

Budget and Appropriations Hearing
September 18, 2019 – 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 18, 2019 – 7:10 p.m. – Conference Room

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

- A. Roll Call
- B. Mission Statement: We enrich people’s lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Lives are enriched and dreams are realized.
- C. Public Comment
- D. Communications and Announcement
 - 1. Illinois Adopts Single Occupancy Restroom Law Page 4
 - 2. 2019 Teen Summer Intern Program YALSA Blog Article by Natalie Williams Page 6
- E. Omnibus Consent Agenda
 - 1. Minutes of Regular Board Meeting, August 21, 2019 Page 8
 - 2. Action on Bills/Additional Bills Page 11
 - 3. Building and Grounds Committee Minutes, September 10, 2019 Page 16
 - 4. Ordinance 2019-5 Providing for the Budget & Appropriations for FY 2019/20 Page 17
 - 5. Estimate of Revenues FY 2019/20 Page 22
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director’s Report Page 23 Information
- H. Department Reports Information
 - 1. Assistant Director Page 30
 - 2. Marketing Page 32
 - 3. Adult Page 34
 - 4. Circulation Page 39
 - 5. Technology and Technical Services Page 42
 - 6. Youth Page 45

Board Meeting – September 18, 2019 – page 2

I. Staff Report
None

J. Reports

- | | | |
|--|---------|-------------|
| 1. Treasurer's Report | Page 57 | Information |
| 2. Chamber Reports (Jensen) | Page 61 | Information |
| 3. RAILS | Page 62 | Information |
| 4. Building and Grounds Committee (in Unfinished Business) | | |
| 5. Finance Committee (none) | | |
| 6. Planning/Outreach Committee (none) | | |
| 7. Policy Committee (none) | | |

K. Unfinished Business

- | | | |
|---------------------|--------------------------|------------|
| 1. Architect Search | <i>distributed @ mtg</i> | Discussion |
|---------------------|--------------------------|------------|

L. New Business

- | | | |
|--|---------------------------|-------------|
| 1. Dave Pequet, MPI Investments, Report on Library Investments | Page 69 | Information |
| 2. Funding for the Renovation | Page 95 | Discussion |
| 3. Rebranding the Library | | Discussion |
| 4. Resolution #2019-C Honoring Diane Ruscitti | <i>distributed @ mtg.</i> | Action |

M. Scheduled Meetings

Special Board Meeting October 8, 2019, 4:00 p.m. to interview architectural firms

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 18, 2019, 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 19, 2019.

**Crystal Megaridis, Secretary
Board of Trustees**

**Published in The Doings August
1, 2019.**

8/1/2019 6386146

Jamie Bukovac

From: facilities <facilities-bounces@list.railslibraries.info> on behalf of Kurt Zemla via facilities <facilities@list.railslibraries.info>
Sent: Tuesday, September 03, 2019 11:57 AM
To: Facilities and Building Maintenance
Cc: Kurt Zemla
Subject: Re: [Facilities] Unisex signage

Illinois Adopts Single Occupancy Restroom Law

The Illinois General Assembly recently amended the Equitable Restrooms Act to address single-occupancy restrooms. P.A. 101-0165. Effective January 1, 2020, all single-occupancy restrooms in any "place of public accommodations" and any "public building" must be identified as all-gender and marked with exterior signage that does not indicate any specific gender.

This new law applies to "public buildings," which is not defined in this statute. It appears, however, that the new requirement will affect units of local government throughout the state that have single-occupancy restrooms in their government buildings. It is not clear whether the new requirements apply to all restrooms in a public building (including those in employee-only areas) or only to those restrooms that are made available to the public. We may get more clarity on how this law will be interpreted when administrative regulations are issued by the Department of Public Health, as required by the new law.

It is also important to note that this law is *not* restricted to only new construction or renovations, as indicated in section 20 of the new law. That means local governments should begin evaluating the need for modified or updated signage in their public buildings over the next few months to ensure compliance by January 1st.

The text of the new law is below:

Section 5. The Equitable Restrooms Act is amended by changing Section 20 and adding Section 25 as follows:

(410 ILCS 35/20) (from Ch. 111 1/2, par. 3751-20)

Sec. 20. Application. Except for Section 25, this This Act applies only to places of public accommodation that commence construction, or that commence alterations exceeding 50% of the entire place of public accommodation, after the effective date of this Act.

(410 ILCS 35/25 new)

Sec. 25. All-gender single-occupancy restrooms.

(a) In this Section:

"Place of public accommodation" has the same meaning provided in Section 5-101 of the Illinois Human Rights Act.

"Single-occupancy restroom" means a fully enclosed room, with a locking mechanism controlled by the user, containing a sink, toilet stall, and no more than one urinal.

(b) This Section applies to any existing or future places of public accommodation or public buildings.

(c) Notwithstanding any other provision of law, every single-occupancy restroom in a place of public accommodation or public building shall be identified as all-gender and designated for use by no more than one person at a time or for family or assisted use. Each single-occupancy restroom shall be outfitted with exterior signage that marks the single-occupancy restroom as a restroom and does not indicate any specific gender.

(d) During any inspection of a place of public accommodation or public building by a health officer or health inspector, the health officer or health inspector may inspect the place of public accommodation or public building to determine whether it complies with this Section.

(e) The Department of Public Health shall adopt rules to implement this Section.

Section 99. Effective date. This Act takes effect January 1, 2020.

Municipal Minute is authored by Julie Tappendorf, a partner at the Ancel Glink law firm in Chicago, to provide timely legal updates on topics of interest to local governments.



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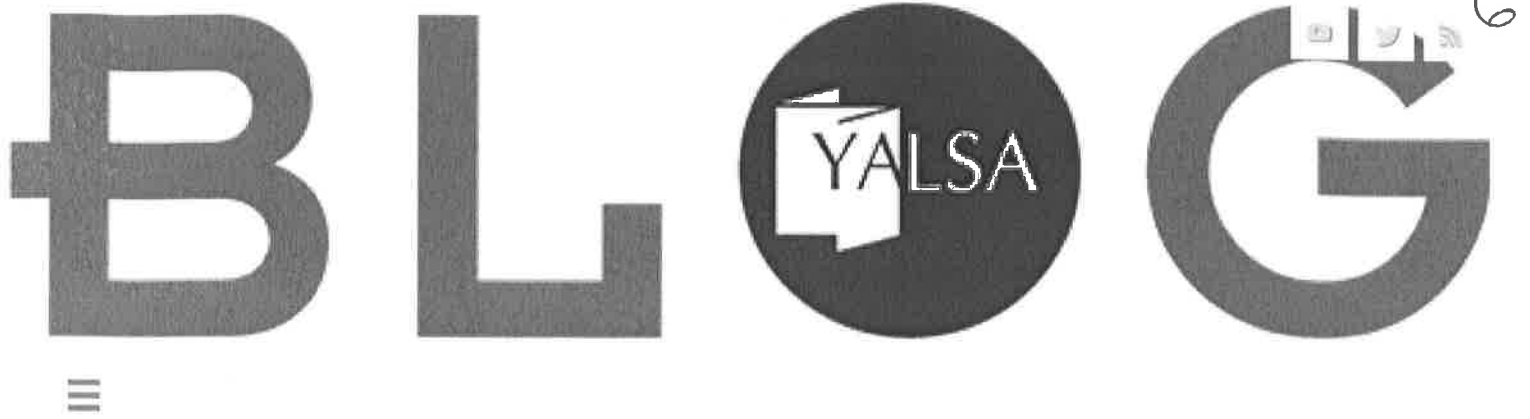
- [Open Meetings Act "Personnel" Exemption Expanded](#)
- [Appellate Court Addresses Prisoner FOIA Use](#)
- [7th Circuit Upholds Construction Licensing Ordinance](#)
- [New FOIA Amendments Just Signed by Governor](#)
- [7th Circuit Addresses Privacy Exemption Under Federal FOIA](#)

Kurt Zemla

Building Services Manager
Barrington Area Library
505 N. Northwest Highway
Barrington, IL 60010
847-382-1300 x2400
balibrary.org

From: facilities <facilities-bounces@list.railslibraries.info> **On Behalf Of** Joanne Schultz via facilities
Sent: Friday, August 30, 2019 2:01 PM
To: Facilities and Building Maintenance <facilities@list.railslibraries.info>
Cc: Joanne Schultz <joanne@stdl.org>
Subject: Re: [Facilities] Unisex signage

Thanks Julie!



2019 TEEN SUMMER INTERN PROGRAM: REACHING UNDERSERVED YOUTH THROUGH TEEN INTERNSHIP AT INDIAN PRAIRIE

BY GUEST BLOG | AUGUST 21, 2019

FUNDING, TEEN GROWTH AND DEVELOPMENT, YALSA INFO., YOUTH ENGAGEMENT AND LEADERSHIP

As a district library, the Indian Prairie Public Library serves parts Darien, Burr Ridge, and Willowbrook, IL. One of the underserved areas in our district is known as Willowbrook Corner. In the summer, staff from the Kids & Teens department visit the Willowbrook Corner Summer Camp at Anne M. Jeans Elementary each week. We present activities to four different groups—approximately 72 kids, in grades K-5.

[Tweet](#)

Our Teen Summer Intern, Carson Wagner, planned and presented the activities for the kids and led various staff members who took turns accompanying him on the visits. With Carson, the kids were able to plant seeds and learn about gardening, create Makey Makey banana pianos, play with a variety of musical instruments that the library circulates, make catapults, complete various art projects, and more. He taught them several cooperative group games, like Frogger, which he incorporated into his visits. On the last day, Carson delivered prize books. Each of the children received a new book to keep.

In addition to visiting Willowbrook Corner each week, this year, we coordinated a bus sharing opportunity with a neighboring school district, Gower Schools in District 62. This way, the library could use Gower's summer school buses and drivers to pick up the kids from Anne M. Jeans in District 180, bring them to the library, and take them back to their summer camp. We did this because we know that transportation is a limiting factor for many families who are not able to get to the library. We want to test and try new ways to reach these kids and their families.

Carson planned activities for the kids when they visited the library. Kids were able to play games on the Nintendo Switch, use computers and tablets, create and sew in the makerspace called the WouldShop, make buttons, play with puppets, read, see their own artwork in the Prairie Patch (our community garden) and so much more. We received a lot of positive feedback and hugs from the children when they visited. We heard comments like, "This is where I'm going to work when I grow up," and "Wow, I'm going to need at least three days to do everything I want in here."

The Teen Summer Intern position was made possible through the grant received by YALSA and Dollar General. We are thankful for the opportunities that we've had because of this grant. We believe that our community, particularly the children who live in Willowbrook Corner, benefited from Carson's work. We also believe that the experience was advantageous for Carson, who gained experience interviewing, training, and working in the library.

Natalie Williams is Head of Youth Services for Indian Prairie Public Library District.

Share this:



Related Posts:

- 1. 2019 Teen Summer Intern Program: Teens engaging children through inquiry-based play
- 2. Jefferson County Public Library Summer Internship Process
- 3. Apply now for YALSA's 2017 Summer Learning Resources and Teen Summer Intern Grants
- 4. Teen Summer Internship @ Laurel Public Library

TAGGED maker spaces, summer learning grants, teen summer intern program. BOOKMARK THE PERMALINK.

« Teen Demographic Shifts

Young Adult Services Symposium: Two PreConferences Not To Be Missed »

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of August 21, 2019

**Board of Trustees Regular Meeting
August 21, 2019 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:23 p.m. Secretary Megaridis called the roll. Present: Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano

Absent:

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others:

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

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

Vision Statement: Secretary Megaridis read the library vision statement. Lives are enriched and dreams are realized.

C. Public Comment

D. Communications and Announcements

- 1. Article in Literacy DuPage Spark Newsletter

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, July 17, 2019
- 2. Action on Bills/Additional Bills
- 3. Approval of 2019 Illinois Public Library Annual Report
Damon moved, Krupicka seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director’s Report

With respect to the architectural firm search, Bukovac reported that six firms are coming for a tour. Two other firms will be submitting a response but are not asking for a tour.

H. Department Reports

I. Staff Report – none

J. Reports

- 1. Treasurer’s Report – backup in packet.

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

K. Unfinished Business - none

L. New Business

1. Appointments to Committees – Suriano said the appointments are as follows:
 Building & Grounds: Krupicka (chairperson), Megaridis, Akhras
 Finance: Krupicka (chairperson), Damon, Ruscitti
 Policy: Damon (chairperson), Frawley, Megaridis
 Planning/Outreach: Krupicka (chairperson), Akhras, Ruscitti
2. Proposal to Extend Reading Garden Pavers and Install Steps – Birmingham noted that at their April meeting the Building and Grounds committee discussed adding an additional patio to the east of the Reading Garden and adding stone steps leading down to the Prairie Patch along the dry river bed area. Additional outdoor space has been a frequent request from our residents and will be helpful for outdoor summer activities. Birmingham reviewed the project costs. Our Building Services Coordinator will complete the installation himself, saving us labor costs. Ruscitti moved, Damon seconded to approve the landscaping improvement proposal including patio, steps and benches at a total cost of \$6513.00. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano, Ruscitti. Nays: none. Abstain: none. Motion carried unanimously.
3. Architectural Firm Search – Bukovac reported that the Request for Qualifications was sent to five architectural firms and a notice was published in The Doings and Suburban Life. The process for the search is to have the Building and Grounds Committee review the RFQ's and select three firms to interview. The committee would develop questions for the interview and visit libraries designed by the three firms. The Trustees felt it would be valuable to have the full Board do the interviews. They discussed October 7 or 8 for a special Board meeting at which they would interview the three firms chosen by the Building and Grounds Committee.
4. Strategic Plan Activities FY 19/20 – Bukovac distributed and reviewed an Activity Plan for 2019-2020. The plan lays out key initiatives and activities for the three strategic directives-empowering, welcoming, connecting. It includes development of a new staffing model. Also included is more community outreach. The Board said the plan was very exciting. Bukovac will keep them updated with quarterly reports. Megaridis noted that the Board use to meet with legislators and do presentations at Village meetings. She encouraged Bukovac to include those activities in the plan.
5. Library Staffing Model – Bukovac gave a powerpoint presentation. She said that staffing was one of the areas that the Visioning Committee discussed. Statistics show how little actual reference work is done at the desk and that the librarians were doing work that the associates can do. Their observation led Bukovac to begin thinking about how we can free up the librarians so they can do more work in the community. Bukovac talked about gaps in our services including outreach in senior living residences, outreach to businesses, and liaisons with organizations. There is great potential for what our librarians can do if more of their time is freed up to develop programs and be out in the community. Other service areas identified that need improvement include patrons being “pinballed” around the library in

order to accomplish what they want and lack of uniformity in our delivery of services to all demographics. Bukovac has been working with the department heads on development of a new model and she told staff at the staff institute that a new staffing model was being looked at. She and the department heads visited Cedar Rapids, IA library and Beloit, WI library to learn about their staffing models. Bukovac will update the Board each month.

M. Scheduled Meetings

A Building and Grounds Committee meeting was scheduled for September 10 at 6 p.m.

N. Community Events

O. Library Event

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

P. Adjournment

At 8:55 p.m. Krupicka moved, Frawley seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS August 2019

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	3544 thru 3655	\$ 101,347.25
Fifth Third-Salaries for August	628 thru 643	\$ 5,478.52
Hinsdale Bank-Direct Deposits	& 28756 thru 28920	\$ 115,614.40
MONTH'S TOTAL:		\$ 222,440.17

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Indian Prairie Public Library District
Account QuickReport - Vendors
As of August 31, 2019

Type	Date	Num	Name	Amount
10122 - Fifth Third Checking				
Bill Pmt Check	08/06/2019	3544	World Relief	450.00
Bill Pmt Check	08/06/2019	3545	Baker & Taylor	4,042.09
Bill Pmt Check	08/06/2019	3546	Baker & Taylor (video)	303.80
Bill Pmt Check	08/06/2019	3547	Bal Industries	390.00
Bill Pmt Check	08/06/2019	3548	Basecamp Web Solutions	1,425.00
Bill Pmt Check	08/06/2019	3549	Blackstone Audio, Inc.	135.00
Bill Pmt Check	08/06/2019	3550	CareerBuilder Employment Screening, LLC	15.00
Bill Pmt Check	08/06/2019	3551	Case Lots Inc.	185.70
Bill Pmt Check	08/06/2019	3552	Center Point Large Print	246.70
Bill Pmt Check	08/06/2019	3553	Colonial Life	82.53
Bill Pmt Check	08/06/2019	3554	Comcast	191.85
Bill Pmt Check	08/06/2019	3555	DEMCO	165.66
Bill Pmt Check	08/06/2019	3556	Doane, Jimmy	34.99
Bill Pmt Check	08/06/2019	3557	Dzierzbicki, Monica	22.47
Bill Pmt Check	08/06/2019	3558	FedEx	12.59
Bill Pmt Check	08/06/2019	3559	Gale/CENGAGE Learning	622.17
Bill Pmt Check	08/06/2019	3560	Garvey's Office Products	60.77
Bill Pmt Check	08/06/2019	3561	Groot Industries, Inc.	371.90
Bill Pmt Check	08/06/2019	3562	Ingram Library Services	461.10
Bill Pmt Check	08/06/2019	3563	Jensen, Heather Forster	8.72
Bill Pmt Check	08/06/2019	3564	Jet Steam Corp	1,250.00
Bill Pmt Check	08/06/2019	3565	Johnson Controls Fire Protection LP	160.00
Bill Pmt Check	08/06/2019	3566	Kapco	67.61
Bill Pmt Check	08/06/2019	3567	LM Information Delivery, Inc.	1,952.79
Bill Pmt Check	08/06/2019	3568	Midwest Tape	1,676.53
Bill Pmt Check	08/06/2019	3569	Neviol Inc.	4,725.00
Bill Pmt Check	08/06/2019	3570	New Readers Press	38.00
Bill Pmt Check	08/06/2019	3571	OverDrive	984.82
Bill Pmt Check	08/06/2019	3572	Penguin Random House LLC	93.74
Bill Pmt Check	08/06/2019	3573	Quill	1,497.59
Bill Pmt Check	08/06/2019	3574	Recorded Books, LLC	198.00
Bill Pmt Check	08/06/2019	3575	Rivistas Subscription Services	626.86
Bill Pmt Check	08/06/2019	3576	Runco	312.91
Bill Pmt Check	08/06/2019	3577	Sebert Landscaping	4,660.00
Bill Pmt Check	08/06/2019	3578	Showcases	63.78
Bill Pmt Check	08/06/2019	3579	Speciality Mat Service	104.86
Bill Pmt Check	08/06/2019	3580	Thomson Reuters West	77.27
Bill Pmt Check	08/06/2019	3581	Williams., Natalie	63.98
Liability Check	08/08/2019	3582	Nationwide Retirement	984.94
Liability Check	08/08/2019	3583	Vantagepoint	1,300.79
Liability Check	08/08/2019	3584	State Disbursement Unit	493.94
Bill Pmt Check	08/06/2019	3585	Allard, Jamie	94.56
Bill Pmt Check	08/06/2019	3586	Asimakopoulos, Jennifer	38.00
Bill Pmt Check	08/06/2019	3587	Baker & Taylor	408.08
Bill Pmt Check	08/06/2019	3588	Filis, April	13.24

**Indian Prairie Public Library District
Account QuickReport - Vendors
As of August 31, 2019**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	08/06/2019	3589	Ingram Library Services	64.90
Bill Pmt Check	08/06/2019	3590	LM Information Delivery, Inc.	4,385.24
Bill Pmt Check	08/06/2019	3591	Midwest Tape	110.96
Bill Pmt Check	08/15/2019	3592	St. Croix Press	1,990.00
Bill Pmt Check	08/19/2019	3593	Baker & Taylor	4,156.70
Bill Pmt Check	08/19/2019	3594	Baker & Taylor (video)	140.06
Bill Pmt Check	08/19/2019	3595	Birmingham, Laura	41.76
Bill Pmt Check	08/19/2019	3596	Blackstone Audio, Inc.	311.23
Bill Pmt Check	08/19/2019	3597	Bukovac, Jamie	240.12
Bill Pmt Check	08/19/2019	3598	Call One	195.34
Bill Pmt Check	08/19/2019	3599	Case Lots Inc.	415.90
Bill Pmt Check	08/19/2019	3600	Chez Madelaine, Inc.	250.00
Bill Pmt Check	08/19/2019	3601	Chicago Tribune Media Group	176.58
Bill Pmt Check	08/19/2019	3602	Darien Woman's Club	75.00
Bill Pmt Check	08/19/2019	3603	Dunn, Kelli A.	28.75
Bill Pmt Check	08/19/2019	3604	Dynegy Energy Services	7,025.66
Bill Pmt Check	08/19/2019	3605	Easy English NEWS	45.00
Bill Pmt Check	08/19/2019	3606	Gale/CENGAGE Learning	500.62
Bill Pmt Check	08/19/2019	3607	ID Label	268.30
Bill Pmt Check	08/19/2019	3608	Ingram Library Services	171.12
Bill Pmt Check	08/19/2019	3609	Leatherwood, Jonathan	50.00
Bill Pmt Check	08/19/2019	3610	LexisNexis Matthew Bender	147.43
Bill Pmt Check	08/19/2019	3611	Midwest Tape	5,066.04
Bill Pmt Check	08/19/2019	3612	OverDrive	3,192.81
Bill Pmt Check	08/19/2019	3613	Penguin Random House LLC	30.00
Bill Pmt Check	08/19/2019	3614	Principal Life Insurance Company	1,058.36
Bill Pmt Check	08/19/2019	3615	Recorded Books, LLC	321.98
Bill Pmt Check	08/19/2019	3616	Runco	516.26
Bill Pmt Check	08/19/2019	3617	Sheehan, Debbie	65.53
Bill Pmt Check	08/19/2019	3618	Unique Management	44.75
Bill Pmt Check	08/19/2019	3619	Very Smart People LLC	200.00
Bill Pmt Check	08/21/2019	3620	Bank of America	10,548.41
Bill Pmt Check	08/21/2019	3621	Canon Solutions America Inc.	237.61
Bill Pmt Check	08/21/2019	3622	Indian Prairie Library Foundation	46.00
Bill Pmt Check	08/21/2019	3623	Keener Rubber Company	26.00
Bill Pmt Check	08/21/2019	3624	NCPERS Group Life	48.00
Bill Pmt Check	08/21/2019	3625	Runco	81.77
Bill Pmt Check	08/21/2019	3626	Upbeat Site Furnishings	1,086.24
Liability Check	08/22/2019	3627	Nationwide Retirement	984.94
Liability Check	08/22/2019	3628	Vantagepoint	1,300.79
Liability Check	08/22/2019	3629	State Disbursement Unit	493.94
Bill Pmt Check	08/21/2019	3630	Jez Layman	55.44
Bill Pmt Check	08/30/2019	3631	Allard, Jamie	29.98
Bill Pmt Check	08/30/2019	3632	Baker & Taylor	5,151.11
Bill Pmt Check	08/30/2019	3633	Baker & Taylor (video)	350.37
Bill Pmt Check	08/30/2019	3634	Bukovac, Jamie	110.78

Indian Prairie Public Library District
Account QuickReport - Vendors
As of August 31, 2019

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Type	Date	Num	Name	Amount
Bill Pmt Check	08/30/2019	3635	Case Lots Inc.	328.55
Bill Pmt Check	08/30/2019	3636	Center Point Large Print	223.98
Bill Pmt Check	08/30/2019	3637	Comcast	383.70
Bill Pmt Check	08/30/2019	3638	Directline II USA, Inc.	353.75
Bill Pmt Check	08/30/2019	3639	Fortress Data Management	80.00
Bill Pmt Check	08/30/2019	3640	Gale/CENGAGE Learning	10,774.48
Bill Pmt Check	08/30/2019	3641	Ingram Library Services	330.29
Bill Pmt Check	08/30/2019	3642	Jensen, Heather Forster	9.81
Bill Pmt Check	08/30/2019	3643	Midwest Tape	1,321.07
Bill Pmt Check	08/30/2019	3644	OverDrive	2,229.01
Bill Pmt Check	08/30/2019	3645	Penguin Random House LLC	90.00
Bill Pmt Check	08/30/2019	3646	Pioneer Press	26.00
Bill Pmt Check	08/30/2019	3647	Quill	221.58
Bill Pmt Check	08/30/2019	3648	Recorded Books, LLC	198.00
Bill Pmt Check	08/30/2019	3649	Runco	516.66
Bill Pmt Check	08/30/2019	3650	Schultz., Jack	95.67
Bill Pmt Check	08/30/2019	3651	Sheehan, Debbie	29.68
Bill Pmt Check	08/30/2019	3652	Thornton, Christine	325.00
Bill Pmt Check	08/30/2019	3653	VISOgraphic	141.53
Bill Pmt Check	08/30/2019	3654	Wlosinski, Maria	35.38
Bill Pmt Check	08/30/2019	3655	World Trade Press	680.00

Total 10122 - Fifth Third Checking

101,347.25

TOTAL

101,347.25

Bills for approval – Electronic Payments & Automatic Withdrawals

August 2019

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	08/09/2019	3,690.58
EFTPS-Federal	Payroll taxes	08/09/2019	19,719.00
ILDOR-State	Payroll taxes	08/23/2019	3,539.02
EFTPS-Federal	Payroll taxes	08/23/2019	18,696.98
IMRF	Payroll Pension	08/30/2019	18,835.52
DAC	Deposit to HRA	08/06/2019	1,304.57
DAC	Deposit to HRA	08/09/2019	678.64
DAC	Deposit to HRA	08/13/2019	87.36
DAC	Deposit to HRA	08/20/2019	145.92
DAC	Deposit to HRA	08/27/2019	269.64
Nicor	Gas	08/13/2019	409.18
INB Bank/5/3	Credit Card Fee	08/01/2019	194.06
Hinsdale Bank	Fee-Direct Deposit	08/01/2019	25.00

Indian Prairie Public Library
Building & Grounds Committee Minutes
September 10, 2019 – 6 p.m.

Present: Krupicka, Megaridis, Akhras, Suriano, Bukovac, Birmingham

The trustees reviewed proposals from the following firms:

Space Architects

Wight

Sheehan Nagle Hartray Architects

Williams Architects

Cordogan Clark

Product Architecture & Design

Michael C. Barned Architect

Engberg Anderson

Studio GC

The trustees chose Sheehan Nagle Hartray, Williams Architects, and Product Architecture & Design to interview.

The trustees determined the interview questions and how the interviews will be managed. They discussed visiting libraries designed by each of the three firms. Megaridis and Bukovac will check with references.

Adjourn: 8pm

ORDINANCE #2019-5 PROVIDING FOR THE BUDGET AND APPROPRIATIONS OF
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

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 18th day of September, 2019, 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, 2019 and end on June 30, 2020.

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, 2019 and ending June 30, 2020 and the sum of Five Million, Two Hundred Ten Thousand, Forty-Six 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, 2019	\$1,399,495
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	270,461
3. Anticipated Tax Collection	3,659,490
4. Special Reserve Fund Balance on hand July 1, 2019	5,786
5. Balance Special Tax Funds on hand July 1, 2019	5,026
6. Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building	0
TOTAL ESTIMATED AMOUNT AVAILABLE	\$5,340,258

PART II - CORPORATE FUND

Appropriation

A. PERSONNEL

Salaries	2,317,046
Medical/Life Insurance	184,000
IMRF	150,000
FICA	130,000
Staff Development	24,000
Board Development	2,000
Workers Compensation	10,000

Unemployment Compensation	3,800
B. MATERIALS	
Books	240,000
Periodicals	33,000
Audio	55,000
Video	80,000
Multi-Media	13,000
Electronic Reference Resources	66,000
Software/Games	9,000
Life Skills/ESL	1,300
Processing Supplies	27,000
C. BUILDING	
Cleaning Service	78,000
Water/Sewer	10,000
Gas	16,000
Electric	68,000
Telephone	5,000
Maintenance Supplies	22,000
Building Maintenance Repairs	50,000
Security System Monitoring	1,000
Property Maintenance	45,000
Garbage Disposal	7,000
D. OPERATIONS	
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	1,100
Organizational Memberships	4,000
Bank Fees	4,000
E. TECHNOLOGY	
Supplies - Public Toner	10,000
Supplies - Staff Toner	8,500
Maker Supplies	1,200
Professional Services	8,000
Purchase of Equipment	25,000
Equipment Repairs	11,000
Software	20,000
System Wide Automated Network (SWAN)	48,000
Telecommunications	15,000
F. CONTRACTUAL SERVICES	
Professional Services	10,000
Legal Services	7,000
Audit	9,000
Credit Bureau	1,200
Photocopier Maintenance Contracts	6,000

G. INSURANCE

Insurance	3,000
Bond	1,700

H. PUBLIC INFORMATION

Marketing Supplies	1,000
Advertising	1,800
Marketing Newsletter	40,000
Enewsletter	2,400
Informational Printing	5,000
Legal Notices	2,000
Programs	35,000

I. CAPITAL OUTLAY

Building/Equipment/Furnishings	900,000
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J. CONTINGENCY

TOTAL CORPORATE FUND EXPENDITURES	4,878,046
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The foregoing appropriations are appropriated from the general property tax for corporate purposes.

PART III

AUDIT FUND	0
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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
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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	62,000
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Appropriated for the foregoing expense of Illinois Municipal Retirement Fund from SPECIAL TAX in addition to all other taxes appropriated by the District.

PART VI

LIABILITY INSURANCE FUND	17,000
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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	53,000
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Appropriated for the foregoing expense of Federal Insurance Contributions from SPECIAL TAX in addition to all other taxes appropriated by the District.

PART VIII

SPECIAL RESERVE FUND	100,000
----------------------	---------

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

PART IX

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

PART X

WORKING CASH FUND

This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2019-2020 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.....\$130,212

SUMMARY

CORPORATE FUND	\$4,878,046
AUDIT FUND	0
BUILDING/MAINTENANCE FUND	100,000
ILLNIOIS MUNICIPAL RETIREMENT FUND	62,000
LIABILITY INSURANCE FUND	17,000
SOCIAL SECURITY FUND	53,000
SPECIAL RESERVE FUND	100,000
BOND RETIREMENT FUND	0
WORKING CASH FUND	0
GRAND TOTAL	\$5,210,046

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 18th day of September, 2019, pursuant to a roll call vote as follows:

AYES:
NAYS:
ABSENT:

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT,
DU PAGE & COOK COUNTIES, ILLINOIS
ESTIMATE OF REVENUES FOR THE FISCAL YEAR
BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

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, 2019 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, 2019 to June 30, 2020.

<u>ESTIMATE OF FUNDS AVAILABLE</u>	<u>SOURCE</u>
1. 1,399,495	Corporate fund balance on hand 7/1/19
2. 270,461	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. 3,659,490	Anticipated tax collection
4. 5,786	Special Reserve Fund
5. 5,026	Balance SPECIAL TAX funds on hand 7/1/19
6. 0	Proceeds of mortgage loan, bonds, construction grants and gifts for purchase of site or building or remodeling and improving existing building
5,340,258	Total estimated revenues and fund balances available for the 2019/20 fiscal year

I do further certify that the above estimate of balances on hand as of July 1, 2019 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

Agenda

Omnibus:

Approval of the Budget and Appropriations for FY2019/20. 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 2019/20 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.

Unfinished Business:

The Building and Grounds Committee has determined a process for selection of an architectural firm which we'll review at the meeting.

New Business:

Dave Pequet of MPI investment Management will present information about the library's investments.

The trustees should determine an approximate dollar amount to spend on the renovation. I've included the financial forecast in the packet.

The library last went through a visual rebranding which included a new logo as well fonts and color palates in 2006. With the renovation upcoming, plus a new service model, I'm suggesting I look at the cost to hire a consultant to develop a new visual brand for the library.

Staffing Model

The department heads and I continued to work on developing a new staffing model for the library. We have presented it to the Assistant Department Heads and will be meeting with them again to discuss it. I've attached an article about the Houston Public Library which develop a Unified Service Model for all their buildings and branches and is the type of service model under discussion as well as their Tiered Information Service.

Website

Ann, Jill, and I are currently working on updating the look of the website. We're not doing a wholesale change but rather smaller changes to the menu system and the design of the main page. Ann and Dave Bunn are doing the work to make the actual changes happen.

SWAN Holds Service

SWAN recently provided statistical information relative to their holds service. I've attached that information.

Staff

Mary Dames, our new Office Coordinator, started Sept. 9 and will be training with Nancy until her last day Oct. 2. Gail Johnson, Assistant Circulation Supervisor, has announced her retirement Dec. 1. Jeanine Stout was hired as a Circulation Services Associate September 9.

Continuing Education

I attended a webinar on evolving staff duties.

Meetings

- Six Tours with various architectural firms.
- Visit to Beloit, WI Public Library to study their staffing model.
- Building and Grounds Committee meeting.
- Meeting with Jill and Laura to discuss marketing projects.
- Meeting with Jill and Ann to discuss the website
- Meeting with Jill to discuss a style manual.
- SWAN Board meeting
- SWAN Directors quarterly meeting
- Meeting with department heads and assistant department heads to discuss a staffing model
- Two one-on-ones with Tony
- One one-on-ones with Debbie S.
- Two one-on-ones with Natalie
- Two one-on-ones with Ann
- One one-on-ones with Laura

Nancy attended the Leadership Team meeting on inclusivity and diversity

Jamie Bukovac

Unified Service and Tiered Information Service

From the Urban Libraries Council Website

Houston Public Library

Problem Statement

Upon entering a traditional library, customers encounter at least two service points. One is designated for circulation services and the other for reference. Increasingly, staff observed that the distinctions between circulation and reference desks had no rational meaning to most of our customers. Customers just want someone who could provide them with assistance. In fact, some customers appear confused when a seemingly basic transaction is transferred to another staff person; or when they had to wait for the next available reference staff to answer a simple query. In addition, the assistance sought by customers from the reference staff often fell into the category of directional information or technical assistance rather than true reference inquiries. Multiple service desks for circulation and reference assistance required that each service point had to be staffed regardless of the level of business at a given location. It also meant that customers were continually shuttling back and forth between service points based on their need. The existing model presented barriers to providing customers with efficient and timely service and often presented challenges with sightlines and safety because of the positioning of the service points. Budget reductions led to significant decreases in staff throughout the system. Consequently, staffing demands required by two or more service desks meant that other important staff work responsibilities were often put on hold. This led to delays and/or impediments in the availability of materials for the public, program preparation, community engagement activities and other customer services. It became clear to staff that an innovative solution was needed that would better utilize limited staff resources to deliver the exceptional services our customers had come to expect.

Innovation

The Unified Service Model (USM) was being piloted in a new HPL location. However, system-wide budget reductions in 2010 and 2011 accelerated the expansion of the

concept. USM provides a smart, easily visible and accessible single service point where customers can receive assistance for a variety of library needs. This model required major changes in operations, physical layout of facilities, and a new collective staff mindset about how library services were delivered. Extensive cross-training of all staff in circulation functions and basic information assistance was implemented. The goal was to ensure that any staff member—regardless of classification—could assist most customers, with referrals necessary only when advanced assistance was required. Tiered Services Guidelines were developed to clarify expectations in the new model. These tiers are briefly described below:

- Tier 1. Addresses the bulk of our customers' service and informational needs—including basic circulation, information, and technology questions; all frontline staff assist with these questions.
- Tier 2. Encompasses more challenging and advanced reference questions that should be escalated to a librarian on site, or, if necessary, to Remote Reference services at the Central Library.
- Tier 3. Focuses on specialized information that is found elsewhere and must be referred to Central Library or to Special Collections, or where Tier 2 assistance does not yield enough information.

Additional operational elements of the model include: adjusting staffing levels during slower periods, scheduling staff to rove and complete other tasks, such as shelving, while actively engaging browsing customers, and making customer service a higher priority over scheduled tasks. To support operational changes and enable a smooth transition, existing service desks were repurposed and consolidated into one service area. Several locations received minor renovations to remove circulation and/or reference desks to create a single service desk to accommodate the new service model.

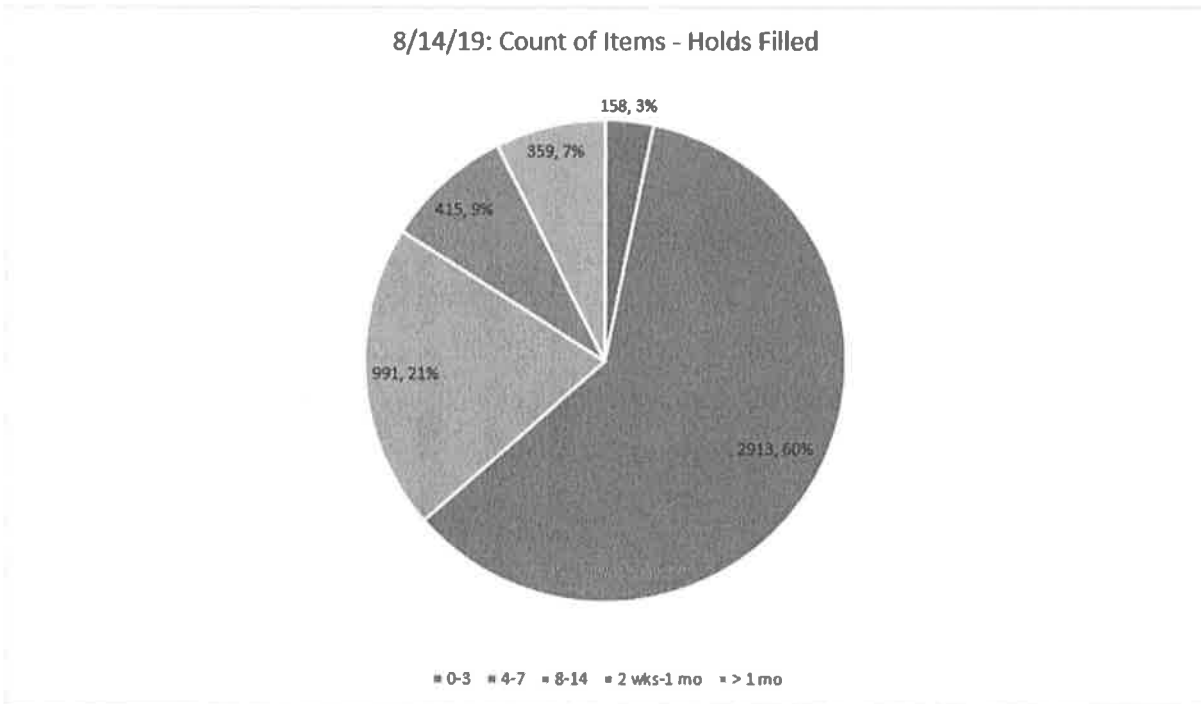
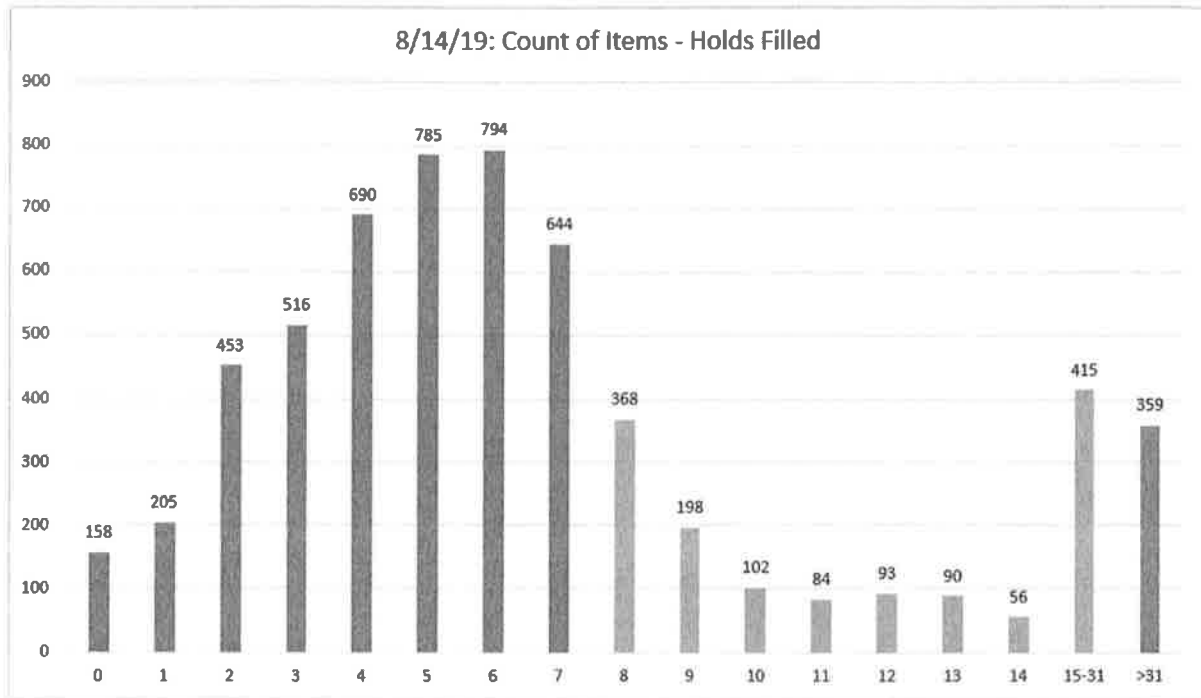
Progress

The Unified Service Model has successfully accomplished its four primary goals: 1) provide a high level of customer service with reduced staff levels, 2) improve the customer's experience, 3) implement more flexible and efficient use of staff, and 4) improve staff morale. In two years, Neighborhood Library staffing levels decreased by 20 %. The provision of a single point of service combined with flexible staff scheduling ensured retention of service quality. The customer experience was enhanced by the following: 1) easily identifiable customer service staff, 2) one primary point of service, 3) reduced time waiting for assistance, 4) transactions completed with one person, 5) and proactive service. Staff ready to shift from shelving to reference assistance improved the timeliness and efficiency of customer interactions and productivity. As a result of the USM, customers expressed improved satisfaction with service because they encountered friendly staff who presented

themselves as available to engage them. Survey results for the original pilot project at three locations showed that 99% of customers were able to locate a staff member quickly. In addition, 99% of respondents found the staff members were courteous and helpful throughout interactions. Interactions with staff received 99% approval for timeliness and efficiency, and 97% reported that the information and assistance met their needs. Staff experienced greater satisfaction with their ability to meet customer needs. In addition, staff gained greater awareness of each other's responsibilities and respect for each other's contributions. Incorporating staff suggestions improved the Unified Service Model training methodology and allows for continuous improvement of the model. Cross-training improved operational functions and improved team building. Additional benefits of the Unified Service Model include the entire staff teams in locations becoming more aware of HPL's organizational goals and more attuned to the specific needs of the community.

Our holds processing is filling on average nearly 5,000 holds each day. This equates to approximately 1.8 million holds filled each year. Sample data across a 3 week period shows that the median number of days to fill a hold request is 6 days.

Looking at a sample day, Wednesday, August 14th, 6,010 holds were filled. Of those 84% were filled within 1 week of request. The following charts provide a snapshot of this day's holds filled.



SWAN libraries are filling holds at an amazing rate. Our efforts are to further improve the efficiencies in this process to get items to our patrons as quickly as possible.

Assistant Director's Report: September 2019

Building:

The new concrete planter was finally delivered. It is located in front of the library, just east of the main entrance between the two concrete benches. Joe filled it with dirt leftover from the Prairie Patch planting. Library volunteer Cathy Streett added some colorful fall plants and it looks great!

Joe assisted with the removal of the old vending machines and the arrival of the new vending machines at the end of August.

Joe has been working with the City of Darien to obtain a permit for the upcoming patio and outdoor steps installation. Our project has been approved by the City. They charged us a reduced permit fee of \$50 for the entire project. Joe is ordering needed materials and will begin the project within the next week, weather permitting.

IPPL Foundation & Friends:

In August, the Book Sale made \$799.22, movie donations brought in \$63.82 and tote bag sales were \$46.

The Board approved the purchase of 100 additional tote bags last month. The bags have been ordered. Once they arrive, bags will be available for purchase for \$20.

By purchasing the annual movie licenses, the Foundation & Friends sponsored the following movies:

8/29	<i>Stan & Ollie</i>
9/5	<i>A Dog's Purpose</i>
9/19	<i>First Man</i>

Programming:

Cindy planned and hosted two programs for adults in August:

Date	Program	Attendance
8/27	<i>Why Birds Matter</i>	39
8/28	<i>C.U.B Utility Bill Clinic</i>	16

Cindy has seven adult programs planned in September.

Joe, Dave, and Theresa all worked the Tech Fair on Saturday, August 24th. Joe demonstrated the Carvey machine. Dave demonstrated tools for creating professional videos and photos, such as the green screen. Theresa demonstrated the public poster printer.

Marketing:

Dave has produced a new video promoting the upcoming *Write-On* events. The video highlights the visit by Samira Ahmed and encourages submissions to the various writing competitions and available prizes.

Jill's marketing report is attached.

Meetings:

- 9/9 One on one with Jill
- 9/10 Department Head/Assistant Department Head Meeting
- 9/10 Building and Grounds Committee
- 9/11 Meeting with Jennifer re: Overdrive Mobile Event
- 9/11 One on one with Cindy
- 9/12 One on one with Dave
- 9/13 One on one with Theresa
- 9/16 One on one with Jill
- 9/17 Department Head/Assistant Department Head Meeting
- 9/18 LACONI All Section Meeting
- 9/18 Board Meeting

Submitted by: Laura Birmingham

**Jill Yott, Communications Coordinator, Report for Board of Trustees
August 1-31**

Continuing Education

Aug. 14: Webinar, "Cut Through the Noise: Reaching Donors in the Digital Age"

Aug. 22: Webinar, "3 Secrets to Planned Giving"

Aug. 27: Webinar, "Drive Donor Engagement Success Through Storytelling"

Meetings & Events

Aug. 7: Interviewing Patrons for the Garden Giveaway with Katrice and Dave

Aug. 7: Tony, Re: Flier

Aug. 12: Jennifer, Re: eBooks

Aug. 12: Laura & Theresa, Re: Miscellaneous Projects

Aug 21: Laura, Re: 1-1

Aug. 21, Katrice, Re: 1-1

Aug. 21: Shirley, Re: Website

Aug. 21: Jamie & Laura, Miscellaneous Projects

Aug. 22: Natalie & Theresa, Winter Read

Aug. 26: Tony, Databases

Aug. 27: Katrice, Re: 1-1

Aug. 27: Jamie, Miscellaneous Projects

Aug. 28: Jamie, Miscellaneous Projects

Aug. 28: Joe, ESL

Enews

Thursday, Aug. 1: 17 percent open; 11 percent click

Thursday, Aug. 8: 16 percent open; 5 percent click

Wednesday, Aug. 14, Foundation & Friends: 53 percent open; 4 percent click

Saturday, Aug. 17: 17 percent open; 4 percent click

Thursday, Aug. 22: 20 percent open; 4 percent click

Thursday, Aug. 29: 15 percent open; 10 percent click

Social Media Followers through August 31.

Facebook Likes: 1,783 (+11)

Instagram: 453 (+ 10)

Twitter: 1,061 (+8)

Social Media Advertising

To generate more buzz surrounding the Tech Fair, I boosted the Facebook event. I chose to boost a small audience so it would only reach our potential cardholders. While that generates less people seeing the ad, it's people who live in our district, so it's a stronger campaign.

Campaign	Advertising Channel	Duration	Cost	Impact
Tech Fair	Facebook	13 days	\$15.00	828; 22 event responses

Social Media Featured Posts

Rather than tell you about what we've featured, I would like to share the posts of a few patrons who tagged us in their posts this month, which I reshared on Facebook.



Kimberly Temen
August 12 at 8:46 PM · 🌐

Ambryelle won a Barnes and Noble gift card for the summer reading challenge Indian Prairie Public Library can you tell how excited she was

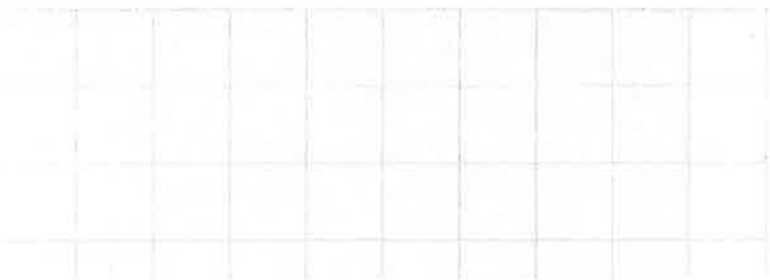


Maisie Kolin is at Indian Prairie Public Library.

Sunday at 3:12 PM · Darien · 🌐

I went out and got a new library card about 2 months ago and have made it part of my Sunday errands to stop in and grab a new book every week.

It honestly warms my heart that each Sunday, I have to drive around the lot looking for parking because the library is jam packed.



Indian Prairie Public Library
Library · Darien
3,125 check-ins

Save

👍 Like

💬 Comment

➦ Share

Adult Services Monthly Report

August 2019

I, along with the other department heads, visited the Beloit Public Library to see their new service model in action. It was interesting to observe it in a building that is similar in square footage to Indian Prairie, albeit all on one floor.

Shirley and I met with CCSD180 Superintendent Tom Schneider to talk about what I envision on bringing library services for adults to the community served by Anne M. Jeans Elementary School. The school district already established a community library at the school that is open after school hours. We will be sending an Adult Services librarian to the school every Thursday evening from 5:30 p.m. to 7:30 p.m. Initially, we will be listening to the community as to what their needs, wants, dreams, and goals are to try to craft library services/programming for that area.

We toured the community library and met the school librarian. They are very open to anything we can provide. They already have an adult "little free library" in the community library. After we get to know those who use the library and their interests, we have offered to supplement this "take one, leave one" collection with items from the donations we take in for the Foundation and Friends.

I met with Jill to talk about marketing the databases. I have been writing articles for the newsletter, but we also talked about having a database spotlight in the e-news; creating a piece about all the World Book resources we have to offer; and other ways to begin more actively marketing these resources.

I had a call with LinkedIn regarding the coming changes to Lynda.com. I'm comfortable with the privacy controls they have put in place for our patrons. LinkedIn purchased Lynda.com a few years ago and has its own online learning product. Instead of continuing to support two learning platforms, they are merging Lynda.com courses into the LinkedIn Learning platform. This will give our patrons access to the 13,000 courses available through LinkedIn Learning as well as the over 7,000 courses that were available through Lynda.com. Also, there are courses offered in seven different foreign language. To see full details of what the changes entail, I've included more information at the end of this report, which is also posted on the library's website through the Online Learning page and the Lynda.com weblink on the Databases (All Topics) page.

For Adult Summer Reading, which is coordinated by Jennifer, we had 43 adults submit 132 bingo cards. The cards had different book themes in each of the spots on the card. If a patron read a book related to that theme, they could check that space off. Like bingo, once someone had five consecutive spaces filled, they could turn in the card.

Monthly Highlights

- Shirley had the South & West Suburban Business Networking Group meet here in August. They formalized the group within RAILS and selected leadership. She was the person who spearheaded this initiative originally and it has really taken off. She reports that she has gotten positive feedback about the new Flipster emagazine product.
- Jennifer worked extensively with our new Substitute Associate, Tori, on getting her trained in library procedures. Tori has an extensive customer service background – she is a Floor Leader at the Hallmark card store located at the Bolingbrook Promenade – but is new to libraries. Tori has picked up on how we operate very quickly and is a welcome addition to the team.

- Joe was asked by the facilitator of the ESL Conversation group asked if we could order a book of short stories that can be used by the group over the course of the year. He did that them and will distribute them at their next meeting.
- Jez worked on implementing new display users for the department displays and created procedures around using them, which began in September. By doing this, when someone searches for an item in Enterprise, they will see what display an item is located at in the item record if an item is checked out to a particular display user.

Community

- As previously mentioned, Tony and Shirley meet with CCSD180 Superintendent Tom Schneider.
- Shirley continues to talk to her business contacts about a co-working space at the library. Many have expressed interest in this.
- Jennifer and the Associates provided book discussion information to 21 area book clubs (10 via e-mail and 11 by print pick up) on 14 new titles and seven titles that had previously been requested by other book clubs. Three Books Just for You and one Movies Just for You requests were fulfilled.
- Joe attended back to school registration at Anne M. Jeans Elementary School. He went for the first two hours and the last hour to tout our ESL resources as well as our coming outreach initiative for adults at the school.

Contributing to the Profession

- Joe attended the Libraries' English and Reading Networking Group that was a joint meeting with the Business Interest Group and World Languages Networking Group.
- Jez attended the 20s/30s Programming Networking Group meeting and was selected to be the group coordinator. She responded to requests from New Hanover County Public Library in North Carolina and Orland Park Public Library about starting 20s/30s programming.

Continuing Education

- Tony demonstrated the library's new database offerings as well as add-ons to existing databases at the department monthly meeting.
- Jennifer attended an ARRT Genre Study on Paranormal Romance.
- Tony and Joe viewed webinars about the upcoming 2020 Census.

Meetings

Date	Meeting	Staff
1-Aug	Meeting with CCSD180 Superintendent Tom Schneider	Tony & Shirley
2-Aug	One-on-One with Jamie	Tony
6-Aug	Department Head Meeting	Tony
6-Aug	Meeting with SCORE	Shirley
7-Aug	Adult Services Monthly Department Meeting	All Librarians & Associates
8-Aug	Libraries' English and Reading Network Meeting	Joe
8-Aug	Global Leadership Summit	Tony
9-Aug	Global Leadership Summit	Tony

9-Aug	Darien Fest	Shirley
12-Aug	One-on-One with Jill re: ebook publisher policies	Jennifer
13-Aug	Anne M. Jeans Back to School Registration Day	Joe
13-Aug	Department Head Meeting	Tony
14-Aug	One-on-One	Jennifer & Emily
16-Aug	One-on-One with Jamie	Tony
20-Aug	Department Head Field Trip to Beloit Public Library	Tony
21-Aug	One-on-One with Jamie	Tony
21-Aug	One-on-One with Jill re: business services webpage	Shirley
22-Aug	DUX Meeting	Tony
22-Aug	Darien Chamber Board Meeting	Shirley
22-Aug	Meeting with Becky Spratford re: planning for ARRTcon	Jez
26-Aug	One-on-One with Jill re: Marketing Databases	Tony
27-Aug	One-on-One with Natalie	Tony
27-Aug	One-on-One	Tony & Jennifer
27-Aug	Darien Chamber Coffee Connection	Shirley
27-Aug	Meeting with Darien Historical Society	Joe
28-Aug	Training on Kids & Teens Desk with Monica	Shirley
28-Aug	One-on-One	Shirley & Elizabeth
28-Aug	One-on-One with Jill re: marketing ESL to schools	Joe
28-Aug	Meeting with Laona, Brookfield PL, re: 20s/30s Programs	Jez
28-Aug	20s/30s Programmers Networking Group	Jez
29-Aug	Department Leadership Meeting	Shirley & Jennifer
29-Aug	Conference Call with LinkedIn re: coming changes to Lynda.com	Tony
29-Aug	One-on-One with Jamie	Tony
29-Aug	South & West Suburban Business Librarians Networking	Shirley

Programs

Date	Time	Program	Organizer/ Presenter	Attendance
1-Aug	2:00 p.m.	Thursday Afternoon Movies: <i>Instant Family</i>	Joe	42
3-Aug	10:00 a.m.	ESL Conversation Group	Joe	12
4-Aug	2:00 p.m.	#LibSocial - Yoga	Jez	12
5-Aug	6:00 p.m.	Chess Club	Denise	10
12-Aug	6:00 p.m.	Chess Club	Denise	11
12-Aug	7:00 p.m.	Current Events	Denise	8
14-Aug	10:00 a.m.	Job Club - Transferable Skills	Jez	5
14-Aug	7:00 p.m.	American Creed: Immigrant Stories	Joe	13
15-Aug	2:00 p.m.	Thursday Afternoon Movies: <i>Can You Ever Forgive Me</i>	Joe	44
17-Aug	10:00 a.m.	ESL Conversation Group	Joe	13
19-Aug	6:00 p.m.	Chess Club	Denise	8
21-Aug	6:30 p.m.	GenLit Book Club	Jennifer	9

22-Aug	11:30 a.m.	Mahjong Club	Denise	7
22-Aug	1:00 p.m.	Genealogy Group	Denise	25
26-Aug	6:00 p.m.	Board Game Group	Jez	4
26-Aug	7:00 p.m.	Current Events	Denise	9
27-Aug	7:00 p.m.	Why Birds Matter	Cindy	39
28-Aug	1:00 p.m.	4th Wednesday: CUB Utility Bill Clinic	Cindy	16
29-Aug	2:00 p.m.	Thursday Afternoon Movies: <i>Stan & Ollie</i>	Joe	31
			Total	318

Volunteers

- Ten volunteers completed 135.25 hours of service.
 - Court Ordered/Community Service: Nine volunteers performed 133.75 hours of service.
 - Veteran's History Project: one volunteer did 1.5 hours of service.

Proctoring

- Shirley proctored two exams.

Social Media & e-Newsletter Reach

- Twitter – 102 profile visits; 12.8k impressions; 5 mentions; 1062 followers (+3)
 - Top tweet was our post about Novel Idea Book Club reading *The Collector's Apprentice* by B.A. Shapiro.
- Meetup
 - #LibSocial – 749 followers (+17)
 - Indian Prairie Public Library – 220 followers (+6)
 - Board Game Group – 241 followers (+18)
- New eBooks eNewsletter – sent to 174 addresses. Had 87 opens (50% open rate) and 46 clicks.
- Bestseller Preview eNewsletter (08/01) – sent to 488 addresses. Had 194 opens (40% open rate) and 103 clicks.
- Bestseller Preview eNewsletter (08/15) – sent to 490 addresses. Had 197 opens (40% open rate) and 111 clicks.
- NEW - Book Club Resources – Launched quarterly, includes book club spotlight, a recommended resource, a list of titles for book clubs, and how the library can help a book club. Sent to 19 subscribers. Had 18 opens (95% open rate) and 22 clicks.
- #LibSocial eNewsletter – sent to 7686 addresses. Had 3353 opens (44% open rate) and 242 clicks.
- #LibSocial Harry Potter Illustrations Class Announcement – sent to 7730 addresses. Had 1498 opens (19% open rate) and 84 clicks.

Book Display Restocking & Collaboration Station Use

Area	# of Items
Windowing	185

Endcap	160
Display	260

Seventy-five people were observed using the collaboration station this month. The activity was a create your own constellation craft to tie into the space theme of many of the months programs.

Circulation Services

August 2019

Checkouts and renewals were slightly lower than last year, however because the City of Darien moved Darien Fest to August this year, we were closed 1 – ½ days that we normally would not. This year we circulated 60,815 items as compared to 61,591 items last year (a difference of 1%) Electronic circulation continues to grow. We circulated 7,381 this year compared to 5,529 last year. This is a 33% increase!

ILL’s processed slightly higher than last year. We processed 8,965 this year and 8,612 last year.

A total of 8,256 holds were placed in August. Patrons placed 6,515 (79%) holds while staff placed 1,741 (21%) holds.

13,432 items were checked out or renewed by staff at the desk. This is 23% of total checkouts/renewals. 29,898 items were checked out or renewed by patrons at one of our self-check machines, 6,692 items were renewed by patrons through Enterprise or BookMyne, or the Mobile App and 7,381 items were electronically checked out by patrons – for a total of 43,971 items checked out through some sort of self service. This is 77% of total checkouts/renewals. In addition we sent out 3,514 items to other SWAN libraries for a grand total of 60,815 items circulated in July.

Desk Statistics

Patron Assistance

Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/ Copier Help	Passport Questions	Notary Questions	Other
4223	198	276	474	110	106	192	32	547

Express Checkout Statistics

Station #1 (1 st floor)	8,494
Station #2 (1 st floor)	5,903
Station #3 (1 st floor-ADA)	5,398
Station #4(1 st floor – Hot Picks)	1,633
Station #5 (2 nd floor – K&T)	8,466

Passports: The circulation staff accepted 65 passports in August. We accepted 43 in August last year.

Notary Public: We notarized 140 documents in August.

Continuing Education

Global Leadership Conference – this is the second year I have had the opportunity to attend this fabulous conference! It is inspiring as well as stimulating! Each speaker has great “take a ways”. I am already looking forward to next year!

Customer Service and Hospitality

Since we changed to Voice Over IP for our phone system, we have had some complaints from patrons regarding the music that is played while they are on hold. We worked with a company called "Easy on Hold" and we now have the rights to one of their songs for 3 years. It is a basic instrumental song that most people should enjoy.

On Friday, August 23 our new vending machines were delivered! The name of the new company is "Healthy Vending" and we are offering patrons and staff more healthy options than before. There is still pop, candy and cookies, but flavored waters, cold teas and coffees, vitamin drinks as well as protein bars, KIND bars and low fat snacks are also available. The machines are bigger, take credit, debit and apple pay and say "Thank you" after you make your purchase.

Community

Susan Staron and Kim Palicz attended Anne M Jean's school registration with Monica Dzierzbicki on August 13. They had a total of 34 registration forms filled out – 21 children and 13 adults. After the forms were brought back to the library, Gail Johnson entered the patron information and we mailed out the library cards with a welcome letter from me.

Willow Springs Cards Issued

We issued 2 new family card and renewed 1 family card in July.

Staffing

We hired Jeanine Stout as a new Circulation Associate. We still have another Circulation Associate position posted. Laura Reitsma as decided to take the Inter Library Loan Page position. We will be posting the Circulation Page position soon.

Workshops and Meetings Attended:

- August 6 Department Head Meeting
 - August 7 Project Management Webinar
 - August 12 One on One with Jamie
 - August 13 Department Heads
 - August 14 Circulation Roundtable – St. Charles Library
 - August 20 Trip to Beloit
 - August 21 Notary Refresher course – Acorn Library
 - August 22 Interlibrary Loan Page Interviews
- A

Debbie Sheehan
Head of Circulation Services

Technology & Technical Services Board Report July 2019

Improvements for Public, User Experience & Strategic Goals

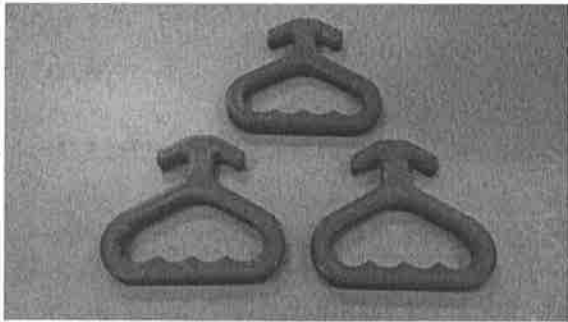

- Tech Fair- On August 24 we held our 1st all ages Technology Fair event. The fair showcased all that the library has to offer including Virtual Reality, Maker Equipment (3D Printer, Carvey, Poster Printer, Vinyl Cutter) Tech Takeout, S.T.E.M., home automation and more. We had 129 people attend. At the end of the event, we heard patrons say “We loved it!” and “You should have it again!”
- Canon Camera- Added a new digital camera to the Tech Takeout collection.
- Laminator- A portable laminator is now available at the Technology Center for patrons to use inside the library.
- 8mm Film Converter: Patron can now digitalize their 8mm film at the library. Patrons can book a 1-on-1 training session with T.J. or I for first time users and then use it on their own.

Technology Services

Statistics

Maker (DIY)

- 3D Printer- 15 print requests were processed. Interesting prints: grocery mate handle with hook, trays and dividers for custom board game.
- Carvey- 1 print requests were processed. Carved: Home theater sign.

Grocery Mate (3D Printer)	Sign (Carvey)
	

Technology Help Desk

- Technology Reference: 1213
- Technology Other: 62
- Individual Training: 377

Tech Takeout Checkouts

- 108 unique users
- 156 checkout

Public Technology Programs & Classes

- 6 classes offered with total attendance: 48
- 1-on-1 Assistance
 - T.J. - Showed a patron how to post to Craigslist and helped another with student loan paperwork.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Thurs. Aug. 1, 6 pm	Android Features: Camera & Photos	Ann	10
Mon., Aug. 12, 11 am	Computer Basics	T.J.	8
Tue. Aug. 13, 11 am	E-mail Basics	T.J.	6
Tue. Aug 13, 6:30 pm	Buying a Smartphone	Mike G.	10
Wed. Aug. 14, 11 am	Internet Basics	T.J.	9
Tue. Aug. 20, 2 pm	Lobby Drop-in: 3D Printer/Carvey	T.J.	5

Projects

Network- Updated procedures on ransomware mitigation and recovery using new Barracuda backup.

Fiber Internet- AT&T ran the fiber line to the building; we are waiting for them finish the installation. Brett pulled a cable from the AT&T box to the network panel in preparation of final installation.

Phone System – Brett modified the hold music file purchased from Easy on Hold to make it compatible with the library phones system.

Technical Services Projects

- Music CDs – The circulation of music CDs continue to decline. I conducted a study based on last year's circulation on our items based on unique IPPL patron usage. The study showed that children's are going out very little and there were

only 79 circs this past year. Lexy weeded 515 items from the collection keeping popular and local music such as Jim Gill. The study of the adult collection show that we had 895 unique IPPL patrons' checkout 8,830 IPPL items. The most popular genres are rock, pop, soundtrack, and country. I am in the process of weeding the adult collection. Weeded 854 items in August.

- Teen DVDs- Reclassified teen DVDs except for anime into the children's and adult DVD collections.

Continuing Education & Training

- August 8 & 9 - I attend the Global Leadership Summit in Naperville.
- August 21- April attended a SWAN online Acquisitions overview
- August 29- I attended Blue Cloud Mobile App training online.
- August 30 - I attended the R.A.I.L.S. West IT at Orland Park Library.

Sharing

- T.J. shared information on our circulating Roku collection with Amesbury Library.
- April shared information with Westmont Library with our electronic ordering process.

Personnel/Staff Meetings

- August 5- Met with Anna
- August 6 & 20- Department Head Meeting/Library Visit
- August 7- Met with Joe P. to discuss process of new adult DVD binge boxes.
- Aug 12- Met with Anna & April
- Aug. 12 & 19- Meetings with T.J
- Aug. 14 – Met with Brett
- Aug. 14 & 27- Meetings with Jamie
- Aug. 21- T.J. and I attended a Tech Fair Committee Meeting
- August 24- Met with Laura and Brett to discuss procedures for processing 3D print jobs to include Dave.

Ann M. Stovall, Head of Technical & Computer Services, September 11, 2019

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**Youth Services
Monthly Report to the Board
August 2019**

Programs

In August, Youth Services presented 28 programs at IPPL with 787 people in attendance. We also participated in 7 events out in the community serving 225 people.

Date	Description	K&T Staff	Attendance
1-Aug	Family Night: Puzzles	Jack, Jimmy, Carson	39
1-Aug	Book Buddies	Kristina	19
2-Aug	Kids Talent Show	Monica	39
2-Aug	Teen Taught Tech Club	Jack	10
5-Aug	Mission Math	Jack	20
5-Aug	Mission Math	Jack	12
5-Aug	Kids Health Carnival	Kristina, Natalie, Monica, Heather, Lexy	157
6-Aug	Read to the Dogs of Pawsitive Therapy	Monica	27
7-Aug	Mission Math	Jack	10
7-Aug	Mission Math	Jack	11
7-Aug	Chess Coach Appreciation Party	Kelli	10
7-Aug	Garden Math Lab (7 lbs 10oz + 22 lbs 9 oz donation)	Kelli, Natalie	12
7-Aug	Garden Giveaway	Natalie	55
12-Aug	Theatre Club	Carson, Natalie	5
14-Aug	Open Music Lab	Jimmy	4
14-Aug	Garden Math Lab (10 lbs 2oz)	Natalie	4
14-Aug	Garden Giveaway	Natalie	50
15-Aug	Dungeons and Dragons	Jimmy	5
16-Aug	DIY Instruments: Mouth Music	Jimmy	6
19-Aug	Jazz Storytime	Jimmy	12
20-Aug	Baby Food Art	Megan Lawrence	16
21-Aug	Garden Math Lab (6 lbs 2oz)	Natalie	5
21-Aug	Garden Giveaway	Natalie	58
22-Aug	Love Languages for Families	Lexy, Heather	10
24-Aug	Tech Fair	Jack, Natalie, Monica, Jimmy	129
26-Aug	Rainbow Club	Natalie	3
28-Aug	Garden Math Lab (9 lbs 1oz + 5 oz donated)	Natalie	8
28-Aug	Garden Giveaway	Natalie	51
		TOTAL:	787

Summer Challenge

I've attached a report on the Summer Challenge.

Garden Math and Giveaway

Every Wednesday, Natalie Williams has continued to present the Math Lab to harvest the food in the Prairie Patch and teach basic math concepts, such as weighing and measuring. After the class, we give all

of the food harvested away to the community. This month, we have harvested and given away 32 pounds 15 ounces of produce from the Prairie Patch. We also gave away 22 pounds and 14 ounces of produce grown by our neighbors and donated to the library. Total to date, we have given away, 71 pounds of food!

Mission Math

This summer, kids were able to pick up new math packets every two weeks, which they completed and returned to our teen volunteers who corrected them with the students and handed out prizes. We received 278 returned packets. Because this program had been popular last summer, we expanded the age ranges to provide packets for preschoolers and middle school kids. The continued success of math-themed programming led to our creating a family fantasy football league, which will debut this fall.

Kids Health Carnival

On August 5, we presented the Kids Health Carnival. Staff prepared carnival games, crafts, and stories. The carnival games were run by local health organizations, such as Dr. Pamela Johnson's Orthodontics, West Suburban Family Vision & Therapy Center, Kid Matters Counseling, Syrian American Medical Society (SAMS), YWCA, Physical Sciences Institute, and the Darien Lions Club. 157 people attended. Families were able to get important information about free and local health services and received free dental and vision screenings.

Love Languages for Families

Heather Forster Jensen and Lexy Twidell presented the Love Languages for Families program, geared toward parents and caregivers to learn more about different ways to show love to the children in their lives. The families in attendance were appreciative of the content and the displays set up by Lexy and Heather to represent each of the love languages: words of affirmation, physical touch, quality time, acts of service, and receiving gifts. All of the displays included library materials for check-out to provide additional recommendations for how to implement the love languages with their families.

Community

Date	Description	K&T Staff	Attendance
3-Aug	Cadence Academy Preschool Back to School Event	Lexy	16
8-Aug	Gower School District New Student Night	Monica	21
8-Aug	Whole Foods Storytime	Kristina	20
9-Aug	Barbara's Bookstore Storytime at the Burr Ridge Village Center	Heather	4
12-Aug	Goddard School Storytimes	Lexy	60
13-Aug	School District 180 Family Registration Open House	Monica	143
15-Aug	Developed plans with the Lakeview Jr. HS Librarian to re-establish the monthly Lunchtime STEAM visits for the 2019/2020 school year.	Monica	2
16-Aug	Hinsdale South High School Book Buzzar	Lexy, Monica	225
28-Aug	Gower West Teacher book loan request	Monica	11
29-Aug	Scheduled a tour and activity visit of IPPL for area Montessori students (grades 1-6) & teachers.	Monica	2
TOTAL:			504

Hinsdale South High School Book Buzzar

Monica Dzierzbicki and Lexy Twidell presented book talks at Hinsdale South High School's Book Buzzar event. They each presented talks on current and recent Abraham Lincoln Award nominee titles. They

also book-talked the two titles by Samira Ahmed, this years' Write On author. Indian Prairie supports students' interests and school requirements by offering multiple copies of these books. Monica also worked with the Marketing Department to provide students and teachers information on the Write On Festival and bookmarks for award titles.

Story Stroll

Lexy Twidell created and sent out new panels for Story Stroll at the Burr Ridge Village Center. The new panels feature the book *Skulls!* by Blair Thornburgh. The panels also include several small advertisements for events and services at IPPL.

Learning Spaces

WouldShop

Jack Schultz and Natalie Williams have been working on updates to the WouldShop in advance of the staffed and adult hours coming this fall. The WouldShop was given a deep clean and materials were reorganized. They have updated larger equipment, such as the vinyl cutters, button maker, and embosser, with fresh parts and instructions. They have also been checking in with staff from the Kids & Teens department and throughout the library to ensure that staff are trained and scheduled for the space.

LittleShop

In the LittleShop, Heather Forster Jensen introduced the final summer activity, which consisted of designing a puzzle with nine pre-perforated pieces. This activity fostered creativity and fine motor skill practice with drawing supplies. The act of putting the puzzles back together provides early literacy development in problem solving and hand-eye coordination.

LittleTown

Lexy Twidell updated LittleTown by removing worn toys and signs, by adding new food toys in the kitchen area, and by creating a new theme - the LittleTown Block Party. She put out several types of large-scale building blocks and made new signs.

Prairie Patch

Megan Lawrence rotated the toys in the garden's Play Patch from "dinosaurs" to "ice cream shoppe."

Seed Library

Number of Checkouts: 38

Number of Seed Packets Checked Out: 80

Number of Donations: 3 large tomato seed donations

Collection Changes

Jack Schultz added new Maker and STEM Kits this month, including an FAO Schwartz floor piano like the one featured in the movie "Big" and a Fort Building Kit that will allow young engineers to build large structures that are only limited by their imaginations.

Monica Dzierzbicki has interfiled the Teen DVD section into the Child and Adult DVD collections because the Teen collection was small, it was not used primarily by teens, and it was inconvenient for families who are more often looking for items in the other two sections. Monica reviewed each item and either relocated in the Child DVD collection or gave it to Adult Services for consideration.

Lexy Twidell has been analyzing the Child CD collection, which has extraordinarily low circulation statistics. We have pared down the collection to only popular, circulating items. We have subscribed to Spotify, a music streaming service, which we will use for creating playlists for storytimes and events.

Spotify will also give us new opportunities to create engagement by promoting and sharing our playlists with patrons. With the extra shelving created by this project, Lexy and Jack were able to work with the Pages to have the Toddler/Board Books moved to these shelves, which allows for better organization and upkeep for this collection.

Continuing Education

Date	Description	K&T Staff
1-Aug	Professional Development Reading - <i>Love Languages for Children</i>	Heather, Lexy
1-Aug	Professional Development Reading - <i>The Montessori Toddler</i> and <i>Mindful Storytime</i> article packet	Natalie, Kristina, Megan, Heather, Lexy
10-Aug	Youth Mental Health First Aid Training	Kelli
13-Aug	Global Leadership Summit	Natalie
19-Aug	LibCal training for entering events	Megan, Monica, Heather, Kristina, Jack, Lexy, Natalie
19-Aug	Training for creating displays	Jimmy, Megan, Monica, Kristina, Jack, Lexy, Natalie
19-Aug	Poster Printer training and Gaming System set-up	Jimmy, Megan, Monica, Heather, Kristina, Lexy, Natalie
29-Aug	LACONI - Museum Hack - Reimagine Audience Engagement	Natalie

Staff Training

Natalie Williams has been assessing needs and coordinating staff in order to provide various trainings so that all staff are able to perform major job functions.

- Heather Forster Jensen created a guide and presented on how to create displays.
- Jimmy Doane created a guide and presented on how to enter events on LibCal.
- Jack Schultz taught staff how to set up game consoles after school and provided poster printing training.

Contributing to the Profession

Date	Description	K&T Staff
21-Aug	YALSA Blog Post- <i>Reaching Underserved Youth through Teen Internship at Indian Prairie</i>	Natalie

Meetings & Planning

Date	Description	K&T Staff
1-Aug	Meeting with Dave to record for WBC video	Natalie
2-Aug	Reference Interview Discussion with Natalie Williams in KT Office	Kristina, Natalie
5-Aug	One-on-one	Jimmy, Natalie
5-Aug	Meeting with teen Keeley about STEM event	Natalie
5-Aug	Meeting with teen Tori about Tutoring opportunities	Natalie
6-Aug	One on One	Lexy, Natalie
6-Aug	Meeting with Jill to discuss K&T requests	Natalie
6-Aug	Dept Heads	Natalie
12-Aug	Program Planning: Love Languages for Families	Heather, Lexy
12-Aug	One on One with Jamie	Natalie
13-Aug	Dept Heads	Natalie
13-Aug	Meeting with Eagle Scout Christian	Natalie

19-Aug	K&T Department meeting	Jimmy, Megan, Monica, Heather, Kristina, Jack, Lexy, Natalie
19-Aug	Early Lit Meeting-Baby Book Bees	Megan, Lexy, Natalie
19-Aug	Baby Book Bees Preliminary Meeting	Lexy, Natalie, Megan
19-Aug	Program Planning: Love Languages for Families	Heather, Lexy
19-Aug	One-on-one	Jimmy, Natalie
20-Aug	Dept Heads road trip to Beloit	Natalie
20-Aug	One on One	Megan, Natalie
21-Aug	Tech Fair Meeting	Jack, Natalie
21-Aug	One on One	Monica, Natalie
21-Aug	One on One	Monica, Natalie
21-Aug	Meeting with Jill and Theresa about Winter Read	Natalie
24-Aug	One on One	Lexy, Natalie
25-Aug	Storytime Training: Junior Genius Overview	Heather, Megan
26-Aug	WouldShop Meeting	Jack, Natalie
26-Aug	Megan Storytime Training Observation	Lexy, Natalie, Megan
26-Aug	One on One with Jamie	Natalie
27-Aug	WouldShop Meeting	Jack, Natalie
27-Aug	One on One	Monica, Natalie
27-Aug	Staff training and WouldShop update	Kelli, Natalie
27-Aug	Meeting with Tony about AARP	Natalie
28-Aug	WouldShop Meeting	Jack, Natalie
28-Aug	Working with Joe to install new non-fiction signs	Natalie

Submitted by Natalie Williams, Head of Youth Services 9/10/2019

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ippl.info

September 9, 2019

We have completed the 2019 Summer Challenge!

This year we presented three new challenges for kids in grades K–6:

- Reading Challenge
- Music Challenge
- Outdoor Challenge.

Little kids (birth–K) participated in their own Early Literacy Challenge. Each challenge has 25 activities. To successfully complete a challenge, participants completed 10 of the activities. Many of them completed more than one of the challenges!

It is one of Indian Prairie Public Library’s goals to create fun, hands-on learning experiences for kids and teens that will keep them reading, learning, and growing throughout the summer, so that when school starts up again each fall, students are ready to learn, not just play catch-up.

Summer Challenge

This summer, we presented 217 classes and events at IPPL and out in the community, with 5,590 people in attendance. Class topics included sewing, robotics, science, math, coding, Book Buddies, chess, weekly storytimes, and so much more. There were 314 children and 37 teens who completed the challenge.

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

	2016	2017	2018	2019
Classes/events	196	205	191	217
Attendance	5367	7043	6953	5590
Kids completed	315	219	251	314
Teens Completed	41	46	49	37

Once again, we collaborated with Gower School District to offer classes at IPPL presented by Gower staff. Some examples of these programs were sewing, STEAM stories, origami, and an online book club. Because of this partnership, we are offer more classes to the community, while teachers connect with students and demonstrated their commitment to summer education.

Additionally, 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, we met with 72 kids in grade K-5. Teen Intern, Carson Wagner, and additional staff members presented activities related to the library's Summer Challenge.

In addition to visiting each week, we coordinated a bus sharing opportunity with Gower Schools (D62), so that IPPL could borrow their summer school buses to pick up the WBC kids from Anne M. Jeans (D180), bring them to the library, and then take them back to the school for summer camp. We did this

because we know that transportation is a limiting factor for many families who are not able to get to the library. We want to test and try ways to serve these kids and their families. We truly appreciate Gower and Rebecca Larratta, the Assistant Superintendent, for working with us to provide these kids with an opportunity to visit the library. We received a lot of positive feedback (and hugs) from the children when they visited on June 17 and 24. We heard comments like, "This is where I'm going to work when I grow up," and "Wow, I'm going to need at least three days to do everything I want in here."

For the fourth year in a row, the winner of the reading trophy is Concord Elementary School with 8.7% of their school population completing the Summer Challenge this year. Participation from Concord and Cass Junior High, both in District 63, almost double this year! We're so happy to see that many schools saw an increase in their participation.

Here is a breakdown of participation by school:

School	Students	# Completed				%
		2016	2017	2018	2019	
Anne M. Jeans	349	1	1	0	3	0.9
Burr Ridge Middle	240	3	0	1	0	0.4
Cass Jr. High	292	11	5	8	17	5.8
Concord	462	34	27	24	40	8.7
Eisenhower Jr. High	530	3	1	7	3	0.6
Elizabeth Ide	353	10	8	7	7	1.9
Gower Middle	391	9	10	15	4	1
Gower West	482	36	21	20	15	3.1
Holmes	492	8	2	4	4	0.8
Kingswood Academy	80	2	0	1	4	5
Lace	465	21	8	6	14	3
Lakeview Jr. High	361	0	3	2	2	0.6
Maercker	488	19	14	8	17	3.5
Mark Delay	533	14	15	16	11	2.1
Other		116	87	97	36	
Our Lady of Peace	232	11	9	7	8	3.4
Prairieview	349	5	7	4	17	4.9
Westview Hills Middle	478	6	1	1	5	1
TOTALS		308	219	228	207	

We are proud of all of our participants and we are delighted to work with you to serve students. Thank you for all that you do!

Sincerely,

Natalie Williams
Head of Youth Services
630-884-8028

STATISTICS FOR	Aug-19	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	31,441	33,494	62,944	66,944	-5.98%
Teen	2,425	2,650	5,391	6,138	-12.17%
Kids	16,156	16,354	35,420	35,973	-1.54%
ILLs Sent	3,412	3,564	6,926	7,038	-1.59%
TOTAL	53,434	56,062	110,681	116,093	-4.66%
Electronic Circulation	7,381	5,529	14,460	10,821	33.63%
GRAND TOTAL CIRC.	60,815	61,591	125,141	126,914	-1.40%
% Reciprocal Borrowing	13%	14%	13%	14%	
Patron Visits	27,334	39,254	56,898	77,064	-26.17%
<u>Current Cards</u>					
Resident	213	237	23,095	22,954	0.61%
Non-Resident	79	95	1,097	1,077	1.86%
TOTAL	292	332	24,192	24,031	0.67%
Non-Resident Households	41	51	497	512	-2.93%
<u>Patron Assistance</u>					
Adult - Reference	2,904	3,276	5,714	6,436	-11.22%
Kids - Reference	2,365	1,308	4,910	2,836	73.13%
Technology - Reference	1,213	1,267	2,544	2,532	0.47%
TOTAL REFERENCE	6,482	5,851	13,168	11,804	11.56%
Adult - Other	629	852	1,110	1,492	-25.60%
Kids - Other	133	1,265	306	2,941	-89.60%
Technology - Other	62	107	141	208	-32.21%
TOTAL OTHER	824	2,224	1,557	4,641	-66.45%
GRAND TOTAL ASST.	7,306	8,075	14,725	16,445	-10.46%
<u>ILL/Reserves</u>					
Holds	8,256	8,326	16,157	16,428	-1.65%
ILLs Sent	3,412	3,564	6,926	7,038	-1.59%
ILLs Checked Out	5,009	4,506	9,184	8,702	5.54%
ILLs Received	5,553	5,048	10,228	9,746	4.95%
<u>Programs - Adult</u>					
# Programs	8	13	20	22	-9.09%
Attendance	202	292	563	439	28.25%
<u>Technology Classes</u>					
# Programs	6	7	13	12	8.33%
Attendance	48	69	104	140	-25.71%
<u>Individual Technology Training</u>					
# of Patrons	456		991		
<u>Groups</u>					
# Programs	11	13	23	26	-11.54%
Attendance	116	130	237	259	-8.49%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	3	6	9	18	-50.00%
Attendance	17	414	83	509	-83.69%
<u>Programs - Kids</u>					
# Programs	36	27	152	97	56.70%
Attendance	1,274	757	4,044	2,630	53.76%
GRAND TOTAL ATT.	2,113	1,662	6,022	3,977	51.42%

STATISTICS FOR	Aug-19	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,058	3,574	6,132	6,892	-11.03%
Kids Computers	919	878	1,979	2,178	-9.14%
Teen Laptop	81	100	155	243	-36.21%
Adult Laptop	88	103	157	216	-27.31%
TOTAL PATRON USE	4,146	4,655	8,423	9,529	-11.61%
Hours Used					
Adult Computers	2,332	2,699	4,799	5,251	-8.61%
Kids Computers	666	665	1,498	1,425	5.12%
Teen Laptop	65	119	146	264	-44.70%
Adult Laptop	135	195	234	401	-41.70%
TOTAL HOURS USED	3,198	3,678	6,677	7,341	-9.05%
WebSite Access Sessions					
Desktop Website	9,368		24,945		
Library Calendar	1,433		2,991		
Mobile Site	5,844		6,651		
Mobile App (Launches)	19,247		19,247		
TOTAL WEB ACCESS	35,892		53,834		
Page Views					
Website	26,403		65,101		
Library Calendar	5,196		11,857		
Mobile Site	15,452		17,736		
Mobile App	1,419		1,419		
TOTAL WEBSITE PAGEVIEWS	48,470		96,113		
Wireless Total Connections	9,456	9,732	18,930	18,926	0.02%
Subscription Database Logins	3,011	2,938	5,790	6,119	-5.38%
Outreach-Homebound					
Items Delivered	177	151	271	252	7.54%
Volunteers					
Number Active	57	55			
Hours Worked	362.25	448.50	969.75	911.75	6.36%
Staff Training Hours	95.25	127.50	135.25	170	-20.44%
Room Use					
Youth Room					
Library	11	10	47	18	161.11%
Non-Library	5	4	11	6	83.33%
Meeting Room					
Library	22	30	66	75	-12.00%
Non-Library	11	6	16	11	45.45%
Conference Rooms	431	444	945	927	1.94%
Lobby Programs	2	9	4	17	-76.47%
Board Room					
Library	20	22	45	45	0.00%
Non-Library	20	22	37	41	-9.76%
Clavinova	0	0	0	0	

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS -August 2019

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	486	4	2	488	0	0	4	2
Non-Fiction	41461	289	120	41630	261	613	550	733
Fiction	36099	447	1244	35302	495	793	942	2037
ADULT TOTALS	78046	740	1366	77420	756	1406	1496	2772
KIDS								
Non-Fiction	11239	39	12	11266	227	12	266	24
Fiction	21946	124	136	21934	133	99	257	235
KIDS TOTALS	33185	163	148	33200	360	111	523	259
TEEN								
Non-Fiction	541	1	3	539	5	11	6	14
Fiction	3808	46	11	3843	28	9	74	20
TEEN TOTALS	4349	47	14	4382	33	20	80	34
BOOK TOTALS	115580	950	1528	115002	1149	1537	2099	3065

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audiobooks on CD	6564	44	26	6582	50	8	94	34
Music CDs	8018	32	854	7196	28	6	60	860
Playaway	373	0	3	370	0	1	0	4
DVDs (DVD & Blu-ray)	20505	132	35	20602	101	68	233	103
ADULT TOTALS	35460	208	918	34750	179	83	387	1001
KIDS								
Audiobooks on CD	619	0	107	512	2	0	2	107
Music CDs	825	3	515	313	21	4	24	519
Playaway	100	0	9	91			0	9
DVDs (DVD & Blu-ray)	4262	73	11	4324	34	42	107	53
KIDS TOTALS	5806	76	642	5240	57	46	133	688
TEEN								
Audiobooks on CD	207	2	0	209	2	2	4	2
Playaway	30	0	0	30	0	0	0	0
DVDs (DVD & Blu-ray)	558	0	63	495	7	1	7	64
TEEN TOTALS	795	2	63	734	9	3	11	66
AUDIOVISUAL TOTALS	42061	286	1623	40724	245	132	531	1755

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Console Games	126	5	0	131	0	2	5	2
Tech Takeout (except digital content devices)	106	1	0	107	8	0	9	0
CD-ROMs	44	0	0	44			0	0
ADULT TOTALS	276	6	0	282	8	2	14	2
KIDS								
Kits (STEM, Book bundles, etc.)	145	5	1	149	1	0	6	1
Puzzles (New Aug. 2018)	16	0	0	16			0	0
Playaway Launch Pads	24	0	0	24			0	0
KIDS TOTALS	185	5	1	189	1	0	6	1
TEEN								
Equipment (CD Players, etc.)	6	0	0	6			0	0
Console Games	683	8	4	687	0	6	8	10
Board Games	86	5	0	91			5	0
TEEN TOTALS	775	13	4	784	0	6	13	10
OTHER TOTALS	1236	24	5	1255	9	8	33	13
COLLECTION TOTALS	158877	24	5	158896			2663	4833

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- August 2019

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BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla- Year (ebooks & comics)	269,125	54,553		323,678				
Reference- Year	542	7	0	549				
TOTALS FOR ALL AGES	269,667	54,560	0	324,227	0	0	0	0
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	3,290	14	0	3,304	25	0	39	0
eMedia (Overdrive Advantage)	1,005	11	0	1,016	10	0	21	0
Fiction								
eMedia (Overdrive Consortium)	13,841	78	0	13,919	90	0	168	0
eMedia (Overdrive Advantage)	4,661	67	0	4,728	72	0	139	0
Preloaded eReaders	81	0	0	81	0		0	
ADULT TOTALS	22,797	170	0	22,967	197	0	367	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	125	0	0	125	0	0	0	
eMedia (Overdrive Advantage)	31	0	0	31	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,703	16	0	2,719	5	0	21	0
eMedia (Overdrive Advantage)	328	0	0	328	0	0	0	
KIDS TOTALS	3,187	16		3,203	5	0	21	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	96	0	0	96	1		1	
eMedia (Overdrive Advantage)	17	0	0	17	0		0	
Fiction								
eMedia (Overdrive Consortium)	3,366	7	0	3,373	17	0	24	0
eMedia (Overdrive Advantage)	521	0	0	521	0	0	0	
TEEN TOTALS	4,000	7		4,007	18	0	25	0
BOOK TOTALS	299,651	54,753		354,404	220	0	413	0

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	58,306	10966		69,272				
Music	265,515		23811	241,704				
Movies/TV Episodes	13,476	1561	0	15,037				
Yearly Total for All Ages	337,297	12527	23811	326,013	0	0	0	0
ADULT								
Audiobooks								
eMedia (Overdrive Consortium)	5,201	23	0	5,224	21		44	0
eMedia Advantage (Overdrive)	973	17		990	18		35	0
Preloaded Audiobook iPods	42	3	0	45	3	0	0	
Movies								
Preloaded Roku Titles	1,103	10		1,113	5		15	
ADULT TOTALS	7,319	53		7,372	47	0	94	0
KIDS								
Audiobooks								
eMedia Library (Overdrive)	351	1		352	0		1	
eMedia Advantage (Overdrive)	40	0	0	40	0		0	
Movies								
Preloaded Roku Titles	166	3		169	4		7	
KIDS TOTALS	557	4		561	4	0	8	0
TEEN								
Audiobooks								
eMedia Library (Overdrive)	625	0		625	0		0	0
eMedia Advantage (Overdrive)	57	0		57	0		0	0
TEEN TOTALS	682	0		682	0	0	0	0
AUDIOVISUAL TOTAL	345,855	57		334,628	51	0	102	0
COLLECTION TOTALS	645,506	54,810		689,032	271	0	515	0

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 8/31/2019

Balance on hand as of July 31, 2019.....	3,125,858.18
Cash Receipts for August.....	637,990.89
Cash Disbursements for August.....	290,035.64
Cash on hand as August 31, 2019.....	3,473,813.43

Investments

Illinois Funds (Money Market) - Average Monthly Rate 2.197%	
General.....	1,320,348.88
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,808.98
Children's Endowment.....	3,025.55
Endowment.....	11,711.75
MPI Investment (Corporate Fund).....	1,911,386.93

Fifth Third - Checking	
General.....	2,409.23
Hinsdale Bank & Trust - Checking.....	4,745.93
Fifth Third - Savings - Rate 1.60%	
General.....	195,005.44
Petty Cash/Circulation.....	404.00
Balances as of August 31, 2019.....	3,473,813.43

FUND BALANCES AS OF 08/31/2019

Corporate Fund.....	3,368,818.93
Building & Maintenance Fund.....	45,136.73
I.M.R.F. Fund.....	14,314.39
Liability Fund.....	(4,554.70)
Social Security Fund.....	8,874.52
Special Reserve Fund.....	5,808.98
Current Liabilites.....	35,414.58
Grand Total All Funds.....	3,473,813.43

Indian Prairie Public Library District Consolidated Revenue Report for August 2019

Percent of Year: 16.67

	RECEIVED August 2019	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	614,668.20	2,579,680.27	70.49%	3,659,490.00	1,079,809.73
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	10.12	10.14	0.00%	0.00	-10.14
TOTAL PROPERTY TAX & LEVY INTEREST	614,678.32	2,579,690.41	70.49%	3,659,490.00	1,079,799.59
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	0.00	0.00%	53,161.00	53,161.00
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00%	53,161.00	53,161.00
INTEREST					
43500 · Interest - Investment	2,225.82	4,819.57	32.13%	15,000.00	10,180.43
TOTAL INTEREST	2,225.82	4,819.57	32.13%	15,000.00	10,180.43
DESK MONIES					
45100 · Copler	467.16	773.41	16.81%	4,600.00	3,826.59
45120 · Computer Copies	1,373.69	2,752.17	18.35%	15,000.00	12,247.83
45130 · Fax	0.00	0.00	0.00%	1,000.00	1,000.00
45200 · Fines/Fees	3,377.77	7,731.75	15.46%	50,000.00	42,268.25
45250 · Gifts/Donations	0.00	0.00	0.00%	500.00	500.00
45300 · Lost Materials	1,106.11	1,931.89	24.15%	8,000.00	6,068.11
45350 · Non-Resident Fees	9,313.38	19,873.31	21.60%	92,000.00	72,126.69
45400 · DVD Fines	243.50	315.95	26.33%	1,200.00	884.05
45450 · Top Picks	12.00	38.00	9.50%	400.00	362.00
45550 · Meeting Room Rental	0.00	0.00	0.00%	400.00	400.00
45600 · ILL Fees	51.30	82.30	8.23%	1,000.00	917.70
45650 · 3D Printing	109.30	169.00	67.60%	250.00	81.00
45660 · Carvey	0.00	9.00	18.00%	50.00	41.00
45700 · Passport Fees	2,170.00	4,515.00	18.06%	25,000.00	20,485.00
45750 · Notary Fees	155.00	291.00	20.79%	1,400.00	1,109.00
TOTAL DESK MONIES	18,379.21	38,482.78	19.17%	200,800.00	162,317.22
OTHER INCOME					
46500 · OCLC Refund	0.00	0.00	0.00%	700.00	700.00
46700 · Miscellaneous	164.04	306.04	15.30%	2,000.00	1,693.96
46800 · Collection Agency Fee	10.00	30.00	15.00%	200.00	170.00
* 49000 · Operating Transfer In	0.00	10,829.76	0.00%	0.00	-10,829.76
TOTAL OTHER INCOME	174.04	11,165.80	385.03%	2,900.00	-8,265.80
GRAND TOTAL	635,457.39	2,634,158.56	67.00%	3,931,351.00	1,297,192.44

* Operating Transfer In reflects \$10,829.76 from Corporate Reserves
 69150 · Parking Lot Rehab - Manhard Consulting - \$1,187.76
 70000 · Operating Transfer Purchases - Light Quest LED Lights - \$9,642.00

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**Indian Prairie Public Library District
Consolidated Expenditures Report for August 2019**

Percent of Year: 16.67	August 19	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	167,194.87	293,477.22	12.79%	2,294,105.00	2,000,627.78	2,317,046.00	12.67%
61310 · Benefits - Medical / Life Ins.	1,205.86	15,772.21	9.03%	174,732.00	158,959.79	184,000.00	8.57%
61330 · Benefits - IMRF	13,651.38	22,651.88	11.25%	201,318.00	178,666.12	212,000.00	10.68%
61340 · Benefits - FICA	12,620.99	22,598.91	13.25%	170,513.00	147,914.09	183,000.00	12.35%
61400 · Staff Development	1,880.31	2,307.35	11.54%	20,000.00	17,692.65	24,000.00	9.61%
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00	2,000.00	0.00%
61710 · Workers Compensation	0.00	6,263.00	100.00%	6,263.00	0.00	10,000.00	62.63%
61720 · Unemployment Insurance	157.87	328.34	11.53%	2,847.00	2,518.66	3,800.00	8.64%
TOTAL PERSONNEL	196,711.28	363,398.91	12.66%	2,870,778.00	2,507,379.09	2,935,846.00	12.38%
MATERIALS							
62100 · Books	16,766.65	24,162.80	13.62%	177,400.00	153,237.20	240,000.00	10.07%
62200 · Periodicals	7,035.89	7,798.26	29.40%	26,525.00	18,726.74	33,000.00	23.63%
62300 · Audio	3,324.14	4,659.33	12.48%	37,350.00	32,690.67	55,000.00	8.47%
62400 · Video	4,273.01	5,703.39	12.69%	44,950.00	39,246.61	80,000.00	7.13%
62500 · Multi-Media	960.34	1,631.27	14.50%	11,250.00	9,618.73	13,000.00	12.55%
62600 · eMaterials	20,830.92	75,294.60	45.05%	167,140.00	91,845.40	66,000.00	114.08%
62700 · Console Games	0.00	0.00	0.00%	7,000.00	7,000.00	9,000.00	0.00%
62800 · ESL	38.00	38.00	3.80%	1,000.00	962.00	1,300.00	2.92%
62900 · Materials Supplies	1,593.80	2,486.28	11.84%	21,000.00	18,513.72	27,000.00	9.21%
TOTAL MATERIALS	54,822.75	121,773.93	24.67%	493,615.00	371,841.07	524,300.00	23.23%
BUILDING							
63200 · Cleaning Service	6,469.86	11,194.86	15.66%	71,500.00	60,305.14	88,000.00	12.72%
63300 · Utilities (1-8-11 · Gas)	409.18	593.53	4.95%	12,000.00	11,406.47	26,000.00	2.28%
63300 · Utilities (1-8-12 · Electric)	7,025.66	12,797.01	20.31%	63,000.00	50,202.99	78,000.00	16.41%
63300 · Utilities (1-8-13 · Telephone)	394.70	784.77	17.84%	4,400.00	3,615.23	15,000.00	5.23%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	897.47	11.97%	7,500.00	6,602.53	20,000.00	4.49%
63300 · Utilities (1-8-15 · Garbage Disposal)	371.90	371.90	9.30%	4,000.00	3,628.10	17,000.00	2.19%
63350 · Building Supplies	338.81	489.90	8.17%	6,000.00	5,510.10	10,000.00	0.00%
63400 · Maintenance Supplies	930.15	1,530.45	13.91%	11,000.00	9,469.55	32,000.00	4.78%
63500 · Security System Monitoring	0.00	0.00	0.00%	800.00	800.00	11,000.00	0.00%
63600 · Property Maintenance	4,660.00	7,080.00	17.70%	40,000.00	32,920.00	55,000.00	12.87%
63800 · Building Maintenance/Repair	172.59	4,383.62	14.61%	30,000.00	25,616.38	50,000.00	8.77%
TOTAL BUILDING	20,772.85	40,123.51	16.04%	250,200.00	210,078.49	402,000.00	9.98%
OPERATIONS							
64200 · Supplies - Office	1,462.48	2,036.55	15.67%	13,000.00	10,963.45	16,000.00	9.14%
64300 · Photocopy Supplies	513.70	541.92	10.84%	5,000.00	4,458.08	6,000.00	9.03%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	242.55	242.55	10.55%	2,300.00	2,057.45	4,000.00	0.00%
64500 · Postage	-740.75	3,924.25	89.19%	4,400.00	475.75	5,000.00	78.49%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	159.92	230.45	30.73%	750.00	519.55	1,100.00	20.95%
64800 · Organizational Memberships	0.00	0.00	0.00%	3,500.00	3,500.00	4,000.00	0.00%
64900 · Bank Fees	219.06	491.94	16.40%	3,000.00	2,508.06	4,000.00	12.30%
TOTAL OPERATION	2,356.96	7,467.66	21.61%	34,550.00	27,082.34	44,100.00	16.93%
TECHNOLOGY							
65100 · Supplies-Public Toner	1,806.36	2,121.86	23.58%	9,000.00	6,878.14	10,000.00	21.22%
65150 · Supplies-Staff Toner	745.02	745.02	10.64%	7,000.00	6,254.98	8,500.00	8.76%
65160 · Supplies-Maker	0.00	0.00	0.00%	700.00	700.00	1,200.00	0.00%
65200 · Technology-Prof Services	1,425.00	1,425.00	28.50%	5,000.00	3,575.00	8,000.00	17.81%
65300 · Purchase of Equipment	299.00	526.91	3.08%	17,122.00	16,595.09	25,000.00	2.11%
65400 · Technology Equip Mnt/Repair	9.05	1,536.88	15.57%	9,868.00	8,331.12	11,000.00	13.97%
65500 · Software	32.25	1,090.25	11.72%	9,300.00	8,209.75	20,000.00	5.45%

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Indian Prairie Public Library District Consolidated Expenditures Report for August 2019

Percent of Year: 16.67

	August 19	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65600 · SWAN	0.00	11,791.50	25.00%	47,166.00	35,374.50	48,000.00	24.57%
65700 · Telecommunications	655.55	655.55	4.85%	13,524.00	12,868.45	15,000.00	4.37%
TOTAL TECHNOLOGY	4,972.23	19,892.97	16.76%	118,680.00	98,787.03	146,700.00	13.56%
CONTRACTUAL SERVICES							
66100 · General Professional Services	15.00	15.00	0.19%	8,000.00	7,985.00	26,000.00	0.06%
66200 · Credit Bureau	44.75	89.50	9.94%	900.00	810.50	1,200.00	7.46%
66300 · Copier	237.61	467.38	15.58%	3,000.00	2,532.62	3,000.00	15.58%
66400 · Copier Maintenance Contract	0.00	501.81	20.07%	2,500.00	1,998.19	3,000.00	16.73%
66900 · Fees - Bond Registrar	0.00	10.00	4.55%	220.00	210.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	297.36	1,083.69	7.41%	14,620.00	13,536.31	33,200.00	3.26%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	11,487.00	100.00%	11,487.00	0.00	14,000.00	82.05%
67200 · Bonding	0.00	0.00	0.00%	1,370.00	1,370.00	1,700.00	0.00%
67300 · Officers & Directors Liability	0.00	2,511.00	100.00%	2,511.00	0.00	3,000.00	83.70%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	3,000.00	71.67%
TOTAL INSURANCE	0.00	16,148.00	92.18%	17,518.00	1,370.00	21,700.00	74.41%
MARKETING							
68110 · Marketing Newsletter	1,990.00	1,990.00	5.53%	36,000.00	34,010.00	40,000.00	4.98%
68111 · eNewsletter	1,732.50	1,732.50	86.63%	2,000.00	267.50	2,400.00	72.19%
68210 · Marketing Advertising	114.46	129.46	15.41%	840.00	710.54	1,800.00	7.19%
68310 · Marketing Supplies	108.00	108.00	21.60%	500.00	392.00	1,000.00	10.80%
68410 · Marketing-Information Printing	30.58	236.02	10.73%	2,200.00	1,963.98	5,000.00	4.72%
68500 · Legal Notices	268.24	268.24	17.88%	1,500.00	1,231.76	2,000.00	13.41%
68600 · Programming	2,339.23	3,131.52	10.72%	29,200.00	26,068.48	35,000.00	8.95%
TOTAL PUBLIC INFORMATION	6,583.01	7,595.74	10.52%	72,240.00	64,644.26	87,200.00	8.71%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	1,086.24	1,086.24	0.00%	47,750.00	46,663.76	100,000.00	0.00%
69125 · Masonry Project	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69150 · Parking Lot Rehab	0.00	1,187.76	0.00%	0.00	-1,187.76	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	800,000.00	0.00%
* 69800 · Operating Transfer Out	0.00	10,829.76	0.00%	0.00	-10,829.76	0.00	0.00%
69900 · Contingency	997.51	5,837.45	51.21%	11,400.00	5,562.55	15,000.00	38.92%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	9,642.00	0.00%	0.00	-9,642.00	0.00	0.00%
GRAND TOTAL	288,600.19	606,067.62	15.42%	3,931,351.00	3,325,283.38	5,210,046.00	11.63%

* Operating Transfer Out reflects \$10,829.76 from Corporate Reserves

69150 · Parking Lot Rehab - Manhard Consulting - \$1,187.76

70000 · Operating Transfer Purchases - Light Quest LED Lights - \$9,642.00

Chamber Report
August 2019

Darien:

I could only assist the Darien chamber by working one night (Friday) at Darien Fest due to vacation plans, but connected there with other board members and Women's Club. We had great weather and good attendance, making the change to August dates a good decision.

I attended the Darien Chamber board meeting on 8/22. We discussed a recap of the successful Darien Fest as well as a big push for dancers for October's Dancing with the Chamber Starz because of the low response so far. I solicited volunteers for Jez's mock job interview program. The board has tabled the Shop Local program.

On 8/27, I went to a Coffee Connection at First American Bank. It became an impromptu board meeting because of all the board members in attendance.

Willowbrook/Burr Ridge:

It was a quiet month for Willowbrook/Burr Ridge. As of 9/1/19, the Chamber relocated to 256 N. Frontage Road in Burr Ridge (office of Sales Activity Management).

Respectfully,

Shirley Pride Jensen
Assistant Head of Adult Services
Business Liaison



E-News September 11, 2019

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

Current RAILS News

RAILS Board Meeting, September 27

The RAILS Board will meet on Friday, September 27, at 1 p.m., at the RAILS Coal Valley service center and other videoconference sites. RAILS members in the area are encouraged to attend the board meeting. See [agenda/supporting documents](#) when available.

Join the RAILS Board and staff members prior to the meeting for a networking lunch at 11:30 a.m. All library staff working in all types of libraries are invited. You will have the opportunity to network with other library colleagues in attendance. Lunch will be provided. [Please register](#) so that we have an accurate count! Let us know any dietary restrictions.

Don't Miss the October 3 Member Update

All staff from all types of RAILS libraries are invited to join us for the [next member update on Thursday, October 3](#), from 10 a.m.–noon. You can participate at a scheduled videoconference location or via Zoom. RAILS will be using Zoom (web conference/webinar) for our member updates moving forward. Choose Zoom as your location when you register in L2, and you will receive an email with instructions for joining the update. [Register now](#).

Topics for discussion include:

- An update on RAILS census activities, including a possible grant from the Illinois Department of Human Services
- The latest on our [My Library Is...](#) campaign
- Update on [grant project](#) to recreate L2
- Ways members can engage with RAILS at the October AISLE and ILA conferences
- Update on RAILS efforts to help the unserved in Illinois, including results of our recent survey of RAILS public libraries
- The latest news on [inkle.org](#), a suite of free resources to support local authors that launches October 1
- Reports from RAILS member libraries: East Moline Public Library's capital campaign, including [video testimonials](#) from library users to support the campaign; the [Bike the Trail Library to Library](#) project; and Marist High School's [partnership](#) with Blue Island Public Library to create Escape Room learning games for kids/teens

**Campaign Highlight: Quincy Public Library Patrons Speak Out at City Council Meetings**

We are all so impressed with Quincy Public Library's efforts to show their significance in their community [through videos taken at city council meetings](#). They are telling their library's story through the voices of their patrons at these meetings.

"To better advocate for Quincy Public Library, we decided to ask patrons and library users if they would be willing to speak... about different services that were important to each of them," wrote Ruth Cuthbertson, Marketing and Events Librarian at Quincy Public Library. "The videos helped to build awareness of library services and allowed City Council members to see the breadth of support for [our library]."

**Changes for E-rate Program Participants**

If you participate in the USAC E-rate program or would consider doing so, the

Consortium (DoIT Consortium), it will act on behalf of E-rate eligible schools and libraries which do or would like to participate in the USAC E-rate program.

If your library currently applies for E-rate funding or is considering participating in the program, the DoIT Consortium will manage the full E-rate Form 470 bid and vendor selection process. Services will include your Illinois Century Network (ICN) internet service and the transport circuit connecting your library to the ICN.

For [more information and to apply](#). Note: the website lists a deadline of September 6, but will accept applications for a couple more weeks.

FY 2019 ILLINET Interlibrary Loan & Reciprocal Borrowing Statistical Survey

The [ILLINET Interlibrary Loan \(ILL\) & Reciprocal Borrowing Statistical Survey](#) is now available. Libraries are required by administrative rule to complete the survey as part of the annual certification process. The FY 2019 (July 1, 2018–June 30, 2019) survey must be completed by **March 31, 2020**. We highly suggest doing it now so there is one less thing to do come certification time!

All RAILS members should review the [ILLINET Interlibrary Loan Code](#) to ensure that their library continues to meet resource sharing requirements necessary for continued library system membership. For questions regarding the ILLINET ILL Traffic Survey, or for the username and password, contact the State Library at 1.800.665.5576, option 2. For technical assistance, email [Counting Opinions](#) or call 1.866.850.8366.

New Find More Illinois Presentations

[Find More Illinois](#) is offering several presentations this late summer and fall so you can find out more about the program, learn about reduced costs for FY 2020, and see a demonstration of the newest version of the SHAREit software.



Find More Illinois connects Illinois library catalogs to make resource sharing easier. Anyone can search multiple catalogs at once. For details and the link to register, visit the [RAILS website](#). Webinars will be recorded.



Look for this symbol throughout issues of the *RAILS E-News* for items supporting the [My Library Is...](#) campaign.

Continuing Education (CE)

RAILS Continuing Education

Jon Lewis Presents "Music in Storytime" Workshops

Jon Lewis of [Mr. Jon and Friends](#) will present two identical workshops on best practices for using music in library storytimes. Topics will include why to use music in storytimes, how to choose the music, and how to connect with your audience. Palatine Public Library is hosting this event with the help of a [RAILS CE Event Grant](#). RAILS scheduled another session of the same workshop to give people in different parts of our area the opportunity to attend.

See L2 to register to attend at one of the following two locations:

- [Monday, September 23, 10:00–11:30 a.m., White Oak Library District \(Crest Hill Branch\)](#)
- [Wednesday, September 25, 10:00–11:30 a.m., Palatine Public Library](#)



Introduction to Google Data Studio Webinar, October 1

Grant Halter, RAILS Data Coordinator and Research Analyst, will present a short demonstration of the features of Google Data Studio. Data Studio is a quick and intuitive tool for creating dashboards to visualize and present data. Learn to add your own data, build tables and charts, and design visually appealing dashboards for all levels of digital literacy. This webinar will be held on October 1, from 1:30–2:15 p.m. [See more details and register on L2.](#)



Webinar on Marketing Your Library's Message, October 9

If you don't tell your story, someone else will tell it for you. At a time when

This 90-minute webinar will walk you through the steps to make marketing and sharing your message attainable and sustainable.

Barbara Alvarez, author of *Embedded Business Librarianship*, will talk about storytelling: what it is, what it is not, and where libraries fit in; social media: the do's, the don'ts, templates, and strategic plans; developing a SWOT analysis of your library, and more! This webinar will be held on October 9, from 1:00-2:30 p.m. [See more details and register on L2.](#)

More RAILS CE

"Libraries and the 2020 Census:" [Recording Now Available](#)

Webinar on Assessment of Technical Services

[September 24, from 1:30-3:00 p.m.](#)



Workshop on Library Marketing Plans

[September 25, 9:30 a.m.-12:30 p.m.](#), Chillicothe Public Library District.

More 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.

University of Maryland Hosts Census Workshop, October 31

[Apply to participate in the forum.](#) All expenses will be paid.

Library Director Bootcamp: Getting the Skills You Need Workshop

A 3-part, 90-minute workshop on [Mondays, September 16, 23, and 30, at 1:30 p.m.](#)

Teacher Tuesdays – STEM Resource Fair

[Tuesday, September 17, from 5:00-6:30 p.m.](#)

"Social Justice, Privilege, and Social Equity Dialogue" Workshop

[Tuesday, September 24, from 9 a.m.-5 p.m.](#)

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

Networking Opportunities

Peoria Area School Library Networking Event

Join school librarians from around the Peoria area to network and discuss library challenges and opportunities. Included in the discussion will be the potential formation of a Peoria area AISLE chapter. This event will be held at [Granite City Brewery](#) in East Peoria, on [September 17, from 6-8 p.m.](#)



Presenters Needed for RAILS and IACRL Online Roundtable

This fall, in conjunction with the [My Library Is...](#) campaign, RAILS and IACRL will co-host an online event to help academic librarians promote and articulate their value on Tuesday, November 5, 10:00-11:30 a.m. To help with this event, academic librarians are invited to submit ideas for 10-minute presentations regarding marketing and/or promotional efforts. These topics may include (but are not limited to):

- Making administrators/deans aware of the library's value
- Demonstrating the library's impact on student success
- Articulating the ways in which the library advances the missions/goals of your institution
- Ensuring that libraries are brought to the table when big institutional decisions are being made
- Making the faculty and other university/college staff aware of what the library can do for them
- Making students aware of what the library can do for them

If you would like to be considered to present, please email [Dan Bostrom](#), RAILS Member Engagement Manager, with your idea by **Friday, September**

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SLA Illinois Networking Opportunity

Register for this Special Libraries Association (SLA) Illinois networking event.

- [September Volunteer Day with Merit School of Music](#)
September 21, 9:30 a.m.–3:30 p.m.
Merit School of Music, Chicago

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E-Resources

BiblioBoard Goes Back to School: Recovering the Classics

School librarians, you can find dozens of classic novels, including canonical works of American, British, and world literature available for simultaneous use in the Recovering the Classics (RTC) collection.



Books in the RTC collection have reimagined, contemporary cover art. As a RAILS member, you have access to these images to use for programs, promotion, or inspiration for classroom projects. Go to the [RAILS website](#) to download all of the RTC covers.

You can find RTC and more on the [RAILS for Schools](#) BiblioBoard site. Content is classroom-focused, and access to extraneous content in the main BiblioBoard collection is restricted. Students can access these e-books at any time from anywhere in Illinois via the BiblioBoard website or app.

A Fresh Collection of Popup Picks Has Arrived

Our [rotating collection](#) of hand-curated, front-list e-books has been updated to include timely materials you can share with your patrons. This collection includes a celebration of [football](#), [seasonal crafting books](#), and resources to help you or your patrons tackle [National Novel Writing Month](#) (NaNoWriMo).



There are no holds or waiting for items in this community collection, and titles can be read by multiple users at the same time via [BiblioBoard](#). [See more information](#) on Popup Picks and all our BiblioBoard offerings.

eRead Illinois Unbound Program Updates

Exciting news! Membership in eRead Illinois Axis 360 now includes participation in Baker & Taylor's Unbound program without incurring an additional service fee. The fee has been waived, although you will still need a minimum content order to get started.

The Unbound program gives eRead Illinois Axis 360 libraries the ability to purchase their own content that is only available to their patrons. When a library participates in both the Axis 360 shared collection (eRead Illinois) and its own collection (Unbound program), it will appear to logged-in patrons as a single collection. You must be enrolled in eRead Illinois to participate in the Unbound program.

For eRead Illinois Axis 360 member libraries that would like to learn more about Unbound, send an email to ereadillinois@railslibraries.info.

For libraries that would like more information about joining eRead Illinois, go to ereadillinois.com.

Deals, Discounts, Grants

**Applications Now Open for RAILS' My Library Is... Grant**

The RAILS' [My Library Is... Grant](#) program provides an opportunity for libraries to focus on projects that help tell the library story and that increase visibility and support for all types of libraries.

Libraries, working alone or with partner organizations, can apply for up to \$5,000. RAILS is especially interested in innovative programs that can be replicated by other libraries. Potential grant project areas may include (but are not limited to) paid advertising, partnering with other libraries/community

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Calling Small Libraries: IMLS Opens Grant Program for Second Year

For a second year, the [Institute of Museum and Library Services](#) is accepting grant applications for [Accelerating Promising Practices for Small Libraries \(APP\)](#). APP is a special initiative of National Leadership Grants for Libraries, a program that supports library and archives services nationwide by advancing theory and practice.

This funding opportunity is designed to strengthen the ability of small and/or rural libraries, archives, and related organizations to serve their communities. [Learn about eligibility, categories, and more](#). The deadline to apply is December 2.

Open Source ILS Grant Opportunity

[Equinox Open Library Initiative](#) is accepting applications for the [Equinox Open Source Grant](#). The grant will provide in-kind hosting and support of [Koha](#), the first open source integrated library system to be used worldwide. The program is designed to provide access to a modern, online library catalog to nonprofit or governmental organizations that possess a library but do not have the financial and technological resources to contract for commercial services.

The deadline for [applications](#) is November 1. [Details](#) can be found on the Equinox Open Library Initiative website.

Conferences

Last Chance to Get the Early-Bird Rate for ILA Conference

Registration is open for the 2019 ILA Annual Conference. This year's conference will be held October 22-24, at the Tinley Park Convention Center in Tinley Park, IL. Register by September 16 to get the early-bird rate! For additional information on the conference and speakers, please visit the [ILA website](#).



RAILS will have a booth at the conference. Make sure to stop by to see what's new, talk with RAILS staff, and enter to win prizes.

Registration Open for PUG Day

PrairieCat Users Group Day (PUG) will be held at the NIU-Rockford Conference Center on Friday, September 20, from 8:30 a.m.-3:30 p.m. Any staff from fully participating, basic online, or union list PrairieCat member libraries, as well as staff from non-PrairieCat libraries, are welcome to attend.



To register and indicate your Quick Hit and Breakout Sessions preferences, [log into L2](#).

Make sure to stop by the RAILS table to see what's new and talk with Brian Smith, RAILS Applications & Web Developer.

CARLI's Mid-Level Leader Symposium, September 25

Register now for CARLI's exciting day-long leadership symposium for mid-level leaders to be held 9 a.m.-4 p.m., on September 25. The event will feature [Karen S. Goins](#), executive coach, facilitator, consultant, speaker, and author. Karen will guide attendees to:

- Understand what leadership is
- Discuss leadership competencies that increase success in a library environment
- Have meaningful conversations with each other about senior leadership and upward mobility topics
- Develop a personal plan to improve leadership competencies

The registration deadline is September 16. [Registration](#) is \$50 and breakfast and lunch will be provided. A special room rate of \$70 is available for Tuesday, September 24, at the [Holiday Inn Conference Center](#), 101 Trade Centre Drive, Champaign. RAILS members are invited to attend, whether or not you are members of CARLI.

Are you currently pursuing a library and/or English teaching degree or know someone who is? The annual AISLE/IATE conference is looking for student interns to help out. The conference will be held on Friday, October 11-12 at Wyndham Springfield City Centre in downtown Springfield. Help is needed for one or both days.

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Interns will receive free registration for the day and meals in return for working a four-hour shift. **The revised deadline for applications is this Friday, September 13.** [Student Intern Application](#).

Reaching Forward Call for Programs

The Reaching Forward Conference Committee is accepting program submissions for the 2020 Conference, which will be held Friday, May 1, 2020, at the Stephens Convention Center in Rosemont, IL. Proposals must be submitted using the online proposal form. Incomplete proposals can be saved and revised at any time prior to the **submission deadline of Friday, October 18, 11:59 p.m.** For additional information, please visit the [ILA website](#).

More Conferences

National Summer Learning Association (NSLA) National Conference
[Atlanta, GA, October 21](#)

2019 SLA Virtual Career Fair
[October 15](#)

Illinois State Library News

FY 2020 School District Library Grant Application Available

The School District Library Grant Application is available online. The deadline for submitting your application is October 15. In addition, as part of the application, the Expenditure Report for FY 2018 is due October 15, 2019. [Complete grant information](#).

Questions may be directed to 800.665.5576, option 2.

FY 2020 Live & Learn Construction Grant Applications Now Available

Illinois Secretary of State and State Librarian Jesse White is pleased to announce that applications for the FY 2020 Live & Learn Construction Grant Program are now open to public libraries. The website provides access to [program requirements and the grant application](#). Applications are due to the State Library on or before January 10, 2020.

A [grant information webinar](#) will be held on October 3, at 2 p.m. For more information, contact [Mark Shaffer](#).

Census Information Being Distributed

Census information is being sent to public libraries from the Illinois State Library for distribution to the public in the coming weeks. The themes of the flyers produced by the U.S. Census Bureau are the importance of the 2020 census for the communities and the need for local census takers. Although the census will be conducted primarily online, in some cases there will still be a need for people to go door-to-door.

A complete and accurate count is vital to ensure that the state and its communities receive the maximum amount of federal dollars they are entitled to, and to maintain the size of the Illinois congressional delegation. Any questions or concerns regarding the federal census should be directed to [Joe Natale](#), Chief Deputy Director, at the State Library, at 217.558.1745.

Other Library News

Call for ILA Executive Board Nominees

The ILA Nominating Committee is seeking candidates for the 2020-2021 Executive Board Election. In April 2020, members will vote for the ILA Vice-

are three-year terms beginning July 2020 and ending June 2023.

The submission deadline is 5 p.m. on Friday, October 11. [For more information/nomination form](#). Please direct any questions to [Cynthia Fuerst](#), ILA Past-President and Chair of the Nominating Committee.

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Nominations Open for LITA Top Tech Trends Panel

Nominate yourself or someone you know for the next Library and Information Technology

Association [Top Tech Trends](#) panel of speakers to be held Sunday, January 26, 2020, 1:00-2:30 pm, at the [2020 ALA Midwinter Meeting](#) in Philadelphia, PA. A



moderator and several panelists will each discuss trends impacting libraries, ideas for use cases, and practical approaches for evaluating them.

LITA encourages participation from underrepresented groups, such as women, people of color, and LGBTQA+ individuals. The selection committee values diverse perspectives from different types and sizes of libraries, as well as those who can bring a fresh voice. Speakers will be selected based on their proposed trends, experiences, and overall balance to the panel. [View the submission guidelines](#). The deadline is October 11.

Member News

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

RAILS Library Director News

Do you have library director changes to share? Let RAILS [Communications](#) know of library director changes (and the effective date of the changes) so we can officially welcome new directors to the RAILS community and say goodbye to retiring directors. If you'd like to supply the years of service for a retiring director, please do so.

Jenna Diedrich is the Interim Library Director of Galena Public Library. She is replacing Nita Burke who recently resigned.

Elizabeth Greenup is the interim director of Wauconda Area Library, effective September 14. Tom Kern is retiring September 13.

Meridith Layne is the new library director at Odell Public Library, effective late September. Lisa Boles is currently the interim director and will stay on as Assistant Librarian.

Library News

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

- [My Library Is... Blog Post: Campaign for East Moline Public Library](#)
- [Census 2020: Make Sure Illinois Counts](#)
- [Fall Reading BINGO with Dory](#)

Fast Facts Surveys

- [Staff Library Cards](#)
- [Temp Visitors & Residents in Transition Library Card](#)
- [Bookkeeping Software](#)
- [Bookmobile Service](#)
- [Checking-Out Nontraditional Materials and Technology](#)
- [Tracking Website Visits](#)

More Links

Open Positions at RAILS

- [Program Manager, Census 2020](#)
- [Associate Executive Director - RAILS \(Burr Ridge\)](#)
- [Applications Developer - RAILS \(Burr Ridge\)](#)

Distributed @ mtg.
Unfinished Business (KI)

Interview

Architectural Firm

Indian Prairie Public Library Board Room

October 8, 2019

Please plan on making a presentation of up to 45 minutes and include answers to these question:

- As a firm, what is in place to ensure that your design process is continually looking forward?
- What specifically are you doing in your designs that is forward focused?
- Given what you know about our project, what challenges do you see?
- Do you use any retail design theories? If so, what are they?
- What are some ideas for sustainability or energy conservation that you might suggest for our project?
- What support can you or your firm provide relative to sustainability grants?

After your presentation there will be some time for questions from the trustees. You may arrive 10 minutes prior to your scheduled time to set up any equipment. There is a flat screen in the Board Room and we'll have a laptop available.

In addition would you provide answers in writing to these questions by Friday, October 4:

We won't be using a construction manager or an owner's representative. Tell us about projects you've been part of that have not used either of these positions.

What process do you use to determine the qualifications of contractors during the bid process?

What process would be used to check the quality of construction work and who would do this?

Portfolio Review

Indian Prairie Public Library District

September 18, 2019

Presented by:
David W. Pequet, CEO, President
Matthew Pequet, Sr. Vice President

MPI
INVESTMENT MANAGEMENT, INC.

15 Salt Creek Rd, Suite 404
Hinsdale, IL 60521
630-325-6900

Company Profile

- **\$250 million total assets under management**
- **Founded 1986 – Independent Registered Investment Advisor**
- **Client Types**
 - Individuals
 - Insurance/Captives
 - Retirement plans
 - Government entities
 - Cash management portfolios
 - Foundations and Charitable Accounts
- **High Quality Conservative Strategy**
- **MPI takes Fiduciary Responsibility**
- **Nationally Recognized**
- **Customized Client Solutions**
- **Headquartered in Hinsdale, IL**

Investment Team

Born 1952 David W. Pequet founded the independent registered investment advisory firm MPI Investment Management, Inc. in 1986. Located in the Chicago suburb of Hinsdale, MPI manages over \$250 million dollars of fixed income, equity and balanced institutional and high net worth portfolios throughout the United States. During the last two decades MPI has been nationally recognized several times for its fixed income and equity investment management. MPI has been selected for the last seven years to Barron's Top 400 U. S. Independent Investment Advisors. Prior to starting MPI Mr. Pequet specialized in fixed income sales at several Wall Street securities firms including Prudential-Bache and Mosley Securities. He earned his Engineering degree from Michigan State University in 1974. Following college Mr. Pequet was commissioned an Officer in the U. S. Navy and was in the Aviation Officer Flight Program. For the last 30 plus years, Mr. Pequet has been active at the executive level in several community and youth programs in the Hinsdale Illinois area, including 8 years as a board member of the Oak Brook Plan Commission, 6 years as a coach and Director of the Hinsdale Little League, and has been a Director and Treasurer of the Hinsdale Public Library Foundation since 2002. Since 1984 Mr. Pequet has been active with the Roger B. Chaffee Scholarship Fund in Grand Rapids Michigan as both a Director and Treasurer. David was a Director, Historian and past President of The Bond Club of Chicago. Mr. Pequet has been a member of the advisory board of the Security Traders Association of Chicago. David has been quoted and interviewed in several Wall Street venues including: Investment News, Wall Street Transcript, Money Manager Review and WLS 890 & WIND 560 Radio. In 2014 Dave and his wife Chris founded an annual charity event; *Red, White & Blues*, raising funds to support U.S. military personal, veterans and their families. Since 2015 Dave has chaired an annual 3-day Special Forces VIP Trip that supports *The Special Forces Scholarship Fund*. Mr. Pequet has been married to Christine for 42 years and they have two sons whom are both in the investment business.



David W. Pequet
President/ CEO
Founder
Sr. Portfolio Manager

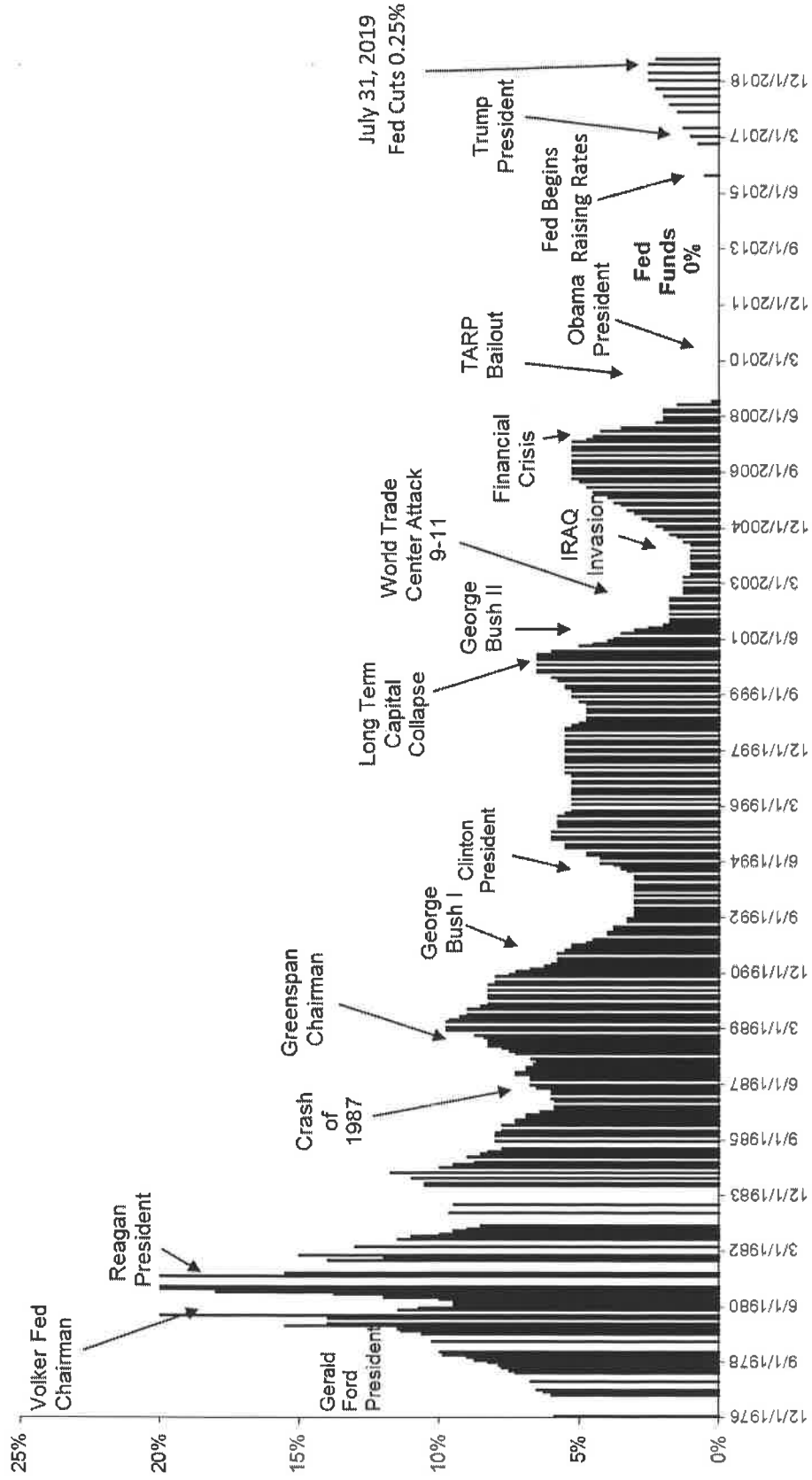


Matthew D. Pequet
Sr. Vice President
Portfolio Manager
Director Client Relations

Born 1981. Matt Pequet joined MPI in 2003. Graduated from Indiana University with a Bachelor of Science. Matt is part of the portfolio management team and assists with security analysis and selection. He is responsible for the management of trade processing and the firm's portfolio management systems. Matt also heads the client and consultant reporting for the firm. Matt became an equity partner in MPI in 2008.

Experience Spans Five Decades

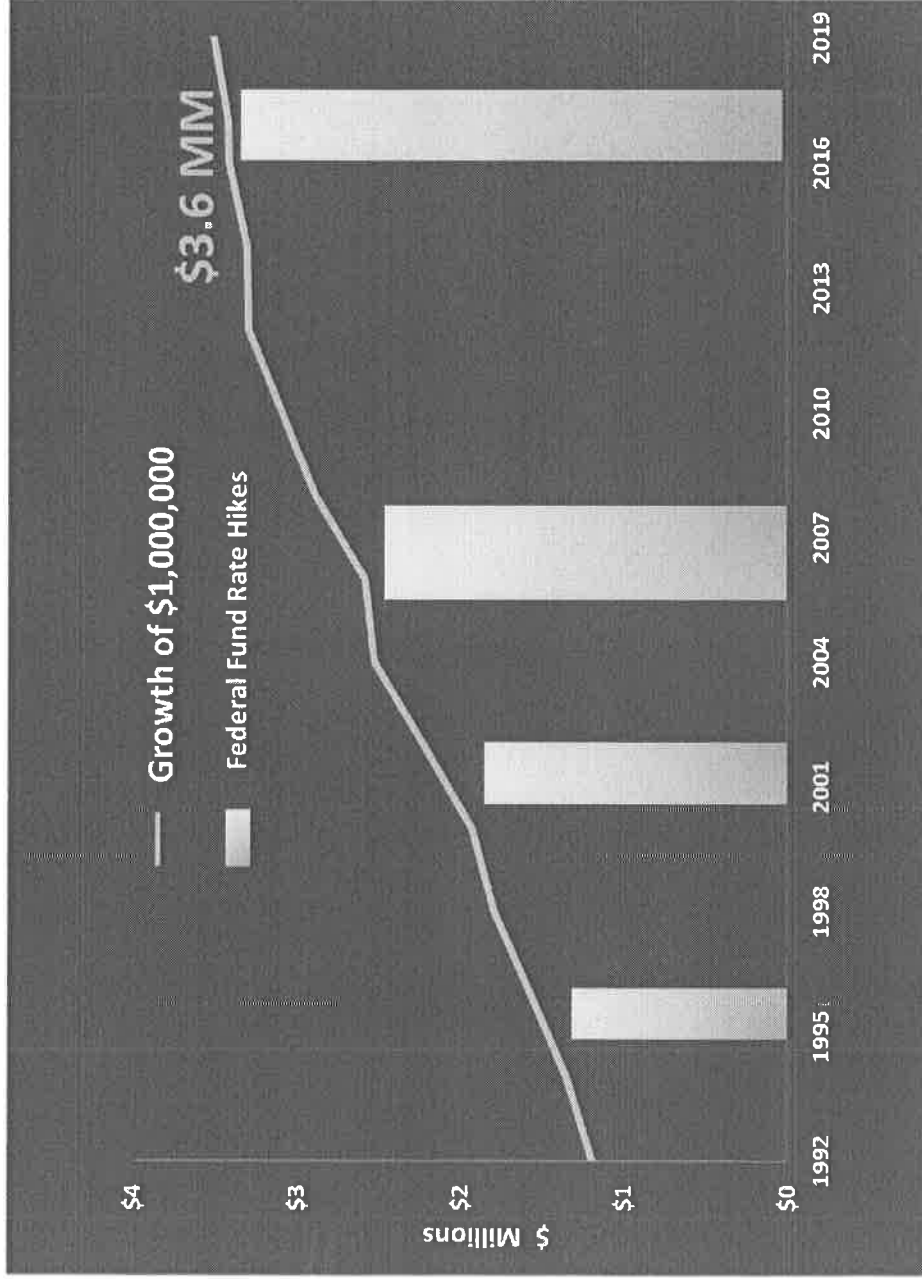
Fed Funds History 1976-2019



Source: Bloomberg

MPI Taxable Bond Strategy

25 Year Growth Chart



Successfully managed through 4 previous rate tightening cycles

Past performance is no guarantee of future results. Returns and yields will fluctuate due to market conditions and investors may experience a loss.

National Recognition

Money Manager Review

MPI TAXABLE U.S. FIXED INCOME

Ranked by 3 Year Annual Returns - US Fixed Income Government Short Term Mgrs.
As of March 31, 2019

Rank	Manager & Product Name	Min Act Size(\$1000)	Gross/Net Of Fees	Reporting Method	GFPS Compliant	Assets	First Year	Return (%)	Risk (%)
1.	Hedstone Advisors Short-Intermediate Composite	1,000	Gross	Unaudited	Yes	\$3,1991	1.88	1.52	1.24
2.	MPI Investment Management Taxable U.S. Fixed Income	500	Gross	Audited	Yes	20,13656	1.49	0.90	1.46
3.	Neuquarie Investment Mgmt Del. US Govt Low Duration Bond	10,000	Gross	Unaudited	Yes	164,1929	1.27	1.02	1.25
4.	Dana Investment Advisors, Inc. Limited Volatility	1,000	Gross	Audited	Yes	792,1580	1.23	0.74	2.80
5.	Self Investment Advisors, LLC Enhanced Short Maturity	500,000	Gross	Audited	Yes	1,463,1992	1.17	0.98	1.19

MPI TAXABLE U.S. FIXED INCOME

Ranked #2 for 1 Year Annual Risk

Ranked #2 for 3 Year Annual Risk

Ranked #2 for 3 Year Annual Returns

Ranked #2 for 7 Year Annual Returns

Ranked #2 for 10 Year Annual Returns

MPI TAXABLE U.S. FIXED INCOME

Ranked by 3 Year Annual Risk - US Fixed Income Government Short Term Mgrs.
As of March 31, 2019

Rank	Manager & Product Name	Min Act Size(\$1000)	Gross/Net Of Fees	Reporting Method	GFPS Compliant	Assets	First Year	Return (%)	Risk (%)
1.	Dana Investment Advisors, Inc. Limited Volatility	1,000	Gross	Audited	Yes	792,1580	1.23	0.74	2.80
2.	MPI Investment Management Taxable U.S. Fixed Income	500	Gross	Audited	Yes	20,13656	1.49	0.90	1.46
3.	Self Investment Advisors, LLC Enhanced Short Maturity	500,000	Gross	Audited	Yes	1,463,1992	1.17	0.98	1.19
4.	Neuquarie Investment Mgmt Del. US Govt Low Duration Bond	10,000	Gross	Unaudited	Yes	164,1929	1.27	1.02	1.25
5.	Hedstone Advisors Short-Intermediate Composite	1,000	Gross	Unaudited	Yes	\$3,1991	1.88	1.52	1.24

Money Manager Review (MMR) has ranked, ranked and analyzed the performance of private money managers since 1987. Money Manager Review provides in-depth analysis on hundreds of the nation's leading private money managers. As the largest source of its kind on the Internet, thousands of individuals, consultants, plan sponsors, fundboards and charities utilize MMR to find, compare and analyze private money managers. MMR tracks over 200 money managers and over 1146 products. MMR charges a fee to individuals and institutions to access this information. MMR charges in addition from outside money managers, including information about company history, products, performance and personnel. Investment managers do not pay MMR to be included in the MMR and MMR. MMR is not responsible for the accuracy of the data provided. Contact us for the complete money manager review.

March 31, 2019

2005

TOP GUNS MATURITY UNIVERSE
PSN SHORT ENDING JUNE 30, 2005

MPI INVESTMENT MANAGEMENT
MPI-FIXED

PSN* TOP GUNS
PSN MUNICIPAL UNIVERSE
% MANAGED ASSETS WITH 107 PRODUCTS
% BEING RATED SUSTAINABLE BY 2019

MPI Ranked 8th out of 167
MPI INVESTMENT MANAGEMENT, INC
MPI TAX-FREE FIXED

MP
4.6
3.6
2.6
1.6
0.6

REPRINT
Money Manager Review
Ranking Criteria: Efficiency (Gross Adjusted Return)
March 31, 2019

2010

National Rankings
MPI Taxable U.S. Fixed Income

Commodity/ Product	MPI Rank	Years	SMAs
MPI Investment Management Taxable U.S. Fixed Income	10	1	Govt Short
MPI Investment Management Taxable U.S. Fixed Income	5	3	
MPI Investment Management Taxable U.S. Fixed Income	5	6	
MPI Investment Management Taxable U.S. Fixed Income	7	7	
MPI Investment Management Taxable U.S. Fixed Income	10	10	

Money Manager Review
US Fixed Income Government Short Term Mgrs.
Ranked #2 for 1 Year Return
Ranked #3 for 5 Year Return
Ranked #2 for 3 Year Efficiency Index
Ranked #1 for 10 Year Efficiency Index
Ranked #1 for 1 Year Return

2017

National Rankings
MPI Taxable U.S. Fixed Income

Commodity/ Product	MPI Rank	Years	SMAs
MPI Investment Management Taxable U.S. Fixed Income	10	1	Govt Short
MPI Investment Management Taxable U.S. Fixed Income	5	3	
MPI Investment Management Taxable U.S. Fixed Income	5	6	
MPI Investment Management Taxable U.S. Fixed Income	7	7	
MPI Investment Management Taxable U.S. Fixed Income	10	10	

Money Manager Review
US Fixed Income Government Short Term Mgrs.
Ranked #2 for 1 Year Return
Ranked #3 for 5 Year Return
Ranked #2 for 3 Year Efficiency Index
Ranked #1 for 10 Year Efficiency Index
Ranked #1 for 1 Year Return

MPI Representative Institutional Client List

August 31, 2019

Insurance Accounts

Capital Trust Company of Delaware
King Auto Reinsurance Trust
Dearborn, Michigan

First Chicago Insurance Company
Bedford Park, *Illinois*

United Security Life Insurance Company
Bedford Park, *Illinois*

Captive Insurance Accounts

BAM Insurance Company, LTD.
Gaithersburg, Maryland

CLA Insurance Company, LTD.
Gaithersburg, Maryland

ECI Insurance Group
Traverse City, Michigan

Providers Insurance
Washington, DC

WHA Insurance Company, LTD.
Gaithersburg, Maryland

National Guardian Group
Traverse City, Michigan

Public Accounts

Canton Police Pension Fund
Canton, Illinois

Hillside Firefighters' Pension Fund
Hillside, Illinois

Indian Prairie Library
Darien, Illinois

Roberts Park Fire Protection District
Pension Plan
Justice, Illinois

Advisor Platforms

American Portfolios Financial Advisors
Holbrook, New York

Brinker Capital
Berwyn, Pennsylvania

Corporate Accounts

Good Samaritan Retirement Home
Quincy, Illinois

Nuclear Energy Institute Inc.
Washington, D.C.

Foundations

CFM Foundation
Quincy, Illinois

Good Samaritan Foundation
Quincy, Illinois

Chicago Foundation for Plastic Surgery
Deerfield, Illinois

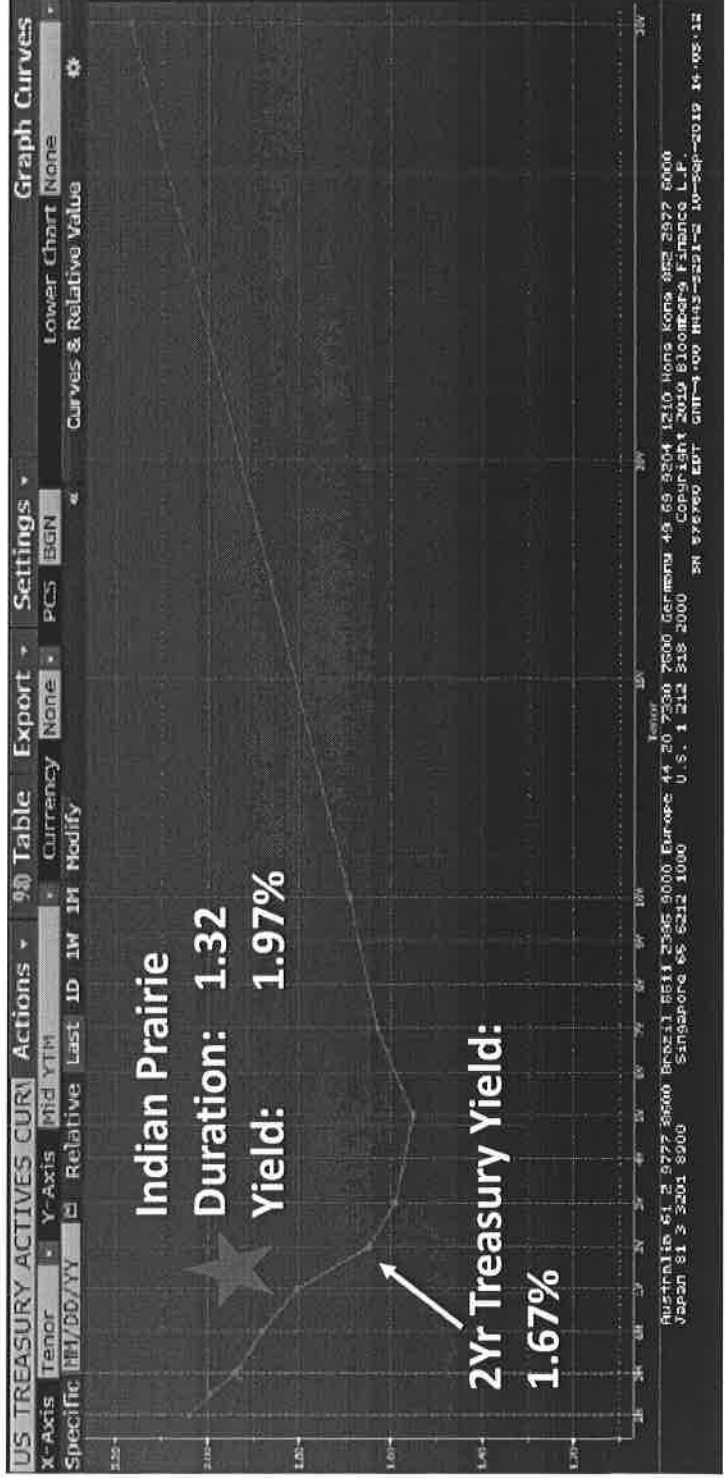
- Confidential, For Consultant Use Only -

This is a list of institutional clients of MPI Investment Management, Inc. The clients were not listed or selected on the basis of performance-based data. It is not known whether the listed clients approve or disapprove of MPI Investment Management, Inc. or the advisory services it provides. This is not a solicitation to invest in MPI Investment Advisory Services. MPI advisor services may or may not meet your investment goals and any consideration of such services should be discussed with your broker, attorney, accountant or other professional consultant. This piece must be accompanied by MPI Investment Management, Inc.'s product disclaimer and Part II form ADV. Both documents may be obtained by contacting our offices at 15 Salt Creek Lane, Suite 404, Hinsdale, IL 60521. Ph. 800-237-0930

Market Commentary

- Slowing U.S. & World Economy
- FED gradually lowering short interest rates
- 1 - 2 more decreases projected for 2019
- \$17T in Negative Global Debt

US Treasury Yield Curve



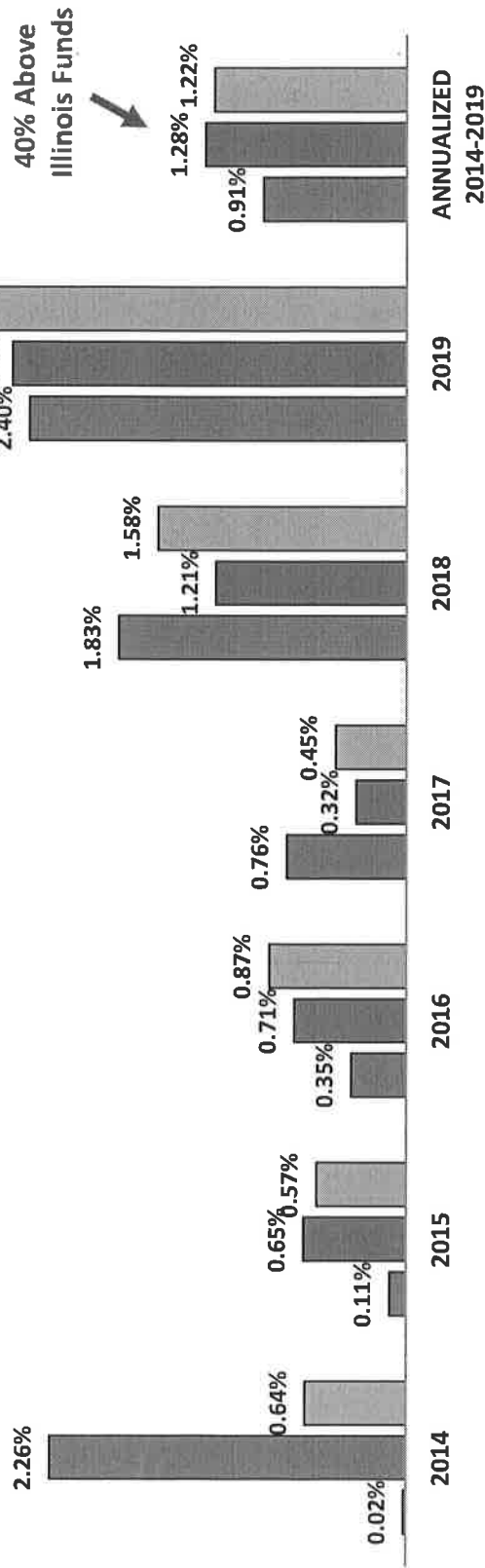
MPI Investment Management, Inc.

Indian Prairie Library Fund

December 31, 2013 thru August 31, 2019

■ Illinois Funds Yield ■ MPI Portfolio Net Return ■ Barclay's 1 to 3 Yr. Govt.

INDIAN PRAIRIE MPI NET DOLLAR RETURN: \$149,060
 BARCLAYS NET DOLLAR RETURN: \$144,261
 ILLINOIS FUNDS DOLLAR RETURN: \$115,665



Illinois Funds and Barclays dollar returns base on the Library's average balance MPI's returns take into effect contributions and withdrawals

The MPI short bond strategy is not a money fund alternative and risk profiles are different. Past performance is no guarantee of future results. Returns and yields will fluctuate due to market conditions and investors may experience a loss.

Asset Allocation

Indian Prairie Public Library

As of August 31, 2019

Government Agency Mortgage Backed Securities (MBS)

Value Invested: \$262,217
 Portfolio Weighting 13%
 Rating: AAA
 Yield to Maturity: 2.01%
 Average Duration: 1.82 Yrs.

Government Agency & Treasury Bonds (Non MBS):

Value Invested: \$1,731,497
 Portfolio Weighting 87%
 Rating: AAA
 Yield to Maturity: 1.95%
 Average Duration: 1.25 Yrs.

Total Portfolio:

Value Invested: \$1,995,370
 Rating: AAA
 Yield to Maturity: 1.97%
 Average Duration: 1.32 Yrs.

Source: Bloomberg, Advent On Demand. Yield to Maturity based on current Market Values as of August 31, 2019

Investment Strategy

- Higher quality than State Guidelines
- No Corporates, Commercial Paper, Repo Agreements
- No Credit Risk
- Highly Liquid in any market

Characteristics of a Separately Managed Account

Independent Custodian

- Charles Schwab Institutional \$600 million account insurance
- No Custodian Fees
- 24/7 open portfolio transparency

Broker Trade Execution

- Open competitive access to any broker dealer

Investment Advisor

- Independent of the custodian & broker
- No product sales
- Fee only; .30% of assets under management (AUM) annually
- Dual source reporting, No product conflicts, No transaction motivation
Interests Aligned

“The Three Leg Stool”

Understanding Mortgage Backed Securities

Bloomberg L.P.

- World leader in market surveillance and analysis
- Largest financial software, data and media company in the world
- 19,000 employees in 176 offices worldwide
- 5,000 technologists and software engineers
- 5,000 news stories released daily
- 325,000+ subscribers
- Follows real time prices on:
 - 200,000+ Government bond issues
 - 1 million municipal bonds
 - 1.3 million mortgage & asset backed bonds
- Prices 2.5 million securities daily
- Has input from 2,000+ research providers
- \$25,000 annual per terminal subscription

Understanding Mortgaged Backed Securities (MBS)

Government Sponsored Enterprises (GSEs)

An investment instrument that represents ownership of an undivided interest in a group of mortgages. Principal and interest from the individual mortgages are used to pay investors' principal and interest on the MBS.

The pool of mortgages are put into trust and a security is issued by a government sponsored agency.

- Government National Mortgage Assoc. (Ginnie Mae)
- Federal National Mortgage Association (Fannie Mae)
- Federal Home Loan Mortgage Corporation (Freddie Mac)
- Federal Home Loan Bank
- Federal Agriculture Mortgage Corporation
- Federal Farm Credit System
- Student Loan Marketing Association (Sallie Mae)

MBS (cont.)

- Mortgages are underwritten by banks and sold to the agencies
- Banks retain the servicing component for a fee
- The monthly cash flows include net interest, scheduled principal payments and any principal prepayments
- A new issue, 30 yr. Mtge., average life generally 50-60% of stated maturity
- MPI buys “seasoned” Mgt backs.
 - Issues that have been trading in the market place and have history
 - Or shorter term Mortgages (Arms, 10 yr., 15 yr.)
 - Emphasize Collateral characteristics that pay down or refi more likely, i.e. high credit score, low avg. loan size, higher coupon, non – investor etc.

Separately Managed Accounts Vs. Pooled Funds

MPI Short Duration Fixed Income

Vs.

Illinois Funds Discussion

It is Important to note that MPI is not suggesting that its strategy is the same as the Illinois Funds strategy. They are totally different with different goals, objectives and risk profiles.

Both strategies follow the Illinois Public Funds Investment Act, 30 ILCS 235.

The Illinois Funds is a money fund currently with an average life of 76 days. MPI /Indian Prairie is a short duration bond strategy with an average life of 1.32 years.

The stated purpose of Illinois Funds is immediate liquidity

Immediate liquidity comes at a price

The mission of the Library account is Safety, Liquidity and Yield

Liquidity is required but not immediate

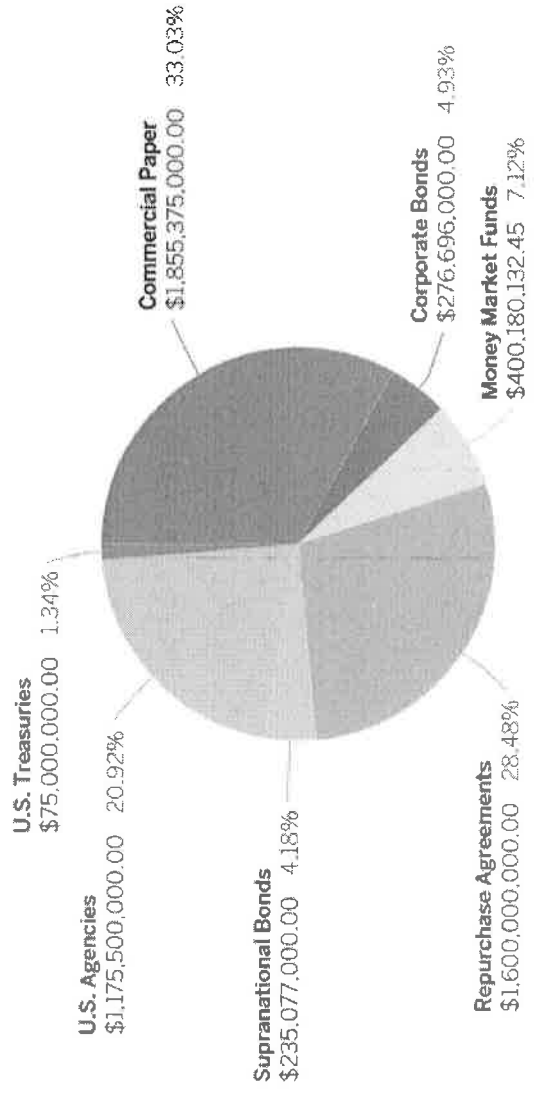
The following slide discussion is for the purpose of understanding ***the differences*** of the two strategies.

Illinois Funds Asset Allocation



Credit Dependent (Corporate) Issues 70.7%

- ABN Amro
- Alliance Capital
- HSBC
- Bank Montreal
- ING Funding
- Bank Nova Scotia
- International Bank for Dev.
- Toronto Dominion
- Legg Mason
- Morgan Stanley
- Sun Trust
- BMO Capital



U.S. Agencies & TSY Notes & MMF

“Liquidity Securities”* 29.3%

*Securities that can be easily sold in any market environment.
 U.S. Govt paper is more liquid and better priced in stressed market conditions as compared to credit/corporate securities.



Asset Allocation

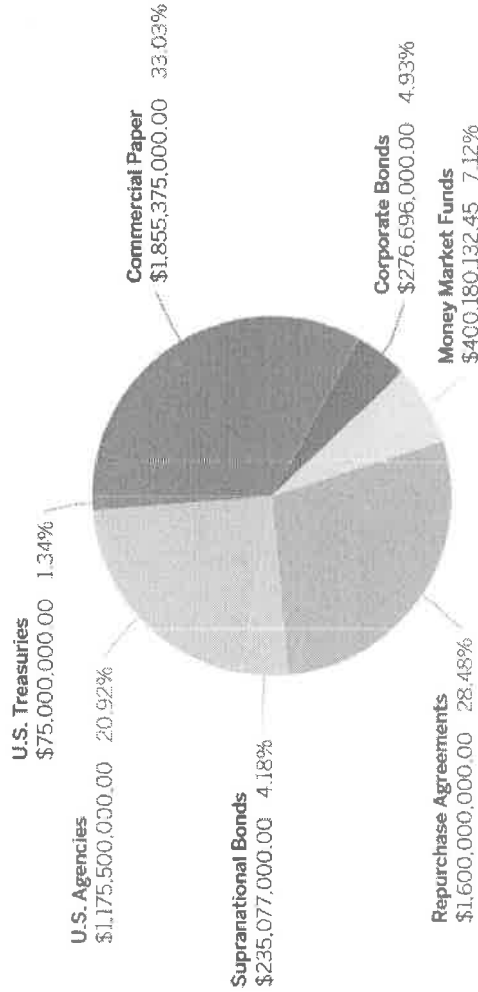
MPI

Credit Dependent Issues 70.7% 0%

- ABN Amro
- Alliance Capital
- HSBC
- Bank Montreal
- ING Funding
- Bank Nova Scotia
- International Bank for Dev.
- Toronto Dominion
- Legg Mason
- Morgan Stanley
- Sun Trust
- BMO Capital

“Liquidity Securities”* 29.3% 87%

U.S. Agencies & TSY Notes



*Securities that can be easily sold in any market environment

MPI takes contractual Fiduciary Responsibility for the Library account

Loss for Suburbs, agencies: \$50M

Suburbs, school districts lost millions in alleged investment fraud. Alleged fraud in municipal investment pool may lead to service cutbacks, higher taxes

April 12-2015

By Ameet Sachdev

The College of DuPage is among 13 suburbs and government agencies that lost more than \$1 million each in taxpayer funds as a result of alleged fraud in a municipal investment fund, according to a Tribune analysis.

The Illinois Metropolitan Investment Fund, which invests public money on behalf of municipalities, pension funds and local government boards, has refused to disclose a list of its clients since revealing in October it had lost more than \$50 million after investing in allegedly fraudulent loans now at the center of a federal criminal investigation.

The Tribune's analysis identifies for the first time 238 public entities throughout the Chicago area that participate in municipal fund, called IMET for short. Of those, 207 lost money, ranging from less than \$1 to \$2.2 million. The list of investors burned by the alleged fraud include more than 100 municipalities, 27 police and fire pension funds, 18 school districts, 15 libraries, 15 park districts, three community colleges and one airport.

The Illinois Metropolitan Investment Fund (IMET) is an invested fund developed to assist Illinois municipalities and other public agencies with the investment of their intermediate term dollars.

It is never a problem until it is a problem and then it is a big problem

Government entities lost tens of millions

The Illinois Metropolitan Investment Fund — which invests public money on behalf of municipalities, pension funds and local government boards — revealed in October that it had lost more than \$50 million after investing in loans now at the center of a federal criminal investigation. A Tribune analysis has uncovered 238 public entities throughout the Chicago area that participate in the municipal fund, called IMET for short.

On Sept. 30, federal authorities arrested Nikesh Patel, 31, chief executive of First Farmers, for allegedly selling to Pennant about \$175 million in sham private loans said to be guaranteed by the U.S. Department of Agriculture. The loans were the collateral in repurchase agreements bought by IMET and several other Pennant clients, including banks and retirement plans. The federal guarantees also were allegedly forged, according to a criminal complaint against Patel.

TOTAL ASSETS IN IMET
Scale in billions



The news of fraud triggered an avalanche of liquidations causing further stress on the fund

SEPT. OCT. NOV. DEC. JAN. FEB.
2014 2015
Source: Tribune reporting

Money Market Mayhem: The Reserve Fund Meltdown

By James E. McWhinney

INVESTOPEDIA

On September 16, 2008, The Reserve Primary Fund broke the buck when its net asset value (NAV) fell to 97 cents per share. It was one of the first times in the history of investing that a retail money market fund had failed to maintain a \$1 per share NAV. The implications sent shockwaves through the industry. (For more, see our *Introduction To Money Market Mutual Funds*.)

Anatomy of a Meltdown

The Reserve, a New York-based fund manager specializing in money markets, held \$64.8 billion in assets in the Reserve Primary Fund. The fund had a \$785 million allocation to short-term loans issued by Lehman Brothers. These loans, known as commercial paper, became worthless when Lehman filed for bankruptcy, causing the NAV of the Reserve Fund to fall below \$1. (To learn more, see *Case Study: The Collapse Of Lehman Brothers*.)

Although the Lehman paper represented only a small portion of the Reserve Fund's assets (less than 1.5%), investors were concerned about the value of the fund's other holdings. Fearing for the value of their investments, worried investors pulled their money out of the fund, which saw its asset decline by nearly two thirds in about 24 hours. Unable to meet redemption requests, the Reserve Fund froze redemptions for up to seven days. When even that wasn't enough, the fund was forced to suspend operations and commence liquidation.

Investors in the Reserve Fund were ineligible for the government-sponsored program. The Fund began liquidation with a series of payments, but a year later many shareholders were still waiting for a portion of their remaining assets to be returned. Those assets were further reduced in value when the fund's management team invoked a clause that enabled them to hold assets in order to pay expected legal and accounting fees related to claims resulting from the meltdown.

#BUSINESS NEWS SEPTEMBER 6, 2013 / 11:45 PM  REUTERS

Settlement reached in Reserve Primary Fund lawsuit

Five Years of Litigation

The Illinois Funds Discussion

Footnote:

MPI is not suggesting or implying that money funds in general or the Illinois Funds specifically, are having or are going to have, any liquidity or protection of principle problems. The IMET and Reserve Fund are extreme examples of the results of fraud in one case and the unexpected collapse of investment grade commercial paper and repurchase agreements in the other.

Differentiating Factor...

A separately managed individual account, held at an independent custodian with the securities in the name of the owner and managed specifically to that clients goals and objectives, eliminates nearly all the potential liquidity risks associated with a comingled fund.

Summary

Indian Prairie's Investment Portfolio is more conservative than what is allowed by State Statute. It is actively managed, very liquid and has been structured to meet the Library's potential cash flow requirements.

Since 2009 the library has had several budget scenarios and there has never been any issue meeting those requirements. The structure of the account allows for short notice budget modifications or the flexibility to meet unforce seen capital expenditures.

As a fiduciary for this account, MPI feels the high quality, short maturity structure meets all the Library's goals and objectives, over time provides yields above money funds and is prudent and responsible.

Determining a Budget for the Building Renovation

I've attached five scenarios with budgets ranging from \$800,000 to \$1,000,000.

FINANCIAL FORECAST

Renovation Budget \$800,000

FISCAL YEAR ENDING JUNE 30 AS INDICATED

\$500,000 maintained for capital

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	estimated <u>2019</u>	projected <u>2020</u>
Revenues								
Taxes		3,249,958	3,305,184	3,384,502	3,397,576	3,475,052	3,575,681	3,659,490
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,577	58,908	2,882	33,240	53,161	53,161
Desk monies	#	187,450	178,759	172,801	190,641	207,492	203,827	199,400
Interest	#	30,928	25,993	29,619	34,000	38,000	44,687	30,000
Miscellaneous	#	1,013	3,334	3,205	3,949	2,709	3,080	2,900
Total Revenues	#	3,768,045	3,603,847	3,649,035	3,629,048	3,756,493	3,880,436	3,944,951
Expenditures								
Personnel	#	2,437,574	2,517,170	2,629,943	2,618,962	2,691,934	2,753,515	2,830,778
Materials	#	474,667	473,567	463,236	476,858	469,172	477,265	490,615
Building	#	225,516	226,611	256,313	292,133	247,875	259,200	250,200
Technology	#	112,570	125,096	120,229	104,065	100,726	100,313	118,680
Operations	#	39,040	34,857	33,357	30,673	30,937	34,300	34,550
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	12,120	14,620
Insurance	#	16,458	15,104	16,398	16,807	16,633	16,828	17,354
Public Information/Programs	#	63,125	58,767	74,797	63,395	61,111	67,100	72,240
Contingency	#	34,789	18,287	5,911	6,435	5,018	52,161	10,000
Debt Service	#	461,598						
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,636,126	3,772,802	3,839,037
Excess revenues over (under) expenditures								
	#	-114,764	113,854	32,038	2,878	120,367	107,634	105,914
District Fund Balance July 1	#	1,513,444	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,367,694
District Fund Balance June 30*	#	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,367,694	656,935
less Fund Balance for Capital	#	500,000	500,000	500,000	500,000	500,000	500,000	500,000
equals Fund Balance for Special Reserves and Projects	#	898,680	913,979	920,896	923,774	1,012,078	867,694	156,935
Capital Projects								
			88,555	8,509		6,498	187,287	800,000
			chiller	study room		HVAC motor	parking lot	renovation
			10,000	4,214		5,775	47,395	10,160
			YS furniture	sump pumps		HVAC repair	masonry	LED bulbs
				2,638		4,863	6,100	6,513
				fabric/chairs		landscape projects	self checkout soft	brick patio
				3,960		4,965	2,447	
				replay vinyl in exterior signs		sconce and globe light	self check computers	
				5,800		2,110	8789	
				Technical Serv furniture		mid-kids lounge	server	
						2,210		
						self-check computers		
						5,642		
						HVAC - pumps		

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
3,749,490	3,824,480	3,900,969	3,978,989	4,058,569	4,139,740	4,222,535	4,306,985	4,393,125	4,480,988
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
204,304	208,390	212,558	216,809	221,145	225,568	230,079	234,681	239,375	244,162
13,139	15,356	17,970	17,636	20,623	24,445	28,429	33,185	38,438	44,207
3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
4,000,233	4,081,526	4,164,797	4,246,734	4,333,636	4,423,053	4,514,343	4,608,151	4,704,238	4,802,656
2,887,394	2,945,141	3,004,044	3,064,125	3,125,408	3,187,916	3,251,674	3,316,708	3,383,042	3,450,703
490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615
252,702	255,229	257,781	260,359	262,963	265,592	268,248	270,931	273,640	276,376
119,273	119,870	120,469	121,071	121,677	122,285	122,897	123,511	124,129	124,749
34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550
14,693	14,767	14,840	14,915	14,989	15,064	15,139	15,215	15,291	15,368
17,528	17,703	17,880	18,059	18,239	18,422	18,606	18,792	18,980	19,170
72,601	72,964	73,329	73,696	74,064	74,434	74,807	75,181	75,557	75,934
3,889,356	3,950,839	4,013,509	4,077,390	4,142,505	4,208,879	4,276,536	4,345,502	4,415,803	4,487,465
110,877	130,687	151,288	169,344	191,132	214,175	237,807	262,649	288,435	315,191
656,935	767,812	898,499	881,787	1,031,131	1,222,263	1,421,438	1,659,245	1,921,894	2,210,328
767,812	898,499	881,787	1,031,131	1,222,263	1,421,438	1,659,245	1,921,894	2,210,328	2,413,520
500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
267,812	398,499	381,787	531,131	722,263	921,438	1,159,245	1,421,894	1,710,328	1,913,520
		40,000 generator 128000 boiler	20,000 servers		15,000 HVAC bearings				12,000 humidifier 100,000 renovation

FINANCIAL FORECAST

Renovation Budget \$850,000

FISCAL YEAR ENDING JUNE 30 AS INDICATED

\$500,000 maintained for capital

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	estimated <u>2019</u>	projected <u>2020</u>
Revenues								
Taxes		3,249,958	3,305,184	3,384,502	3,397,576	3,475,052	3,575,681	3,659,490
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,577	58,908	2,882	33,240	53,161	53,161
Desk monies	#	187,450	178,759	172,801	190,641	207,492	203,827	199,400
Interest	#	30,928	25,993	29,619	34,000	38,000	44,687	30,000
Miscellaneous	#	1,013	3,334	3,205	3,949	2,709	3,080	2,900
Total Revenues	#	3,768,045	3,603,847	3,649,035	3,629,048	3,756,493	3,880,436	3,944,951
Expenditures								
Personnel	#	2,437,574	2,517,170	2,629,943	2,618,962	2,691,934	2,753,515	2,830,778
Materials	#	474,667	473,567	463,236	476,858	469,172	477,265	490,615
Building	#	225,516	226,611	256,313	292,133	247,875	259,200	250,200
Technology	#	112,570	125,096	120,229	104,065	100,726	100,313	118,680
Operations	#	39,040	34,857	33,357	30,673	30,937	34,300	34,550
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	12,120	14,620
Insurance	#	16,458	15,104	16,398	16,807	16,633	16,828	17,354
Public Information/Programs	#	63,125	58,767	74,797	63,395	61,111	67,100	72,240
Contingency	#	34,789	18,287	5,911	6,435	5,018	52,161	10,000
Debt Service	#	461,598						
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,636,126	3,772,802	3,839,037
Excess revenues over (under) expenditures	#	-114,764	113,854	32,038	2,878	120,367	107,634	105,914
District Fund Balance July 1	#	1,513,444	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,367,694
District Fund Balance June 30*	#	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,367,694	606,935
less Fund Balance for Capital	#	500,000	500,000	500,000	500,000	500,000	500,000	500,000
equals Fund Balance for Special Reserves and Projects	#	898,680	913,979	920,896	923,774	1,012,078	867,694	106,935
Capital Projects			88,555	8,509		6,498	187,287	850,000
			chiller	study room		HVAC motor	parking lot	renovation
			10,000	4,214		5,775	47,395	10,160
			YS furniture	sump pumps		HVAC repair	masonry	LED bulbs
				2,638		4,863	6,100	6,513
				fabric/chairs		landscape projects	self checkout soft	brick patio
				3,960		4,965	2,447	
				roplay vinyl in exterior signs		sconce and globe ligl	self check computers	
				5,800		2,110	8789	
				Technical Serv furniture		mid-kids lounge	server	
						2,210		
						self-check computers		
						5,642		
						HVAC - pumps		

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
3,749,490	3,824,480	3,900,969	3,978,989	4,058,569	4,139,740	4,222,535	4,306,985	4,393,125	4,480,988
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
204,304	208,390	212,558	216,809	221,145	225,568	230,079	234,681	239,375	244,162
12,139	14,336	16,930	16,575	19,540	23,341	27,303	32,036	37,266	43,011
3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
3,999,233	4,080,506	4,163,757	4,245,672	4,332,554	4,421,949	4,513,217	4,607,003	4,703,066	4,801,461
2,887,394	2,945,141	3,004,044	3,064,125	3,125,408	3,187,916	3,251,674	3,316,708	3,383,042	3,450,703
490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615
252,702	255,229	257,781	260,359	262,963	265,592	268,248	270,931	273,640	276,376
119,273	119,870	120,469	121,071	121,677	122,285	122,897	123,511	124,129	124,749
34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550
14,693	14,767	14,840	14,915	14,989	15,064	15,139	15,215	15,291	15,368
17,528	17,703	17,880	18,059	18,239	18,422	18,606	18,792	18,980	19,170
72,601	72,964	73,329	73,696	74,064	74,434	74,807	75,181	75,557	75,934
3,889,356	3,950,839	4,013,509	4,077,390	4,142,505	4,208,879	4,276,536	4,345,502	4,415,803	4,487,465
109,877	129,667	150,248	168,283	190,049	213,071	236,681	261,500	287,263	313,996
606,935	716,812	846,479	828,727	977,010	1,167,059	1,365,130	1,601,810	1,863,311	2,150,574
716,812	846,479	828,727	977,010	1,167,059	1,365,130	1,601,810	1,863,311	2,150,574	2,352,570
500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
216,812	346,479	328,727	477,010	667,059	865,130	1,101,810	1,363,311	1,650,574	1,852,570
		40,000 generator 128000	20,000 servers		15,000 HVAC bearings				12,000 humidifier 100,000 renovation
		boiler							

FINANCIAL FORECAST

Renovation Budget \$900,000

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FISCAL YEAR ENDING JUNE 30 AS INDICATED

\$500,000 maintained for capital

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	estimated <u>2019</u>	projected <u>2020</u>
Revenues								
Taxes		3,249,958	3,305,184	3,384,502	3,397,576	3,475,052	3,575,681	3,659,490
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,577	58,908	2,882	33,240	53,161	53,161
Desk monies	#	187,450	178,759	172,801	190,641	207,492	203,827	199,400
Interest	#	30,928	25,993	29,619	34,000	38,000	44,687	30,000
Miscellaneous	#	1,013	3,334	3,205	3,949	2,709	3,080	2,900
Total Revenues	#	3,768,045	3,603,847	3,649,035	3,629,048	3,756,493	3,880,436	3,944,951
Expenditures								
Personnel	#	2,437,574	2,517,170	2,629,943	2,618,962	2,691,934	2,753,515	2,830,778
Materials	#	474,667	473,567	463,236	476,858	469,172	477,265	490,615
Building	#	225,516	226,611	256,313	292,133	247,875	259,200	250,200
Technology	#	112,570	125,096	120,229	104,065	100,726	100,313	118,680
Operations	#	39,040	34,857	33,357	30,673	30,937	34,300	34,550
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	12,120	14,620
Insurance	#	16,458	15,104	16,398	16,807	16,633	16,828	17,354
Public Information/Programs	#	63,125	58,767	74,797	63,395	61,111	67,100	72,240
Contingency	#	34,789	18,287	5,911	6,435	5,018	52,161	10,000
Debt Service	#	461,598						
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,636,126	3,772,802	3,839,037
Excess revenues over (under) expenditures								
	#	-114,764	113,854	32,038	2,878	120,367	107,634	105,914
District Fund Balance July 1	#	1,513,444	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,367,694
District Fund Balance June 30*	#	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,367,694	556,935
less Fund Balance for Capital	#	500,000	500,000	500,000	500,000	500,000	500,000	500,000
equals Fund Balance for Special Reserves and Projects	#	898,680	913,979	920,896	923,774	1,012,078	867,694	56,935
Capital Projects								
			88,555	8,509		6,498	187,287	900,000
			chiller	study room		HVAC motor	parking lot	renovation
			10,000	4,214		5,775	47,395	10,160
			YS furniture	sump pumps		HVAC repair	masonry	LED bulbs
				2,638		4,863	6,100	6,513
				fabric/chairs		landscape projects	self checkout soft	brick patio
				3,960		4,965	2,447	
				roplay vinyl in exterior signs		ocoono and globo light	oolf chook computers	
				5,800		2,110	8789	
				Technical Serv furniture		mid-kids lounge	server	
						2,210		
						self-check computers		
						5,642		
						HVAC - pumps		

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
3,749,490	3,824,480	3,900,969	3,978,989	4,058,569	4,139,740	4,222,535	4,306,985	4,393,125	4,480,988
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
204,304	208,390	212,558	216,809	221,145	225,568	230,079	234,681	239,375	244,162
11,139	13,316	15,889	15,513	18,458	22,237	26,176	30,888	36,095	41,816
3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
3,998,233	4,079,486	4,162,716	4,244,611	4,331,472	4,420,845	4,512,091	4,605,854	4,701,894	4,800,266
2,887,394	2,945,141	3,004,044	3,064,125	3,125,408	3,187,916	3,251,674	3,316,708	3,383,042	3,450,703
490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615
252,702	255,229	257,781	260,359	262,963	265,592	268,248	270,931	273,640	276,376
119,273	119,870	120,469	121,071	121,677	122,285	122,897	123,511	124,129	124,749
34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550
14,693	14,767	14,840	14,915	14,989	15,064	15,139	15,215	15,291	15,368
17,528	17,703	17,880	18,059	18,239	18,422	18,606	18,792	18,980	19,170
72,601	72,964	73,329	73,696	74,064	74,434	74,807	75,181	75,557	75,934
3,889,356	3,950,839	4,013,509	4,077,390	4,142,505	4,208,879	4,276,536	4,345,502	4,415,803	4,487,465
108,877	128,647	149,207	167,221	188,967	211,967	235,555	260,352	286,091	312,801
556,935	665,812	794,459	775,667	922,888	1,111,855	1,308,821	1,544,376	1,804,728	2,090,819
665,812	794,459	775,667	922,888	1,111,855	1,308,821	1,544,376	1,804,728	2,090,819	2,291,620
500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
165,812	294,459	275,667	422,888	611,855	808,821	1,044,376	1,304,728	1,590,819	1,791,620
		40,000 generator 128000 boiler	20,000 servers		15,000 HVAC bearings				12,000 humidifier 100,000 renovation

FINANCIAL FORECAST

Renovation Budget \$950,000

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FISCAL YEAR ENDING JUNE 30 AS INDICATED

\$500,000 maintained for capital

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	estimated <u>2019</u>	projected <u>2020</u>
Revenues								
Taxes		3,249,958	3,305,184	3,384,502	3,397,576	3,475,052	3,575,681	3,659,490
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,577	58,908	2,882	33,240	53,161	53,161
Desk monies	#	187,450	178,759	172,801	190,641	207,492	203,827	199,400
Interest	#	30,928	25,993	29,619	34,000	38,000	44,687	30,000
Miscellaneous	#	1,013	3,334	3,205	3,949	2,709	3,080	2,900
Total Revenues	#	3,768,045	3,603,847	3,649,035	3,629,048	3,756,493	3,880,436	3,944,951
Expenditures								
Personnel	#	2,437,574	2,517,170	2,629,943	2,618,962	2,691,934	2,753,515	2,830,778
Materials	#	474,667	473,567	463,236	476,858	469,172	477,265	490,615
Building	#	225,516	226,611	256,313	292,133	247,875	259,200	250,200
Technology	#	112,570	125,096	120,229	104,065	100,726	100,313	118,680
Operations	#	39,040	34,857	33,357	30,673	30,937	34,300	34,550
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	12,120	14,620
Insurance	#	16,458	15,104	16,398	16,807	16,633	16,828	17,354
Public Information/Programs	#	63,125	58,767	74,797	63,395	61,111	67,100	72,240
Contingency	#	34,789	18,287	5,911	6,435	5,018	52,161	10,000
Debt Service	#	461,598						
	#							
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,636,126	3,772,802	3,839,037
Excess revenues over (under) expenditures								
	#	-114,764	113,854	32,038	2,878	120,367	107,634	105,914
District Fund Balance July 1								
	#	1,513,444	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,367,694
District Fund Balance June 30*								
	#	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,367,694	506,935
less Fund Balance for Capital								
	#	500,000	500,000	500,000	500,000	500,000	500,000	500,000
equals Fund Balance for Special Reserves and Projects	#	898,680	913,979	920,896	923,774	1,012,078	867,694	6,935
Capital Projects								
			88,555	8,509		6,498	187,287	950,000
			chiller	study room		HVAC motor	parking lot	renovation
			10,000	4,214		5,775	47,395	10,160
			YS furniture	sump pumps		HVAC repair	masonry	LED bulbs
				2,638		4,863	6,100	6,513
				fabric/chairs		landscape projects	self checkout soft	brick patio
				3,960		4,965	2,447	
				replay vinyl in exterior signs		sconce and globe ligl	self check computers	
				5,800		2,110	8789	
				Technical Serv furniture		mid-kids lounge	server	
						2,210		
						self-check computers		
						5,642		
						HVAC - pumps		

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
3,749,490	3,824,480	3,900,969	3,978,989	4,058,569	4,139,740	4,222,535	4,306,985	4,393,125	4,480,988
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
204,304	208,390	212,558	216,809	221,145	225,568	230,079	234,681	239,375	244,162
10,139	12,296	14,849	14,452	17,375	21,133	25,050	29,739	34,923	40,621
3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
3,997,233	4,078,466	4,161,676	4,243,550	4,330,389	4,419,741	4,510,964	4,604,705	4,700,723	4,799,071
2,887,394	2,945,141	3,004,044	3,064,125	3,125,408	3,187,916	3,251,674	3,316,708	3,383,042	3,450,703
490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615
252,702	255,229	257,781	260,359	262,963	265,592	268,248	270,931	273,640	276,376
119,273	119,870	120,469	121,071	121,677	122,285	122,897	123,511	124,129	124,749
34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550
14,693	14,767	14,840	14,915	14,989	15,064	15,139	15,215	15,291	15,368
17,528	17,703	17,880	18,059	18,239	18,422	18,606	18,792	18,980	19,170
72,601	72,964	73,329	73,696	74,064	74,434	74,807	75,181	75,557	75,934

3,889,356	3,950,839	4,013,509	4,077,390	4,142,505	4,208,879	4,276,536	4,345,502	4,415,803	4,487,465
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107,877	127,627	148,167	166,160	187,884	210,862	234,429	259,203	284,920	311,606
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506,935	614,812	742,439	722,606	868,766	1,056,651	1,252,513	1,486,942	1,746,145	2,031,065
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614,812	742,439	722,606	868,766	1,056,651	1,252,513	1,486,942	1,746,145	2,031,065	2,230,671
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500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
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114,812	242,439	222,606	368,766	556,651	752,513	986,942	1,246,145	1,531,065	1,730,671
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40,000	20,000	15,000	12,000
generator	servers	HVAC bearings	humidifier
128000			100,000
boiler			renovation

FINANCIAL FORECAST

Renovation Budget \$1,000,000

104

FISCAL YEAR ENDING JUNE 30 AS INDICATED

\$500,000 maintained for capital

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	estimated <u>2019</u>	projected <u>2020</u>
Revenues								
Taxes		3,249,958	3,305,184	3,384,502	3,397,576	3,475,052	3,575,681	3,659,490
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,577	58,908	2,882	33,240	53,161	53,161
Desk monies	#	187,450	178,759	172,801	190,641	207,492	203,827	199,400
Interest	#	30,928	25,993	29,619	34,000	38,000	44,687	30,000
Miscellaneous	#	1,013	3,334	3,205	3,949	2,709	3,080	2,900
Total Revenues	#	3,768,045	3,603,847	3,649,035	3,629,048	3,756,493	3,880,436	3,944,951
Expenditures								
Personnel	#	2,437,574	2,517,170	2,629,943	2,618,962	2,691,934	2,753,515	2,830,778
Materials	#	474,667	473,567	463,236	476,858	469,172	477,265	490,615
Building	#	225,516	226,611	256,313	292,133	247,875	259,200	250,200
Technology	#	112,570	125,096	120,229	104,065	100,726	100,313	118,680
Operations	#	39,040	34,857	33,357	30,673	30,937	34,300	34,550
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	12,120	14,620
Insurance	#	16,458	15,104	16,398	16,807	16,633	16,828	17,354
Public Information/Programs	#	63,125	58,767	74,797	63,395	61,111	67,100	72,240
Contingency	#	34,789	18,287	5,911	6,435	5,018	52,161	10,000
Debt Service	#	461,598						
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,636,126	3,772,802	3,839,037
Excess revenues over (under) expenditures	#	-114,764	113,854	32,038	2,878	120,367	107,634	105,914
District Fund Balance July 1	#	1,513,444	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,367,694
District Fund Balance June 30*	#	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,367,694	456,935
less Fund Balance for Capital	#	500,000	500,000	500,000	500,000	500,000	500,000	500,000
<i>equals</i> Fund Balance for Special Reserves and Projects	#	898,680	913,979	920,896	923,774	1,012,078	867,694	-43,065
<i>Capital Projects</i>			88,555	8,509		6,498	187,287	1,000,000
			chiller	study room		HVAC motor	parking lot	renovation
		10,000		4,214		5,775	47,395	10,160
			YS furniture	sump pumps		HVAC repair	masonry	LED bulbs
				2,638		4,863	6,100	6,513
				fabric/chairs		landscape projects	self checkout soft	brick patio
				3,960		4,965	2,447	
				replay vinyl in exterior signs		sconce and globe lgt	self check computers	
				5,800		2,110	8789	
				Technical Serv furniture		mid-kids lounge	server	
						2,210		
						self-check computers		
						5,642		
						HVAC - pumps		

<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
3,749,490	3,824,480	3,900,969	3,978,989	4,058,569	4,139,740	4,222,535	4,306,985	4,393,125	4,480,988
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
204,304	208,390	212,558	216,809	221,145	225,568	230,079	234,681	239,375	244,162
9,139	11,276	13,808	13,391	16,293	20,029	23,924	28,590	33,751	39,426
3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
3,996,233	4,077,446	4,160,636	4,242,489	4,329,307	4,418,637	4,509,838	4,603,557	4,699,551	4,797,876
2,887,394	2,945,141	3,004,044	3,064,125	3,125,408	3,187,916	3,251,674	3,316,708	3,383,042	3,450,703
490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615	490,615
252,702	255,229	257,781	260,359	262,963	265,592	268,248	270,931	273,640	276,376
119,273	119,870	120,469	121,071	121,677	122,285	122,897	123,511	124,129	124,749
34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550	34,550
14,693	14,767	14,840	14,915	14,989	15,064	15,139	15,215	15,291	15,368
17,528	17,703	17,880	18,059	18,239	18,422	18,606	18,792	18,980	19,170
72,601	72,964	73,329	73,696	74,064	74,434	74,807	75,181	75,557	75,934
3,889,356	3,950,839	4,013,509	4,077,390	4,142,505	4,208,879	4,276,536	4,345,502	4,415,803	4,487,465
106,877	126,607	147,127	165,099	186,802	209,758	233,302	258,054	283,748	310,411
456,935	563,812	690,419	669,546	814,645	1,001,447	1,196,205	1,429,508	1,687,562	1,971,310
563,812	690,419	669,546	814,645	1,001,447	1,196,205	1,429,508	1,687,562	1,971,310	2,169,721
500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
63,812	190,419	169,546	314,645	501,447	696,205	929,508	1,187,562	1,471,310	1,669,721
		40,000 generator 128000 boiler	20,000 servers		15,000 HVAC bearings				12,000 humidifier 100,000 renovation

Distributed @ mtg
New Business (L4)

Resolution #2019-C

*A Resolution Honoring Diane Ruscitti
Indian Prairie Public Library District
Board Trustee*

WHEREAS, Diane was Trustee on the Indian Prairie Public Library District Board from 2014 to 2019, and served as Finance Committee Member and Planning/Outreach Committee Member; and

WHEREAS, throughout her tenure, she distinguished herself as a dedicated and effective trustee and public official; and

WHEREAS, through her work on this Board, she helped nurture, enhance and perpetuate an important community service, thereby enriching the quality of life in Darien, Willowbrook and Burr Ridge;

NOW, THEREFORE, BE IT RESOLVED, that this Board expresses to Diane its sincere appreciation for her wise council and sound judgment; commends her for her exemplary service to it and to the Library; and congratulates her for a job well done; and

BE IT FURTHER RESOLVED, that the Board extends to Diane its heartfelt wishes for continued success and much happiness.

Adopted this 18th day of September, 2019.

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary

Kids & Teens

This is my best day ever! - young patron after Read to the Dogs

"This library does so much. I love that you had chicks and now butterflies too!"

Circulation

A patron that had forgotten to bring a bag with her was pleased to learn we now offer bags for checkout. "That is so wonderful! What a great idea! This library is always so accommodating."

Patron asked if it was possible to check out individual controllers for the different game systems.

An older couple came in with a letter from the U.S. Dept. of State about a passport application that was rejected. When they called the Chicago Passport Office with concerns they were told to come to the IPPL. The passport office said they recommend us because we always get it right. The couple had originally gone to the Post Office.

"I love your pretty little bookmarks. I have quite a collection of them." A patron said at checkout.

"This library is phenomenal. I just love this library - especially the book nook!" A patron came to me at the desk to specifically tell me this.

Administration

"This new bottle fountain is awesome!"

From a patron attending the Why Birds Matter program:
I love how this library serves as a community center!

From a patron attending the C.U.B. Utility Bill Clinic:
I love the Thurs. movies, adult programs, music concerts, and home bound deliveries.

Patron came up after the Thur afternoon movie upset that we use Styrofoam cups. She had been thirsty, but didn't want to use them because Styrofoam is so terrible for the environment & felt we should use other options.

Adult

While helping a patron with a Hoopla technical issue, they commented that they love using the library and Hoopla is one of the best services we have to offer. Absolutely loves it. "I listen in my car, I listen while I run, I love it!"

I've been giving you all kinds of accolades [on the Book Buzz program]. [Jez and Jennifer] are so knowledgeable on the books. It was just wonderful.

Patron said she appreciates that we have a display for women's rights/history.

Patron was disappointed we don't have auto-renewals. Other libraries in the area (including Woodridge) provide this convenient service.

Patron commented how much she likes the personalized staff recommendation bookmarks. She's found many new books to read from these.

You are all so great here. I love this library because you are all so helpful.

Wow, are these all movies! I have never seen so many movies in such a small space. There must be thousands of them.

Technology

I think it is great how you have everything packaged and marked. It makes it so easy. (She was returning the Portable DVD player)



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.