

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

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

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

- A. Roll Call  
Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis,  
Diane Ruscitti, Victoria Suriano
- B. Mission Statement: We enrich peoples' lives by providing  
opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian  
Prairie Public Library District as a vital and trusted resource for  
achieving personal goals and enhancing quality of life. With a  
welcoming environment and state-of-the-art services, the library  
is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
- |  |         |
|--|---------|
| 1. Padalik to Bukovac re: Use of Library Parking<br>Lot for DarienFest                     | Page 3  |
| 2. Warner to Bukovac re: District 86 Referendum<br>Education Campaign                      | Page 4  |
| 3. Bukovac to Warner re: District 86 Referendum<br>Education Campaign                      | Page 5  |
| 4. <i>Unabashed Librarian</i> Article About #LibSocial                                     | Page 6  |
| 5. Illinois Library Association Annual Conference<br>Trustee day, October 11, 2018, Peoria | Page 8  |
| 6. Story Stroll Advertised in Burr Ridge Village Center<br>Brochure                        | Page 12 |
- E. Omnibus Consent Agenda
- |   |         |        |
|---|---------|--------|
| 1. Minutes of Regular Board Meeting, July 18, 2018  | Page 13 | Action |
| 2. Minutes of Special Board Meeting, July 31, 2018  | Page 17 |        |
| 3. Treasurer's Report   | Page 19 |        |
| 4. Action on Bill/Additional Bills  | Page 23 |        |
| 5. Annual Statement of Receipts and Disbursements   | Page 36 |        |
| 6. Approval of 2018 Illinois Public Library Annual Report   | Page 42 |        |
| 7. Resolution #2018-B Authorizing Distribution of Trustee<br>Election Materials and Acceptance of Petitions | Page 61 |        |
| 8. Approve Disposal of Furniture from the Family Center   | Page 62 |        |
- F. Items Deleted from Omnibus Consent Agenda
- Action

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- |    |  |          |             |
|----|--|----------|-------------|
| G. | Library Director's Report  | Page 63  | Information |
| H. | Department Reports   |          | Information |
|    | 1. Assistant Director  | Page 68  |             |
|    | 2. Marketing   | Page 71  |             |
|    | 3. Adult   | Page 73  |             |
|    | 4. Circulation   | Page 78  |             |
|    | 5. Technology and Technical Services   | Page 81  |             |
|    | 6. Youth   | Page 83  |             |
| I. | Staff Report<br>none   |          |             |
| J. | Reports  |          |             |
|    | 1. Chamber Reports (Jensen)  | Page 99  | Information |
|    | 2. RAILS   | Page 100 | Information |
|    | 3. Building and Grounds (none)   |          |             |
|    | 4. Finance Committee (none)  |          |             |
|    | 5. Planning/Outreach Committee (none)  |          |             |
|    | 6. Policy Committee (none)   |          |             |
| K. | Unfinished Business  |          |             |
|    | 1. None  |          |             |
| L. | New Business   |          |             |
|    | 1. Award the Bid for Parking Lot Improvements to J&R 1 <sup>st</sup> in Asphalt, Inc.    | Page 105 | Action      |
|    | 2. Appoint Bukovac and Suriano to Approve Change Orders for the Exterior Masonry Work    |          | Action      |
|    | 3. Appoint Bukovac and Suriano to Approve Change Orders for the Parking Lot Improvements |          | Action      |
| M. | Scheduled Meetings   |          |             |
| N. | Community Events   |          |             |
| O. | Library Events<br>IPPL Foundation Art Contest Reception, August 26, 3:30 p.m.            |          |             |
| P. | Adjournment  |          |             |

**Jamie Bukovac**

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**From:** April Padalik <april@darienchamber.com>  
**Sent:** Monday, July 30, 2018 5:12 PM  
**To:** Jamie Bukovac  
**Subject:** FW: Darien Fest 2018 - IPPL Parking Lot Request  
**Attachments:** 2018 DarienFest - Indian Prairie Public Library.pdf

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

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**From:** April Padalik <april@darienchamber.com>  
**Sent:** Tuesday, July 17, 2018 2:14 PM  
**To:** 'Jamie Bukovac' <jamieb@ippl.info>  
**Subject:** Darien Fest 2018 - IPPL Parking Lot Request

Jamie,  
The Darien Chamber of Commerce is sponsoring the 31<sup>st</sup> Darien Fest to be held on September 7-9, 2018.  
We are requesting permission to use the parking lot of Indian Prairie Public Library District for fest parking.  
The hours of operation will be:  
Fri. (9/7) 6:00pm - 10:30pm  
Sat. (9/8) 1:00pm - 10:30pm  
Sun. (9/9) 1:00pm - 7:00pm

Thank you for your support and consideration!

*April Padalik*  
Executive Director  
Darien Chamber of Commerce  
*Your Connection to Business Success!*

1702 Plainfield Road  
Darien, IL 60561  
Phone: (630) 968-0004  
Fax: (630) 852-4709  
Email: [www.darienchamber.com](http://www.darienchamber.com)

**Jamie Bukovac**

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**From:** Warner, Karen <kwarner@hinsdale86.org>  
**Sent:** Wednesday, July 25, 2018 11:59 AM  
**To:** Jamie Bukovac  
**Subject:** District 86 Referendum Education Campaign

Good morning Jamie,

Hope you are enjoying your summer.

We are trying to do some advance planning if the Board approves a ballot measure for the November 2018 election. If approved, Dr. Law and I will be charged with leading the education campaign to educate the community about the projects, answer questions, etc. We are fully aware that we cannot advocate either way but we do have a responsibility to inform our community with facts.

In light of that responsibility, we are wondering how we go about reserving space and information on popular library visit times for families as well as seniors because we would want to be available when people are likely to visit.

Please let me know if you have any questions. Thank you in advance.

Karen

**Karen Warner**  
Chief Communications Officer  
Hinsdale Township High School District 86  
630.570.8086



**Jamie Bukovac**

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**From:** Jamie Bukovac  
**Sent:** Wednesday, July 25, 2018 12:34 PM  
**To:** 'Warner,Karen'  
**Cc:** Laura Birmingham; Maria Wlosinski; Stacy Palmisano  
**Subject:** RE: District 86 Referendum Education Campaign  
**Attachments:** kids programs.docx

Hi Karen,

We'd be happy to provide space for the district.

Here is the link to our webpage to book meeting spaces.

<https://ippl.info/services/more/meeting-spaces>

We limit bookings to 3 months out but if you want to book a room beyond that, just let me know.

If you'd like to set up a table in the lobby, let me know and I can look into available times for that.

We are doing a parking lot construction project in September/October. I don't have exact dates yet and won't until after August 22 when the board awards the bid.

The construction will be done in two phases and thus only half of our parking will be available for about a month. So we won't be as busy during that time and also there could be problems with parking.

In terms of our busy times – Saturday mornings and Sunday afternoons are busy. Monday and Tuesday nights are the busiest nights of the week.

We're normally also busy when there are programs going on but because of the parking lot project we're holding some programs out in the community instead of at the library.

I've attached a list of the children's programs that include parents. These are usually well-attended.

For adults, at the library we'll have Thursday afternoon movies from 2 – 4 on 10/18 and 11/1. These draw 30 – 40 seniors. Also Wed, 10/24 1:00 – 3:00 is a travel lecture that will be popular with seniors.

Other dates for popular programs that will be at the library are October 23, 6:30 – 8:30 and October 30, 7:00 pm – 9:00 pm

If you have any questions, just let me know.

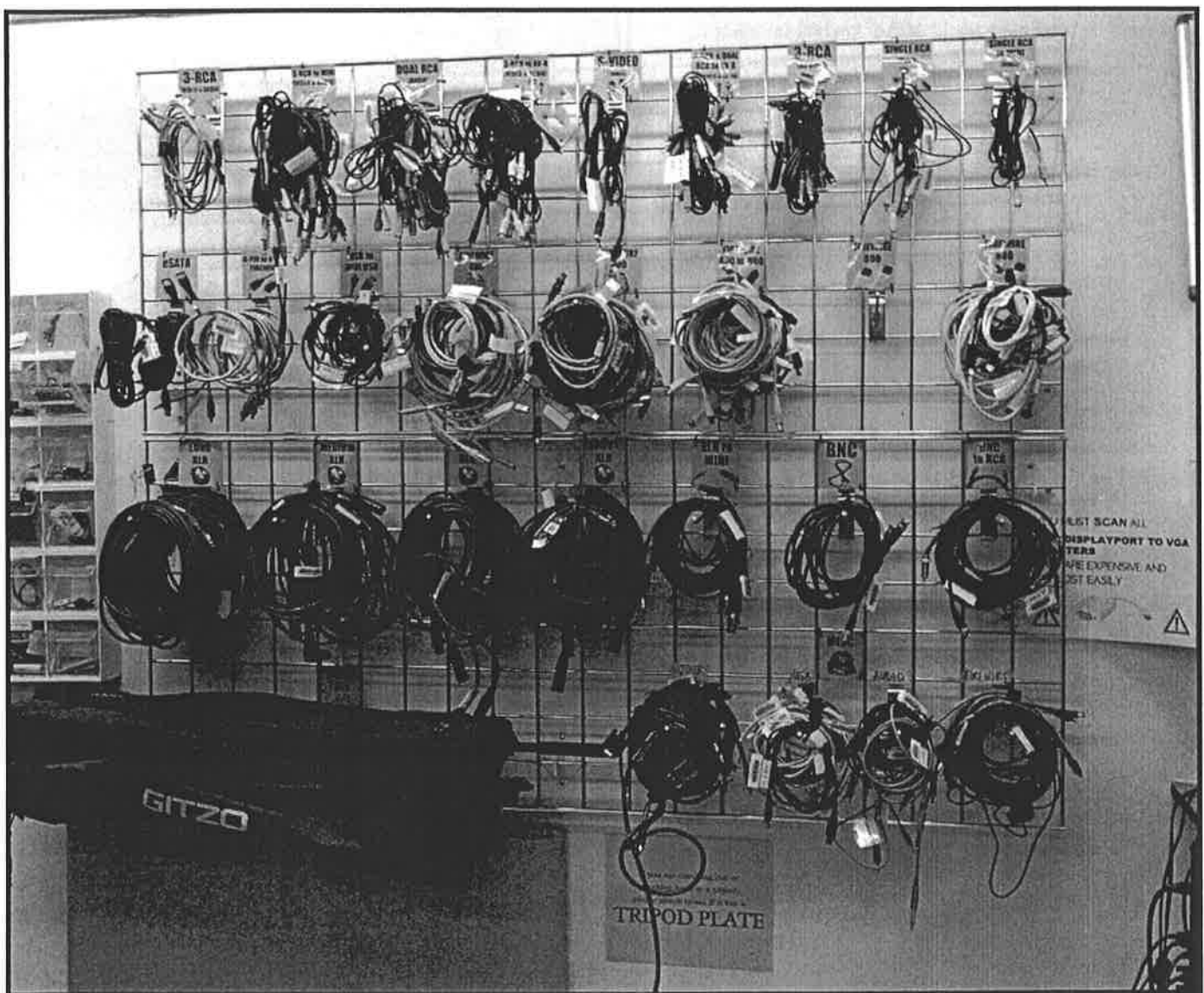
Cheers!  
Jamie

Jamie Bukovac  
Director  
Indian Prairie Public Library District  
401 Plainfield Road  
Darien, IL 60561  
630-887-0674

# U\*N\*A\*B\*A\*S\*H\*E\*D™

## Librarian

the “how I run my library good”<sup>sm</sup> letter



Media Room in Barnard College Library

Photo: mjfreedman, 2014

**#LibSocial**

What is #LibSocial? It's a series of programs specifically for 20-30 somethings at the Indian Prairie Public Library. We offer regular programs, board game nights, and art therapy nights. For readers, there is also a GenLit book club that meets monthly at local restaurants, as well as a special collection of books for 20-30somethings.

**Geek Trivia**

Join our pub trivia challenge, testing your knowledge of geeky pop culture like Doctor Who, Star Wars, Pokemon, Harry Potter, comics, and more. If you are bringing your team with you, please have everyone register so we know how many to expect. If you don't have a team, don't worry! You can compete as an individual or we will help you join a team. Snacks will be provided courtesy of Countryside Bank, but attendees are responsible for their own drinks. RSVP on the IPPL website, Meetup, Facebook, or reply to this email.

**IPPL PopCon 2018**

Celebrate all of your favorite pop culture with free comic giveaways, crafts, classic cartoons, Avengers Academy, STEAM activities, and an escape room.

**Inside the Box: Board Game Night**

Join us for an evening of intrigue, betrayals, and shrewd tactics. Bring your favorite board or card game to share, or play one of ours. For 20-30 somethings of all playing levels. RSVP on the IPPL website, Meetup, Facebook, or reply to this email.

**GenLit Book Club**

Meet at Bernard's Deli for *The Devil in the White City* by Erik Larson  
An account of the Chicago World's Fair of 1893 relates the stories of two men

who shaped the history of the event – architect Daniel H. Burnham, who coordinated its construction, and serial killer Herman Mudgett.

**New Releases**

- Other People's Houses* by Abbi Waxman
- Hot Mess* by Emily Belden
- Ready or Not* by Drew Moser
- She Regrets Nothing* by Andrea Dunlop
- Family & Other Catastrophes* by Alexandra Borowitz
- Erotic Stories for Punjabi Widows* by Balli Kaur Jaswal
- Time Was* by Ian McDonald
- My Boyfriend Is a Bear* by Pamela Ribon
- Am I There Yet?* by Mari Andrew

#LibSocial, eNewsletter, 5/1/18  
Indian Prairie Public Library  
401 Plainfield Rd, Darien IL 60561  
www.ippl.info

**Jacksonville Neighborhood Photo Project**

We need your photos of Jacksonville Neighborhoods!

YOU and your family are the best primary source historians in town!

Jacksonville Public Library's Special Collections Department wants to expand its current photographic collection, and create a historical record of Jacksonville's neighborhoods using photos. We're ready to collect, organize, digitize and preserve your memories of Jacksonville for generations to come. All we need is your pictures!

**Here's How You Can Help**

We're looking for neighborhood photographs of the following:

- Landmarks
- Parks



## Library Trustee Forum

Illinois Library Association

### Trustee Day • ILA Annual Conference Thursday, October 11, 2018 • Peoria Civic Center

Trustee Day at the ILA Annual Conference is designed to support library trustee education by providing programming and networking opportunities. Registration includes a full day of programming, continental breakfast, and a luncheon. The day begins with a keynote address by distinguished parliamentarian Nancy Sylvester. Three breakout sessions offering a variety of programming are scheduled throughout the day. Time is reserved in the schedule to allow trustees to visit the exhibit hall to see the latest in library products and services, followed by a luncheon for Trustee Day attendees.

For trustees planning to attend the full conference in addition to Trustee Day, a suggested schedule of programming has been developed: **Full Conference Trustee Schedule**

[Register Online](#)

### Registration Rates and Deadlines

#### Trustee Day Schedule

**8:00 - 9:00 a.m.**

##### Trustee Continental Breakfast

Library Trustees begin their day with a light breakfast. The breakfast will be held in the same room as the 9:00 a.m. Trustee Keynote.

*The Trustee Continental Breakfast is made possible by the generous support of Ancel Glink.*

**Ancel  
Glink** DIAMOND BUSH  
DI CENNI  
& KRATHEUER

## EVENTS

### Calendar

#### Annual Conference

- Conference General Information
- Conference Hotels
- Elevate Preconference: Leading with Purpose
- Internship Application
- Poster Session Information
- Registration Rates & Deadlines
- Speakeasy Fundraiser
- Speaker Resources
- Sponsorship Opportunities
- Trustee Day Schedule
  - Trustee Conference Schedule
- Youth Services Forum Preconference Bus Tour

#### Annual Conference Exhibitor Information

#### Illinois Youth Services Institute

9:00 - 10:00 a.m.

**Trustee Day Keynote: I'm A Library Trustee, And My Role Is...?**



**Board-Staff Relationship and Roles**

Board and Staff – each group has different roles and responsibilities, yet few of us have a clear understanding of the distinction between them. This session will examine the different roles and responsibilities and help attendees understand that the best way to become a better board member is to do board work better and to become a better staff member is to do staff work better

and the two are clearly different!

**Speaker:** Nancy Sylvester, Sylvester Enterprises, Inc.

*Support is made possible from the Illinois State Library using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act (LSTA).*



10:15 - 11:15 a.m.

**Effective Parliamentary Procedure for Dynamic Library Board Meetings**

This program will help make parliamentary procedure understandable and useful to you. It will cover the quorum, agenda, consent agenda, steps in processing a motion, the concept of precedence of motions, the script of a motion, the meaning of votes, and basic characteristics of a motion. After this workshop the attendee will not only have a better understanding of parliamentary procedure, but will have the knowledge and skills to help run an effective meeting.

**Speaker:** Nancy Sylvester, Sylvester Enterprises, Inc.

*Support is made possible from the Illinois State Library using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act (LSTA).*

**"I've Fallen and....I'm Going to Sue!" Public Entity Liability for Injuries on Public Property**

This presentation will focus on:

- Common types of claims brought against libraries and other governmental entities for personal injury
- Protections Available under the Tort Immunity Act and other provisions
- Overview of the defense of a typical personal injury claim, including discovery, settlement negotiations and trial
- Proactive measures to avoid potential claims for personal injury

Past ILA Annual Conferences

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Future ILA Annual Conferences

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Event Handouts

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**Speakers:** Carmen Forte Jr., Scott Uhler, and Mallory Milluzzi, Klein, Thorpe & Jenkins, Ltd.

**11:15 a.m. – 12:00 p.m.**

**Trustee Exhibits Break**

Visit the exhibit hall to explore the latest in library products and services.

**12:15 – 1:30 p.m.**

**Trustee Day Luncheon**

All Trustee Day attendees are registered for the networking luncheon. Doors open at Noon.

*The Trustee Day Luncheon is made possible by the generous support of Klein Thorpe & Jenkins*



**1:45 - 2:45 p.m.**

**A Trustee's Guide to Municipal Bonds**

This presentation will cover a number of issues of which Trustees should be aware during a municipal bond financing. Topics will include, but are not limited to: 1) financing mechanisms available to libraries and library districts; 2) bond basics for both new money and refunding bond issues; 3) the members of a financing team; 4) credit ratings; 5) description of the official statement; and 6) a market update, including the impact of recent tax reform legislation on the municipal bond market.

**Speaker:** Andrew Kim, PMA Securities, Inc.

**Creating the Culture to Attract Quality Board Members**

How one library shifted to a culture to attract quality board members by empowering board members and creating a pathway with information.

**Speakers:** Carole Medal, Jean Bednar, Tiffany Henderson, Amanda Garcia, and Denise Raleigh, Gail Borden Public Library District

**Top Ten Budget Disasters Facing Your Library**

How much financial trouble can your library get itself into? Plenty. Here are ten of the top fiscal messes that will get your library into trouble, sometimes without any effort on your part. Learn about these ten things so you can avoid them in the future – and if it has already happened, learn how to minimize the damages. Please bring your questions.

**Speakers:** Adam Simon and Britt Isaly, Ancel Glink

**3:00 - 4:00 p.m.**

**Board Wars**

Accomplishing library goals can be difficult when disagreements arise. With trustees, staff, and the public interest, it can be difficult to navigate challenges and operate effectively with a dysfunctional board. In this interactive session,

learn how to effectively manage board relationships to achieve success. The speakers will use a game-show style format to address how to handle issues that may arise between the president, trustees, staff, and the public. You will learn how to manage each relationship and create functional and effective communication.

**Speakers:** Julie Tappendorf and Erin Pell, Ancel Glink

**It's That Time of Year Again.....Evaluating Your Library Director**

Do you dread evaluating your library director? Is it hard to get feedback from your fellow trustees? Do you know why you are evaluating your library director? This session will walk you through the whole process so that you won't dread the annual evaluation and you will walk away with concrete tools to better assist you in one of your most important duties as a trustees.

**Speakers:** Dave Barry and Karolyn Nance, Bartlett Public Library

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312 644-1896 phone 312 644-1899 fax ila@ila.org

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## VILLAGE CENTER STORY STROLL



### Story Stroll

The Story Stroll is a series of 10 storyboards on wooden posts installed at the Burr Ridge Village Center that encourage readers of all ages to follow a path in order to finish the story.



**NOW OPEN**

## THE DESIGN BAR® INTRODUCING 7,000 SQUARE-FEET OF DESIGN BAR INSPIRATION



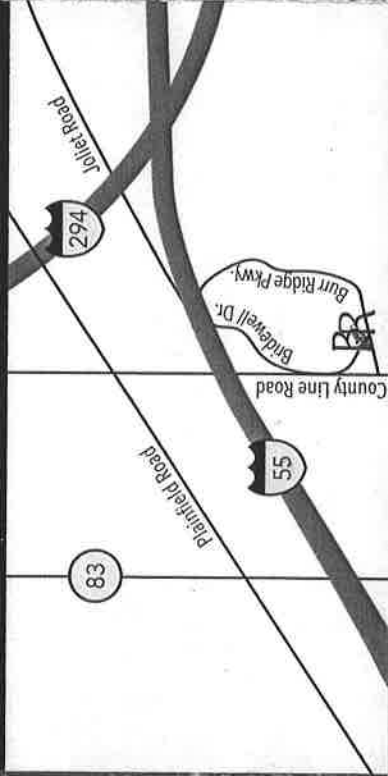
## MAIL HOURS

Monday - Saturday: 10am - 8pm

Sunday: 11am - 6pm

\* Holiday, restaurant & spa hours may vary.

## CENTER INFORMATION



701 Village Center Drive, Burr Ridge, Illinois 60527

Located a half mile south of I-55, at County Line Road South (Exit 276A) & Burr Ridge Parkway

### DIRECTIONS TO BURR RIDGE VILLAGE CENTER

Take I-294 to I-55 South and exit County Line Road South. Turn left onto Burr Ridge Parkway. Burr Ridge Village Center will be on your left. Free parking decks and street parking are available.

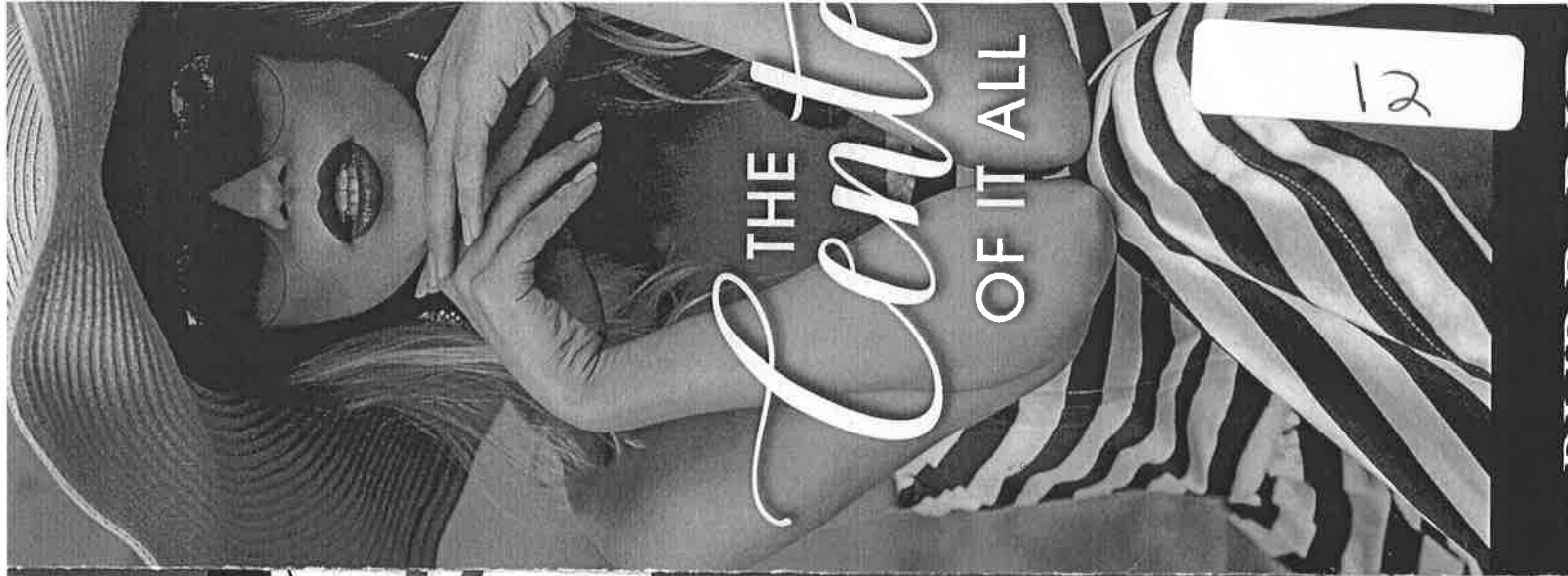
### AT YOUR SERVICE

The following services are offered in the Management Office:

- Store Directories
- On-site 24-hour Security
- Lost & Found
- Employment Listings

### GIFT CARDS

The Burr Ridge Village Center Gift Card is accepted at all BRVC retailers, spa & restaurants, so it's always the right fit. Available for purchase at Barbara's Bookstore.



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Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of July 18, 2018

**Board of Trustees Regular Meeting  
July 18, 2018 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:09 p.m. Acting-Secretary Damon called the roll.

Present: Asma Akhras, Donald Damon, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano

Absent: Beena Deshmukh

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: Dan Eallonardo from Independent Construction Services regarding item 2 of Unfinished Business

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

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

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

C. Public Comment

D. Communications and Announcements

1. SWAN to IPPL re: Annual Membership Fee
2. Voss to Nancy re: Money Market Rate Change

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, June 20, 2018
  2. Treasurer’s Report
  3. Action on Bill/Additional Bills
  4. Ordinance #2018-7 Amending Budget and Appropriation Ordinance for the Fiscal Year 2017-2018
  5. Proposed Change to Policy 809.2 Photocopying, Printing, Faxing, Notary Stamp
  6. Proposed Change to Policy 811.6 Volunteer Privileges
- Damon moved, Akhras seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Krupicka moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that Representative Durkin, Senator Curran and Representative Olsen will be hosting an environmental forum in our meeting room on August 23 at 6:30 p.m.

H. Department Reports

At this point Dan Eallonardo from Independent Construction Services spoke to the Board regarding item 2 of Unfinished Business (Parking Lot Update). He left at 8:20 and the Board continued with the rest of the agenda.

I. Staff Report – none

J. Reports

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

K. Unfinished Business

- 1. Exterior Masonry Work Update - Birmingham reported that there were 8 contractors at the pre-bid meeting last week. Bids will be opened on July 23.
- 2. Parking Lot Update - Dan Eallonardo of Independent Construction Services introduced himself to the Board. They are overseeing our parking lot rehabilitation. Dan reviewed the process with the Board. Manhard Consulting created the bid documents and drawings. There is a pre-bid meeting on August 1 followed by the bid opening on August 8. There may be an addendum issued to the documents if there are any questions at the pre-bid meeting. Following the bid opening, Dan will do a scope review, analyzing the results and will talk to one to three of the lowest bidders to make sure they understand the complexity of the work. Dan will give his recommendation at the August Board meeting. The Board can authorize someone to sign the contract. Dan reviewed the engineer's preliminary opinion of probable cost contained in the board packet. The total project budget includes the cost of construction plus the soft costs (20% contingency, professional fees and other costs such as material testing). Dan explained that this is a lump sum bid which means that contractors bid the job based on the work described. But if something else comes up there is the contingency. Dan said that there is a very low probability that we would exceed the \$75,000 contingency. He noted that the parking lot is in good shape for its age and they don't see signs of failure. The engineer and Dan will review change orders. The Board can give the authority to someone to approve a change order up to a certain dollar amount. Dan oversees the work and the engineer and an independent inspector will do material testing. With respect to the budget, Dan noted that there isn't value engineering with this project. The Board could decide to do the project in the spring but he pointed out that construction is booming right now in the Chicago area, contractors are very busy and prices are going up. The Board could also decide to do half the project now and half later but with that scenario the library would incur the soft costs twice. We also risk construction prices being higher in the spring. Bukovac pointed out that the money is coming out of reserves and not the operating budget. She asked the Trustees to be thinking about whether there is a limit on

how much they would approve to spend on the project so that they are ready to make a decision when the bids come in.

L. New Business

1. Self-Checkout Software – Bukovac reviewed her memo contained in the packet with a recommendation for self-checkout software. She noted that although there are similarities between the three quotes we reviewed, MK Solutions had the most up-to-date product with features such as a “help” button and the capability for the software to keep working even when SWAN is down. Ruscitti moved, Megaridis seconded to purchase self-checkout software from MK Solutions in the amount of \$6,100.00. Ayes: Akhras, Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh. Motion carried unanimously.
2. Adopt Tentative Budget & Appropriations – Damon moved, Krupicka seconded to adopt the Tentative Budget & Appropriations Ordinance. Ayes: Akhras, Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh. Motion carried unanimously.
3. Ordinance 2018-6 Determining to Levy an Additional Tax of .02% - Krupicka moved, Damon seconded to approve Ordinance #2018-6 Determining to Levy an Additional Tax of .02%. Ayes: Akhras, Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh. Motion carried unanimously.
4. Audit of Secretary's Minutes & Review of Closed Session Minutes - Krupicka and Suriano conducted the audit and review. Krupicka reported that the minutes are in order and they recommend keeping all closed session minutes closed. Krupicka moved, Megaridis seconded to keep all closed session minutes closed. Ayes: Akhras, Damon, Krupicka, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Deshmukh. Motion carried unanimously.
5. Trustee Responsibilities – Suriano reviewed the meeting requirements for IPPL Board and Committee meetings. She stressed how important it is to have four Board members present in order to form a quorum and asked that Trustees give advance notice if they are not able to attend a meeting. She also reviewed the permitted excuses for a Trustee to attend a meeting by video or audio conference. She reminded Trustees that a quorum of the Board or Committee must be physically present at a meeting in order for a Trustee to attend by video or audio conference. Suriano reported that Akhras has accepted a two year position in Dubai and at this time she plans on remaining on the Board and attending meetings electronically. Lastly, Suriano asked the Trustees to attend some of the upcoming special events we are having for the library’s 30<sup>th</sup> anniversary on Saturday as well as the Little Town ribbon-cutting on July 28.

M. Scheduled Meetings

Special Board Meeting Tuesday, 7/31 at 6:30 p.m.

August Board Meeting will be Wednesday, 8/22 at 6:00 p.m.

N. Community Events

O. Library Event

Pet-Palooza, Saturday, July 21, 12:00 – 3:00

Andrew Salgado Concert, July 21, 3:30 – 5:00

LittleTown Ribbon Cutting, Saturday, July 28, 10:30

P. Adjournment

At 9:00 p.m. Krupicka moved, Akhras seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Donald Damon, Acting-Secretary

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Indian Prairie Public Library  
Board of Trustees Minutes  
Special Meeting of July 31, 2018

**Board of Trustees Special Meeting  
July 31, 2018 – 6:30 p.m.**

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. Secretary Deshmukh called the roll.  
Present: Asma Akhras, Donald Damon, Beena Deshmukh, Marian Krupicka, Diane Ruscitti, Victoria Suriano  
Absent: Crystal Megaridis  
Staff Present: Jamie Bukovac, Laura Birmingham  
Others: Jim Byczek of Chicago Capital Holdings and Dan Ruzik of Chicago Project Management

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

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

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

C. Public Comment

D. Award Masonry Bid – Jim Byczek of Chicago Capital Holdings presented information about the bid process. Ten bids were received. Slaten Construction had the low bid and references were excellent. They also attended the pre-bid meeting. Damon moved, Akhras seconded to award the masonry bid to Slaten Construction at the cost of \$42,900.00. Ayes: Akhras, Damon, Deshmukh, Krupicka, Ruscitti, Suriano. Nays: None. Absent: Megaridis. Motion carried unanimously. The project is slated to start September 1 and end October 1.

E. Proposal for \$5.00 Fine for Tech Takeout – Staff is proposing a \$5.00 per day fine for Tech Takeout Equipment to encourage patrons to return the items in a timely manner. Ruscitti moved, Deshmukh seconded to charge a fine of \$5.00 per day for Tech Takeout Equipment. Ayes: Akhras, Damon, Deshmukh, Krupicka, Ruscitti, Suriano. Nays: None. Absent: Megaridis. Motion carried unanimously.

F. Resolution #2018-A Honoring Asma Akhras – Suriano reported that Akhras has accepted a position in Dubai and is resigning from the Board. Suriano read a resolution in honor of Akhras. Krupicka moved, Damon seconded to approve Resolution #2018-A Honoring Asma Akhras. Ayes: Akhras, Damon, Deshmukh, Krupicka, Ruscitti, Suriano. Nays: None. Absent: Megaridis. Motion carried unanimously.

G. Adjournment

At 7 p.m. Krupicka moved, Damon seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 7/31/2018

Balance on hand as of June 30, 2018.....	3,494,150.60
Cash Receipts for July.....	197,073.47
Cash Disbursements for July.....	370,781.10
Cash on hand as July 31, 2018.....	3,321,437.97

Investments

Illinois Funds (Money Market) - Average Monthly Rate 1.934%

General.....	1,116,909.61
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,665.88
Children's Endowment.....	2,950.87
Endowment.....	11,423.07
MPI Investment (Corporate Fund).....	2,058,866.93

MB - Checking

General.....	3,039.04
Hinsdale Bank & Trust - Checking.....	2,541.24
MB - Savings - Rate 1.60%	
General.....	100,670.60
Petty Cash/Circulation.....	404.00
Balances as of July 31, 2018.....	3,321,437.97

FUND BALANCES AS OF 07/31/2018

Corporate Fund.....	3,186,266.38
Building & Maintenance Fund.....	46,556.72
I.M.R.F. Fund.....	13,486.35
Liability Fund.....	(7,241.64)
Social Security Fund.....	13,291.31
Special Reserve Fund.....	5,665.88
Current Liabilites.....	63,412.97
Grand Total All Funds.....	3,321,437.97

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

Percent of Year: 8.33

	RECEIVED July 18	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	2,015,891.28	2,015,891.28	56.59%	3,562,098.00	1,546,206.72
41150 · Non-current Property Taxes	5.09	5.09	0.00%	0.00	-5.09
43100 · Interest-Tax Levy	0.10	0.10	0.00%	0.00	-0.10
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>2,015,896.47</b>	<b>2,015,896.47</b>	<b>56.59%</b>	<b>3,562,098.00</b>	<b>1,546,201.53</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	53,161.25	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>53,161.25</b>	<b>53,161.25</b>	<b>100.00%</b>	<b>53,161.00</b>	<b>-0.25</b>
<b>INTEREST</b>					
43500 · Interest - Investment	2,159.63	2,159.63	43.19%	5,000.00	2,840.37
<b>TOTAL INTEREST</b>	<b>2,159.63</b>	<b>2,159.63</b>	<b>43.19%</b>	<b>5,000.00</b>	<b>2,840.37</b>
<b>DESK MONIES</b>					
45100 · Copler	388.81	388.81	8.45%	4,600.00	4,211.19
45120 · Computer Copies	1,240.15	1,240.15	8.27%	15,000.00	13,759.85
45200 · Fines/Fees	5,001.48	5,001.48	9.26%	54,000.00	48,998.52
45250 · Gifts/Donations	0.00	0.00	0.00%	100.00	100.00
45300 · Lost Materials	633.88	633.88	7.92%	8,000.00	7,366.12
45350 · Non-Resident Fees	9,576.52	9,576.52	11.14%	86,000.00	76,423.48
45400 · DVD Fines	138.00	138.00	11.50%	1,200.00	1,062.00
45450 · Top Picks	18.75	18.75	0.00%	200.00	181.25
45550 · Meeting Room Rental	32.50	32.50	16.25%	200.00	167.50
45600 · ILL Fees	144.05	144.05	18.01%	800.00	655.95
45650 · 3D Printing	10.30	10.30	3.43%	300.00	289.70
45660 · Carvey	0.00	0.00	0.00%	100.00	100.00
45700 · Passport Fees	1,750.00	1,750.00	8.75%	20,000.00	18,250.00
45750 · Notary Fees	124.00	124.00	12.40%	1,000.00	876.00
<b>TOTAL DESK MONIES</b>	<b>19,058.44</b>	<b>19,058.44</b>	<b>9.95%</b>	<b>191,500.00</b>	<b>172,441.56</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	0.00	0.00%	700.00	700.00
46700 · Miscellaneous	1.00	1.00	0.05%	2,000.00	1,999.00
46800 · Collection Agency Fee	10.00	10.00	5.00%	200.00	190.00
* 49000 · Operating Transfer In	700.00	700.00	0.00%	0.00	-700.00
<b>TOTAL OTHER INCOME</b>	<b>711.00</b>	<b>711.00</b>	<b>24.52%</b>	<b>2,900.00</b>	<b>2,189.00</b>
<b>GRAND TOTAL</b>	<b>2,090,986.79</b>	<b>2,090,986.79</b>	<b>54.82%</b>	<b>3,814,659.00</b>	<b>1,723,672.21</b>

\* Operating Transfer In reflects \$700.00 from Corporate Reserves  
69150 · Parking Lot Rehab - Independent Construction Services

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

Percent of Year: 8.33

	July 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	127,085.02	127,085.02	5.68%	2,236,300.00	2,109,214.98	2,258,663.00	5.63%
61310 · Benefits - Medical / Life Ins.	11,309.95	11,309.95	7.22%	156,600.00	145,290.05	166,600.00	6.79%
61330 · Benefits - IMRF	10,978.75	10,978.75	5.40%	203,487.00	192,508.25	277,000.00	3.96%
61340 · Benefits - FICA	9,392.53	9,392.53	5.50%	170,722.00	161,329.47	230,000.00	4.08%
61400 · Staff Development	2,633.96	2,633.96	15.49%	17,000.00	14,366.04	19,000.00	13.86%
61600 · Board Development	75.00	75.00	7.50%	1,000.00	925.00	2,000.00	3.75%
61710 · Workers Compensation	6,100.00	6,100.00	100.00%	6,100.00	0.00	10,000.00	61.00%
61720 · Unemployment Insurance	146.23	146.23	5.33%	2,744.00	2,597.77	3,800.00	3.85%
<b>TOTAL PERSONNEL</b>	<b>167,721.44</b>	<b>167,721.44</b>	<b>6.00%</b>	<b>2,793,953.00</b>	<b>2,626,231.56</b>	<b>2,967,063.00</b>	<b>5.65%</b>
<b>MATERIALS</b>							
62100 · Books	13,267.29	13,267.29	6.02%	220,250.00	206,982.71	234,000.00	5.67%
62200 · Periodicals	7,705.48	7,705.48	24.76%	31,125.00	23,419.52	33,000.00	23.35%
62300 · Audio	3,304.76	3,304.76	6.89%	47,950.00	44,645.24	50,000.00	6.61%
62400 · Video	2,989.69	2,989.69	3.99%	74,950.00	71,960.31	82,000.00	3.65%
62500 · Multi-Media	107.68	107.68	1.05%	10,250.00	10,142.32	13,000.00	0.83%
62600 · Electronic Reference Resources	61,970.33	61,970.33	96.02%	64,540.00	2,569.67	65,000.00	95.34%
62700 · Software	463.87	463.87	6.63%	7,000.00	6,536.13	8,000.00	5.80%
62800 · ESL	-345.22	-345.22	-34.52%	1,000.00	1,345.22	1,300.00	-26.56%
62900 · Materials Supplies	832.34	832.34	4.12%	20,200.00	19,367.66	24,000.00	3.47%
<b>TOTAL MATERIALS</b>	<b>90,296.22</b>	<b>90,296.22</b>	<b>18.92%</b>	<b>477,265.00</b>	<b>386,968.78</b>	<b>510,300.00</b>	<b>17.69%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	4,590.00	4,590.00	6.42%	71,500.00	66,910.00	78,000.00	5.88%
63300 · Utilities (1-8-11 · Gas)	954.50	954.50	7.95%	12,000.00	11,045.50	16,000.00	5.97%
63300 · Utilities (1-8-12 · Electric)	0.00	0.00	0.00%	63,000.00	63,000.00	68,000.00	0.00%
63300 · Utilities (1-8-13 · Telephone)	196.34	196.34	4.46%	4,400.00	4,203.66	6,000.00	3.27%
63300 · Utilities (1-8-14 · Water/Sewer)	770.93	770.93	10.28%	7,500.00	6,729.07	10,000.00	7.71%
63300 · Utilities (1-8-15 · Garbage Disposal)	308.22	308.22	10.27%	3,000.00	2,691.78	4,000.00	7.71%
63400 · Maintenance Supplies	1,788.96	1,788.96	10.52%	17,000.00	15,211.04	22,000.00	8.13%
63500 · Security System Monitoring	0.00	0.00	0.00%	800.00	800.00	1,200.00	0.00%
63600 · Property Maintenance	295.00	295.00	1.18%	25,000.00	24,705.00	34,000.00	0.87%
63800 · Building Maintenance/Repair	11,367.36	11,367.36	20.67%	55,000.00	43,632.64	65,000.00	17.49%
<b>TOTAL BUILDING</b>	<b>20,271.31</b>	<b>20,271.31</b>	<b>7.82%</b>	<b>259,200.00</b>	<b>238,928.69</b>	<b>304,200.00</b>	<b>6.66%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	350.89	350.89	2.63%	13,350.00	12,999.11	16,000.00	2.19%
64300 · Photocopy Supplies	96.05	96.05	1.92%	5,000.00	4,903.95	6,000.00	1.60%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	180.90	180.90	7.87%	2,300.00	2,119.10	4,000.00	0.00%
64500 · Postage	3,331.75	3,331.75	75.72%	4,400.00	1,068.25	5,000.00	66.64%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	90.48	90.48	13.92%	650.00	559.52	900.00	10.05%
64800 · Organizational Memberships	0.00	0.00	0.00%	3,000.00	3,000.00	4,000.00	0.00%
64900 · Bank Fees	280.34	280.34	9.35%	3,000.00	2,719.66	4,000.00	7.01%
<b>TOTAL OPERATION</b>	<b>4,330.41</b>	<b>4,330.41</b>	<b>12.63%</b>	<b>34,300.00</b>	<b>29,969.59</b>	<b>43,900.00</b>	<b>9.86%</b>
<b>AUTOMATION</b>							
65100 · Supplies-Public Toner	657.00	657.00	9.39%	7,000.00	6,343.00	8,500.00	7.73%
65150 · Supplies-Staff Toner	1,044.66	1,044.66	14.92%	7,000.00	5,955.34	8,500.00	12.29%
65160 · Supplies-Maker	0.00	0.00	0.00%	800.00	800.00	1,200.00	0.00%
65200 · Technology-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	0.00	0.00	0.00%	14,000.00	14,000.00	20,000.00	0.00%
65400 · Automation Equip Mnt/Repair	1,181.28	1,181.28	25.13%	4,700.00	3,518.72	6,000.00	19.69%
65500 · Software	29.00	29.00	0.23%	12,787.00	12,758.00	20,000.00	0.15%
65600 · SWAN	10,584.50	10,584.50	24.97%	42,388.00	31,803.50	43,000.00	24.62%

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

Percent of Year: 8.33

	July 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	876.52	876.52	13.21%	6,638.00	5,761.48	8,000.00	10.96%
<b>TOTAL AUTOMATION</b>	<b>14,372.96</b>	<b>14,372.96</b>	<b>14.33%</b>	<b>100,313.00</b>	<b>85,940.04</b>	<b>123,200.00</b>	<b>11.67%</b>
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	1,365.00	1,365.00	17.06%	8,000.00	6,635.00	20,000.00	6.83%
66200 · Credit Bureau	8.95	8.95	0.99%	900.00	891.05	1,200.00	0.75%
66300 · Equip-Photocopier Maint Cont	306.00	306.00	10.20%	3,000.00	2,694.00	5,000.00	6.12%
66900 · Fees - Bond Reglstrar	0.00	0.00	0.00%	220.00	220.00	1,500.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>1,679.95</b>	<b>1,679.95</b>	<b>13.86%</b>	<b>12,120.00</b>	<b>10,440.05</b>	<b>27,700.00</b>	<b>6.06%</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	10,797.00	10,797.00	100.00%	10,797.00	0.00	17,000.00	63.51%
67200 · Bonding	1,336.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 · Officers & Directors Liability	2,511.00	2,511.00	86.59%	2,900.00	389.00	9,000.00	27.90%
67400 · Umbrella Liability	2,150.00	2,150.00	100.00%	2,150.00	0.00	8,500.00	25.29%
<b>TOTAL INSURANCE</b>	<b>16,794.00</b>	<b>16,794.00</b>	<b>97.37%</b>	<b>17,247.00</b>	<b>453.00</b>	<b>36,000.00</b>	<b>46.65%</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	0.00	0.00	0.00%	35,000.00	35,000.00	37,000.00	0.00%
68111 · eNewsletter	0.00	0.00	0.00%	2,000.00	2,000.00	2,200.00	0.00%
68210 · Marketing Advertising	0.00	0.00	0.00%	500.00	500.00	1,800.00	0.00%
68310 · Marketing Supplies	0.00	0.00	0.00%	500.00	500.00	1,000.00	0.00%
68410 · Marketing-Information Printing	190.75	190.75	8.67%	2,200.00	2,009.25	5,000.00	3.82%
68500 · Legal Notices	195.02	195.02	13.00%	1,500.00	1,304.98	2,000.00	9.75%
68600 · Programming	1,355.28	1,355.28	5.34%	25,400.00	24,044.72	30,000.00	4.52%
<b>TOTAL PUBLIC INFORMATION</b>	<b>1,741.05</b>	<b>1,741.05</b>	<b>2.60%</b>	<b>67,100.00</b>	<b>65,358.95</b>	<b>79,000.00</b>	<b>2.20%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69100 · Building Improvements	0.00	0.00	0.00%	49,161.00	49,161.00	100,000.00	0.00%
69150 · Parking Lot Rehab	700.00	700.00	0.00%	0.00	-700.00	0.00	0.00%
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	700,000.00	0.00%
* 69800 · Operating Transfer Out	700.00	700.00	0.00%	0.00	-700.00	0.00	0.00%
69900 · Contingency	0.00	0.00	0.00%	4,000.00	4,000.00	20,000.00	0.00%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>GRAND TOTAL</b>	<b>318,607.34</b>	<b>318,607.34</b>	<b>8.35%</b>	<b>3,814,659.00</b>	<b>3,496,051.66</b>	<b>5,011,363.00</b>	<b>6.36%</b>

\* Operating Transfer Out reflects \$700.00 from Corporate Reserves  
69150 · Parking Lot Rehab - Independent Construction Services

ACTION ON BILLS July 2018

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	2084 thru 2180	\$ 176,533.80
MB-Salaries for July	330 thru 351	\$ 6,907.34
Hinsdale Bank-Direct Deposits	& 26452 thru 26616	\$ 115,089.53

MONTH'S TOTAL: \$ 298,530.67

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

Type	Date	Num	Name	Amount
<b>10122 · MB Checking</b>				
Liability Check	07/12/2018	2084	Nationwide Retirement	660.00
Liability Check	07/12/2018	2085	Vantagepoint	1,199.69
Bill Pmt Check	07/12/2018	2086	ThirdWay, Inc.	2,500.00
Bill Pmt Check	07/18/2018	2087	U.S. Postal Service (PostageByPhc	3,500.00
Bill Pmt Check	07/18/2018	2088	Roy, Nancy	44.84
Bill Pmt Check	07/18/2018	2089	Baker & Taylor	6,496.75
Bill Pmt Check	07/18/2018	2090	Baker & Taylor (video)	291.97
Bill Pmt Check	07/18/2018	2091	Better Business Planning, Inc.	165.43
Bill Pmt Check	07/18/2018	2092	Blackstone Audio, Inc.	90.00
Bill Pmt Check	07/18/2018	2093	BookBrowse LLC	630.00
Bill Pmt Check	07/18/2018	2094	Case Lots Inc.	262.65
Bill Pmt Check	07/18/2018	2095	Center Point Large Print	72.71
Bill Pmt Check	07/18/2018	2096	Current Technologies	1,181.28
Bill Pmt Check	07/18/2018	2097	FedEx	10.90
Bill Pmt Check	07/18/2018	2098	Fillis, April	3.68
Bill Pmt Check	07/18/2018	2099	Hartney, Jane	7.00
Bill Pmt Check	07/18/2018	2100	Heritage House Florist	54.95
Bill Pmt Check	07/18/2018	2101	Illinois State University/Milner Librai	50.00
Bill Pmt Check	07/18/2018	2102	Infogroup	1,850.00
Bill Pmt Check	07/18/2018	2103	Ingram Library Services	237.01
Bill Pmt Check	07/18/2018	2104	Layman, Jez	41.69
Bill Pmt Check	07/18/2018	2105	Midwest Tape	3,136.30
Bill Pmt Check	07/18/2018	2106	NCPERS Group Life	80.00
Bill Pmt Check	07/18/2018	2107	OverDrive	2,522.71
Bill Pmt Check	07/18/2018	2108	Palmisano, Stacy.	41.98
Bill Pmt Check	07/18/2018	2109	Penguin Random House LLC	73.75
Bill Pmt Check	07/18/2018	2110	Peregrine, Stime, Newman, Ritzma	1,365.00
Bill Pmt Check	07/18/2018	2111	Pronunciator LLC	1,800.00
Bill Pmt Check	07/18/2018	2112	Quill	1,050.91
Bill Pmt Check	07/18/2018	2113	Record Information Services, Inc.	769.00
Bill Pmt Check	07/18/2018	2114	Recorded Books, LLC	210.87
Bill Pmt Check	07/18/2018	2115	Runco	389.23
Bill Pmt Check	07/18/2018	2116	Scharping, Ronald A.	100.00
Bill Pmt Check	07/18/2018	2117	Szafanski, T.J.	13.63
Bill Pmt Check	07/18/2018	2118	Tumbleweed Press, Inc.	799.00
Bill Pmt Check	07/18/2018	2119	Uline	131.09
Bill Pmt Check	07/18/2018	2120	Unique Management	8.95
Bill Pmt Check	07/18/2018	2121	Williams., Natalie	14.98
Bill Pmt Check	07/18/2018	2122	World Relief	450.00
Bill Pmt Check	07/20/2018	2123	LIMRiCC Unemployment Compens:	696.49
Bill Pmt Check	07/20/2018	2124	Bank of America	1,827.88
Bill Pmt Check	07/20/2018	2125	BCBS	12,954.08
Bill Pmt Check	07/20/2018	2126	Canon Solutions America Inc.	306.00
Bill Pmt Check	07/20/2018	2127	Case Lots Inc.	624.80

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

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Type	Date	Num	Name	Amount
Bill Pmt Check	07/20/2018	2128	Chicago SunTimes	291.20
Bill Pmt Check	07/20/2018	2129	Colley Elevator Co.	383.00
Bill Pmt Check	07/20/2018	2130	Comcast	499.52
Bill Pmt Check	07/20/2018	2131	Deane, Barbara L.	50.00
Bill Pmt Check	07/20/2018	2132	DuPage County Public Works	770.93
Bill Pmt Check	07/20/2018	2133	EBSCO Information Services	8,222.00
Bill Pmt Check	07/20/2018	2134	Gale/CENGAGE Learning	12,048.20
Bill Pmt Check	07/20/2018	2135	Grasso Graphics	190.75
Bill Pmt Check	07/20/2018	2136	Grey House Publishing, Inc.	3,995.00
Bill Pmt Check	07/20/2018	2137	Groot Industries, Inc.	308.22
Bill Pmt Check	07/20/2018	2138	Kroeschell Service	7,999.29
Bill Pmt Check	07/20/2018	2139	LibrariesFirst	5,000.00
Bill Pmt Check	07/20/2018	2140	LinkedIn	7,000.00
Bill Pmt Check	07/20/2018	2141	Morningstar	4,231.00
Bill Pmt Check	07/20/2018	2142	News Bank, Inc.	5,950.00
Bill Pmt Check	07/20/2018	2143	Niche Academy	1,530.00
Bill Pmt Check	07/20/2018	2144	OverDrive	249.95
Bill Pmt Check	07/20/2018	2145	ProQuest LLC	3,350.96
Bill Pmt Check	07/20/2018	2146	Quality Integrated Solutions, Inc.	3,300.00
Bill Pmt Check	07/20/2018	2147	Rivistas Subscription Services	814.04
Bill Pmt Check	07/20/2018	2148	Roy, Nancy	32.69
Bill Pmt Check	07/20/2018	2149	Ryan, Marianne	24.53
Bill Pmt Check	07/20/2018	2150	Sebert Landscaping	295.00
Bill Pmt Check	07/20/2018	2151	Stephens Plumbing & Heating, Inc.	554.50
Bill Pmt Check	07/20/2018	2152	Suburban Life Media	69.00
Bill Pmt Check	07/20/2018	2153	SWAN	10,584.50
Bill Pmt Check	07/20/2018	2154	Szafranski, T.J.	81.24
Bill Pmt Check	07/20/2018	2155	Value Line Publishing, Inc.	3,400.00
Bill Pmt Check	07/20/2018	2156	VSP Vision	154.67
Bill Pmt Check	07/20/2018	2157	Williams., Natalie	48.23
Bill Pmt Check	07/20/2018	2158	Wlosinski, Maria	33.25
Bill Pmt Check	07/20/2018	2159	World Book School and Library	2,332.52
Bill Pmt Check	07/25/2018	2160	AmTrust North American	6,100.00
Bill Pmt Check	07/25/2018	2161	Baker & Taylor	3,541.55
Bill Pmt Check	07/25/2018	2162	Baker & Taylor (video)	95.25
Bill Pmt Check	07/25/2018	2163	Chicago Tribune	364.00
Bill Pmt Check	07/25/2018	2164	Estrada, Heidi	48.57
Bill Pmt Check	07/25/2018	2165	Fortress Data Management	377.00
Bill Pmt Check	07/25/2018	2166	Illinois Library Association	75.00
Bill Pmt Check	07/25/2018	2167	Independent Construction Services	700.00
Bill Pmt Check	07/25/2018	2168	Ingram Library Services	188.53
Bill Pmt Check	07/25/2018	2169	Kamm Insurance Group	16,794.00
Bill Pmt Check	07/25/2018	2170	Kapco	67.35
Bill Pmt Check	07/25/2018	2171	LM Information Delivery, Inc.	6,189.23
Bill Pmt Check	07/25/2018	2172	Midwest Tape	1,574.51

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

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Type	Date	Num	Name	Amount
Bill Pmt Check	07/25/2018	2173	Neviol Inc.	4,590.00
Bill Pmt Check	07/25/2018	2174	OverDrive	573.96
Bill Pmt Check	07/25/2018	2175	Penguin Random House LLC	30.00
Bill Pmt Check	07/25/2018	2176	Quill	101.99
Bill Pmt Check	07/25/2018	2177	Recorded Books, LLC	241.11
Bill Pmt Check	07/25/2018	2178	Runco	504.15
Liability Check	07/26/2018	2179	Nationwide Retirement	660.00
Liability Check	07/26/2018	2180	Vantagepoint	1,206.21

Total 10122 · MB Checking  
TOTAL

176,533.80  
176,533.80

Bills for approval – Electronic Payments & Automatic Withdrawals

**July 2018**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	07/13/2018	19,276.58
ILDOR-State	Payroll taxes	07/13/2018	3,639.84
EFTPS-Federal	Payroll taxes	07/27/2018	19,955.96
ILDOR-State	Payroll taxes	07/27/2018	3,774.02
IMRF	Payroll Pension	07/31/2018	22,181.69
DAC	Deposit to HRA	07/03/2018	2,187.50
Nicor	Gas	07/16/2018	954.50
INB Bank/MB	Credit Card Fee	07/02/2018	255.34
Hinsdale Bank	Fee-Direct Deposit	07/02/2018	25.00

**MPI**  
**INVESTMENT MANAGEMENT, INC.**  
15 SALT CREEK LANE SUITE 404 HINSDALE, IL 60521

**Quarterly Report**

**Account**

Indian Prairie Public Library District  
Corporate Account  
Schwab Acct# 6415-7790

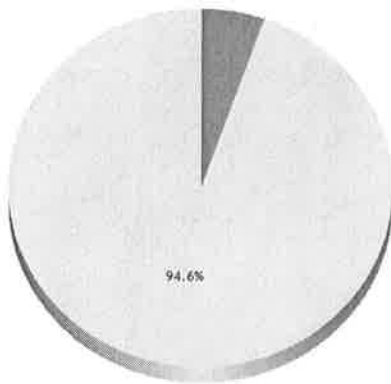
6/30/2018

Indian Prairie Public Library District  
 Corporate Account  
 Schwab Acct# 6415-7790

## Holdings Overview

US Dollar  
 6/30/2018

### Portfolio Allocation as of 6/30/2018



### Top 10 Holdings

Symbol	Security	Market Value	% Assets
3135g0a78	Federal Natl Mtg Assn 1.625% Due 1/21/2020	149,075.11	7.2
313376br5	Federal Home Loan Banks 1.750% Due 12/14/2018	124,842.47	6.0
cash	Cash Account Balance	111,024.33	5.4
3137eaca5	Federal Home Loan Mtg Corp 3.750% Due 3/27/2019	102,049.75	4.9
3135g0e33	Federal Natl Mtg Assn 1.125% Due 7/20/2018	100,461.00	4.9
3130a1e53	Federal Home Loan Banks 2.050% Due 4/28/2020	99,415.66	4.8
3136g4ju8	Federal Natl Mtg Assn 1.580% Due 12/30/2019	98,681.30	4.8
3134g3wc0	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020	98,634.26	4.8
3135g0f73	Federal Natl Mtg Assn 1.500% Due 11/30/2020	97,451.70	4.7
3136ft5h8	Federal Natl Mtg Assn 2.000% Due 3/27/2020	80,571.73	3.9
<b>Top 10 Holdings Total</b>		<b>1,062,207.30</b>	<b>51.3</b>

Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	111,024.33	5.4	5.4
Fixed Income	1,960,306.11	94.6	94.6
<b>Equity Total</b>	<b>2,071,330.44</b>	<b>100.0</b>	<b>100.0</b>

Indian Prairie Public Library District  
Corporate Account  
Schwab Acct# 6415-7790

## Performance by Asset Class

Net of Allocated Fees | US Dollar  
12/31/2017 - 6/30/2018

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2017	170,342.15	0.00	2,389,558.17	0.00	2,559,900.32
Accrued Interest	0.00	0.00	8,701.09	0.00	8,701.09
Purchases/Contributions	667,831.26	0.00	223,736.14	0.00	0.00
Sales/Withdrawals	-723,736.14	0.00	-667,831.26	0.00	-500,000.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	-4,626.71	0.00	-4,626.71
Unrealized Gains	0.00	0.00	-16,076.48	0.00	-16,076.48
Interest Income	62.59	0.00	27,974.08	0.00	28,036.67
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-1,128.93	0.00	-1,128.93
Management Fees	-142.01	0.00	-3,333.52	0.00	-3,475.53
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
<b>Market Value on 6/30/2018</b>	<b>111,024.33</b>	<b>0.00</b>	<b>1,952,733.94</b>	<b>0.00</b>	<b>2,063,758.27</b>
Accrued Interest	0.00	0.00	7,572.17	0.00	7,572.17
Average Capital Base	92,763.89	0.00	2,177,494.98	0.00	2,270,258.88
Total Fees	-142.01	0.00	-3,333.52	0.00	-3,475.53
Total Gain after Fees	-79.42	0.00	2,808.44	0.00	2,729.02
IRR for 0.50 Years	-0.09%	0.00%	0.13%	0.00%	0.12%

Indian Prairie Public Library District  
 Corporate Account  
 Schwab Acct# 6415-7790

## Portfolio Appraisal

US Dollar  
 6/30/2018

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
<b>GOVERNMENT AGENCY ISSUES(USD)</b>							
100,000	Federal Natl Mtg Assn 1.125% Due 7/20/2018	100.01	100,011.80	99.96	99,961.00	4.8	1.8
125,000	Federal Home Loan Banks 1.750% Due 12/14/2018	100.23	125,284.69	99.80	124,745.25	6.0	2.2
40,000	Federal Home Loan Banks 1.500% Due 3/8/2019	100.00	40,000.00	99.49	39,797.92	1.9	2.2
100,000	Federal Home Loan Mtg Corp 3.750% Due 3/27/2019	101.97	101,971.90	101.08	101,081.00	4.9	2.3
50,000	Federal Home Loan Mtg Corp 1.375% Due 8/15/2019	99.69	49,846.67	98.83	49,414.50	2.4	2.4
100,000	Federal Natl Mtg Assn 1.580% Due 12/30/2019	99.94	99,935.71	98.68	98,681.30	4.8	2.5
150,000	Federal Natl Mtg Assn 1.625% Due 1/21/2020	100.22	150,326.79	98.67	147,998.55	7.1	2.5
81,000	Federal Natl Mtg Assn 2.000% Due 3/27/2020	101.33	82,077.67	98.95	80,153.23	3.9	2.6
100,000	Federal Home Loan Banks 2.050% Due 4/28/2020	101.68	101,680.75	99.06	99,062.60	4.8	2.6
60,000	Federal Home Loan Banks 4.625% Due 9/11/2020	106.54	63,922.88	104.16	62,496.42	3.0	2.7
100,000	Federal Natl Mtg Assn 1.500% Due 11/30/2020	100.53	100,525.48	97.33	97,326.70	4.7	2.6
100,000	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020	100.96	100,960.99	98.53	98,528.70	4.8	2.6
75,000	Federal Natl Mtg Assn 1.250% Due 5/6/2021	98.85	74,136.27	96.21	72,156.90	3.5	2.6
50,000	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	104.08	52,038.90	98.69	49,343.70	2.4	2.8
	Accrued Interest				5,620.83	0.3	
			<b>1,242,720.51</b>		<b>1,226,368.59</b>	<b>59.2</b>	<b>2.4</b>
<b>GOVERNMENT BONDS(USD)</b>							
50,000	United States Treas Nts 0.875% Due 6/15/2019	99.02	49,510.43	98.60	49,300.80	2.4	2.4
75,000	United States Treas Nts 1.625% Due 6/30/2019	99.73	74,798.03	99.27	74,452.13	3.6	2.4
	Accrued Interest				17.93	0.0	
			<b>124,308.46</b>		<b>123,770.86</b>	<b>6.0</b>	<b>2.4</b>

Indian Prairie Public Library District  
 Corporate Account  
 Schwab Acct# 6415-7790

### Portfolio Appraisal

US Dollar  
 6/30/2018

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
<b>GOVERNMENT BONDS - VARIABLE RATE(USD)</b>							
50,000	Federal Home Loan Banks 2.201% Due 10/5/2018	100.02	50,007.52	100.05	50,025.50	2.4	2.0
65,000	Federal Farm Credit Banks 2.227% Due 11/14/2019	100.12	65,076.47	100.33	65,213.40	3.1	2.0
	Accrued Interest				324.16	0.0	
			<b>115,083.99</b>		<b>115,563.06</b>	<b>5.6</b>	<b>2.0</b>
<b>TIPS(USD)</b>							
50,000	United States Treas Nts 0.125% Due 1/15/2023	100.65	54,620.52	97.76	53,047.84	2.6	0.6
	Accrued Interest				31.11	0.0	
			<b>54,620.52</b>		<b>53,078.94</b>	<b>2.6</b>	<b>0.6</b>
<b>CMO's(USD)</b>							
140,000	FNMA REMIC Trust 2010-117 3.000% Due 5/25/2025	105.63	21,908.07	100.38	20,820.72	1.0	0.8
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	15,201.17	101.42	14,274.87	0.7	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	2,223.61	108.02	2,221.85	0.1	3.0
125,000	GNMA REMIC Trust 2012-57 3.000% Due 3/20/2039	105.66	37,993.92	100.04	35,975.41	1.7	1.7
	Accrued Interest				191.49	0.0	
			<b>77,326.77</b>		<b>73,484.35</b>	<b>3.5</b>	<b>1.6</b>
<b>FHLMC's(USD)</b>							
1,220,000	FHLMC PC Gold Cash 15 5.000% Due 10/1/2018	106.69	2,011.75	101.09	1,906.21	0.1	1.2
2,087,789	FHLMC PC Gold Comb 15 4.500% Due 1/1/2020	104.47	58,484.03	101.07	56,582.76	2.7	2.6
375,000	FHLMC PC Gold Comb 15 5.500% Due 5/1/2020	108.96	4,228.55	100.97	3,918.41	0.2	1.8
210,000	FHLMC PC Gold Comb 15 5.500% Due 6/1/2020	108.13	1,606.27	101.33	1,505.33	0.1	1.3
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	50,885.20	103.46	48,804.96	2.4	3.4
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	5,192.41	103.45	4,976.44	0.2	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	14,864.72	106.91	14,513.47	0.7	1.3

Indian Prairie Public Library District  
Corporate Account  
Schwab Acct# 6415-7790

## Portfolio Appraisal

US Dollar  
6/30/2018

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	16,676.89	101.25	16,153.36	0.8	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	60,997.12	103.04	58,571.19	2.8	3.1
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	25,901.13	101.96	24,638.72	1.2	1.7
	Accrued Interest				838.55	0.0	
			<b>240,848.08</b>		<b>232,409.39</b>	<b>11.2</b>	<b>2.6</b>
FNMA's(USD)							
140,000	FNMA Pass-Thru Int 15 Year 4.500% Due 12/1/2018	102.84	3,649.47	100.73	3,574.48	0.2	0.8
174,145	FNMA Pass-Thru Int 15 Year 6.000% Due 1/1/2019	107.14	0.01	100.00	0.01	0.0	1.6
145,000	FNMA Pass-Thru Short 10 Year 4.500% Due 4/1/2019	105.89	1,149.39	100.73	1,093.42	0.1	1.1
165,000	FNMA Pass-Thru Short 10 Year 4.500% Due 8/1/2019	106.29	2,162.48	100.73	2,049.37	0.1	1.2
170,000	FNMA Pass-Thru Short 10 Year 4.000% Due 12/1/2019	105.90	3,088.11	102.64	2,992.92	0.1	0.6
60,000	FNMA Pass-Thru Int 15 Year 4.500% Due 3/1/2021	107.36	1,407.58	101.12	1,325.66	0.1	1.6
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 2/1/2022	104.00	4,643.45	97.92	4,371.65	0.2	0.8
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	16,513.71	103.76	15,720.21	0.8	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	23,178.05	102.67	22,318.81	1.1	3.4
420,000	FNMA Pass-Thru Long 30 Year 7.000% Due 3/1/2037	111.50	13,233.12	113.90	13,518.25	0.7	2.6
	Accrued Interest				251.41	0.0	
			<b>69,025.37</b>		<b>67,216.20</b>	<b>3.2</b>	<b>2.1</b>
GNMA's(USD)							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	5,922.55	104.41	5,572.11	0.3	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	14,446.49	104.42	13,968.02	0.7	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	17,340.82	108.84	16,861.40	0.8	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	6,865.39	107.78	6,789.49	0.3	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	4,780.51	109.25	4,792.30	0.2	1.6

Indian Prairie Public Library District  
 Corporate Account  
 Schwab Acct# 6415-7790

### Portfolio Appraisal

US Dollar  
 6/30/2018

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	5,434.38	108.34	5,401.18	0.3	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	2,266.73	109.30	2,270.03	0.1	1.8
187,300	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2035	105.80	7,991.09	109.15	8,243.84	0.4	2.1
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	2,842.43	109.35	2,898.51	0.1	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	1,316.06	109.36	1,321.16	0.1	2.5
	Accrued Interest				296.69	0.0	
			<b>69,206.46</b>		<b>68,414.72</b>	<b>3.3</b>	<b>2.5</b>
<b>CASH AND EQUIVALENTS(USD)</b>							
	Cash Account Balance		111,024.33		111,024.33	5.4	0.0
			<b>111,024.33</b>		<b>111,024.33</b>	<b>5.4</b>	<b>0.0</b>
<b>Total Portfolio</b>			<b>2,104,164.48</b>		<b>2,071,330.44</b>	<b>100.0</b>	<b>2.2</b>

## Disclaimer & Terms

6/30/2018

### A Note About This Report

The information and market values contained in this report are based on data received from your custodian(s), outside pricing services, and other sources that MPI Investment Management, Inc. ("MPI") believes to be reliable. These market values are net of fees and also include accrued interest (if applicable). Valuations can be inherently imprecise, particularly regarding less liquid assets, and the valuations shown may be greater or less than the price at which the assets can be sold. Performance and market values for the assets in your account(s) obtained from another source may differ from the information in this report because the performance calculations and values may have been based on different sources of pricing information, accounting or calculation methodology and analysis. We urge you to advise us immediately if you have not received your custodian or brokerage statement which is required to be delivered to you no less frequently than quarterly. In addition, please compare any account information provided by us with account statements from your broker-dealer or custodian and to advise us of any discrepancies. The official record of your account is maintained by your broker-dealer or custodian. If your management fee is automatically deducted from your account(s) please note that the account custodian does not verify the accuracy of the advisory fee calculation.

### Performance

Portfolio performance is calculated utilizing a total return methodology. The total rate of return for the time periods shown is equal to the change in the value of the portfolio, including capital appreciation, depreciation and income as a percentage of the beginning market value of the portfolio adjusted for all contributions and withdrawals. The total return is expressed as a percentage gain or loss in the investment's value. All cash flows are weighted from the actual date of the contribution or withdrawal in order to minimize the effect of cash flows on the investment performance of your account(s). Total returns for your account(s) are presented net of fees (money manager fees, MPI's advisory fees, and custodian fees) and other expenses (where applicable) paid from your account(s). It should also be noted that, certain security types and other assets are excluded from this report. These assets may include, among others, real estate, notes and mortgages, insurance policies, personal property, receivables, and partnerships interests. The performance results have been compiled solely by MPI and have not been independently verified. Please keep in mind that past performance may not be indicative of future results and does not guarantee future positive returns. This report includes information as of the date indicated based on trades that have been executed in the account(s). To the extent that your regular account statements report information based on settlement date rather than trade date, there is a possibility that trades executed but not settled before the end of a reporting period may be reflected in this report but not on your regular account statements.

### Keeping MPI Investment Management, Inc. Up-to-Date

If you wish to impose reasonable restrictions or modify existing restrictions concerning the management of your account or if your financial situation, investment objectives, or risk tolerance have changed, please contact your MPI Investment Advisor Representative at 800-237-0930. We will contact you at least annually to determine if your investment goals, objectives and risk tolerance have changed.

### ADV & Privacy Policy Offering

If you would like to obtain copies of ADV Part 2 or the Privacy Policy for MPI please send a written request to the attention of: Matthew Pequet, MPI Investment Management, Inc., 15 Salt Creek Lane, Suite 404, Hinsdale, IL 60521. Copies will be provided to you free of charge.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF RECEIPTS AND DISBURSEMENTS

FOR THE FISCAL PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018

CASH AND INVESTMENTS AS OF JULY 1, 2017: \$3,326,305.62

RECEIPTS BY FUND

CORPORATE FUND: Deferred Property Taxes 1,792,560.74, Property Taxes 1,573,701.95, Non-current Property Taxes 96.60 Intergovernmental 33,239.90, Interest 8,546.31, Misc. Revenue - Copier, Fines, Gifts, Non-Resident Fees, Rental, Reimbursements, Etc. 234,947.63 TOTAL \$3,643,093.13

BUILDING & MAINTENANCE FUND: Deferred Property Taxes 40,324.93, Property 38,142.76, Non-Current Property Taxes .30 TOTAL \$78,467.99.

I.M.R.F. FUND: Deferred Property Taxes 29,235.58, Property Taxes 26,873.30, Non-Current Property Taxes .40, TOTAL \$56,109.28.

LIABILITY INSURANCE FUND: Deferred Property Taxes 8,064.98, Property Taxes 6,935.05, Non-Current Property Taxes .08, TOTAL \$15,000.11.

SOCIAL SECURITY FUND: Deferred Property Taxes 25,203.08, Property Taxes 23,405.78, Non-Current Property Taxes .60, TOTAL \$48,609.46.

SPECIAL RESERVE FUND: Interest 94.54, TOTAL \$94.54.

TOTAL RECEIPTS ALL FUNDS: \$3,841,374.51

DISBURSEMENTS BY FUND

CORPORATE FUND: NET PAYROLL: 1,534,666.36, VENDORS: AAIL 53.00 Adult Reading Round Table 25.00 Alarm Financial 288.00 Ali, Syed 45.50 ALLDATA 1,500.00 Alphagraphics 1,495.33 American Library Association 220.73 Animal Farm Music, LLC 450.00 Armstrong, Mike 189.98 Art Excursions, Inc. 620.00 Asimakopoulos, Jennifer 1,220.88 Augliene, Vaida 23.20 Baker & Taylor 144,492.85 Baker & Taylor (video) 7,392.10 Bal Industries 8,364.00 Bank of America 78,168.81 Basecamp Web Solutions 1,495.00 BCBS 135,470.57 Bengal Electric Inc. 8,278.40 Better Business Planning, Inc. 26,788.83 Big Run Wolf Ranch 250.00 Birmingham, Laura 366.37 Blackstone Audio, Inc. 4,339.99 BookBrowse LLC 630.00 BookPage 528.00 Borzo, Greg 200.00 Bottom Line Personal 39.00 Braun, Maura 200.00 Bukovac, Jamie 194.26 Call One 4,446.20 Camalliere, Pat 100.00 Canon Solutions America Inc. 4,527.25 CareerBuilder Employment Screening, LLC 669.00 Case Lots Inc. 8,143.30 CCI Solutions 105.41 CDW Government 420.28 Center Point Large Print 1,573.84 CheckBook 34.00 Chicago Sun-Times 260.00 Chicago Tribune 1,977.86 Chicago Tribune Media Group 162.18 Chicagoly 8.00

Children's Plus Inc. 15,568.05 City of Darien 1,346.70 Clark, David  
G. 200.00 Closer Weekly 89.97 Colley Elevator Co. 3,059.00 Colonial  
Life 1,072.89 Comcast 2,248.20 Consumers' Checkbook 450.00 Cosley Zoo  
265.00 Current Technologies 1,932.00 Darien Chamber of Commerce  
140.00 Darien Woman's Club 75.00 Davis, Hannah 240.00 Deliciously  
Yours 900.00 Dell Marketing L.P. 8,843.47 DEMCO 5,275.36 deRosset,  
Patricia L. 75.00 Displays2go 251.62 Diversity Training & Consulting  
1,400.00 Doane, Jimmy 85.56 Dow Theory Forecasts 159.00 Drynan,  
Christina 15.38 Dudek, Debra 125.00 DuPage Pavement 1,600.00  
Dzierzbicki, Monica 258.12 EBSCO Information Services 6,545.00  
Edmonds Incorporated 1,288.03 EFTPS 469,227.45 ELM USA, Inc. 895.77  
Enthusiast Network, Inc., The 15.00 Estrada, Heidi 612.96 FedEx 12.09  
Ferrill, Meredith 100.00 Fidelity Monitor & Insight 159.00 Filis,  
April 23.14 Findaway World, LLC 1,454.72 Findley, Daniel J. 225.00  
Fire & Security Systems 105.00 Fortress Data Management 1,372.00  
Fox Valley Fire & Safety 2,770.85 French Battlefields 300.00 FSS  
Technologies 330.00 Fuscone, Charles F. 100.00 Gale/CENGAGE Learning  
23,710.75 Game Informer 24.98 Garvey's Office Products 283.15 Gibson,  
Amanda 100.00 GMA 1,491.34 Goddard, Leslie Elizabeth 900.00 Good Worx  
Inc. 460.00 Grainger 169.07 Grasso Graphics 426.69 Grey House  
Publishing, Inc. 3,995.00 Groot Industries, Inc. 3,064.68 Hartney,  
Jane 159.41 Hazelgrove, William 250.00 Herath, Adrian 362.50 Heritage  
House Florist 301.80 Hill, Sr., Omar 11.50 Hinsdale Bank 350.00  
Hinsdale South High School Stinger 135.00 Hinsdale Township High  
School District 86 270.00 Home Depot 2,247.72 Hudson, Nancy 4.91  
ID Label 378.88 IL Dept of Revenue 94,139.78 Illinois Library  
Association 675.00 IMRF 229,403.80 INB - Global Pay Fees 2,627.90  
Independent Construction Services 700.00 Indian Prairie Library  
Foundation 75.00 Infogroup 1,900.00 Ingram Library Services 10,533.88  
Investor's Business Daily 279.00 James, Pharlis 100.00 Jensen,  
Heather Forster 55.33 Jensen, Shirley P 311.97 Johnson, Gail 31.40  
Joslyn, Jean 50.00 JourneyEd.com, Inc. 269.76 Kamm Insurance Group  
10,770.00 Kapco 504.02 Keener Rubber Company 27.55 Keyes, Spencer A.  
100.00 Kittredge, Julie 180.00 Klara, Maria 33.00 Kline, Cindy 35.00  
Kolalis, Ashe 16.00 Koziol, Nina 175.00 Krekelberg, Mary L 130.00  
Kroeschell Service 36,724.73 LACONi 100.00 LACONI-RASS 15.00 Law  
Bulletin Publishing Company 67.00 Layman, Jez 1,000.31 LexisNexis  
Matthew Bender 366.51 LibrariesFirst 5,275.00 Library Display Design  
Systems 160.82 Library Furniture International 2,573.72 LIMRiCC  
2,874.70 LinkedIn 7,000.00 LM Information Delivery, Inc. 13,286.53  
Lonely Planet 20.00 Lopez, Carlos 100.00 Lucarelli, Anthony 553.50  
Lucas Holdings, LLC 450.84 Magnolia Journal 50.00 Management  
Association 1,110.00 Mantra Lingua, Ltd. 48.35 Marquee Movie  
Presentations LLC 200.00 Mason, Scott 100.00 MB (AuthNet CC  
Settlement) 195.65 McCully, Nancy 350.00 MCD Media 30.00 Medicom  
Reimbursement Spec., Ltd. 177.50 Meticulous Martin Window Washing,  
Inc. 820.00 Michaels, J.B. 400.00 Midwest Laser Specialists, Inc.  
970.96 Midwest Tape 82,009.32 Military History Quarterly 49.95  
Millenium Park Foundation 100.00 Miskatonic Brewing Company, Inc.  
120.00 Moneyletter 129.00 Morningstar 4,108.00 Motion Picture  
Licensing Corporation 200.00 Mount Prospect Public Library 31.00  
Murphy, Julie 2,765.96 Muscle & Fitness 29.97 Myers, Daniel N. 150.00

National Audubon Society 20.00 National Geographic Little Kids 18.00  
 Nationwide Retirement 17,160.00 Naturally, Danny Seo 23.97 NCPERS  
 Group Life 960.00 Near West Youth Services 25.00 Neviol Inc.  
 57,430.00 New Readers Press 56.16 New York Times, The 539.95  
 Newell, Rex 250.00 News Bank, Inc. 5,825.00 Niche Academy 510.00  
 Nichols-Yehling, Michelle 300.00 Niestrom, Kathy 200.00 No-Load Fund  
 Investor, The 169.00 On Time Label 734.00 OverDrive 49,446.58 Owl  
 Hill Media, LLC 29.99 Palmisano, Stacy. 543.47 Patomi Media Group  
 40.00 PCM 201.82 Pearson Education, Inc. 345.22 Penguin Random House  
 LLC 4,213.50 Penworthy Company, The 1,353.05 Peregrine, Stime,  
 Newman, Ritzman & Bruck 1,680.00 Phoenix System & Service, Inc.  
 392.45 Pioneer Press 26.00 PitneyBowes 789.18 Polyline 555.97  
 Prasad, Guru 125.00 Principal Life Insurance Company 7,931.37  
 Pronunciator LLC 1,800.00 ProQuest LLC 2,193.00 Quill 10,719.18  
 RAILS 9,195.50 Rebecca Caudill Young Readers' Book Award 10.00  
 Record Information Services, Inc. 384.50 Recorded Books, LLC  
 14,588.05 Regent Book Company 33.96 Risk Management Association, The  
 389.60 Rivistas Subscription Services 2,193.57 Roy, Nancy 252.30  
 Runco 10,029.78 Salgado, Andrew 1,500.00 Salo, Kathryn 459.18 Sapyta,  
 Joan 30.00 Scharping, Ronald A. 450.00 Scholastic Library Publishing  
 764.40 Schueren, Mary 16.05 Schuller, Bonita 200.00 Schultz., Jack  
 113.14 Sebert Landscaping 32,210.50 Sheehan, Debbie 285.93 Showcases  
 20.74 Speciality Mat Service 1,802.18 Stawiarski, Kevin 600.00  
 Stephens Plumbing & Heating, Inc. 1,595.60 Stepuszek, Chris 58.50  
 Stovall, Ann 566.60 Streett, Cathy 413.36 Suburban Door Check & Lock  
 Service 364.50 Suburban Life Media 122.00 SWAN 45,984.42 Szafranski,  
 T.J. 1,400.01 Team One Repair, Inc. 1,735.10 Thomson Reuters - West  
 828.68 Thornton, Christine 300.00 Thorpe, Carla 50.00 Titan Image  
 Group, Inc. 1,005.87 Today's Business 12,997.00 Tomkute, Lina 11.50  
 Town Square Publications 495.00 Trapp, Sandra 300.00 Traveling World  
 of Reptiles 350.00 Trupower Generator Service 525.00 Tucker, Denise  
 259.27 TV Weekly 48.92 U.S. Postal Service (Postage-By-Phone)  
 5,400.00 Uline 754.72 Unique Management 581.75 United States Treasury  
 52.58 Urbikas, Danuta A. 100.00 USA Today 339.87 Value Line  
 Publishing, Inc. 3,325.00 van Nuis, Petra 300.00 Vantagepoint  
 29,616.36 VBS CAL, LLC 508.80 Very Smart People LLC 600.00  
 VISOgraphic 33,358.87 Vogue Patterns 22.95 VSP Vision 1,559.23  
 Wenstrup, Gary 150.00 Westmont Paint & Decorating 24.99 Weston Woods  
 Studios 209.65 White Fence Farm 50.00 Williams., Natalie 693.89  
 Willowbrook/Burr Ridge Chamber of Commerce 325.00 Winterhalter, Deidre  
 71.00 Wlosinski, Maria 313.05 Wood, Kevin J. 200.00 Woods, Ashley  
 230.00 Wordinger, Debra 120.06 World Book School and Library 999.00  
 World Relief 360.00 Wurth, Kathy 125.00 Zabel, Brian & Associates, PC  
 3,850.00 VENDORS PAID UNDER 1.00: -70.63 TOTAL: \$3,464,429.87

BUILDING & MAINTENANCE FUND: Bengal Electric 1,725.00 Burr Ridge Lighting  
 3,240.00 Chicago Project Management 1,540.44 DuPage County Public Works  
 5,003.48 Dynegy Energy Services 61,018.78 Kroeschell Service 5,641.80  
 Nicor 11,806.08 Waterlogic East LLC 251.49 TOTAL: \$90,227.07.

I.M.R.F. FUND: Illinois Municipal Retirement 55,795.28, TOTAL: \$55,795.28

LIABILITY INSURANCE FUND: Kamm Insurance Group 14,483.00 TOTAL:  
\$14,483.00

SOCIAL SECURITY FUND: EFTPS 48,594.31 TOTAL: \$48,594.31.

TOTAL DISBURSEMENTS ALL FUNDS: \$3,673,529.53

CASH AND INVESTMENTS AS OF JUNE 30, 2018: \$3,494,150.60

THE FOREGOING TO THE BEST OF MY KNOWLEDGE IS A TRUE AND CORRECT STATEMENT  
OF RECEIPTS AND DISBURSEMENTS OF THE INDIAN PRAIRIE PUBLIC LIBRARY  
DISTRICT FOR THE FISCAL PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018.

\_\_\_\_\_  
Marian Krupicka, TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC THIS 22th DAY OF  
AUGUST 2018

\_\_\_\_\_  
NOTARY PUBLIC

EMPLOYEES PAID DURING THE FISCAL PERIOD JULY 1, 2017 THROUGH JUNE 30,  
2018

Allard, Jamie Y. Sub Bldg & Support Serv Assoc 11,760.77 Anderson, Emily P. Sub AS Assoc 105.92 Armstrong, Michael K. Building Services Associate 23,152.91 Asimakopoulos, Jennifer A. Assistant Head of Adult Services 60,514.71 Barnett, Geri L. Technical Services Associate I 9,986.74 Birmingham, Laura N. Assistant Director 98,190.23 Bortman {chk}, Priscilla L. Sub Circ Services Associate 3,012.88 Boyer, Barbara A. Sub Circ Services Associate 3,894.11 Braden, Quiana N Sub YS Associate 3,166.27 Bruggeman, Lora L. Sub AS Lib/AS Assoc/YS Assoc 5,515.47 Buckley, Kathleen M Adult Services Associate 845.44 Bukovac, Jamie P. Director 126,990.59 Bunn, David L. Technology & Digital Services Associate 34,891.36 Butcher, Brett A. Technology Services Technician 33,128.70 Cartwright, Karen J. Circulation Services Associate 13,922.35 Cerkanowicz {chk}, Barbara A. Youth Services Page 6,169.89 Chavez {chk}, Jack YS Support Services Assoc 5,129.01 Clark, Benjamin R Bldg & Support Serv Assoc 2,580.57 Cochran, Judith J. Sub YS Associate 3,803.76 Cox {chk}, Nancy Technical Services Associate I 8,069.94 Czuba, Patricia A. Interlibrary Loan Associate 26,609.06 Dangles {chk}, Joyce D. Circulation Services Associate 15,793.57 Davini, Phyllis M Circulation Services Page 8,029.04 Doane, James S. Youth Services Associate 15,646.60 Dzierzbicki, Monica A. Youth Services Librarian 67,229.63 Egglar, Benjamin C. Sub AS Assoc 4,670.99 Eisenschenk, Kimberly Sub Circ Services Associate 1,274.13 Estrada, Heidi E. Youth Services Librarian 45,265.75 Fank, Susan C. Technical Services Associate I 11,311.30 Filis, April W. Technical Acquisitions Associate 21,797.37 Glenn, Hugh W. Technology Services Associate 9,457.81 Grob {chk}, Anna M. Circulation Services Page 630.73 Guidi, Monica A. Circulation Services Associate 12,935.26 Guldborg, Barbara A. Circulation Services Associate 16,873.51 Hartney, Jane S. Youth Services Associate 43,392.03 Hinkley, Anna M. Technical Services Associate II 21,428.40 Honan, Karen L Sub Circ Services Associate 1,259.55 Hudson, Nancy K. Senior Circulation Supervisor 29,891.98 Jensen, Heather E. Youth Services Associate 15,724.83 Jensen, Shirley P. Assistant Head of Adult Services 75,949.35 Johnson, Gail A. Assistant Circulation Supervisor 27,958.86 Jones {chk}, Susan M. Interlibrary Loan Page 6,956.27 Jones, Danielle L. Circulation Services Page 6,401.02 Khan, Harris M. Sub Interlibrary Loan Page 51.65 Kitley, Nicolette F. Circulation Services Associate 8,829.22 Kline, Cynthia L. Adult Program Coordinator 14,270.63 Kolalis, Ashley M Adult Services Associate 11,280.65 Komperda, Patricia A. Circulation Services Associate 12,484.78 Krekelberg, Mary L. Adult Services Librarian 67,065.78 Lafayette, Luella Sub Circ Services Supervisor 917.47 LaPorta, Delia F. Sub Technology Services Associate 1,088.99 Layman, Jessica E. Adult Services Librarian 46,601.34 Lazarski, Carol R. Technology Services Associate 14,076.99 Leja, Patricia L. Circulation Services Associate 13,257.94 Lipowski, Nadine V. Circulation Services Associate 10,436.92 Lippencott, Suzanne H. Sub YS Associate 1,349.99 Lucarelli, Anthony V. Head of Adult Services 57,717.04 Maleno, Christian H. Sub AS Librarian & Assoc 9,974.66 Martin, Omar A. Sub Circ Services Page 414.50 McKee, Sandra P. Youth Services Page 6,488.69 Melton, Audra D Technology Services Assoc/Sub Circ Super 13,287.95 Meronek, Gregory Interlibrary Loan Page 10,227.42 Milewski {chk}, Robert J. Circulation Services Page 8,117.85 Mommsen, Joan B. Sub AS Lib/AS Assoc/YS Assoc 7,524.71 Murphy,

Brenna C. Sub AS Librarian 631.23 Nickolaou, Diane L. Technical Services Associate I 7,294.89 O'Connell {chk}, Nila J. Circulation Services Associate 14,651.14 Palicz, Kimberly A. Sub Circ Services Associate 3,054.69 Palmisano, Stacy Administrative Associate/Sub Circ Assoc 23,527.52 Papaurelis, Theresa A. Graphic Designer & Media Services 28,553.81 Paxson, Mary K. Adult Services Associate 16,990.92 Perez, Samantha A Sub YS Support Services Assoc 5,706.27 Perron, Pamela M Youth Services Page 1,984.55 Peters {chk}, Jason M. Technology Services Associate 9,202.73 Poluektova, Yulia V. Youth Services Page 7,992.58 Popowitch, Joseph A. Adult Services Librarian 64,706.15 Raffenetti, Mimi A. Sub AS Librarian & Assoc 1,242.09 Ramirez, Martha Technical Services Associate I 10,884.00 Reitsma, Laura B Circulation Services Page 7,736.48 Roman, Linda E. Adult Services Page 9,446.89 Rowic, Jessie M. Circulation Services Associate 12,899.32 Roy, Nancy E. Administrative Office Coordinator 47,380.48 Rusthoven, Christine D. Sub AS Librarian 384.79 Ryan, Marianne T. Marketing and Promotion Coordinator 51,146.19 Salo, Kathryn M Early Literacy Librarian 49,517.29 Schueren, Mary J. Adult Services Assoc-Home/Sub TS Assoc 17,826.79 Schultz, Jack Assistant Head of Youth Services 33,022.50 Shackleton, Carol A. Circulation Services Associate 24,682.11 Sheehan, Deborah A. Head of Circulation 84,089.85 Smith, Tina L. Adult Services Page 5,660.72 Sobun, Mary Lynn C. Youth Services Page 6,803.49 Staron, Susan T. Assistant Circulation Supervisor 12,504.22 Stovall, Ann M. Head of Technology & Technical Services 86,076.75 Stranski, Corrine AS Page/Sub YS Page 7,780.93 Stuart {chk}, Elizabeth C. Adult Services Page 7,534.34 Such, Deborah S. Sub Interlibrary Loan Page 1,014.67 Szafranski, Theodore J. Asst Head of Technology & Tech Services 50,743.90 Tarver, Catherine Circulation Services Associate 1,324.00 Tauer, Hillary K. Adult Services Page 6,079.57 Thurman, Deidre L. Sub Circ Services Supervisor 1,228.50 Trout, John S Technology Services Associate 9,642.86 Tucker, Denise C. Adult Services Associate 11,990.22 Vlasko-Vlasova, Galina S. Sub YS Page/AS Page 2,849.65 Watts, William T. Sub Circ Services Page 129.38 Williams, Natalie Head of Youth Services 63,842.54 Winterhalter, Deidre K. Sub YS Associate 602.42 Wlosinski, Maria A. Administrative Associate 22,374.04 Works, Tyler C. Assistant Head of Youth Services 15,371.88 Yang, Man Hua Circulation Services/AS Page 19,545.97 Zinoveva, Natalya Technical Services Associate I 12,953.60 TOTAL \$2,137,392.74

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2018  
**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

**IPLAR**

**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30366
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0130
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Indian Prairie Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	401 Plainfield Road
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Darien
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60561
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	401 Plainfield Road
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Darien
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60561
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(630) 887-8760
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(630) 887-1018
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	<a href="http://www.ippl.info">http://www.ippl.info</a>

**Library Director's Information**

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Jamie Bukovac
1.15 Title	Director
1.16 Library Director's E-mail	jamieb@ippl.info

**Library Information**

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No

1.19 Does your library contract with another library to RECEIVE ALL your library services?  No

**Contract for Services**

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

**Administrative Information**

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a Country in which the administrative entity is located [PLSC 161]	DuPage
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	42,529
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

**Federal Public Library Criteria**

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

**SERVICE OUTLETS (2.1 - 2.14)**

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

**ANNUAL REPORT DATA (3.1 - 3.7)**

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2017
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2018
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jamie Bukovac
3.5 Telephone Number of Person Preparing Report	630-887-8760
3.6 FAX Number	630-887-1018
3.7 E-Mail Address	jamieb@ippl.info

**REFERENDA (4.1 - 4.11)**

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

**Referendum 1**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 2**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 3**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 4**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Type	referendum type?	(mm/dd/year)	or Failed?	(mm/dd/year)	language documentation
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**Referendum 5**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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**Board Action and Backdoor Referenda**

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

**CURRENT LIBRARY BOARD (5.1 - 5.13)**

This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	1
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

**First Member**

5.5 Name	Beena Deshmukh
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	beenad@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60562

**Second member**

5.5 Name	Donald Damon
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	dond@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

**Third member**

5.5 Name	Marian Krupicka
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	mariank@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

**Fourth member**

5.5 Name	Victoria Suriano
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	victorias@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

**Fifth member**

5.5 Name	Crystal Megaridis
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	crystalm@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL

5.13 zip Code

60561

**Sixth member**

5.5 Name	Diane Ruscitti
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	dianer@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

**Seventh member**

5.5 Name	
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

**Eighth member**

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

**Ninth member**

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	

5

5.13 Zip Code

**FACILITY/FACILITIES (6.1-6.4)**

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	43,394
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	3
6.3b Total number of times meeting room(s) used by the public during the fiscal year	1,221
6.4a Total Number of Study Rooms	4
6.4b Total number of times study room(s) used by the public during the fiscal year	4,854

**ASSETS AND LIABILITIES (7.1 - 7.13)**

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [ 75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

**Property**

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$12,000,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

**IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)**

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

**Fiscal Accumulations**

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? Yes	
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Corporate Fund \$1,470,863; Building & Maintenance Fund \$7,923; IMRF Fund \$137.15; Social Security Fund \$119.72; Special Reserve Fund \$5,567.

**Liabilities**

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

5

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

**OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)**

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

**NOTE: Round answers to the nearest whole dollar.**

**Local Government**

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,474,930
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$3,562,098

**State Government**

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

**Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).**

**If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilisos.net).**

8.2 Per capita grant	\$33,021
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$33,021

**Federal Government**

**FEDERAL GOVERNMENT**

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

**Other Income**

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$9,122
8.14 Other receipts intended to be used for operating expenditures	\$210,930
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$220,052
8.16 Other non-capital receipts placed in reserve funds	\$0

**Total Operating Receipts**

8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$3,728,003
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**Safeguarding of Library Funds**

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

**OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)**

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

**STAFF EXPENDITURES (9.1-9.3)**

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,151,817
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$539,682
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,691,499

**COLLECTION EXPENDITURES (10.1 - 10.4)**

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$209,790
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$138,447
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$98,899
10.3b Please provide an explanation of the other types of material expenditures.	audio, video, console games, kits
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$447,136

**OTHER OPERATING EXPENDITURES (11.1 - 11.2)**

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$496,087
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,634,722

**CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)**

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

**Capital Revenue**

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE: Round answers to the nearest whole dollar.**

12.1a	Local Government: Capital Income from Bond Sales	\$0
12.1b	Local Government: Other	\$0
12.1c	Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2	State Government [PLSC 401]	\$0
12.3	Federal Government [PLSC 402]	\$0
12.4	Other Capital Revenue [PLSC 403]	\$0
12.5	If Other, please specify	-1 Not Applicable
12.6	Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

**Capital Expenditures**

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE: Round answers to the nearest whole dollar.**

12.7	Total Capital Expenditures [PLSC 405]	\$16,467
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**PERSONNEL (13.1 - 13.46)**

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

**Group A**

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	15	15	\$528.13	562.50
<b>13.1 Position Title</b>	<b>13.2 Primary Work Area</b>	<b>13.3 Hourly Rate</b>	<b>13.4 Total Hours/Week</b>	
Library Director	Library Director	\$66.17	37.50	
Assistant Director	Assistant Library Director	\$50.14	37.50	
Head of Adult Services	Adult Services	\$30.71	37.50	
Head of Youth Services	Children's Services	\$34.33	37.50	
Head of Technology/Technical Services	Automation/Technology/Systems	\$44.36	37.50	
Assistant Head of Adult Services	Adult Services	\$38.70	37.50	
Assistant Head of Youth Services	Adult Services	\$32.33	37.50	
Assistant Head of Technology Services	Children's Services	\$26.42	37.50	
Adult Services Librarian	Automation/Technology/Systems	\$27.10	37.50	
Adult Services Librarian	Adult Services	\$34.13	37.50	
Adult Services Librarian	Adult Services	\$34.23	37.50	
Youth Services Librarian	Adult Services	\$24.74	37.50	
Youth Services Librarian	Children's Services	\$34.23	37.50	
Youth Services Librarian	Children's Services	\$26.38	37.50	
Youth Services Librarian	Young Adult Services	\$24.16	37.50	
<b>Group A Total</b>				

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]

14.06

**Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary		\$0.00	0.00

<b>13.6 Position Title</b>	<b>13.7 Primary Work Area</b>	<b>13.8 Education Level</b>	<b>13.9 Hourly Rate</b>	<b>13.10 Total Hours/Week</b>
			\$0.00	0.00

**Group B Total**

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	14.06

**Group C**

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,060.00
13.14 Minimum hourly rate actually paid	\$11.92
13.15 Maximum hourly rate actually paid	\$30.96
13.16 Total FTE Group C employees (13.13 / 40)	26.50

**Group D**

This category includes full-time and part-time pages or shelvees.

13.17 Total hours worked in a typical week by all Group D employees	256.00
13.18 Minimum hourly rate actually paid	\$9.40
13.19 Maximum hourly rate actually paid	\$14.11
13.20 Total FTE Group D employees (13.17 / 40)	6.40

**Group E**

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	52.00
13.22 Minimum hourly rate actually paid	\$11.92
13.23 Maximum hourly rate actually paid	\$15.81
13.24 Total FTE Group E employees (13.21 / 40)	1.30
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	34.20
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	48.26

**Librarian Vacancies**

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

**Newly Created Librarian Positions**

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary							
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)		

**Eliminated Librarian Positions**

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated	

**SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)**

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,744
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,744
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	408,373

**PROGRAMS & ATTENDANCE (15.1 - 15.17)**

**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

**Note:** Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

**Passive Programs:**

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these type of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	1,039	20,881	21	295
Young Adult	99	1,502	0	0
Other	410	6,847	5	1,367
Total	1,548	29,230	26	1,662
<b>15.17a</b> Did the library provide any special programming for patrons on the autism spectrum?				
<b>15.17b</b> Please describe the programming provided.			No	

**ADULT LITERACY QUESTIONS**

Please indicate the services provided by your library or in partnership with local literacy programs that serve low literate or English as a Second Language (ESL) adults and/or families. If you have any questions about this section, please contact Beth Paoli (217-785-6923 or bpaoli@ilsos.net) at the Illinois State Library.

Provide one-to-one adult volunteer tutoring	No
Provide space for one-to-one adult volunteer tutoring	Yes
Recruit low literate/ESL adult learners	Yes
Refer low literate/ESL adult learners	Yes
Train adult volunteer tutors	No
Provide ESL conversation groups	Yes
House a high interest/low reading level collection	Yes
House a bilingual collection (English/Spanish, English/Polish, etc.)	Yes
Employ bilingual or multilingual staff	Yes
Provide bilingual or multilingual services	Yes
Provide low literate adult learner programming	No

Provide family literacy programming, i.e. parent and child together literacy activities  
 Other (please specify) **NA**  
 Would you like more information about the Illinois Secretary of State Literacy Program? **No**

**REGISTERED USERS (16.1 - 16.4)**

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	20,521
16.2a Total Number of Unexpired Non-resident Users Cards	1,071
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$91,717.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	21,592
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

**RESOURCES OWNED (17.1 - 17.9)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	127,260
17.2 Current Print Serial Subscriptions [PLSC 460]	400
17.3 Total Print Materials (17.1+17.2)	127,660
17.4 E-books Held at end of the fiscal year [PLSC 451]	322,907
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	16,470
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	329,063
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	25,105
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	14,564

**Electronic Collections**

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other

libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	50
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	63

#### USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	415,329
18.2 Number of young adult materials loaned	32,706
18.3 Number of children's materials loaned [PLSC 551]	196,442
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	644,477

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	346,495
18.6 Videos/DVDs- Physical	163,593
18.7 Audios (include music)- Physical	46,234
18.8 Magazines/Periodicals- Physical	10,971
18.9 Other Items- Physical	13,629
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	580,922
18.11 Use of Electronic Materials [PLSC 552]	58,226
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	639,148
18.13 Successful Retrieval of Electronic Information [PLSC 554]	198,046
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	256,272
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	837,194
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	42,256
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	53,934

#### PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

#### Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

**NOTE:** It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]

60,728

#### One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials

576

#### AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library

118

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)

60

20.3 Is your library's catalog automated?

Yes

20.4 Is your library's catalog accessible via the web?

Yes

20.5 Does your library have a telecommunications messaging device for the hearing impaired?

Yes

#### INTERNET (21.1 - 21.8)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?

Yes

21.2a What is the maximum speed of your library's Internet connection? (Select one)

Other (specify)

21.2b If Other, please specify

1 GB

21.3 What is the monthly cost of the library's internet access?

\$340

21.4 Number of Internet Computers Available for Public Use [PLSC 650]

44

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]

54,043

21.6 Wireless Sessions Per Year [PLSC 652]

95,261

21.7 Does your library utilize Internet filters on some or all of the public access computers?

No

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?

Yes

**E-RATE (22.1 - 22.3)**

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	The money is not worth the time required to apply.

**STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)**

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$17,244
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,442.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

**COMMENTS AND SUGGESTIONS (24.1-24.3)**

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

**PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)**

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

**NOTE: If there ARE any errors or discrepancies, please list and explain fully.**

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Victoria Suriano
25.4 Second board member completing the audit	Marian Krupicka
25.5 Date the Secretary's Audit was completed	07/12/2018

RESOLUTION #2018-B

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

RESOLUTION AUTHORIZING DISTRIBUTION OF TRUSTEE ELECTION MATERIALS AND ACCEPTANCE OF PETITIONS

BE IT RESOLVED by the Board of Library Trustees of the Indian Prairie Public Library District, DuPage County, Illinois, that its Secretary of the Board, as local election official, be empowered to designate the following authorized individuals to distribute trustee election materials and to accept petitions for candidacy: Employees of the Indian Prairie Public Library District.

Materials will be available at the library beginning Tuesday, September 18, 2018 during regular library hours.

Petitions will be accepted for filing in the Library's Administrative Office, 401 Plainfield Road, Darien, IL 60561-4207 Monday through Friday 9 a.m. – 5 p.m. beginning at 9 a.m. on Monday, December 10, 2018 and ending at 5 p.m. on Monday, December 17, 2018.

RESOLVED this 22nd day of August, 2018.

\_\_\_\_\_  
Victoria Suriano, President

Attest:

\_\_\_\_\_  
Beena Deshmukh, Secretary

**Request to Dispose of Library Furniture from the Family Center**

Five magnet wall-mount activities

Two benches with book bins for board books

Two puzzle tables

Two big book storage units

One create-it station

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**Director's Report  
August 2018**

**Agenda**

**Omnibus:**

The Annual Statement of Receipt and Disbursements are required to be reviewed and approved by the trustees. The Illinois Public Library Annual Report is required by the State Library. They use it to gather statistics about libraries. It's that time again to prepare for the trustee election April 2. Positions for Vicki, Don, Marian, Beena, and Asma will be on the ballot. Asma's will be a two-year term and the others will be the normal 4 year term. The items on the disposal list are items we determined we could not use or did not need in the new LittleTown space.

**New Business:**

In your packet you have the recommendation letter from the library's project manager, Dan Eallonardo, to award the bid to the low bidder, J&R 1<sup>st</sup> in Asphalt, Inc., for their bid amount of \$167,700.00 for the parking lot improvements. Dan and I met with the estimator from J&R to review the project and verify they understand the full scope of the project. Dan also checked references for the company. The list of bids is also included in the packet.

In addition, the trustees should designate people responsible for approving change orders that may occur during the parking lot project and the exterior work project. Time will be of the essence in managing change orders during these projects.

**Per Capita Grant**

This grant is due to the state in January. The grant has several requirements for trustees to complete, one of them being to review chapters 6 – 10 from the Trustees Facts File. The chapters will be handed out at this meeting for discussion at the September board meeting

**Parking Lot Improvements Project**

J&R have stated they are ready to start the project Monday, September 10, weather permitting. That is three weeks from Monday, 8/20. I've had discussions with the department heads about how to make this period of time easier for our patrons. One way we're doing this is to extend checkout loan periods for three week items so the items are due back the week of 10/7 which should cover the length of the construction project. We're starting this loan period extension on Saturday, 8/18. I've provided Circulation with a brief informational handout to give patrons. I've also provided information about the project and a short FAQ to all the staff (attached to my report). We're creating an information webpage on Monday morning at [parking.ippl.info](http://parking.ippl.info) and, of course, Marianne will be providing updates in the enews.

**Exterior Work: Masonry Project**

Slaten Construction is scheduled to start Monday, September 17, weather permitting. They will be using a lift instead of scaffolding for the project. Slaten Construction was also interested in bidding on our parking lot project but didn't have the manpower available for the project. However, Slaten

did attend the pre-bid walk through for the project and thus they have a very good understanding of the parking lot project which aids in providing a level of ease in coordinating the two projects. Staff have also received information about this project (see attachment).

**Burr Ridge Senior Living**

The community relations coordinator for Burr Ridge Senior Living reached out to Mary Schueren, our homebound and senior living liaison, to inquire about working with the library to provide services. The residence will have 175 units, is owned by Spectrum Retirement, and plans to open in December. They will be offering independent living, assisted living, and dementia/memory care.

**Staff**

Administrative Assistant Stacy Palmisano resigned to accept a full-time position in the deans' office at Hinsdale Central High School. Former monitor Jamie Allard was hired for Stacy's position starting August 11 at a salary of \$15.33/hour. Gail Cybulski was hired as a Technology Services Associate starting July 25 at a salary of \$13.50/hour. Marquitta Harris was hired as a Building and Support Services Associate August 14 at a salary of \$11.92/hour. Kristina Guchenia was hired as Kids & Teens Support Services Associate August 6 at a salary of \$11.92/hour. Adult Services Page Corrine Stranski submitted her resignation which will be effective September 15.

**Continuing Education**

Laura, Ann, Debbie, Natalie and I (Tony wasn't available) attended the Global Leadership Summit last week. This was an energizing two-day leadership conference featuring six themes:

- 1) Leading with relational intelligence
- 2) Maximizing your potential
- 3) Creating an intentional, positive culture
- 4) Strategically identifying future opportunities
- 5) Building enduring organizations
- 6) Understanding your life purpose

Speakers included:

- Sheila Heen, Founder, Triad Consulting Group; Faculty, Harvard Law School, *co-author of Difficult Conversations: How to Discuss What Matters Most*
- David Livermore, President, Cultural Intelligence Center and author
- Angela Ahrendts, Senior Vice-President of Retail, Apple
- Carla Harris, Vice-Chairman, Managing Director and Senior Client Advisor, Morgan Stanley
- John C. Maxwell, Leadership Expert, best-selling author, and consultant
- Danny Meyer, Restaurateur and author of *Setting the Table: The Transforming Power of Hospitality in Business*
- Simon Sinek, New York Times best-selling author

Included in the conference cost is a remarkable amount of leadership resources and access to the conference content. This was a very engaging conference. We plan on creating library leadership goals and using the content to continue our growth as leaders as well as support and coach leadership growth within our staff.

Nancy attended a HR Roundtable put on by HR Source (formerly known as Management Association)  
 Nancy attended a workshop on Conducting Effective Workplace Investigation  
 Nancy, Stacy and Maria were all trained on the new administration copier including troubleshooting and networking.  
 Maria and Stacy were trained on the new calendar and program registration software

Meetings

July SWAN Board meeting  
 Three one-on-one with Debbie S.  
 Three one-on-ones with Natalie  
 Three one-on-ones with Ann  
 Three one-on-ones with Laura  
 Three one-on-one with Tony  
 Two Department Heads meeting  
 Special board meeting  
 Website committee meeting  
 Co-interviewed with Laura candidate for the Building Support Services Associate position  
 Two meetings with Dan Eallonardo re the parking lot improvements project  
 One meeting with Dan Ruzsic re the masonry project  
 Attended the masonry project bid opening  
 Attended the parking lot bid opening  
 Interviewed by the consultants for the SWAN strategic plan process  
 Attended two SWAN town halls conducted by the consultants for the SWAN strategic plan process  
 Willowbrook Corner Coalition meeting  
 Stacy, Maria, Nancy, Laura and I met to review job duties and processes for the Administrative Associates in preparation for Stacy leaving and Jamie Allard starting in this position.

Nancy and I worked the Pet-Palooza celebration and concert and I attended the ribbon cutting for LittleTown

Jamie Bukovac, Director

Information provided to staff re the parking lot project and the masonry project:

Please see below the information we're providing to patrons starting Saturday, 8/18. Three-week items checked out 8/18 through 8/24 will be checked out for 7 weeks. Three-week items checked out 8/25 through 8/31 will be checked out for 6 weeks. Items checked out 9/1 through 9/7 will be checked out for 5 weeks and so on....

A decision has not yet been made on whether or not we'll be doing extended loan periods for two-week and one-week items. The department heads will be discussing that and making a decision on Tuesday. We're also discussing if there are easy ways to provide materials pick-up for patrons so they don't have to park and come into the library. In the meantime, if patrons inquire about longer loan periods for two-week or one-week items, tell them that this is under consideration and we'll provide information about this prior to 8/25.

Also, another project will be starting Monday, September 17 (again weather permitting) which is exterior brick work (masonry) – tuck pointing, applying sealant to windows, scraping and painting lintels. This work is being done around the whole building and will take about two weeks. The workmen will be using a lift.

Supervisors should recognize that this will be a slow period of time in the library as well as for returning materials. The week of 10/7 we could be inundated with materials and be very busy.

We are in the process of determining where staff will be parking and will provide that information as soon as we know.

This information is going on a handout circulation staff will give to patrons starting Saturday 8/18:

"The library parking lot will undergo major reconstruction starting Monday, September 10 (weather permitting). The project will be completed in two phases with half the lot available for parking in each phase. There will be a period of time when the book drop is closed. Depending on the weather, the project could take about 4 weeks. To ensure our patrons have the library materials they want, during this time we are offering longer checkout periods for 3-week materials, making items due the week of October 7. More information will be forthcoming on our enews and our webpage at [parking.ippl.info](http://parking.ippl.info)"

Parking Lot/Brick Work FAQ

If patrons wonder about the parking construction project – The parking lot asphalt is being removed down to the stone base. There are no specific problems with the parking lot. However, the parking lot is more than 20 years old and this type of construction is routine in maintaining parking lots. It's important to do this so that the stone base doesn't start to deteriorate which would create much more expense. The project will be done in two phases and is expected to last about 4 weeks.

The brick (masonry) work is also routine for building maintenance purposes and consists of tuck pointing, applying sealant, and scraping and painting window lintels. This work is being done around the entire building and is expected to take about two weeks.

The parking lot project went to bid and 10 contractors bid on the project. The bid was awarded to the lowest responsible bidder (as required by law) J&R 1<sup>st</sup> in Asphalt, Inc. for a bid of \$167,700.00.

The brick project was awarded to the lowest responsible bidder, Slaten Construction, for \$42,900.00

The library has the money for these projects in our reserves, it does not impact monies for library services and operations.

Information and updates about the projects will be in the library's enews and on the website at [parking.ippl.info](http://parking.ippl.info).

You can also take patron's names and emails and I would be happy to respond to questions.

## Assistant Director's Report August 2018

### **Petpalooza:**

Despite having to move the entire event indoors due to the threat of rain, our Petpalooza was a great success and got rave reviews from our attendees. We had a very successful turnout and estimate that we had over 700 participants at the various Petpalooza activities and 140 attendees for the Andrew Salgado concert. In addition, representative David Olsen and Burr Ridge Mayor Mickey stopped by. In the weeks leading up to the event, we did a lot of promotion. The web page for the event got over 1,300 clicks. Posts about the event on social media got 682 views.

### **Building & Grounds:**

Cobblestones have been installed along the Plainfield driveway and the book drop and it looks great!

Our outdoor signs got a facelift! Mike had noticed that the red overlay on the acrylic had started to bubble around the lettering so I contacted the company that installed the signs. Our rep at Doyle Signs came out to look at the signs and discovered that the acrylic had been done wrong in the first place so they replaced all four acrylics free of charge.

### **Social Media:**

As of July 1<sup>st</sup>, we have had a lot of increases in our Facebook and Instagram followers!

- 1,615 likes on Facebook (+26)
- 1,587 followers on Facebook (+26)
- 162 followers on Instagram (+21)
- 982 followers on Twitter (no change)

### **IPPL Foundation and Friends:**

The Book Nook made \$872.90 in July.

There were no Foundation and Friends sponsored movies or programs in July.

### **College of DuPage Work Grant:**

Indian Prairie Library is participating in the FY2019 Illinois Cooperative Work Study Program with College of DuPage. The grant is through the Illinois Board of Higher Education. The mission of the grant is to provide students with a meaningful internship experience without having to sacrifice monetary compensation for their work, all while building skills for their career. If we are able to obtain an intern, the library will be reimbursed 50% of the intern's wage by College of DuPage. We are advertising for a marketing intern. The intern would have a variety of duties including working with social media analytics, promotion plans and fundraising. The job ad is currently "live" on the COD job portal, but I have not received any applicants.

### Community:

The library is featured in the "Community Showcase" at the Darien branch of Countryside Bank. They have a display with library information during the month of August in their lobby.

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### Contributing to the Profession:

As I reported last month, I am the Vice-President of the LACONI Administrator's section. As of early August, LACONI has a new overall governing board with officers from all divisions of LACONI (Administrators, Youth Services, Reference/Adult, Technology, Circulation, Outreach/Promotion, Middle Managers and Technical Services). The new board will set the by-Laws for the group, take care of annual audits and paperwork needed for the state and manage the LACONI finances. The Past President of the Administrator's section was appointed an officer on the new Board and I am the secondary representative from the Administrator's section when she is unable to make any meetings.

### Continuing Education:

I was privileged to attend the two-day "Global Leadership Summit" which is an annual event coordinated by the Willow Creek Association. Jamie, Natalie, Ann, Debbie and I were all able to attend the summit at a satellite location where we watched live presentations through a video feed. A few of the AMAZING speakers were Angela Ahrendts (Senior Vice-President of Apple, Retail), Danny Meyer (Restaurateur/Author of *Setting the Table*), leadership-guru John C. Maxwell and Simon Sinek (author of *Start With Why* and *Leaders Eat Last*). I took more notes at this summit than I ever have at any conference or workshop. I got some amazing new insights on leadership that I have already begun applying to my job at Indian Prairie.

### Marketing:

Marianne's report is attached.

### Meetings:

- 7/19 Kids and Teens Support Associate Interviews with Natalie
- 7/23 Building Support Services Interview with Jamie
- 7/24 Department Head Meeting
- 7/26 One-on-one with Marianne
- 7/27 Assistant Director's Networking Meeting
- 8/6 LACONI Governing Board Meeting
- 8/7 Department Head Meeting
- 8/8 Parking Lot Bid Opening
- 8/8 One-on-one with Marianne
- 8/15 One-on-one with Jamie
- 8/17 LACONI Administrator's Board Planning Meeting
- 8/21 Department Heads Meeting
- 8/22 Library Board Meeting

### Events:

- 7/21 Petpalooza

**Continuing Education:**

8/9 & 8/10 Global Leadership Summit

8/16 JJ's List Disability Awareness Training at RAILS

Submitted by: Laura Birmingham, Assistant Director

## Marketing Department Report – July 2018

### Newsletter

The fall newsletter, which is 16 pages, will be delivered to district residents Aug. 23-25. It includes the FY2017-18 Year in Review page compiled by Marianne.

### eNews

There are currently 17,057 (+51) email addresses on the mailing list. In addition to the regular weekly eNews, Marianne sent several special eNews' in July: LittleTown grand opening invitations on July 12, 19, and 27, and Pet-palooza promotion on July 13 and 20. Marianne is working on a redesign of the eNews to coordinate with the expanded fall newsletter design.

In addition, Marianne sent a Foundation & Friends eNews on July 16. It received a 44% open rate (67% desktop, 33% mobile). Marianne has also been updating the Foundation & Friends blog with articles from the enewsletter every 2-3 weeks. This blog feeds to the new homepage at [ipplfoundation.org](http://ipplfoundation.org).

### Social Media

The total number of Facebook page likes has grown to 1,615 (+22). The post with the largest organic reach was Marianne's July 4 photo of the library's group from the Darien 4<sup>th</sup> of July Parade (from Instagram) which reached 983 people with 126 reactions, 6 comments, and 3 shares.

### 30<sup>th</sup> Anniversary

The Marketing Department has been very involved in the planning and promotion of the library's 30<sup>th</sup> anniversary activities and events. Theresa is on the Art Contest committee and chairs the Artists in Residence committee. Marianne was on the Pet-palooza committee and chaired the 4<sup>th</sup> of July Parade committee.

### Darien 4<sup>th</sup> of July Parade

To promote the library's 30<sup>th</sup> anniversary and Pet-palooza event, IPPL participated the Darien Lions Club's 4<sup>th</sup> of July Parade, per Strategy 3.1.3. The parade entry was coordinated by a small committee: Marianne Ryan (Admin/chair), Nancy Roy (Admin), Carol Lazarski (Tech), and Nikki Kitley (Circ). A small group of 12 employees endured the heat and humidity to represent the library in the parade: Laura Birmingham, Monica Dzierzbicki, Jane Hartney, Carol Lazarski, Tony Lucarelli (and family), Stacy Palmisano, Nancy Roy (and grandsons), Marianne Ryan, Tina Smith, Ann Stovall, Corrine Stranski, and Maria Wlosinski.

### Story Plan

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

## **Marianne's Meetings**

### Meetings

Meetings w/Laura on July 12 & 26

Meetings w/Theresa on July 6 & 27 (review)

LittleTown/Tumblebooks promo meeting w/Katie & Theresa on July 13

Business Bundle meeting w/Shirley on July 25

### Community Events

Coordinated and walked in Darien 4th of July Parade on July 4

Worked and photographed 30th Anniversary Pet-palooza/Andrew Salgado concert on July 21

Photographed LittleTown opening event on July 28

## **Theresa's Meetings**

### Meetings

LittleTown and TumbleBooks meeting with Katie and Marianne on 7/13

Website Committee Meeting (took minutes) on 7/16

## **Graphics/Website**

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the 16-page fall newsletter, Pet-palooza materials such as the event booklet and sponsor banner, and LittleTown opening celebration items including the plaque and web page. As the liaison to the 30th Anniversary Art Contest artists and judges, she also collected the finalists' artwork, hung the exhibit, and created the display placards and web page. In addition, Theresa created some alternate Ippo graphics (below):



Marianne Ryan, Marketing Coordinator  
Aug. 15, 2018

## Adult Services Monthly Report

July 2018

August 1<sup>st</sup> marks my second anniversary at Indian Prairie Public Library. Writing my self-evaluation this month was a nice way to look back and see what was accomplished over the past year.

We received many compliments this month about our Adult Summer Reading program. This year, readers took one of four bingo-style cards. Each space had a different book genre or type, challenging people to read outside of their "comfort zone". Many people liked this and said they had found new material that they would not have previously considered reading.

When shifting the DVDs and music CDs, we decided to move the new DVDs and music CDs into the beginning of their respective sections of the main floor shelving and off the spinner shelving in the lobby. We received numerous written and verbal complaints about this change, mainly about how many people felt it was harder to browse, so we moved all the new DVDs and music CDs back to the spinner to not adversely impact user experience.

This month was the first month we tracked restocking the windowed sections of the collection. For most of the month, only the end of large print, half of the biographies, and half of the 300s were windowed. We replaced 97 items that patrons chose to take with them. More and more of the collection is being windowed and I expect these numbers to increase.

Staff spent a lot of time this month being trained in the new LibCal events and room booking systems. I'm happy to say that the transition thus far has been very smooth and staff has taken to the new systems well. The public has begun booking their own rooms. While program registration is open, we expect to see a large push in August when the fall newsletter arrives.

I continued to train our two new Adult Services Substitute Librarians and they have both picked up very quickly on how the library operates.

Adult Services Page Corrinne Stranski has tendered her resignation as she will be moving to North Carolina this fall. Her last official day is September 15 but will remain on as a substitute until she leaves the area.

### Monthly Highlights

- Jennifer reports that the transition away from eReadIllinois (Axis360) and reduction of Hoopla monthly checkouts to five from seven has gone smoothly. We have received a few phone calls from disappointed patrons, who have all been understanding when we explain why we made the changes we did. She continues to weed mysteries.
- Mary K. created a bookmark of online voter resources that provide information about voter registration status, polling places, sample ballots, as well as websites that provide information about judges and candidates' positions on issues which will be used for a lobby drop-in prior to the election.
- Joe worked on promoting his citizenship programs for August. He has contacted local churches to post the information about the programs. He was contacted by the Southwest Suburban Immigrant Project who asked if they could briefly speak about their services at our Citizenship

101 program in August. He continues to weed the 900s and has windowed where he could the 000s, 400s, 900s, Language and Travel.

- Jez launched our newest service the first week of July – iPods with preloaded audiobooks. These are typically popular titles that can only be gotten in audio form through Amazon’s Audible audiobook service. She has received many effusive compliments about this new service. She worked on getting her Jobs Week programming for September arranged and worked with Jamie to offer a program at Anne M. Jeans through the Willowbrook Corner Coalition.

Community

- As part of Shirley’s participation on the Darien Chamber of Commerce Board, she has been helping plan Darien Fest. She also attended the Darien Chamber Women in Business meeting and the Darien Chamber Coffee Connection networking meeting.
- Jennifer and the Associates provided resources to 10 local book discussion groups (four by e-mail; six by print pickup) on seven new titles and three titles that other book clubs had previously requested.

Contributing to the Profession

- Tony attended the SWAN Direct User Experience (DUX) Committee monthly meeting continuing the discussion on where to focus the committee’s efforts in the coming year.
- Shirley shared our business card policy and application with a librarian through the Business Interest Group mailing list. She also attended the new Business Interest Group for the west and southwest suburbs that she has spearheaded on establishing.
- Jennifer attended an Adult Reading Roundtable (ARRT) Steering Committee Meeting. She also fielded questions from three eMediaLibrary (Overdrive) libraries regarding Advantage Plus titles and weeding e-materials.
- Joe had a librarian from Arlington Heights request to sit in on our Citizenship 101 program coming in August.
- Jez responded to a request from Kathy at NovelList/Library Aware on new promotional material topics.

Continuing Education

- Everyone was trained by Jez in the library’s new LibCal products.
- Tony provided an overview of our two newest electronic resources – CultureGrams and Automate – to staff at the monthly department meeting. Four members of the Kids & Teens staff – Natalie, Jack, Monica, and Katie – sat in on the CultureGrams portion of the overview.
- Jennifer viewed week two of a webinar through Library Journal called *Doubling Your Circ on a Dime*. The two sessions were “Using Data to Inform Readers’ Advisory” that discussed using data-influenced (data+experience+professional judgement+continuous cycle of reflection) instead of data-driven decision making (where you focus on data alone). “Less is More” focused on weeding collections, many of the practices discussed we already do. She presented what she learned to the Department Heads at their July 24 meeting.
- Mary K. viewed a webinar called *Copyright and Standardized Rights Statements for Digital Collections*.

- Jez received training from Roseann of the Winfield Public Library in her coming duties as part of the Laconi Reference/Adult Services Section (RASS). She also viewed a webinar on effective library signage.

User Experience

- After receiving a lot of negative feedback about moving the new DVDs and music CDs into the general collection, the decision was reversed and those items are back in their original location on the small spinner in the lobby.
- Windowing the collection is ongoing. Ninety-seven items from the windowed shelves were taken in the first month of this project.

Meetings

Date	Meeting	Staff
2-Jul	One-on-One with Jamie	Tony
3-Jul	One-on-One	Tony & Jez
5-Jul	RASS Training	Jez
5-Jul	Training - LibCal	Jez & Mary K.
5-Jul	Training - LibCal	Jez & Cindy
5-Jul	Training - LibCal	Jez & Denise
6-Jul	One-on-One	Tony & Shirley
9-Jul	Training - Substitute Librarian	Tony & Debbie Somchay
10-Jul	Department Heads Meeting	Tony
10-Jul	Training - Substitute Librarian	Tony & Judi
11-Jul	Training - LibCal	Jez & Joe
12-Jul	Technology Committee Meeting	Tony
12-Jul	Darien Chamber Board Meeting	Shirley
12-Jul	Darien Chamber Darien Fest Planning Committee	Shirley
12-Jul	One-on-One	Jennifer & Denise
12-Jul	ARRT Steering Committee	Jennifer
13-Jul	Training - Substitute Librarian	Tony & Debbie Somchay
16-Jul	One-on-One with Jamie	Tony
16-Jul	Website Committee Meeting	Tony
17-Jul	Training - Substitute Librarian	Tony & Judi
17-Jul	Training - LibCal	Jez & Shirley
18-Jul	Adult Services Monthly Department Meeting	All Librarians & Associates
18-Jul	Training - LibCal	Jez & Mary P.
20-Jul	Darien Women in Business	Shirley
23-Jul	Training - Substitute Librarian	Librarians with Debbie
24-Jul	Department Heads Meeting	Tony, Shirley & Jennifer
25-Jul	One-on-One	Tony & Joe
25-Jul	Training - Substitute Librarian	Librarians with Judi
25-Jul	Marketing - Business Bundles with Marianne	Shirley

26-Jul	One-on-One	Tony & Mary K.
26-Jul	DUX Meeting	Tony
26-Jul	Darien Chamber Darien Fest Planning Committee	Shirley
27-Jul	Meeting with Ann	Shirley
31-Jul	One-on-One with Jamie	Tony
31-Jul	Darien Chamber Coffee Connection	Shirley

Programs

Date	Time	Program	Staff	Attendance
2-Jul	6:00 p.m.	Chess Club	Denise	10
6-Jul	7:00 p.m.	On the Edge: Love, Simon	Jez	3
7-Jul	10:00 a.m.	ESL Conversation Group	Joe	7
9-Jul	10:00 a.m.	Drop-in: College of DuPage	Cindy	9
9-Jul	6:00 p.m.	Chess Club	Denise	12
9-Jul	7:00 p.m.	Current Events	Denise	4
11-Jul	10:00 a.m.	Job Club	Jez	2
11-Jul	7:00 p.m.	Chill Out & Color	Cindy	2
14-Jul	10:00 a.m.	ESL Reading Group	Joe	7
16-Jul	6:00 p.m.	Chess Club	Denise	13
16-Jul	7:00 p.m.	On the Edge: Personalization Station	Jez	6
17-Jul	7:00 p.m.	Meditation for Stress Relief	Cindy	50
18-Jul	6:30 p.m.	GenLit Book Group	Jennifer	13
20-Jul	7:00 p.m.	#LibSocial - Harry Potter Night	Jez	15
21-Jul	10:00 a.m.	ESL Conversation Group	Joe	9
23-Jul	6:00 p.m.	Chess Club	Denise	10
23-Jul	7:00 p.m.	Current Events	Denise	8
24-Jul	7:00 p.m.	Job Hunting with ReferenceUSA	Jez	Cancelled
25-Jul	7:00 p.m.	Women of WWII	Cindy	36
26-Jul	1:00 p.m.	Genealogy Group	Mary K.	20
27-Jul	4:30 p.m.	Drop-in: LibCal	Jez	4
28-Jul	10:00 a.m.	ESL Reading Group	Joe	9
30-Jul	7:00 p.m.	Board Game Group	Jez	7
31-Jul	7:00 p.m.	Book Buzz for Book Clubs	Jez, Jennifer & Mary P.	24
			<b>Total</b>	<b>280</b>

**Select comments:**

**Meditation for Stress Relief**

The library has many useful programs to help us live healthy lives  
Staff members are always so helpful. I like the choices of subjects.

**Book Buzz for Book Clubs**

I learned a lot, thanks! 😊

**4<sup>th</sup> Wednesdays: On the Front Lines and the Home Front**

Presentation was very interesting. Barb Warner Deane [the presenter] was terrific.

Volunteers

- Ten volunteers completed 50.25 hours of service.
  - Court Ordered/Community Service: seven volunteers performed 44.5 hours of service.
    - Joe reports that Peer Jury may be revived, so we may start seeing younger volunteers again.
  - Regular volunteers: three volunteers completed 5.75 hours of service.

Proctoring

- Shirley proctored five exams.

Circulation Services

July 2018

Total checkouts and renewals for July were higher than July 2017! We had 61,849 items circulated this month as compared to 59,767 last year – That’s an increase of 3%. Electronic circulation was just about even with last year. We had 5,292 circulations this year while we had 5,299 circulations last year.

ILL’s processed were up this year by 4%. We processed 8,172 this year and 7,855 last year.

Patron visits were lower than last year -12% (37,810 this year compared to 42,444 last year).

A total of 8,102 holds were placed in June. Patrons placed 6,080 (75%) holds while staff placed 2,022 (or 25%) holds.

17,137 items were checked out or renewed by staff at the desk. This is **28%** of total checkouts/renewals. 33,204 items were checked out or renewed by patrons at one of our self-check machines, 6,216 items were renewed by patrons through Enterprise or Book Myne and 5,292 items were electronically checked out by patrons – for a total of 61,849 items checked out through some sort of self-service. This is **72%** of total checkouts/renewals

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
<b>2723</b>	<b>116</b>	<b>133</b>	<b>439</b>	<b>48</b>	<b>72</b>

Community

**Passports:** The circulation staff accepted 51 passports in July. This is up 37% from last year.

**Notary Public:** We notarized 123 documents in July. We are now charging \$1.00 for each document that is notarized.

**User Ex**

The table top copier that we purchased to allow us to make copies for patrons who are getting passports has been a big hit! Patrons are so appreciative that they don't have to do it themselves. We are, of course, charging them the same amount as if they used the lobby copier themselves (.10).

Ann, Natalie and I met in early July to discuss new tags for Kids and Teens Kits. We talked about ways to make them more uniform, thus allowing for a better User Experience when checking out and returning.

**Contributing to the Profession**

Once again (this is the 3<sup>rd</sup> year in a row) I have been asked to participate as a presenter at SwanX (previously known as Swan-Extravaganza) on Friday, August 17. I will be presenting with four other Circulation Managers from SWAN on various Circulation topics.

**Workshops and Meetings Attended:**

July 2	Ann and Natalie	
July 2	One on One with Jamie	
July 9	Copier training	
July 10	Department Heads	
July 16	One on One with Jamie	
July 18	Circulation Advisory	RAILS
July 21	Pet Palooza	
July 24	Department Heads	
July 26	SwanX Meeting	Woodridge Library
July 30	One on One with Jamie	

Debbie Sheehan  
Head of Circulation Services



## Technology & Technical Services Board Report July 2018

### Improvements for Public, User Experience & Strategic Goals

- New Public Calendar/Room Booking System – On July 25, patrons were able to register for a program or reserve a room using our new online system. Here are some of the features patrons can expect: it holds the patron's spot while registering (similar to the way concert ticket registration systems work), offers three different ways to view the calendar and room bookings, and show all the rooms on a single screen. Not only is it easier for patrons to use, it is a time saver for staff over the other system for creating and publishing events. The cost saving for the new system is approx. \$6,500.
- Preloaded Audiobooks iPods – Starting July 1, patrons can check out an iPod with fifteen preloaded audiobook titles. We are using Amazon's Audible audiobook service on two iPods. This allows us to offer exclusive Amazon content for our members.
- Facebook Live- T.J. & Dave did our first Facebook Live presentation on the Carvey carving machine. We will be doing another one in August highlighting our Tech Takeout collection. We are trying this out to see if we can reach another group of library users and as a different way to teach and promote technology.
- Game Controllers- Game controllers are now available at the Kids & Teen Ask Us Desk for patrons to use in the library.
- Public Laptops– New Dell laptops are now available for teens to use inside the library and to use for technology classes.
- Barcode projects Update- Barcodes are now on the front cover for the adult fitness collection making them easier to checkout.
- Kids Holiday Materials- All holiday related materials except for DVDs are located together making it easier for patrons to browse.

### Maker (DIY)

T.J., Dave and I highlighted the 3D printer and Carvey at the library's birthday party "PetPalooza". We carved over 30 signs and printed 70 pet tags.

- 3D Printer- 7 print requests were processed. Most interesting prints were a skirt, laptop and couch for a toy model or dollhouse.
- Carvey- 2 requests processed.

### Public Technology Programs & Classes

- Program attendance totals: 71

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tues. 7/10 (6 P.M.)	Excel Features: Formulas	Ron	9

Tues. 7/10 (7:15 P.M.)	Excel Features: Pivot Tables	Ron	8
Sat. 7/14 (1 P.M.)	Video a Video Slideshow	Ann	11
Sun. 7/15 (1:30 P.M.)	String Art using the Carvey	T.J.	8
Wed. 7/18 (2 P.M.)	Cloud Storage 101	T.J.	35

#### Video Productions

- Bytesized Book Reviews – Dave produced and upload two new staff review videos. T.J. reviewed Bruce Springsteen's Born to Run and Heidi reviewed Raven Boy by Maggie Stiefvater. These videos are available on YouTube.

#### Training & Continuing Education

- T.J. received training on using the Cricut vinyl cutting machine and the new public calendar/room booking software.
- I attended the webinar *Data storage: goodbye hardware, hello cloud*. I also received training on using SWAN Workflows to track technology purchases.

#### Personnel/Staff Meetings

Gail Cybulski is our new Technology Services Associate. She started on July 17.

- 7/2 - 1-On-1 meetings with April
- 7/3 & 7/17 - 1-On-1 meetings with T.J.
- 7/10 & 7/24- Department Head Meeting
- 7/11- T.J. attended the Computer Class Instruction Group meeting at Elmhurst library which included a tour of their new maker space the "Makery".
- 7/16- 1-On-1 meetings with Anna
- 7/16- Website Committee meeting
- 7/17 & 7/31 - 1-On-1 meetings with Jamie
- 7/24- Technology Services Department meeting
- 7/25 – Technical Services Department meeting

Ann M. Stovall, Head of Technical & Computer Services, August 13, 2018

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

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## Programs

In July, Youth Services presented 70 programs at IPPL with 1,910 people in attendance. We also participated in 11 events out in the community serving 420 people.

Date	Description	Staff	Attendance
2-Jul	All Ages Story-time	Jack	34
2-Jul	Math Challenge Morning	Jack	31
2-Jul	Math Challenge Evening	Jack	29
2-Jul	Shake, Shimmy & Dance	Jane	76
3-Jul	Math Challenge Morning	Jack	7
3-Jul	Math Challenge Evening	Jack	28
5-Jul	Egg Rocket Challenge	Jack	3
5-Jul	Half-Way HulaBaloo	Jane, Katie	56
6-Jul	Dungeons and Dragons	Jimmy	8
6-Jul	On the Edge - Love Simon	Heidi, Jez	3
9-Jul	LEGO Robotics	Jack	14
9-Jul	All Ages Storytime	Heather	34
9-Jul	Crafternoon - Recycled Paper Flowers	Heidi	10
10-Jul	LEGO Robotics	Jack	14
10-Jul	Shake, Shimmy, & Dance	Katie	92
10-Jul	Book Buddies	Monica	17
10-Jul	Chess	Monica	38
10-Jul	WouldShop Demo Days - Cricket Loom	Heidi	7
10-Jul	Garden Math Lab Orientation	Natalie	7
10-Jul	Garden Math Lab	Natalie	15
10-Jul	Garden Giveaway	Natalie	23
11-Jul	LEGO Robotics	Jack	16
11-Jul	Wee Read	Jane	28
12-Jul	How to Grow A Pizza	Jane, Natalie	51
12-Jul	Baby Art Creations	Katie	12
12-Jul	Book Buddies	Monica	18
13-Jul	Stuffed Animal Sleepover	Monica	18
13-Jul	Book Bites - Marvin Redpost	Jane	5
13-Jul	Friday Night Features - Before I Fall	Heidi	4
14-Jul	Sewing Machine Demo Day	Monica	7
16-Jul	Math Challenge Morning	Jack	20
16-Jul	Math Challenge Evening	Jack	23
16-Jul	All Ages Storytime	Heather	24
16-Jul	On the Edge - Personalization Station	Heidi, Jez	6
17-Jul	Shake, Shimmy, & Dance	Katie	86
17-Jul	Book Buddies	Monica	15
17-Jul	Chess	Monica	43

17-Jul	Garden Math Lab	Natalie	12
17-Jul	Garden Giveaway	Natalie	28
18-Jul	Math Challenge Morning	Jack	19
18-Jul	Math Challenge Evening	Jack	27
18-Jul	Wee Read	Jane	35
19-Jul	Fidget Spinners	Jack	10
19-Jul	Book Buddies	Monica	17
19-Jul	Floats and Floaties	Natalie, Jack, Jane	49
20-Jul	Dungeons and Dragons	Jimmy	7
23-Jul	Arduino Circuits	Jack	8
23-Jul	All Ages Storytime	Heather	37
23-Jul	Crafternoon - CD Suncatchers	Heidi	7
24-Jul	Arduino Circuits	Jack	6
24-Jul	Shake, Shimmy, & Dance	Katie	115
24-Jul	Book Buddies	Monica	11
24-Jul	Chess	Monica	38
24-Jul	Garden Math Lab	Natalie	14
24-Jul	Garden Giveaway	Natalie	33
25-Jul	Arduino Circuits	Jack	6
25-Jul	Wee Read	Jane	29
26-Jul	Reading Campout	Katie, Heidi	42
26-Jul	Book Buddies	Monica	13
26-Jul	Family Night - Reading Campout	Heidi, Katie	42
27-Jul	Book Bites	Monica	5
28-Jul	LittleTown Grand Opening	Katie	210
28-Jul	Humans vs. Zombies	Jimmy, Heidi	27
28-Jul	Humans vs. Zombies	Heidi, Jimmy	27
29-Jul	Prize Fair VolunTEEN Orientation and Room Setup	Heidi	8
30-Jul	Read to the Dogs	Monica	29
30-Jul	Math Challenge Morning	Jack	25
30-Jul	Math Challenge Evening	Jack	26
31-Jul	Garden Math Lab	Natalie	17
31-Jul	Garden Giveaway	Natalie	35
		TOTAL:	1910

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

**Coding, Robotics and Math**

Once again this summer, our classes for coding and robotics have been very popular. These topics do not allow for large class sizes because we are limited by space and equipment. However, registration for these classes continues to max out and we keep looking for ways to add more events to serve more people.

Also, very popular this summer, is Jack Schultz’s Math Challenge. The attendance numbers only show the kids who return their packet at the designated times that we have teen volunteers to look through the kids’ answers. There are many more kids who have taken and completed math packets this summer and we have heard so many compliments from parents who love that this is available.

### *Pet-Palooza*

Monica Dzierzbicki, Jane Hartney, and Natalie Williams represented the Kids & Teens Department on the Pet-Palooza Committee. They helped to plan and present the event. Monica did a lot of work contacting and hiring presenters, such as the balloon artist, the face painter, and the children's book characters (Clifford). Jane helped to prepare many of the craft projects offered during the event. Natalie also prepared activities and coordinated space and staff. On the day of the event, Heidi managed all of our teen volunteers, Heather ran activities for young children in the LittleShop, and various staff (Sam, Jack Chavez, Joan, and Quiana filled in at the desk and helped around the department. It takes a team effort to make these events go smoothly, and the K&T staff certainly did their part!

### *Garden Math Lab & Giveaway*

On Tuesdays, Natalie Williams runs a math class for kids and teens in the Prairie Patch garden. Participants harvest all of the food, measure, weigh, and run basic statistics. Directly following this, we offer the food to the community through the Garden Giveaway, which is like a free farmer's market. The Garden Giveaway is very successful. We meet new people each week, reaching people we do not currently serve (at least not in K&T). We are making the garden more visible and visitors seem truly delighted with the programs that we are offering for the kids and the ways that we are able to feed our community. The Math Lab is also successful. The kids and teens involved say and show that they love it. They really seem to enjoy harvesting and giving the food away, so much so that they stick around for the entire Giveaway event after their class. The one downside to the Math Lab is that there is so much work to do that we struggle to get everything done before the Giveaway, so we do not have as much time as I would like to discuss the math aspects of the class as I would prefer. If we run this class next year, I will lengthen the class time and leave space between the two events to catch up on the work of preparing the food for the Giveaway.

### *Prize Fair*

We hosted the Prize Fair July 30-August 5. Heidi Estrada trained our Prize Fair VolunTEENS to accept Summer Challenge forms, fill out the Google Form, and help finishers get their prizes. The VolunTEENS decorated and set up the prize room. Heidi also printed signed extra copies of the certificates and raffle tickets. She shared links and numbers from the Google Form so that staff can run statistics and review participation data which will be coming in our August report.

### *Teen Test Prep Programs for Fall*

Instead of offering test prep classes this fall, Heidi Estrada will be promoting the BrainFuse Database this fall for students and parents that are looking for test prep materials. In past years, we have used Kaplan for practice tests and most recently have worked with C2 Education. Free practice tests are popular with our patrons, but the companies that offer these services often have a selling element to the service. For example, to receive scores from the C2 Education practice test, attendees must go pick up their scores at the location and speak with one of the employees about potential services that could help raise scores. This fall seems like a good chance to let patrons know about the free resources IPPL offers as an alternative that is not attempting to sell a product. Heidi is continuing to seek other sources of practice tests and prep to offer in addition to C2 Education.

## **Community**

Date	Description	Staff	Attendance
5-Jul	Kids Club Storytime At Whole Foods	Jane	40
8-Jul	Private WouldShop/vinyl cutter class for Sadowski's and Good Worx	Natalie	5
11-Jul	Willowbrook Corner	Jimmy, Natalie	84
13-Jul	Barbara's Bookstore Storytime	Heather	14
18-Jul	Willowbrook Corner	Jimmy, Heidi	84
18-Jul	Story Stroll Planning with Christina Komer	Natalie	

23-Jul	Outreach Storytime: Goddard	Katie	28
23-Jul	Outreach Storytime: Goddard	Katie	39
23-Jul	Outreach Storytime: Goddard	Katie	39
25-Jul	Willowbrook Corner	Jimmy, Katie	84
31-Jul	Meeting with Gift of Carl regarding sponsoring the Music Creation equipment	Natalie, Jack	3
TOTAL:			420

*(Supporting Strategic Plan: 3.1 The library is visible in the community. 3.2 The library creates partnerships throughout the community that provide mutual benefits and enhance the community.)*

**1,000 Books for Classrooms**

Katie Salo prepared the materials for the planned 1000 Books Before Kindergarten classroom outreach program. She created a poster that would allow classrooms to track their books read, an instruction sheet for classroom teachers, and wrote a letter explaining the program to directors/principals/administrators. Katie sent out eighteen letters to local area daycares, preschools, and grade schools that have a preschool program inviting them to participate in the 1000 Books Before Kindergarten classroom outreach version.

**LittleTown**

For months, Jamie Bukovac, Natalie Williams, and Katie Salo have been working on a redesign of the Family Center. Through the donation made by the Sadowski Family, we were able to update the Family Center and the activities that it provides. We have designed a little town or neighborhood with six different imaginative play centers: Kitchen, Closet, Store, Construction Site, Train Station, and Park. LittleTown is a place for children, birth through kindergarten, and their families and caregivers to explore and learn through sensory activity and imaginative play. We opened the space on July 28 with a ribbon cutting ceremony, cookie reception, live music provided by Animal Farm Band, a special community-themed storytime, crafts, and of course opportunities to play in the new space. The space has been well received and is visited by many families each day.

**WouldShop & LittleShop**

Heather Jensen prepared three main LittleShop projects during the month of July. Projects rotated weekly and all featured activities that are part of one of the Summer Challenge lists: play with magnetic letters, make a leaf impression, and using shapes to make a picture. She also provided an ice cream paper craft between Pet-Palooza and the grand opening of LittleTown, and she has prepared summer coloring sheets for use during August. In addition to the rotating projects for the LittleShop, Heather also organized the paper plate pet craft project for the library's Pet-Palooza event.

In the WouldShop, this fall we will be offering classes on new music creation equipment, software, such as Midi Keyboards. Jack Schultz is managing the technology and access, Jimmy Doane is planning and presenting classes for various age groups, and Natalie is working with our partners at Gift of Carl to cover the cost of the new equipment.

**Seed Library**

- Number of Checkouts: 4
- Number of Seed Packets Checked Out: 10
- Number of Donations: 9

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

**Continuing Education**

Date	Description	Staff
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18-Jul	LibCal Training @ Adult Services Department Meeting	Katie, Natalie, Jack, Monica
18-Jul	CultureGrams Training @ Adult Services Department Meeting	Katie, Natalie, Jack, Monica
26-Jul	Infopeople Webinar: Visual Merchandising for Public Libraries: Practical Strategies for Applying Bookstore Insights to Library Collections	Heather

*Learning New Skills*

While it does not show up in our list of classes and meetings, staff often learn new skills in order to be able to present programs for the public. For example, this month Heidi Estrada learned:

- how to cut and apply heat transfer vinyl material on the Silhouette Cameo. She created a sample project for the On the Edge Personalization Station program.
- how to make paper plate looms for the weaving project at WBC. She prepped 100 plate looms and pulled donated yarn to take to WBC so students could try the project. 86 students were able to try basic weaving on the paper plate looms, and take materials to practice with later.
- how to set up and use the Cricket Rigid Heddle loom for the WouldShop Loom Demo event. During the event she helped teach 7 people how to weave on the loom

**Contributing to the Profession**

Date	Description	Staff
11-Jul	Interview with College of DuPage student	Heidi
24-Jul	Association of Library Services to Children Blog Post ("Kindergarten Bootcamp")	Katie

**Meetings & Planning**

Date	Description	Staff
2-Jul	Meeting with Ann and Debbie about kits	Natalie
2-Jul	One-on-one with Jamie	Natalie
5-Jul	One-on-One with Natalie	Katie, Natalie
5-Jul	Tumblebooks Meeting with Jamie	Katie, Natalie
5-Jul	Meeting with Jamie regarding staff	Natalie
5-Jul	Meeting with Jamie and Laura regarding staff	Natalie
6-Jul	One-on-One	Heidi, Natalie
9-Jul	Met with Stacy P to discuss admin set up pages from Libcal	Jane
9-Jul	Met with Heidi on desk to confirm fall sessions programming for teens	Jane, Heidi
10-Jul	Dept Heads	Natalie
11-Jul	Meeting with Laura regarding Support Assoc.	Natalie
12-Jul	Technology Meeting	Jack
12-Jul	One-on-One with Natalie	Katie, Natalie
12-Jul	Darien Lions Club Photo Meeting with Laura	Natalie
13-Jul	Marketing Meeting: LittleTown Grand Opening & Tumblebooks	Katie
16-Jul	One-on-one with Jamie	Natalie
17-Jul	Tumblebooks Follow-Up Meeting with Jamie	Katie, Natalie
17-Jul	One-on-One	Heidi, Natalie
18-Jul	One on One	Monica, Natalie
19-Jul	One-on-one	Natalie, Jane

19-Jul	Interview with Kristina and Laura	Natalie
19-Jul	Interview with Margaret and Laura	Natalie
23-Jul	One-on-One	Natalie, Jack
24-Jul	Dept Heads	Natalie
25-Jul	HR Meeting with Nancy Roy	Katie, Nancy R.
27-Jul	Binge Boxes Discussion	Heidi, Ann
30-Jul	Cricut vinyl cutter meeting with TJ	Jack
30-Jul	One-on-one with Jamie	Natalie
31-Jul	One-on-One	Heidi, Natalie

*Submitted by Natalie Williams, Head of Youth Services 8/15/2018*

## ALSC Blog

Pursuing excellence for library service to children

Blogger Katie Salo

# Kindergarten Bootcamp

July 24, 2018 | Katie Salo

It's the mid-point of summer reading and school supplies have started popping up in stores around us. Know what it's time for? Kindergarten Bootcamp!

Kindergarten Bootcamp is a four-day program designed to give entering kindergarteners the opportunity to experience a classroom setting and practice being a student before starting school. We review kindergarten concepts (alphabet, numbers, colors, and shapes) while practicing social-emotional skills like sharing, lining up, transitioning, and group work.

## Quick Details

- The class is capped at twenty-five kids.
- Three staff members participate: one primary teacher, one music teacher, and one art teacher.
- Class runs from 9:30-11:00 a.m. so we do work on an abbreviated schedule.
- Caregivers do not stay with their child past drop-off.



Kindergarten Bootcamp Set-Up [Photo courtesy of the author.]

## Set-Up

I use our large meeting room and have two different areas set up: one group area and one station area. On days when I schedule art or music, those are held in our smaller programming room. The entire room is set-up before kids come in. This gives them the chance to practice patience as they can see the station activities when they come in. It's also how a real classroom is set-up.

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## Schedule

At the beginning of each class, I use our visual schedule to introduce the kids to the day's activities. Each day has a different theme. The day I took photos, the theme was colors. (The other themes were alphabet, numbers, and shapes.) Here's a list of each card I had for the visual schedule:



Working on sand writing, tracing around numbers.

[Photo courtesy of the author.]

### Classes & Activities

- Circle Time: Gathering together to open and close our day.
- Reading: Each day, we read a book together. Then, we did an extension activity. So, for our numbers day, I read *123 Peas* by Keith Baker and then had the kids help me use do-a-dot markers to make 100 peas on a chart.
- Math: Each day, we graphed a different favorite or fact about ourselves.
- Activity Stations: Five stations, all based on the theme of the day.
- Music: A twenty minute special class.
- Art: A twenty minute special class.



Mixing up primary colored playdough balls to create the secondary colors. [Photo courtesy of the author.]

### Actions

- Line Up
- Clean Up
- Folders
- Home

For the activity stations, I turned to Pinterest and teacher blogs to help me create those activities. You can see some of the activities on my [Preschool Programs Pinterest board](#).

Many of them were stations that I had used in previous programs as well. The foam puzzle pieces picture above came from some dollar store puzzles I bought for an author study program. I've borrowed food from our play station, and LEGOs from the toys.

From our first year, I did change up about ten of the activities for this next year, based on how well they worked last year. But as for the others, they're in a Kindergarten Bootcamp box and I can just grab and go with them.



Art projects drying in our main classroom. [Photo courtesy of the author.]

## Feedback

Our patrons absolutely loved this program. At the end of our four-day adventure, I made a memory book for each child. I wrote them a good luck letter. And, of course, we had a little "graduation" ceremony.

100% of surveys returned stated that the patron would attend this program again. Here are some of the comments left at the bottom of our survey:

*This was such a wonderful program! It offered a familiar environment while introducing some basic expectations for the students. My daughter and I loved it and our friends were envious of our*

*amazing library staff and programs! Thank you for always offering timely programs and making it fun all the while.*

*This was a fantastic review/practice as a "soft entry" before entering kindergarten. The class was also fun. I loved how music, art, circle time were all there just like a real classroom!*

*I thought it was a wonderful program. He learned to take turns, raise your hand, and the theme of the day was a good idea.*

*My daughter really enjoyed this week! Staff did an excellent job! We would love to attend more events like this.*

Needless to say, I'm doing this program again in just a few short weeks.

Has anyone else done a Kindergarten Bootcamp program? Any other thoughts or ideas for those who may be starting their own?

– Katie Salo  
Early Literacy Librarian  
Indian Prairie Public Library  
<http://storytimekatie.com>

STATISTICS FOR	Jul-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	33,450	33,488	33,450	33,488	-0.11%
Teen	3,488	3,392	3,488	3,392	2.83%
Kids	19,619	17,588	19,619	17,588	11.55%
TOTAL	56,557	54,468	56,557	54,468	3.84%
Electronic Circulation	5,292	5,299	5,292	5,299	-0.13%
GRAND TOTAL CIRC.	61,849	59,767	61,849	59,767	3.48%
% Reciprocal Borrowing	14%	15%	14%	15%	
Patron Visits	37,810	42,444	37,810	42,444	-10.92%
<b><u>Current Cards</u></b>					
Resident	226	207		20,433	
Non-Resident	117	92	1,005	1,059	-5.10%
TOTAL	343	299		21,492	
Non-Resident Households	47	38	503	480	4.79%
<b><u>Patron Assistance</u></b>					
Adult - Reference	3,160	3,256	3,160	3,256	-2.95%
Kids - Reference	1,528	1,605	1,528	1,605	-4.80%
Technology - Reference	1,265	845	1,265	845	49.70%
TOTAL REFERENCE	5,953	5,706	5,953	5,706	4.33%
Adult - Other	640	807	640	807	-20.69%
Kids - Other	1,676	3,238	1,676	3,238	-48.24%
Technology - Other	101	100	101	100	1.00%
TOTAL OTHER	2,417	4,145	2,417	4,145	-41.69%
GRAND TOTAL ASST.	8,370	9,851	8,370	9,851	-15.03%
<b><u>ILL/Reserves</u></b>					
Holds	8,102	7,592	8,102	7,592	6.72%
ILLs Sent	3,474	3,617	3,474	3,617	-3.95%
ILLs Checked Out	4,196	3,686	4,196	3,686	13.84%
ILLs Received	4,698	4,238	4,698	4,238	10.85%
<b><u>Programs - Adult</u></b>					
# Programs	9	11	9	11	-18.18%
Attendance	147	222	147	222	-33.78%
<b><u>Technology Classes</u></b>					
# Programs	5	9	5	9	-44.44%
Attendance	71	49	71	49	44.90%
<b><u>Individual Technology Training</u></b>					
# of Patrons	43	120	43	120	-64.17%
<b><u>Groups</u></b>					
# Programs	13	10	13	10	30.00%
Attendance	129	133	129	133	-3.01%
<b><u>Others</u></b>					
# Programs	1	0	1	0	
Attendance	700	0	700	0	
<b><u>Programs - Teen</u></b>					
# Programs	12	12	12	12	0.00%
Attendance	95	211	95	211	-54.98%
<b><u>Programs - Kids</u></b>					
# Programs	70	78	70	78	-10.26%
Attendance	1,873	3,023	1,873	3,023	-38.04%
GRAND TOTAL ATT.	3,058	3,758	3,058	3,758	-18.63%

STATISTICS FOR	Jul-18	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	3,318	3,385	3,318	3,385	-1.98%
Kids Computers	1,300	1,524	1,300	1,524	-14.70%
Teen Laptop	143	156	143	156	-8.33%
Adult Laptop	113	149	113	149	-24.16%
<b>TOTAL PATRON USE</b>	<b>4,874</b>	<b>5,214</b>	<b>4,874</b>	<b>5,214</b>	<b>-6.52%</b>
<b>Hours Used</b>					
Adult Computers	2,552	2,525	2,552	2,525	1.07%
Kids Computers	760	1,044	760	1,044	-27.20%
Teen Laptop	145	141	145	141	2.84%
Adult Laptop	206	270	206	270	-23.70%
<b>TOTAL HOURS USED</b>	<b>3,663</b>	<b>3,980</b>	<b>3,663</b>	<b>3,980</b>	<b>-7.96%</b>
<b>Wireless Total Connections</b>	<b>9,194</b>	<b>9,219</b>	<b>9,194</b>	<b>9,219</b>	<b>-0.27%</b>
<b>IPPL Total Web Site Access</b>	<b>18,678</b>	<b>31,107</b>	<b>18,678</b>	<b>31,107</b>	<b>-39.96%</b>
<b>IPPL Total Page Views</b>	<b>48,940</b>	<b>45,956</b>	<b>48,940</b>	<b>45,956</b>	<b>6.49%</b>
<b>Subscription Database Logins</b>	<b>2,994</b>	<b>3,093</b>	<b>2,994</b>	<b>3,093</b>	<b>-3.20%</b>
<b>Outreach-Homebound</b>					
Items Delivered	101	97	101	97	4.12%
<b>Volunteers</b>					
Number Active	77	66			
Hours Worked	463.25	513	463.25	513	-9.70%
<b>Staff Training Hours</b>	<b>42.50</b>	<b>50</b>	<b>42.50</b>	<b>50</b>	<b>-15.00%</b>
<b>Room Use</b>					
Youth Room					
Library	8	19	8	19	-57.89%
Non-Library	2		2		
Meeting Room					
Library	45	55	45	55	-18.18%
Non-Library	5	3	5	3	66.67%
Conference Rooms	483	352	483	352	37.22%
Lobby Programs	8	0	8	0	
Board Room					
Library	23	12	23	12	91.67%
Non-Library	19	22	19	22	-13.64%
<b>Clavinova</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>-100.00%</b>

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - July 2018

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Reference	479	1	8	472	0	0	1	8
Non-Fiction	45942	176	473	45645	0	0	176	473
Fiction	38502	348	679	38171	0	0	348	679
<b>ADULT TOTALS</b>	84923	525	1160	84288	0	0	525	1160
<b>KIDS</b>								
Non-Fiction	14203	18	531	13690	0	0	18	531
Fiction	23977	158	267	23868	0	0	158	267
<b>KIDS TOTALS</b>	38180	176	798	37558	0	0	176	798
<b>TEEN</b>								
Non-Fiction	602	1	0	603	0	0	1	0
Fiction	3555	38	12	3581	0	0	38	12
<b>TEEN TOTALS</b>	4157	39	12	4184	0	0	39	12
<b>BOOK TOTALS</b>	127260	740	1970	126030	0	0	740	1970

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Audiobooks on CD	6230	46	2	6274	0	0	46	2
Music CDs	8166	41	165	8042	0	0	41	165
Playaway	348	13	3	358	0	0	13	3
DVDs (DVD & Blu-ray)	20271	134	179	20226	0	0	134	179
<b>ADULT TOTALS</b>	35015	234	349	34900	0	0	234	349
<b>KIDS</b>								
Audiobooks on CD	604	0	0	604	0	0	0	0
Music CDs	780	0	4	776	0	0	0	4
Playaway	96	0	0	96	0	0	0	0
DVDs (DVD & Blu-ray)	4274	26	16	4284	0	0	26	16
<b>KIDS TOTALS</b>	5754	26	20	5760	0	0	26	20
<b>TEEN</b>								
Audiobooks on CD	221	1	0	222	0	0	1	0
Playaway	33	0	0	33	0	0	0	0
DVDs (DVD & Blu-ray)	560	0	10	550	0	0	0	10
<b>TEEN TOTALS</b>	814	1	10	805	0	0	1	10
<b>AUDIOVISUAL TOTALS</b>	41583	261	379	41465	0	0	261	379

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Console Games	99	3	0	102	0	0	3	0
Tech Takeout (except digital content devices)	60	0	0	60	0	0	0	0
CD-ROMs	58	0	0	58	0	0	0	0
<b>ADULT TOTALS</b>	217	3	0	220	0	0	3	0
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	108	1	0	109	0	0	1	0
Playaway Launch Pads	18	0	0	18	0	0	0	0
<b>KIDS TOTALS</b>	126	1	0	127	0	0	1	0
<b>TEEN</b>								
Equipment (CD Players, etc.)	2	0	0	2	0	0	0	0
Console Games	668	11	9	670	0	0	11	9
Board Games	22	29	0	51	0	0	29	0
<b>TEEN TOTALS</b>	692	40	9	723	0	0	40	9
<b>OTHER TOTALS</b>	1035	44	9	1070	0	0	44	9
<b>COLLECTION TOTALS</b>	169878	44	9	169913	0	0	44	9

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- July 2018

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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)	199,198	69,927		269,125				
Reference- Year	573	0	31	542				
eRead Illinois (Canceled July 2018)	29506	0	29506	0	0	0	0	29506
<b>TOTALS FOR ALL AGES</b>	229,277	69,927	29506	269,667	0	0	0	29506
<b>ADULT</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	2,762	15		2,777	0	0	15	0
eMedia (Overdrive Advantage)	898	10		908	0	0	10	0
Fiction								
eMedia (Overdrive Consortium)	11,542	101		11,643	0	0	101	0
eMedia (Overdrive Advantage)	3,797	65		3,862	0	0	65	0
Preloaded eReaders	6			6				
<b>ADULT TOTALS</b>	18,999	191		19,190	0	0	191	0
<b>KIDS</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	92	0		92	0		0	
eMedia (Overdrive Advantage)	26	1		27	0		1	
Fiction								
eMedia (Overdrive Consortium)	1,679	15		1,694	0	0	15	0
eMedia (Overdrive Advantage)	254	4		258	0	0	4	
<b>KIDS TOTALS</b>	2,051	20		2,071	0	0	20	0
<b>TEEN</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	128	0		128	0		0	
eMedia (Overdrive Advantage)	15	0		15	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,596	14		2,610	0	0	14	0
eMedia (Overdrive Advantage)	481	12		493	0	0	12	
<b>TEEN TOTALS</b>	3,220	26		3,246	0	0	26	0
<b>BOOK TOTALS</b>	253,547	70,164		294,174	0	0	237	29506

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	14354		58,306				
Music	281,004		15489	265,515				
Movies/TV Episodes	31,741	0	18265	13,476				
eRead Illinois Audiobooks (Cance	9,397	0	9397	0	0	0	0	9397
<b>Yearly Total for All Ages</b>	366,094	14354	43151	337,297	0	0	0	9397
<b>ADULT</b>								
Audiobooks								
eMedia (Overdrive Consortium)	3,990	22		4,012	0		22	0
eMedia Advantage (Overdrive)	686	15		701	0		15	0
Preloaded Audiobook iPods	0	15		15	15		15	
Movies								
Preloaded Roku Titles	952	14		966	0		14	
<b>ADULT TOTALS</b>	5,628	66		5,694	15	0	66	18794
<b>KIDS</b>								
Audiobooks								
eMedia Library (Overdrive)	278	1		279	0		1	
eMedia Advantage (Overdrive)	22	1		23	0		0	
Movies								
Preloaded Roku Titles	136	1		137	0		1	
<b>KIDS TOTALS</b>	436	3		439	0	0	2	0
<b>TEEN</b>								
Audiobooks								
eMedia Library (Overdrive)	229	4		233	0		4	0
eMedia Advantage (Overdrive)	37	0		37	0		0	0
<b>TEEN TOTALS</b>	266	4		270	0	0	4	0
<b>AUDIOVISUAL TOTAL</b>	372,424	73		343,700	15	0	72	28191
<b>COLLECTION TOTALS</b>	625,971	70,237		637,874	15	0	309	57697

Chamber Report  
July 2018

Darien:

I attended the regular board meeting on July 12, followed by the first of two DarienFest planning meetings; the other took place on July 26. Board members will work substantial amounts of time at the Fest and if possible cover the entrance gates along with others from our companies or organizations. I forwarded to Marianne a suggestion that the library can post a banner around the fencing or other locations during the Fest. After approval by us, the library lot will serve as parking for volunteers as well as general parking again. Due to inconvenience to residents along 71<sup>st</sup> Street, April suggested giving them goody bags (backpacks) with "swag" from participating groups. Marianne will provide library pens/pencils for the packs.

Four board members graciously attended the ribbon cutting for LittleTown on July 29. Thanks to John Connell, Nick Darien, Carole Kempf, and Sosilia Reddy for their support.

Sosilia again hosted the Darien Coffee Connection at First American Bank on July 31. I met people from three new businesses/organizations: the Center for Autism & Related Disorders, DuPage Star Technology, and Wehrle Insurance Network. I believe the center has a program planned here later in the year. A variety of businesses attends these coffee meetings.

Willowbrook/Burr Ridge:

I continued planning for the September 7 networking event and program here, in consultation with Denise Marchetti. My promotional materials went out to both chambers. The WBBR office will handle RSVPs.

Shirley Pride Jensen  
Assistant Head of Adult Services  
Business Liaison



E-News August 15, 2018

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

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

## Current RAILS News

**Find More Illinois—Find Out More!**

[Find More Illinois](#) aims to expand resource sharing and facilitate discovery and interlibrary loan for Illinois libraries and their patrons. It provides a single discovery interface that draws from the online catalogs of participating libraries. Twenty-one libraries from three consortia have been participating in the pilot project since mid-April 2018.

Now it's time to expand the program! More libraries participating in Find More Illinois will make it a better resource for discovery and fulfillment. Find out more about Find More Illinois and how your library can participate by attending one of the in-person presentations scheduled around the RAILS region:

- [Wednesday, September 5, at 9:30 a.m., RAILS East Peoria](#)
- [Monday, September 17, at 9:30 a.m., RAILS Coal Valley](#)
- [Monday, October 1, at 1 p.m., Freeport Public Library](#)
- [Friday, October 19, at 10 a.m., Quincy Public Library](#)
- [Monday, October 22, at 1 p.m., Barrington Area Library](#)
- [Tuesday, October 23, at 1:30 p.m., RAILS Burr Ridge](#)
- [Monday, October 29, at 9:30 a.m., Bloomington Public Library](#)

Each presentation will include a demonstration of SHAREit (the software that powers Find More Illinois) and information on expansion plans, how to join, costs, and assistance RAILS will offer to early adopters.

Can't make any of these? Watch for additional opportunities to learn about Find More Illinois at upcoming conferences and future webinars.

**RAILS Board Meeting August 24**

The RAILS Board will meet on Friday, August 24, at 1 p.m., in person at the RAILS East Peoria service center and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See [agenda/supporting documents](#) (when available).

All members in the East Peoria area on August 24 are invited to a [networking event](#) prior to the board meeting. See more information below.

**Reminder: Required Delivery Count August 20-24**

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

Beginning on Friday, August 17, after your delivery items have been picked up for that day, please count all items in each delivery container, complete [this form](#), and place it on top of the items in each container. Please use this same procedure through Friday, August 24. See [more information](#).

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## Continuing Education (CE)

### **Webinar on Legal Information Research September 25**

Halle Cox and Ellen Schmid of the Kane County Law Library & Self Help Legal Center will discuss resources to help with patron legal queries in this webinar on Tuesday, September 25, 1:30–3:00 p.m. Learn about available print and online resources for common questions and what a public library core legal collection may look like. Log into L2 for [information/registration](#).

### **Webinar on Unconscious Bias September 26**

Candace Fisher, HR Source (formerly Management Association), will discuss the importance of understanding the role unconscious bias plays in the workplace in this webinar on Wednesday, September 26, 9:30–11:00 a.m. Learn how to move beyond awareness to build steps to ensure that unconscious bias isn't guiding your leaders' and your employees' important decisions and interactions. Log into L2 for [information/registration](#).

### **Boom! Studios - Comics Are for Everyone**

Spencer Simpson of Boom! Studios will discuss comics and trends in comics publishing in this program on Wednesday, August 29, 10:00–11:30 a.m., at the RAILS Burr Ridge service center. Learn about the comics market and key influencers and hear about upcoming publications from Boom! Studios. See L2 for more [information/registration](#).

### **Other RAILS CE Opportunities**

[Webinar on WEMI \(Work, Expression, Manifestation, Item\), August 21](#)

[Retaining Employees Workshop, August 28](#)

[Notary Public Workshop, September 10](#)

Mental Health First Aid Workshops

- [Tuesday, September 18, Chillicothe Public Library](#)
- [Thursday, September 20, Niles-Maine District Library](#)

[Library Workplace Writing Workshop, September 19](#)

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

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

### **Fall 2018 Courses - iSchool @ UW-Madison**

Check out [online continuing education](#) opportunities for the Information School at the University of Wisconsin-Madison.

### **Fall 2018 Library Technical Assistant Courses at JJC**

Earn your Library Technical Assistant (LTA) at Joliet Junior College. [Registration for Fall 2018](#) is now open.

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

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

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

## Conferences

RAILS at Conferences, Other Library-Related Conferences

### Visit RAILS at SWANstravaganza

If you are attending this [August 17 event](#), stop by our table to learn more about the services available to you through RAILS. This event is sponsored in part by a [RAILS Continuing Education Event Grant](#). See you on August 17!

### Visit RAILS at 2018 ARSL Conference in Springfield

RAILS will have a booth at the Association for Rural & Small Libraries Conference in Springfield on September 13 and 14. If you are attending the conference, please stop by to find out what RAILS has to offer especially for small and rural libraries.

You can also schedule a 30-minute, one-on-one discussion with a RAILS staff member to discuss programs/services of special relevance to you and your library. All discussions will include a follow-up email and a summary of the resources discussed. Times are available on Thursday, September 13 and Friday, September 14. [Schedule your time today!](#)

### Visit RAILS at 2018 HSLI Conference

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

Registration for the conference is now open. For general questions about the annual conference or HSLI, please e-mail [Eric Edwards](#). [HSLI conference information](#).

### Other Conferences...

### Apply for ACRL 2019 Scholarships by October 5

The Association of College & Research Libraries (ACRL) is offering approximately 150 scholarships worth more than \$100,000 for the ACRL 2019 Conference to be held April 10-13, 2019, in Cleveland. [Scholarship applications](#) are due on Friday, October 5. To apply, visit the scholarships section of the [ACRL website](#). For more information about ACRL 2019, contact [Tory Ondrila](#), 312.280.2515.

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**Networking Event in East Peoria August 24**

Take this opportunity to network with other library colleagues and share ideas over lunch. The event will be held August 24, 11:30 a.m.-12:45 p.m., at the RAILS East Peoria service center. All library staff from all types of libraries are welcome. You will also have an opportunity to talk with RAILS staff and board. [Please register](#).

All attendees are invited to stay for the monthly RAILS Board meeting at 1 p.m. in East Peoria.

**RAILS Member Meetup in Springfield before ARSL Conference**

Please join us for a RAILS Member Meetup on Wednesday, September 12, 7:30-9:30 p.m., at the Brewhaus Bar in Springfield, Illinois. This is your opportunity to connect with other RAILS members in a relaxing atmosphere.

This event is taking place the evening before the opening session of the 2018 Association for Rural & Small Libraries (ARSL) Conference. All library staff from any type of library are invited, including those who will not be attending the conference. Light refreshments will be served. Food can also be purchased and there will be a cash bar. [Register on L2](#).

**Upcoming RAILS Networking/Member Meetups**

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

- [Thursday, August 23, 10:00-11:30 a.m., at Robert W. Rowe Public Library District](#)
- [Tuesday, September 25, 10:00-11:30 a.m., at Green Hills Public Library District](#)

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

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## E-Resources

**Meet RAILS' New E-Content Specialist!**

Anna Behm joined the RAILS staff on August 13 as E-Content Specialist in our Resource Sharing department. Anna has worked in libraries for 14 years. Her most recent position was as Information Services & Emerging Technologies Manager at Riverside Public Library. Prior to that, she was the Adult Services Coordinator & Reference Librarian at Westmont Public Library.

Anna will be working with our member libraries using RAILS' e-content collections ([eRead Illinois](#) and [BiblioBoard](#)). She will help libraries increase their circulation of these collections, train libraries and Illinois residents on the use of e-content, develop new ways for libraries to market the collections to their communities, and perform data-driven collection development by analyzing the usage patterns of e-content titles. Please join us in welcoming Anna to the RAILS team!

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## Deals, Discounts, Grants

The next round of RAILS grant opportunities to fund continuing education events is open. CE Grants are open to RAILS libraries, networking groups, and library consortia. To qualify, CE events must be made available to all RAILS member libraries and be of interest to a wide range of library staff. Review the grant conditions on the RAILS website and complete the [online application](#). The deadline for the next award period is September 28. Contact [Joe Filapek](#), RAILS Director of Consulting and Continuing Education, with questions.

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## Other Library News

### **AISLE Awards**

Do you know a member of AISLE (Association of Illinois School Library Educators) that has done an amazing program, made an outstanding contribution to a school library in Illinois, or an administrator that has been supportive of your work and program? Please consider nominating yourself or someone else for the [Polestar](#), [Upstart](#), and [Administrator of the Year](#) awards. Find more information about the awards at [www.aisled.org](http://www.aisled.org). The deadline for each award is September 1.

### **Nominate Your Museum or Library for an IMLS National Medal**

The Institute of Museum and Library Services is now accepting nominations for the 2019 [National Medal for Museum and Library Service](#), the nation's highest honor awarded to libraries and museums for service to their communities.

Employees, board members, volunteers, members of the public, or government officials are invited to nominate an institution. To be considered, [complete and return the nomination materials](#) by October 1. For more information contact IMLS at [nationalmedals@imls.gov](mailto:nationalmedals@imls.gov).

### **2018 I Love My Librarian Award Nominations Open**

The award recognizes the service of exceptional public, school, college, community college, and university librarians who have gone above and beyond to promote access to education and improve the lives of their community members.

The American Library Association provides [free promotional tools](#) for libraries and library groups to promote the award locally. Winners will receive \$5,000 and a travel stipend to attend an award ceremony held in their honor at Carnegie Corporation of New York on December 4. The [nomination form](#) is available online. Nominations close October 1.

## 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.

Nancy Ashbrook is the new executive director at Ella Johnson Memorial Public Library District.

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August 22, 2018

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

RE: Parking Lot Improvements

Dear Ms. Bukovac:

Bids for the above referenced project were received at 11:00 a.m. on Wednesday, August 8, 2018. There were 10 bidders of record; 10 bids were received. A bid Tabulation sheet is herein attached for your review.

We have analyzed the bids and the qualifications of the bidders and recommend that the contract for the Parking lot Improvement work be awarded to the lowest responsible, responsive bidder, J&R 1<sup>st</sup> in Asphalt, Inc., Hickory Hills IL, in the amount of their base bid proposal of \$167,700.00.

Please note that the total bid amount includes a total of \$37,500.00 in allowance monies. Any unused allowance money will be credited back to the Library at the conclusion of the project.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Daniel Eallonardo

Enclosure-Bid Tabulation



Distributed  
@ meeting -  
L1

Parking Lot Rehabilitation

**Combined Project Budget**

Cost of Construction	
Manhard Consultants EOPC	\$ 167,700.00 J&R 1st in Asphalt

Contingency	
Construction Contingency 20%	\$ 33,540.00 BUDGET

Professional Fees	
Manhard Consulting	
Phase 1 Investigation	\$ 2,500.00 LS
Phase 2 Final Engineering	\$ 7,500.00 LS
Phase 3 Bidding	\$ 3,500.00 LS
Phase 4 Construction	\$ 3,000.00 BUDGET
Independent Construction Services	
Phase 1 Selection of Design Team	\$ 1,120.00 BUDGET
Phase 2 Preconstruction	\$ 1,680.00 BUDGET
Phase 3 Bidding	\$ 2,240.00 BUDGET
Phase 4 Construction	\$ 6,720.00 BUDGET

Other Costs	
Permit	\$ 1,500.00 BUDGET
Material Testing	\$ 1,500.00 BUDGET
Temporary signage	\$ 500.00 BUDGET
Printing Costs	\$ 1,000.00 BUDGET

**Total Project Budget \$ 234,000.00**

**Kids & Teens**

"We love coming here! We went to Naperville library because it is one of the largest libraries, but they have nothing for kids in comparison to you. We love you!"

A mother carrying her young son came up to the desk, about 10 minutes before close, the day after Little Town opened. She said that the new space was "so great" and that "we never want to leave."

"What, you didn't choose a book today?" "I forgot. I was having too much fun in Little Town."

**Circulation**

Patron said that Circ is the hardest working department in the whole library.

Patrons said the Pet-Palooza Andrew Salgado concert was fantastic! They were thrilled he placed until 5:20 past closing. "Too bad you had to stay late".

Patron bragged about how knowledgeable people are at the computer station.

Patron commented that she really enjoyed the program, Women of WWII. She was pleasantly surprised at how much she liked it.

Patron does not like the way the new CD's are shelved.

Patron would prefer the spine facing out on all CD's and DVD's. It would make browsing easier.

Patron said to please tell Jamie that the library is like church, "They never forget anybody" in reference to our Pet-Palooza

Patron said she doesn't like the way the new DVDs are filed. It's too hard to see what there is.

Patron said he strongly dislikes the way the new DVDs are displayed now. He liked the spine out display so he could rapidly peruse the titles.

**Adult**

Two patrons expressed frustration with the front-facing DVD display stating "We have never seen DVDs displayed this way! You can't find anything. I end up leaving without anything. Why aren't the spines facing out?"

Patron loves that we "finally" switched the foreign DVDs to be arranged by language instead of title. Browsing is much easier now!

Patron commented that he loves the movie bookmarks on the end caps of the shelves. He especially liked the "Beyond Bollywood" Indian movies list.

## July 2018 Listening Posts

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"This Summer reading bingo program is so clever! Who came up with the idea?" Patron then asked about graphic novels (a box on the card) and chose one.

Two members tonight were complaining about the signage in the DVD's. They both came up to ask when we would have it fixed.

A patron was confirming that she was registered for the Jacqueline Kennedy event on 9/28 and said, "The programs here are so wonderful. My brother passed away recently and I donated \$500 to the library in his name so you can continue holding these valuable events."

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"I would have never discovered this if you hadn't recommended it." -a patron said about a French TV show.

The library has many useful programs to help us lead fulfilling lives. (From a patron who attended the meditation program).

Staff members are always so helpful.

### Technology

When I patron was returning the slide converter device patron said "I love it, I can view my old stuff again. I was able to copy it to a thumb drive"

"The way you have this set up is absolutely perfect!" He was referring to our print center.

### Administration

I was making reminder calls for a Technology class today and a patron was so appreciative that we take the time to make a reminder call.



### 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.