ability to meet all government codes
- Quality of lighting
- Energy efficiency
- Adequate and appropriate signage
- Security



- Parking
- Convenience of location to the community at large

### **Assessing Needs**

A public library is, above all, answerable to the community it serves. Priority number one for library administration—the library director and the board of trustees—is to anticipate community needs and act decisively to meet them. This is a challenging, but not impossible, task.

The key is maintaining relationships and open communication with community members. The library administration should keep lines of communication active and open with “stakeholders”—some or all of the following people or groups:

- Library staff
- Current library users
- Non-user members of the community
- Business organizations, such as the chamber of commerce
- Literacy advocacy groups
- Representatives of schools and other educational institutions
- Governmental agencies
- Community planning committee
- Ethnic community organizations, especially those representing significant minorities within the community
- Family service organizations, such as a county department of social services
- Financial institutions, such as banks and credit unions
- Public health officials and representatives of hospitals and clinics
- Representatives of neighboring or regional libraries
- Representatives from media in the community
- Advocacy organizations for the disabled
- Religious groups
- Senior centers, senior service organizations, and senior housing sites
- Youth service organizations such as Boy Scouts and Girl Scouts

### **Obtaining Information**

In addition to communicating with stakeholders, your library board will probably need to access statistical data. For example, U.S. census data provides valuable information about the makeup of communities on the basis of age, race, gender, economic status, and other measures. Another good source is the Illinois Public Library Annual Statistics, <http://www.cyberdriveillinois.com/departments/library/libraries/IPLAR/home.html>.

Consider carefully what other types of information is necessary to make planning decisions. You may need to conduct interviews or conduct a formal survey to elicit information more specific to your community and library. Seek only the information you need and will use, as surveys can be costly and time-consuming. Professional help is valuable, perhaps necessary.

Obtaining meaningful information in a survey can be tricky. For data to be representative of public opinion, the sample group surveyed must be randomly selected and contain enough responses. Questions must be crafted carefully to elicit useful information. The obvious question may not be the best way to encourage meaningful responses. The following is a simple example.

### How To Phrase Survey Questions

<b>Wrong way Responses</b>	What changes would you like to see in your public library? Participants are likely to answer based on their own preconceptions about the library.
<b>Right way Responses</b>	What do you do (occupation)? What do you enjoy doing? What are your goals for the next year? Participants are likely to yield useful information about their own needs.

When all the data have been collected, the board will need to conduct a formal needs assessment.

### *A Plan That Will Get Us There*

The very first part of a strategic plan is a mission statement. Your library probably already has one. Creating or reviewing the mission statement should be the starting point for planning.

A mission statement is a crystal-clear, jargon-free, concise statement of an organization's purpose, function, and values. Guidelines for writing a mission statement are widely available. You can get help from the following sources:

- *Strategic Planning for Results* by Sandra Nelson  
Source: Public Library Association, 2008
- <http://www.tgci.com>  
Source: The Grantsmanship Center, a company that trains people in writing grant proposals
- <http://www.nonprofits.org>  
Source: The Internet Nonprofit Center, sponsored by The Evergreen State Society, a civic organization based in Seattle, Washington

The library mission statement should be disseminated to everyone—trustees, staff, and community. It should be revisited and revised periodically, perhaps every three years.

### Goals, Objectives, and Activities

Out of the needs assessment conducted by the board flow goals, objectives, and activities. These components form the core of a meaningful strategic plan.

Data amassed is of little practical value unless and until it can be turned into useful tools for action. A well-done needs assessment should prepare planners to turn the focus to the business of defining goals, objectives, and activities, which will in turn, enable planners to identify and embrace an appropriate action plan.

- A **goal** is a general outcome that a target population (or the entire population served) will receive through library programs and services.
- An **objective** is the way in which the library will measure progress toward a specified goal. An objective consists of a measure, a standard for comparing the measure, and a time-frame.
- **Activities** are groups of related actions that the library will carry out in order to achieve goals and objectives.

The following table provides an example to illustrate goal/objective/activity relationships.

<b>Goal</b>	Computer-challenged adults in the community will have access to programs to help them gain a measure of computer literacy.
<b>Objective</b>	During fiscal year _____, as many as 100 adults will receive basic hands-on computer training.

**Activity** A two-session computer literacy class will be offered one weeknight and one Saturday in each of four "semesters."

The goals-and-objectives paradigm is common to many types of planning. The interpretation presented here is inspired by the Public Library Association's *The New Planning for Results*, by Sandra Nelson. See the Resources section at the end of this chapter for bibliographical information about this work.

## *Specialized Planning*

Some library activities require special planning efforts, perhaps assignment to a committee of the board. Two areas of library activity that might be candidates for special attention are technology planning and disaster planning. Both of these special plans have been required by the Illinois State Library.

### *Components of Technology Planning . . .*

- Telephone service/voice mail/faxes/e-mail
- Internet connection service and email
- Equipment: photocopiers, fax machines, microfilm readers, printers
- Computers for staff use
- Computers for patron use
- Local area network to link computers within the library
- Circulation control software; online catalogs; automated acquisitions and cataloging
- Participation in regional computer networks and databases, if applicable
- System administrator to keep all computer systems going
- Library websites
- TTY service for the hearing impaired

### *Components for Disaster Planning . . .*

- Staff knowledge about how properly to handle medical emergencies
- Strategies in case of fire, tornado, or terrorism emergencies
- Strategy for salvaging library resources in an emergency in which the facilities are under threat
- Resource lists of services and products to aid in recovery from emergencies
- Communication plans:
  - for staff instructions
  - for informing the community

## *Resources*

- Board Source. *Nonprofit Board Answer Book: A Practical Guide for Board Members and Chief Executives*, third ed. Washington, D.C.: Board Source, 2012.
- Brawner, Lee B., and Donald K. Beck, Jr. *Determining Your Public Library's Future Size: A Needs Assessment & Planning Model*. Chicago: American Library Association, 1996.
- Buschman, John E. *Dismantling the Public Sphere: Situating and Sustaining Librarianship in the Age of the New Public Philosophy*. Westport, Conn.: Libraries Unlimited, 2003.
- Greiner, Joy M. *Exemplary Public Libraries: Lessons in Leadership, Management, and Service*. Westport, Conn.: Libraries Unlimited, 2004.
- Halstead, Deborah, Richard Jasper, and Felicia Little. *Disaster Planning: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, 2005.
- Illinois Library Association. *Serving Our Public 2.0: Standards for Illinois Public Libraries*. Chicago: Illinois Library Association, 2009.

76

- Matthews, Joseph R. *Measuring for Results: The Dimensions of Public Library Effectiveness*. Westport, Conn.: Libraries Unlimited, 2004.
- \_\_\_\_\_. *Preparing a Technology Plan*. Westport, Conn.: Libraries Unlimited, 2004.
- Nelson, Sandra. *Implementing for Results: Your Strategic Plan in Action*. Chicago: Public Library Association, 2009.
- \_\_\_\_\_. *Strategic Planning for Results*, Chicago: Public Library Association, 2008.
- Yankey, John A. and Amy McClellan. *The Nonprofit Board's Role in Mission, Planning and Evaluation*, second ed. Washington, D.C.: Board Source, 2009.

## Chapter 8

# HUMAN RESOURCES



On par with a library's holdings are its human resources. Without appropriately trained staff, library resources would be inaccessible and useless to the community. Trustees on the library board hire and evaluate the library director, who has the major responsibility for library operations and oversight of library staff. The trustees, in turn, set policies to govern human resources issues affecting all staff.

The single most important decision a library board makes is to hire a library director. The success of the library's mission—its programs and services—depends upon the competence and commitment of that one professional more than any other factor.

Obtaining—and keeping—a successful library director must be a top priority for the library board. Along the same lines, the board must ensure that salary and benefits remain competitive, within the library's means. The familiar adage, “you get what you pay for,” is as applicable to library management as to any other field requiring advanced education and high professional standards.

The issue of benefits looms especially large these days. With the health insurance industry in a state of high fluidity and under intense cost pressures, providing solid, satisfactory health coverage poses a major challenge to all employers. Moreover, Illinois requires that a retirement plan be provided for full-time municipal employees. Some plans may include some part-time staff as well. In addition, many employees wish to participate in tax deferred compensation programs that can be authorized by the library board as an attractive, virtually no-cost benefit. Library boards must take all these expectations into account when designing benefit plans.

Maintaining open, positive relations with staff also must be a high priority for library boards. Regular performance reviews for the library director, maintaining proper relations with subordinate staff, and handling grievances all fall under this broad umbrella.

**Note: The Illinois Open Meeting Law, 5 ILCS 120, mandates that meetings of library boards be open to the public. However, the law does allow for closed meetings for discussion of sensitive topics such as interviewing of candidates, performance evaluations, hearing of grievances, and union negotiations. See the section, “Board Meetings the the Open Meetings Act,” in Chapter 3 for the circumstances under which a closed meeting may be called.**

78

## Hiring a Library Director

Before any recruiting begins, the library board must draft a comprehensive and accurate job description.

### Job Description

The table on page 33 summarizes the type of information that a job description for library director should contain. The job description must be kept current, as it is the basis not only for hiring but also for performance evaluations.

### Prioritizing Goals

Before recruiting begins, the board should revisit the long-range, strategic plan for the library. (See Chapter 7, "Planning.") What are the main goals in the plan? What activities do they emphasize? Perhaps a goal calls for expanding inadequate facilities. Or perhaps the library board has embraced a long-term objective of reaching out to a growing and underserved minority in the community.

Make a one-page bullet list to emphasize the major goals that the board has endorsed for future direction. This information will be useful in the recruiting process and in interviews.

### Recruiting

For larger libraries, one of the most effective ways to advertise availability of a library director position is to place ads in professional journals such as the *Library Journal* and *American Libraries*. Joblines—online job-search resources—are also available and can be used effectively by libraries of all sizes. Both the ALA and the ILA websites have joblines. Regional library systems also post position vacancies on their websites, which draw a great number of local inquiries.

#### Joblines

##### Online Job-Search Resources

ALA	<a href="http://joblist.ala.org">joblist.ala.org</a>
ILA	<a href="http://www.ila.org">http://www.ila.org</a>
	Select Jobline

A job ad should include statistics indicating the scope of the job and salary information. A salary figure may be "ballparked" if the board wishes to leave room for negotiation. The ad might also highlight one or two major goals in the board's strategic plan for the library. The following is a sample job ad.

### Legal Requirements

Library trustees, like other employers, must comply with state and federal laws that prohibit discrimination in hiring. It is illegal to discriminate on the basis of sex, race, creed, color, religion, age, country of national origin, individual lifestyle, or physical disability. If possible, have a legal advisor preview questions for and written communications to candidates.

### Interviewing candidates

Interviewing is an art, as many people intuitively realize. There are library consulting firms that specialize in recruiting and advising institutions on effective and recommended recruitment practices. The process generally follows the steps below.

A library board should delegate interviewing tasks to a committee of the board. The same individuals should participate in all the interviews. Before any interview is conducted, the

committee should draft a list of questions that will be asked of each interviewee. Some of the questions should pertain to the long-range goals that the board has previously identified.

The committee should provide time after each interview for interviewers to make written notes of their impressions.

The committee submits its recommendation to the whole board. Final candidates should meet with the full board, and if possible, with key staff members. When the board has reached consensus on a candidate, references should be checked. The job offer should specify salary and benefits along with the preferred starting date. There may be some flexibility involved, but a deadline should be clear. The other candidates should be notified of the selection only after the chosen candidate has accepted.

### **Job Title: Library Director**

#### **I. Job Responsibilities**

Note: Depending on the size of the library, some of the duties may be delegated to the staff, but the responsibility for the successful completion of the work remains with the library director.

- Administrative role: Hire and supervise library staff; implement policies as established by the board; receive and expend funds according to budget; oversee services.
- General advisory role: Advise the board on issues from policymaking to budget preparation; inform the board about developments in the library field.
- Financial role: Prepare draft budget for consideration by the board; participate in presentation of the annual budget to municipal officials; prepare grant applications.
- Reportorial role: Prepare periodic budget reports and reports on circulation statistics or other relevant data; prepare annual report for ultimate submission to state library.
- Collection management role: Oversee selection of all materials; catalogue and process materials according to accepted standards; weed materials in accordance with policies established by the library board; advise the board on collection development issues.
- Facilities management role: Oversee maintenance of grounds and buildings; oversee custodial staff; oversee safety programs and state and federal regulations.
- Public relations role: Interface with community members and groups to develop support for the library; prepare publicity plans and handle media relations.

#### **II. Qualities the Board is Seeking**

- Excellent interpersonal skills, with the ability to facilitate discussion and build consensus.
- Excellent communications skills, including public speaking ability.
- Administrative skill, especially the ability to supervise staff and delegate responsibility, fairly and in accordance with board policies and state and federal laws.
- Ability to work well within lines of authority and to accept decisions made by the board.
- Excellent analytical skills. Ability to work with and manipulate statistical data.
- Ability to work with electronic media, including computers and the Internet.
- Ability to handle complaints and controversy with objectivity.
- Ability to plan and handle multiple, competing priorities, and accommodate deadlines.

#### **III. Education and Experience**

- Bachelor's degree; Master of Library Science degree preferred.

## *Performance Evaluations*

Evaluation of the library director is an ongoing process, as is evaluation of the library's total

offering of programs and services. The board should conduct such evaluations on at least an annual basis. The first such evaluation for a new director might occur at the end of a probationary period of several months.

The evaluation can be guided by a standard checklist of performance criteria. At least a couple of the performance criteria should be tied to goals in the library's long-range plan. The board and the library director should review the performance criteria at the beginning of the year so the basis of the future review is clear to all parties.

### Setting Goals

No performance evaluation is complete without an eye to the future. The trustees and director should identify several objectives, based on goals in the long-range plan, for the director to work on in the coming months. These objectives then become inputs for future performance reviews.

Evaluation of the library director's performance should be based broadly on the following three factors.

#### Factors for Performance Evaluation

**Job Description:** Performance of the director as evaluated according to the written job description

**Objectives:** The director's progress carrying out previously identified objectives, in conjunction with specific long-range goals

**Leadership:** The success of the library in carrying out service programs, under the leadership of the director

### Written Components

For reasons of consistency and legal viability, a formal performance evaluation should generate written records. These records should consist of

- a formal written evaluation by the board, signed by a representative of the board.
- a signed self-assessment submitted by the library director.

The written records are legal protection for both parties in the event that a disagreement involving the director's performance of duties should arise. They also provide a baseline for future performance evaluations.

### Records Confidentiality

Human resources records require sensitive handling. Personal details of an employee's record are private and confidential in nature. Medical information is especially sensitive and should be kept separately from general personnel records. Management and use of human resources records are governed by the Personnel Record Review Act: 820 ILCS 40. For a sample personnel records request form, go to the Illinois State Library Administrative Ready Reference, <http://www.webjunction.org/partners/Illinois/il-topics/readyref.html>: select **Policy Model**. Then select **Personnel Policies**; select **Model Library Personnel Record Policy**.

### Terminating Employment

For any number of reasons, the board and/or the director may decide that it is time for the director to go. Though the director may have been hired under contract, that contract may not be legally enforceable. If the director wants to resign, it is probably best for the board to accept that decision, even if there was a written or oral agreement about a longer period of employment.

If the board faces the delicate task of terminating the director's employment, it is highly advisable for the board to consult a legal advisor before firing a director. Illinois is an "at will



employment" state, and most directors serve at the pleasure of the board. To avoid the possibility of litigation, a legal advisor will advise the board whether to document cause for termination of an employee or terminate the director "at will."

Whatever the cause of the parting, the board should conduct an exit interview with the director. A frank and open discussion of differences can identify problem areas that the board may want to remedy in future director relationships, or at the least, pitfalls to avoid in the next round of hiring.

### *Trustee Relationships with Subordinate Staff*

The library board works directly with the library director in the administration of the library, and the director is directly answerable to the board. However, the situation with subordinate staff is quite different. These staff members will have been hired by the library director (past or present) and report directly to her or him. Therefore it is important that trustees avoid interference in the lines of authority between director and subordinate staff.

Occasionally, an aggrieved employee may approach a trustee with a complaint. The proper response on the trustee's part is to direct the employee to take up the problem with the library director.

The board should have a clearcut, written policy for handling staff grievances. If the problem cannot be solved at the director's level, then it may have to come before the board—but only according to an established, written policy.

For a sample grievance policy, go to the Illinois State Library Administrative Ready Reference: <http://www.webjunction.org/partners/illinois/il-topics/readyref.html>: select **Policy Model**. Then select **Personnel Policies**; select **Grievance Procedure Policy**.

### *Salary and Benefits*

Determining appropriate salary levels involves two hard realities of economics: available resources and supply-and-demand competition among the available pool of personnel. To attract good people, the board of trustees should offer a competitive salary for the range of duties each position entails. The board sets the compensation structures and the level of each job with a minimum and maximum salary for the position; the director administers the salary and benefit program for the other employees, according to the board's policies. The board confirms new hires and salaries.

The Illinois Library Association advocates fair compensation for library employees within these guidelines:

- A qualified, entry-level librarian should be compensated at no less than the same rate as an entry-level public school teacher with a master's degree, with adjustment to reflect a librarian's 12-month (rather than teacher's 10-month) work year.
- All other library staff should be compensated at levels that are competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.

For additional help in setting appropriate salary for staff positions:

- confer with other comparable libraries in your library system or region and other local governmental agencies.
- seek input from other libraries of similar size, from school districts, or from the municipality.

Benefits are becoming an ever bigger part of the total rewards package. The cost of health insurance continues to rise at rates far ahead of annual inflation. If possible, the board should consult with a benefits specialist to find the best, most cost-effective combination of benefits. Some certified public accountants (CPAs) now offer benefits consulting as part of their ser-

82

ices. Also seek options to join cooperatives to get good benefits at a more competitive price.

## *Human Resources Policy Manual*

A necessary tool for employer and employees alike is a human resources policy manual. Such a manual might be prepared and maintained by a board committee in close consultation with the library director.

Document salary grades, benefits, paid holidays, vacation, and any other information relevant to staff in the manual. Distribute the manual to all staff members and have them sign a statement indicating that they received a copy. The manual is a guide to the policies of the library. Do not consider it or imply that it is a contract.

## *Union Negotiations*

Public employees in Illinois have the right to join unions to bargain collectively for salary, benefits, and working conditions. In libraries in which staff members are unionized, it is the board's responsibility to negotiate terms of employment with union representatives. The library director should, of course, have input to these negotiations. In the final event, however, it is the board that will have to reach agreement in collective bargaining.

It is critically important that trustees adhere to state and federal laws governing labor relations when negotiating with union representatives. It is equally important that the board observe legally proper conduct during union organization and election activities.

It is highly recommended that the board may consult with an attorney with expertise in labor relations. The following resources may also be useful.

**National Labor Relations Board:** <http://www.nlr.gov/>

**American Arbitration Association:** <http://www.adr.org>

## *Resources*

Baldwin, David A. *The Library Compensation Handbook: A Guide for Administrators,*

*Librarians and Staff.* Westport, Conn.: Libraries Unlimited, 2003.

Cole, Jack and Suzanne Mahmoodi. *Selecting a Library Director: A Workbook for Members of a Selection Committee,* revised 1998. St. Paul, Minn.: Friends of the Library Development and Services, the Minnesota State Library Agency, a unit of the Minnesota Department of Education, 1998.

Cravey, Pamela. *Protecting Library Staff, Users, Collections and Facilities: A How-to-Do-It Manual.* New York: Neal-Schuman Publishers, 2001.

Evans, G. Edward. *Performance Management and Appraisal: A How-To-Do-it Manual for Trustees and Librarians.* New York: Neal-Schuman Publishers, 2004.

## Chapter 9

# FACILITIES



A public library serves people of all ages, widely varied educational experience, and multiple linguistic backgrounds. It endeavors to meet educational and cultural needs of these diverse communities against a backdrop of rapid and continual technological change. No wonder libraries and the facilities that house them tend to become mismatched over time. Consider any of the following scenarios in a public library. Do any sound familiar?

### *An Ill-fitting Suit . . .*

- The library director has just catalogued and processed a major publisher's new eight-volume series of books on global warming and climate change. When library staff members attempt to shelve this timely and valuable source in the appropriate number range in the reference stacks, there is no room for shifting books on the shelves to accommodate the series. The director and staff now have to come up with a makeshift solution to their space problem.
- The local community has experienced something of a "baby boom" within the last decade; as a result, the Saturday story hour for children is popular as never before. Two years ago, the library split the 11 A.M. Saturday story hour into two story hours on Saturday, at 11 A.M. and 2 P.M. Now, both of the children's story sessions are overcrowded.
- Because of space and wiring limitations, the library can accommodate only two online catalogue computer terminals. Five years ago, that level of support was adequate. Now, at high-use times, patrons have to take a number and wait in line to use the computerized card catalogue.
- When the library was built in 1914, large floor-to-ceiling windows were incorporated into the design to provide ample natural lighting in the main reading room. Then in the 1970s, the cost of energy and the cost of replacing large, custom panes of glass convinced the library board of that era to close up most of the window space and install small, standard-sized windows. Ever since, patrons have complained about the dark gloom in the reading room and the eerie, unpleasant shadows cast by the fluorescent lighting.

### **A Cautionary Tale**

In the 1970s, the main library of the Chicago Public Library was moved out of its long-time, 1897 Beaux-Arts home, which the city then transformed into a downtown cultural center. The library was temporarily housed in the Mandel

84

Building on Chicago's major commercial thoroughfare, Michigan Avenue. The library's holdings were scattered among several floors, challenging and confusing staff and patrons alike. Many users of the main library remember the 1970s as a frustrating era of misshelved or missing books. In 1982, the city moved the main library to occupy the recently vacated Goldblatt department store on the city's traditional Loop shopping street, State Street—another temporary and less than ideal arrangement.

Through careful planning with the city and a re-assessment of user needs, this story does have a happy ending. In 1991, Chicago dedicated the magnificent Harold Washington Library Center. The structure fittingly hosts the main collection of the nation's "second city" and lends a dignified, stable presence to Chicago's South Loop area.

In Chapter 7, "Planning," you read about the importance of long-range, or strategic, library planning. Adept, timely planning may enable you to avoid unhappy scenarios such as those described above. Conversely, inadequate planning will surely land you sooner or later in one unhappy scenario or another (or many).

An important part of the library board's duties is providing and maintaining physical facilities. This responsibility involves monitoring existing facilities and—when necessary and appropriate—planning and budgeting for renovation or construction of facilities.

## *Evaluating Library Facilities*

Staying one step ahead of the forces at work in our contemporary world challenges the most meticulous and thoughtful of planners. Demographic shifts alter communities; technological change renders yesterday's practices and procedures obsolete.

To stay on top of things, a board of trustees must keep a finger on the pulse of the library and community. One good way to do this, of course, is to solicit staff, patron, and community feedback, and to incorporate such feedback into the library's strategic planning. Another way to "take the pulse" is to conduct an annual evaluation of library facilities, possibly with the help of a professional library building consultant. The consultant is typically an experienced librarian who has extensive experience planning and implementing library building projects. At the heart of the planning process are the following questions:

- What are our users' needs?
- What services are we offering to meet those needs? What needs are we not meeting?
- Do our library facilities adequately support library services?

The final question, about facilities, is closely related to the first three. If trustees, library director, and staff find they cannot provide services to meet community needs in existing physical facilities, then facility changes of one kind or another will be necessary.

Evaluating physical space can become quite technical. Knowledge about library design and ergonomics (how space and facilities can be maximized for safe, efficient use by the human body) is critically important. As finances and professional availability allow, libraries are well advised to engage the services of a building consultant for facilities evaluation, especially if a building program appears to be in the offing.

Another online resource for library consultants is LibraryConsultants.org at <http://www.library-consultants.org>.

Of course, the library director and staff will have major parts to play in any evaluation of library facilities, as they observe the daily use patterns of patrons and are aware of inadequacies that reoccur.

Precise metrics for determining library space needs are available in Appendix L of *Serving Our Public 2.0*. To obtain an electronic copy of this document go online to the Illinois State Library Administrative Ready Reference, <http://www.webjunction.org/partners/Illinois/il-top->

ics/readyref.html: select **Serving Our Public**.

### ***Library Facility Evaluation Guidelines . . .***

- Conformance to state and federal laws regarding access by persons with disabilities, particularly the Americans with Disabilities Act (ADA)
- ADA became federal law in 1990. ADA establishes specific building codes to ensure accessibility for disabled people.
- For more information, access "ADA Accessibility Guidelines for Buildings and Facilities" at the following federal government-sponsored website: [www.access-board.gov/adaag/html/adaag.htm](http://www.access-board.gov/adaag/html/adaag.htm).
- Shelving space
 

A board-established policy of "weeding out" old materials should clear the way for new materials. However, if new exceeds old, library staff will face a shelving crunch and solutions will be needed.
- Adequacy of display furniture
 

Display furniture such as periodical or paperback racks take up floor space, but are important inclusions to store materials appropriately and attract patrons' interest.
- Staff usage areas
 

Staff members need adequate working space. A computer workstation and adequate desk and file space are the minimal requirements. Staff also need amenities such as a break area with table and chairs.
- Facilities for technology support
 

At minimum, a library needs computer terminal(s) for online card catalogue access, computer(s) for Internet access, photocopier(s), telephones, and fax machine(s); and adequate wiring support for all equipment requirements. Moreover, many patrons regard electrical outlets for their laptop computers as a necessity.
- Lighting
 

Adequate artificial lighting is critical for use of materials as well as vision health. Additionally, natural light enhances the library environment aesthetically. Natural light must not, however, be strongly intrusive, as in direct morning or afternoon sunlight, especially in areas where computers will be in use.
- Circulation/checkout areas
 

Counter space should be adequate to accommodate the flow of patrons. The checkout desk must have at least one station to accommodate wheelchair height, according to ADA regulations. This station will also be at a friendly height for young children.
- Reference
 

If possible, a separate service point should be created for patrons to interact with the reference librarian. A study area, preferably with computers offering Internet access, should be in proximity of the reference librarian so personal assistance can be readily provided.
- Children's Services
 

A separate area should be created for children that reflects their special interests, accommodates their collections, and allows for their youthful chatter. Staff assistance should be nearby to help children and parents in selecting age-appropriate materials. The space should accommodate school visits and programs, if possible.
- Meeting Room
 

Although not all facilities can provide a space for library programs and community groups, it should be a goal for planning. The library can enhance its value to the community by providing programs of interest to children and adults. By offering a meeting place to civic groups, the library will become the "heart of the community" and a relevant resource in people's lives.

86

- **Storage, Mechanical Equipment and Maintenance Areas**  
A surprising amount of space is required for non-public service functions in a library. Storage is needed for supplies used in ordering and processing, for required retention of records, and for materials awaiting cataloguing or repair. Cleaning supplies and equipment must be stored safely, and convenient access to a "janitor's closet" with sink is essential for maintenance activities. Areas for heating and cooling equipment should be located in safe areas with attention given to the impact of noise of operation on the library service areas and neighbors.
- **Special service areas**  
If space is available, some libraries provide a quiet study room, a business resources room, or a local history room. Allocation of special spaces is determined by local needs and building layouts.
- **Amenities**  
Restrooms and water fountains must be clean and accessible to everyone, including the disabled. The number and/or size of bathrooms should accommodate patrons at all times without imposing long waits. Local zoning codes should be consulted.
- **Climate control**  
The library should provide a comfortable environment year-round. Heating and cooling systems must be clean and safe to protect against buildup of molds, bacteria, or other pathogens. The library should retain the regular services of a reputable heating/AC (HVAC) company.
- **Cleaning service**  
The importance of maintaining a clean environment has been highlighted in recent years by press stories about possible links between rising asthma rates in children and the dusty environments in which many children live. Library officials should continually monitor the adequacy of cleaning the library, whether done by janitorial staff or a service.
- **General appearance and condition of building(s)**  
The trustees should be alert to any evidence of possible structural problems. Where concerns arise, a structural engineer should be retained to make appropriate inspections. Facilities that look dated or shabby may turn away patrons: is it time for a major redecoration? An engineer can also prepare a schedule for structural maintenance (tuckpointing, window re-sealing, etc.) and systems maintenance (HVAC, electrical, etc.) for planning and budgeting purposes.
- **Security**  
The library should have adequate protection during off-hours, such as an appropriately alarmed and monitored security system. Security staff may also be needed to assure a safe, positive environment for patrons and staff when the library is open. The library might choose to hire an on-site security guard during certain hours, particularly in busy periods and closing hours.
- **Protection against fire**  
Most municipalities have fire codes. Library trustees should verify that library facilities meet all such codes. In particular, care should be taken with flammable materials, and fire extinguishers and alarms should be installed according to code. Emergency exits should be well-marked and lit. Staff should have an evacuation plan and a storm "take-over" plan and practice it from time to time.
- **Location in community**  
Towns, cities, and communities change. Is the library still in a central, reasonably accessible location for the whole community? If not, should branch outlets or mobile service be considered?
- **Parking**

Fifty years ago, far fewer people drove cars in their daily activities than today. Patrons expect to be able to drive to the library and park; otherwise, many will opt for some other activity. Verify that parking is adequate for the library hours of greatest use. Verify that disabled parking spaces are provided, in accordance with ADA regulations. There may be local guidelines or zoning codes regarding the number of parking spaces needed.

### **What Next?**

A thorough, annual facilities evaluation might lead the trustees to any of several conclusions. For example, finding facilities to be adequate might lead them to identify a few minor improvements to be made. On the other hand, the trustees might identify major shortcomings in the facilities that can be remedied only by a building program. That program might take the shape of an expansion of existing facilities or the construction of an entirely new library.

## *Deciding To Build*

A building program is a long, complex process. The potential payoff for the library's mission and future is huge, but the potential pitfalls are numerous.

### **A Building Committee**

When trustees have concluded that fulfilling the library's mission in the community calls for new facilities, the board should form a building committee. This committee should embrace at least some of the trustees, members of the community, and the library director.

In the early stages, this committee might be called a Building Study Committee to reflect its pre-commitment function. Once an architect has been hired, plans have been approved, and a contractor has been hired, the committee might evolve into a Construction Committee.

### **Library Building Program Statement**

A building committee's first major task is to draft a building program statement. This is a carefully written document that describes the general building requirements necessary to satisfy the library's functional needs (which, of course, should be based on community service needs identified in the library's strategic plan). Library building consultants can be very helpful with this process and may be required for library construction grants.

The building program statement will answer four questions, elaborating in considerable detail:

- What are the library's overall space needs?
- How should the space be broken down into departments or service areas?
- How should these areas relate to one another?
- What furniture and equipment will be needed in each area to function efficiently and respond to user needs?

The building committee will use the building program statement as a checklist for evaluating plans submitted by an architect later in the life of the project. A well-written building program statement will help ensure that the architect "gets it right" and should minimize or avoid disputes and confusion among the committee members about "what we decided on."

### **Hiring an Architect**

Once the trustees have made a clear commitment to building and have prepared a building program statement, the board's next step will be to engage the services of an architect. A good way to approach this critically important task is to visit libraries that have recently completed building programs. Also see the "Resources" section at the end of this chapter.

The board should solicit presentations by several architects. Each candidate should be interviewed and examples of his or her work on similar projects should be reviewed. Establishing a harmonious working relationship between architect and building committee members is critically important.

When the board has made its selection, the architect and board will work out a formal written contract. The board will want to make provisions for attorney review of the contract.

Additionally, the board may need to include a contingency provision in the contract to allow for the outcome of a public referendum, if such is required. If the referendum fails, how will the architect be compensated? How can the board limit its financial outlay to accommodate this unwished-for outcome?

## *Funding a Building Program*

Library funding comes from several sources. The following sections detail funding sources that may be available for a building program.

### **Levies**

The Illinois Local Library Act establishes that governmental units such as cities, towns, and villages that maintain public libraries may decide, by referendum, to levy 0.02 percent of property taxes for construction projects in addition to taxes allocated for support of libraries. (See 75 ILCS 5/3-1.)

Likewise, library districts may levy 0.02 percent of property taxes for construction projects. The additional levy requires a referendum if the requisite percentage of voters in the district petition for one. (See 75 ILCS 16/35-5.)

### **Bond Issues**

Municipalities or library districts may issue bonds to fund construction programs. A bond issue requires voter approval in a referendum.

- For information about bond issues for libraries in municipalities, see 75 ILCS 5/5; 75 ILCS 35.
- For information about bond issues in library districts, see 75 ILCS 16/40-10, 15, 20.

There are financial consultants available to help estimate costs and plan for a referendum.

### **Grants**

State construction grants may be available through the Illinois State Library. For information on such grants, go online to the Illinois State Library Administrative Ready Reference: <http://www.webjunction.org/partners/illinois/il-topics/readyref.html>: select **Planning for Grants**.

Additionally, there are many opportunities available through national and local governmental agencies, not-for-profit organizations, foundations, and professional associations.

## *Resources*

- Cravey, Pamela. *Protecting Library Staff, Users, Collections and Facilities: A How-to-Do-It Manual*. New York: Neal-Schuman Publishers, 2001.
- McCabe, Gerard B., and James R. Kennedy, eds. *Planning the Modern Public Library Building*. Westport, Conn.: Greenwood, 2003.
- Sannwald, William W. *Checklist of Library Building Design Considerations*, fifth ed. Chicago: American Library Association, 2008.
- Woodward, Jeannette. *Countdown to a New Library: Managing the Building Project*, second ed. Chicago: American Library Association, 2010.



## Chapter 10

# BUDGETING AND FINANCIAL MANAGEMENT



Most people understand the basic logic of budgeting: you take in money, called income or revenue; and you spend money, called expenditure, to obtain goods and services. In a healthy, well-regulated economy—whether a home, business, or government—expenditure does not exceed income.

A public library is largely dependent on the governing authority for its tax support, whether the governing authority is the host municipality or township, or in the case of library districts, the revenue generating taxing authority of the district itself. No less than other economies, the budgetary and financial health of a public library relies on the basic budgetary logic of revenue and expenditures.

Within budgetary constraints, library officials seek adequate revenues; authorize appropriate expenditures; and keep careful track of money flow. These activities are all part of a program of financial management.

### *Income for Public Libraries*

Most of the income for public libraries comes from taxation on the part of the governing authority. For most Illinois public libraries, that authority is a city, town, village, county, or township. In district libraries, the library district is itself the taxing authority.

### **Revenue from Property Taxes**

The primary source of revenue for most public libraries in Illinois is local property taxes. The Illinois Local Library Act establishes that governmental units such as cities, towns, and villages that maintain public libraries will allocate 0.15 percent of property taxes to funding of those libraries. Communities may choose by referendum to raise the library tax rate to any percentage up to and including 0.60 percent.

Additionally, communities may decide, by referendum, to levy an additional 0.02 percent “maintenance levy” for maintenance, repairs, and alterations of library buildings and equipment.

Library districts may levy the same tax rates as the municipal libraries. The only difference

is that a district library is its own taxing authority. Library districts receive their taxes directly from the county. In the case of a home rule municipality that hosts its municipal library, the library may be given the same power to levy.

In recent years, some Illinois counties, including Cook County and the Chicago metropolitan "collar" counties have adopted so-call "tax caps," more properly called the Property Tax Extension Limitation Law (PTELL) 35 ILCS 200/18-185. This law constrains the rate of growth in property tax collection in neighborhoods where property values are rising rapidly. As a result of PTELL, revenues available to public libraries in some locales are growing at a slower rate than formerly. For some libraries, revenues are actually decreasing due to the implementation of PTELL.

For more information, see <http://www.ila.org/advocacy/tax-cap-information>.

All of this becomes relevant and important when the time comes to estimate revenue in a budgeting cycle. To obtain reasonably reliable revenue projections, library trustees should work with municipal finance officers.

### **Supplemental Taxes**

Public libraries are eligible to levy several additional taxes. These additional taxes are usually referred to as supplemental or special taxes. The special taxes provide additional funding sources for the costs of items such as insurance, Social Security, Illinois Municipal Retirement Fund (IMRF), building/maintenance, and risk management. For those libraries located in a Property Tax Extension Limitation Law (PTELL) county, sometimes known as a property tax county, some special taxes may require a referendum. Contact the county clerk to determine if the ordinances may be levied with or without a referendum.

The following list indicates types of taxes and the applicable citation:

#### **General Corporate (Library)**

75 ILCS 5/3-1 for municipal libraries; 75 ILCS 16/35-10 for district libraries

#### **Building & Maintenance**

75 ILCS 5/3-1 for municipal libraries; 75 ILCS 16/35-5 for district libraries

#### **Tort & Immunity (Insurance) Fund**

745 ILCS 10/9-107 for municipal and district libraries; also see 75 ILCS 5/4-14

#### **Audit**

65 ILCS 5/8-8-8 for municipal and district libraries

#### **Illinois Municipal Retirement Fund (IMRF)**

40 ILCS 5/7-171 for municipal and district libraries

#### **Social Security**

40 ILCS 5/21-110 and 21-110.1 for municipal and district libraries

#### **Medicare**

40 ILCS 5/21-110 and 21-110.1 for municipal and district libraries

#### **Working Cash Fund**

75 ILCS 5/3-9 and 75 ILCS 5/4-13 for municipal libraries; 75 ILCS 16/35-35 & 16/30-95 for district libraries

#### **Special Reserve Fund**

75 ILCS 5/5-8 for municipal libraries; 75 ILCS 16/40-50 & 16/40-5 for district libraries

### **State Grants and Federal LSTA Grants**

In addition to taxes, a number of state and federal grants are available to public libraries as potential revenue streams. In Illinois, most of these grants are administered through the Illinois State Library in Springfield.

The U.S. Congress allocates federal grants to public libraries through the Library Services and Technology Act (LSTA). This federal source of funding has been available in one form or

91

another since 1956. In Illinois, public libraries apply for LSTA through the Illinois State Library.

Soliciting grants requires special skills and thorough knowledge of the grant application process. The library director or other staff member who is experienced in applying for grants should prepare and submit all grant applications.

To apply for federal or state grants, visit the website of the Illinois State Library. A good place to start is the Administrative Ready Reference, <http://www.webjunction.org/partners/illinois/il-topics/readyref.html>; select **Planning for Grants**.

### **Grants from Other Organizations**

There are many opportunities available through national, state, and local governmental agencies, not-for-profit organizations, and foundations, in addition to professional associations.

### **E-rate Funding from the Federal Government**

The U.S. Congress passed legislation in 1996 to help public libraries cope with financial demands of the technological revolution, such as buying computers and leasing Internet service. The legislation set up the so-called "e-fund." According to provisions in the law, the e-fund is funded by a special federal tax on phone companies. The Federal Communications Commission (FCC) is charged with accepting applications for e-fund grants, approving grants, and distributing the money through the School and Library Division. More information on the application process can be obtained from the Universal Service Administrative Company website, [www.sl.universalservice.org](http://www.sl.universalservice.org).

Note that acceptance of e-fund grants requires libraries to adhere to certain federal regulations. Public libraries must install and maintain filtering software on computers that support Internet connections, in compliance with the Children's Internet Protection Act (CIPA), passed by Congress in 2000. For more information on CIPA, see Chapter 6, "Intellectual Freedom."

### **Charitable Donations**

Public libraries encourage charitable donations from private citizens and companies. (This topic is discussed in more detail in Chapter 11, "Fundraising.")

Public libraries may receive tax exempt charitable gifts in their role as part of a municipality or as a sovereign political subdivision (in the case of district libraries). Any such donation vests in the library board of trustees. The board of trustees automatically becomes a special trustee of the donated property. No special incorporation is required.

Another way in which a library may choose to accept charitable gifts is to set up a tax exempt foundation under Internal Revenue Service Code §501(c)(3). This approach has inherent costs, such as incorporation fees and accountant fees for preparing federal tax returns. Some libraries may find the foundation structure helpful in conducting development campaigns.

For more details about accepting charitable donations as a public library, go online to the Administrative Ready Reference (previously cited): select **Charitable Giving**.

### *Library Expenditures*

As we all know, everything costs. The services that a public library provides require staff, facilities, resources, and many other costly inputs. The following list summarizes the main categories of expenditures for a typical public library.

### **Library Expenditures**

- Staff salaries and benefits
  - Because libraries are service-driven organizations, expenses associated with obtaining and keeping competent, qualified staff will be the largest entry in the accounts ledger.
- Materials
  - Books, e-books, DVDs, audio books, and periodicals are all examples of library materials.
- Operations
  - This category includes building maintenance, utilities, supplies used by staff and patrons, and many other items.
- Technology
  - All the computers, scanners, printers, photocopiers, Internet connections, regional database connections, local area networks, and telecommunications fall into this category. Of course, technology needs are continually growing and changing and require frequent reinvesting to upgrade and improve services.
- Additionally, public libraries may have special, significant expenditures at particular times, such as expenditures associated with building a new library structure.

### *The Budgeting Process*

Budgeting is a complex, collaborative process. It requires many different inputs and achieves best results when many voices expressing various viewpoints are heard. A budget should reflect the appropriate mix of visionary creativity and well informed fiscal reality.

In the broadest sense, two inputs are required to fashion a budget: (1) a needs and goals assessment, and (2) an estimate of available resources.

The needs and goals assessment comes directly from the library board's long-range plan. Planning and budgeting go hand-in-hand. "The budget is the long-range plan in numbers, and the long-range plan is the budget in words," as some library administrators have observed.

### **Lines of Responsibility**

Although budgeting is a collaborative responsibility, ultimately the library board must put its stamp of approval on a budget and submit it to the governing (funding) authority. (Note that the ultimate funding authority in a library district is the library board itself. These comments apply to municipal libraries.)

The board has ultimate responsibility for the budget. However, trustees will not be able to do this job without significant input from staff, especially the library director.

The director, in turn, will probably depend upon other staff to help collect pertinent data and assess library needs. All these players should have a say.

Finally, the governing authority gives a thumbs up or down on budget matters, based on their understanding of community needs and interests.

### **Steps in the Budgeting Process**

Budgeting is an ongoing activity in library management. The following list is intended only to suggest the broadest outline of the budgeting process.

#### ***Budgeting Guidelines . . .***

- Begin well in advance of deadlines.
- Evaluate last year's budget. Ask: How well did it support services? How well did it enable library staff and trustees to carry out long-range plans?
- Consider salaries and benefits early in the process; these costs will rank among the highest in the budget. (See the "Library Expenditures" list earlier in this chapter.)

- Continually evaluate budget decisions in light of goals and objectives established during the planning process. (See Chapter 7, "Planning.")
- Earmark annually, if possible, a sum for a new program or service enhancement.
- Try to anticipate next year's problem areas and obtain preliminary estimates.
- Develop a multi-year plan to fund building and equipment repairs and replacement. Proactive planning will significantly reduce costly, unbudgeted capital expenses.
- Don't try to hide the budget: work to obtain staff and community buy-in.
- When the board has approved the budget, prepare to make a professional presentation to the appropriate funding authorities. Be prepared to explain and justify costs to municipal officials. Persuade authorities that they have a stake in the library's success in the community.

## *Financial Management of the Library*

In general terms, financial management is all the things a library board, director, and staff members do to implement the budget. It is an ongoing daily, weekly, and monthly task.

Funds must be dispersed and collected continually to keep a public library running. State statutes and library board bylaws specify procedures for making purchases and dispersing funds. For example, a provision in the bylaws may grant the treasurer of the board check-writing privileges for expenses up to a certain amount; it may require joint signatures of both the treasurer and the board president for large expenses.

Typically a public library has an operating fund, out of which ongoing, regular expenses are paid. Additionally, libraries may have a capital fund and, perhaps an endowment fund. The following table summarizes types of library funds.

### **Types of Library Funds**

<b>Fund</b>	<b>Purpose</b>
<b>Operating</b>	To pay day-to-day expenses and deposit regular sources of income
<b>Capital</b>	To pay for special, large expenses such as for a building program, major equipment purchase, or structural improvements
<b>Endowment</b>	May be established to receive and invest monetary charitable donations
<b>Working Cash</b>	Enables libraries to have in its funds, at all times, sufficient money to meet demands for ordinary and necessary and committed expenditures for library purposes. (75 ILCS 5/3-9 and 5/4-13; for district libraries, 75 ILCS 16/30-95 and 16/35-35)

### **Periodic Reports and Audits**

Tracking the collection and dispersal of funds on a regular, rational basis is critically important. Personnel should file with the board regular financial reports reflecting standard accounting practices. Such reports might be generated by the library director or the director in collaboration with the board treasurer, for example. Reports might be presented on a quarterly basis for smaller operations, or on a monthly basis for larger libraries. Financial reports should be organized in useful categories with sufficient information to monitor expenses. Categories generally include:

- Salaries
- Benefit costs
- Commodities (supplies)
- Contractual expenses

- Capital expenses

More descriptive account lines may be added to each category to track expenses.

Public libraries in Illinois are required by law to submit an annual report to the principal funding agency (village, township, city, or library district) and to submit a duplicate copy to the Illinois State Library.

Public libraries are also advised to contract with a qualified professional to conduct an annual audit. Municipal public libraries with income of \$850,000 or greater are required by law in Illinois to conduct an annual audit. District libraries must submit a comptroller's report even if they do not conduct an audit. These mandated records are public documents that must be retained and made available to the public.

## Resources

The Illinois State Library's Administrative Ready Reference Menu (previously cited) offers several resources related to budgeting and financial management of a public library. The following items may be especially useful:

- Charitable Giving
  - General guidelines and samples of letters to donors
- Non-Resident Fee Calculation
  - A formula for calculating library fees to charge non-residents
- Ordinances
  - Under "Financial" subhead: Illinois laws concerning financial aspects of library management
- Planning for Grants
  - Information about grants available to public libraries through the Illinois State Library
- Policy Model
  - Under "Financial" subhead: coverage on topics including budget and finance policy; division of financial responsibilities between the board and the library director; and investment of public funds
- Property Tax Extension Limitation Law (PTELL)
  - Details about PTELL, popularly known as "tax caps" (See the subsection, "Revenue from Property Taxes," near the beginning of this chapter.)

## Specific Titles

- Berger, Steven. *Understanding Nonprofit Financial Statements*, third ed. Washington, D.C.: Board Source, 2008.
- Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries*. Chicago: Illinois Library Association, 2007.
- Fry, Robert P. *Minding the Money: An Investment Guide for Nonprofit Board Members*. Washington, D.C.: Board Source, 2004.
- Lang, Andrew S. *Financial Responsibilities of Nonprofit Boards*, second ed. Washington, D.C.: Board Source, 2009.
- Prentice, Ann E. *Financial Planning for Libraries*, second ed. Lanham, Md.: Scarecrow Press, 1996.

**Kids & Teens**

A young child walked into the K&T department from the stairs and said, "Whoa. This is nice. This is really nice."

While a grown-up was trying to get their preschoolers over to the LittleTown area, I stepped in to ask, "Would you want to be a superhero today? There's superhero dress-up over in LittleTown!" The preschooler immediately dropped what was distracting them and headed over. Their grown-up said to me, "You saved the day, now you're the superhero."

**Circulation**

Patron said what a great service this was that we have a notary.

Patron commented how awesome the Little Town is.

Patron commented that she wished we had more handicap parking spaces.

Patron said he was not happy we took out the K&T xerox machine. Doesn't like to wait. I sent him to Tech to use scanner. He might like it better.

"You guys are awesome! That's why I love this library. Everyone wants to help you!" (A patron said to me when I was helping her with a passport.) Monica & Carol both offered her assistance while I was making her copies.

Patron said the IPPL brochure is one of the best he has ever seen. And he would know because he has worked in libraries!

A couple coming from the Art Appreciation presentation commented on how much they enjoyed the event and thought the speaker was fantastic.

**Administration**

A patron who attended the Intermediate iPad class stopped in to admin and said, "you've found a gem in Dave".

A family came in to choose their prizes for the summer reading challenges in youth & the mom raved to me about how great our programs are for all ages that she doesn't mind paying the NR fees. She'd even gotten a friend to sign up as a patron here so they could share it with their family.

**Adult**

Thanks for those books standing up on the shelves (windowing). It's helped me find so many new authors. I like it a lot.

"I learned alot on Tuesday [at Book Buzz for Book Clubs program]. I was unaware of the Novelist website and have logged in several times."

Patron looking at DVDs turned a stack of them spine out and said, "I wish they would shelve the DVDs like this."

On the phone with a patron to provide information on the 3D printer she said, "Our library is pretty cool. We are very lucky."

Received in an email: "I love the library's Libby app, and I'm very excited to listen to [your] audio books."

"A patron stopped by the desk to share that Mary's presentation to the genealogy club was excellent."

**Technology**





### Meeting Ground Rules

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