

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

**Board of Trustees Regular Meeting
October 21, 2015 – 7 p.m. – Conference Room**

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Julia Lacayo, 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. Weaver to Bukovac re: Thank You for Hosting Page 4
 2. Szczepaniak to Bukovac re: Arts DuPage Page 5
 3. Both to Suriano re: Library Staff Page 6
 4. Ritzman to Public Library Clients re: FOIA and Personal Devices Page 8
- E. Omnibus Consent Agenda Action
1. Minutes of Budget and Appropriations Hearing and Regular Board Meeting, September 16, 2015 Page 11
 2. Treasurer's Report Page 14
 3. Action on Bills/Additional Bills Page 18
 4. Ordinance #2015-6 Approving Proposed Amendments to the LIMRiCC By-laws and Intergovernmental Agreements Page 23
 5. Ordinance #2015-7 Providing for the Execution of an Intergovernmental Agreement with LIMRiCC Page 79
 6. Proposed Revisions to Study Rooms Policy Page 81
 7. 2016 Days Closed Calendar Page 82
 8. Determination to Dispose of Personal Property Page 84
 9. Proposal to Replace Sump Pumps Page 85
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Page 86 Information

- H. Department Reports Information
- 1. Assistant Director Page 89
 - 2. Marketing Page 91
 - 3. Adult Page 93
 - 4. Circulation Page 112
 - 5. Technology and Technical Services DISCONTINUED at mtg.
 - 6. Youth Page 116

- I. Staff Report Information
- Tyler Works, Youth Services Senior Librarian, Teen Specialist Write-On

- J. Reports
- 1. Chamber of Commerce Reports (Birmingham) Page 126 Information
 - 2. RAILS Page 127 Information
 - 3. Building and Grounds (none)
 - 4. Finance Committee (none)
 - 5. Planning/Outreach Committee (none)
 - 6. Policy Committee (none)

- K. Unfinished Business
- 1. Operating Budget Planning – Key Forces Impacting the Library Page 148 Discussion

- L. New Business
- 1. FY 2014-2015 Audit Page 151 Information
 - 2. Ordinance #2015-8 To Abolish Bond Fund and Transfer Bond Fund Reserves to Corporate Fund Reserves Page 152 Action
 - 3. Ordinance #2015-9 To Abolish Working Cash Fund as Allowed Under ILCS16/30-100 and Transfer Working Cash Reserves to Corporate Fund Reserves Page 153 Action
 - 4. Combine Monies from Working Cash Fund Managed by MPI With Corporate Fund Monies Managed by MPI Action
 - 5. Draft of Levy for FY 2015-2016 Page 154 Discussion
 - 6. Resolution #2015-D To Determine Estimate of Funds Needed For 2015-2016 Fiscal Year Page 158 Action
 - 7. Notice of Proposed Property Tax Increase for Indian Prairie Public Library District Page 159 Action
 - 8. Chicago Zoological Library Pollinator Project Page 160 Discussion
 - 9. Revisions to Use of Library Facilities Policy 602 and 611 Page 165 Action

- M. Schedule Meetings
- Finance Committee Meeting (Krupicka, Ruscitti, Damon) weeks of 10/26, 11/2 or 11/9
- Building and Grounds Committee Meeting (Krupicka, Lacayo, Megaridis) week of November 30 or December 7

- N. Community Events

- O. Library Events

Genealogy Group	10/22/2015	1:00 PM
Current Events Group	10/26/2015	7:00 PM

Current Events Group	11/9/2015	7:00 PM
4th Wednesdays: The Journey to Mollie's War: WACs and World War II	10/28/2015	1:00 PM
Houdini, His Life and His Legend	10/21/2015	7:00 PM
Make It and Take It: Paint a Pumpkin or Gourd	10/27/2015	6:30 PM
Opera Lecture: The Merry Widow	11/5/2015	7:00 PM
National Novel Writing Month (NaNoWriMo)	11/2/2015	7:00 PM
Veterans Day Celebration	11/11/2015	2:30 PM
ESL Conversation Group	11/7/2015	10:00 AM
Literacy DuPage Volunteer Training	11/7/2015	9:30 AM
An Evening with A.S. King	11/10/2015	7:00 PM
Novel Idea Book Discussion: The Boston Girl	11/11/2015	7:00 PM
Blogging with Tumblr	10/29/2015	6:00 PM
Intermediate iPad	11/14/2015	10:00 AM
Just Google It!	11/4/2015	2:00 PM
eLibrary Drop-In	11/17/2015	2:00 PM
Tech Talk: What is Coding?	10/22/2015	6:00 PM
Excel: Pivot Tables & Other Advanced Features	11/3/2015	6:00 PM
Coding Apps	11/12/2015	6:00 PM
Ask the Master Gardener	10/21/2015	6:00 PM
Harry Potter Trivia Night	11/6/2015	7:00 PM
Adult Chess Group	11/2/2015	6:00 PM
Adult Chess Group	11/9/2015	6:00 PM
Adult Chess Group	11/16/2015	6:00 PM
Mockingjay Part 2 Release Party	11/13/2015	6:30 PM
GenLit (for 20-30somethings): The Rosie Project	10/28/2015	6:30 PM
GenLit (for 20-30somethings)	11/4/2015	6:30 PM
Wattpad and More: Sharing Your Stories Online	10/28/2015	6:30 PM
Super Smash Bros. Wii U	10/30/2015	5:30 PM
Just Google It!	11/17/2015	6:00 PM
MIMO - Make it My (Your) Own - Extraordinary Rugs	10/22/2015	4:30 PM
MIMO - Make it My (Your) Own - Pumpkinpalooza	10/29/2015	4:30 PM
MIMO - Make it My (Your) Own - Makey Makey	11/5/2015	4:30 PM
MIMO - Make it My (Your) Own - Duct Tape Wallets	11/12/2015	4:30 PM
DIYT's - Sew Trendy	10/27/2015	4:00 PM
DIYT's - Backpack Patches	11/3/2015	4:00 PM
DIYT's - Tech Tuesday	11/17/2015	4:00 PM
Play Reading Group	10/21/2015	1:00 PM
Word Basics	11/3/2015	2:00 PM
Word Basics	11/10/2015	2:00 PM
Anime Addicts	11/16/2015	6:30 PM
The Family Book Club	10/22/2015	6:30 PM
ACT Practice Test	11/15/2015	1:15 PM

P. Adjournment



CITY OF DARIEN

In the County of DuPage and the State of Illinois
Incorporated 1969

Jamie Bukovac
Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

September 25, 2015

Dear Jamie:

I wanted to extend my thanks to you and the Library Board for hosting this year's Town Hall meeting. I always appreciate your willingness to work together with the City and the other governmental districts in the area.

I look forward to our continued working relationship with the DCIC group.

Very truly yours,

CITY OF DARIEN

Kathleen Weaver

Kathleen Weaver, Mayor

Jamie Bukovac

From: Barb Szczepaniak <Barb@dupagefoundation.org>
Sent: Friday, September 25, 2015 10:48 AM
Cc: DF-Staff
Subject: [BULK] Great News About Arts DuPage

To the Participants of the All for Arts Study Focus Groups,

I'm thrilled to announce that the DuPage Foundation will be launching Arts DuPage, a county-wide arts council, to promote the engagement and investment in the arts and creativity in DuPage. Thanks to the financial commitment from the JCS Arts and Education Fund, all expenses for the first three years of this exciting initiative will be underwritten.

Last fall you participated in one of our All for Arts Study focus groups to explore the feasibility of establishing a DuPage arts council and I want to thank you for the time you invested in that process. Your input was greatly appreciated and was instrumental in our decision to pursue this endeavor.

One of the wishes most expressed by those who participated in focus groups was the desire for a centralized and accessible arts & cultural information hub for the public. There are many exciting projects that will be undertaken with Arts DuPage during the coming years but one of the most visible will be the development of a web-based common calendar that features arts & cultural activities and programs that occur throughout DuPage County.

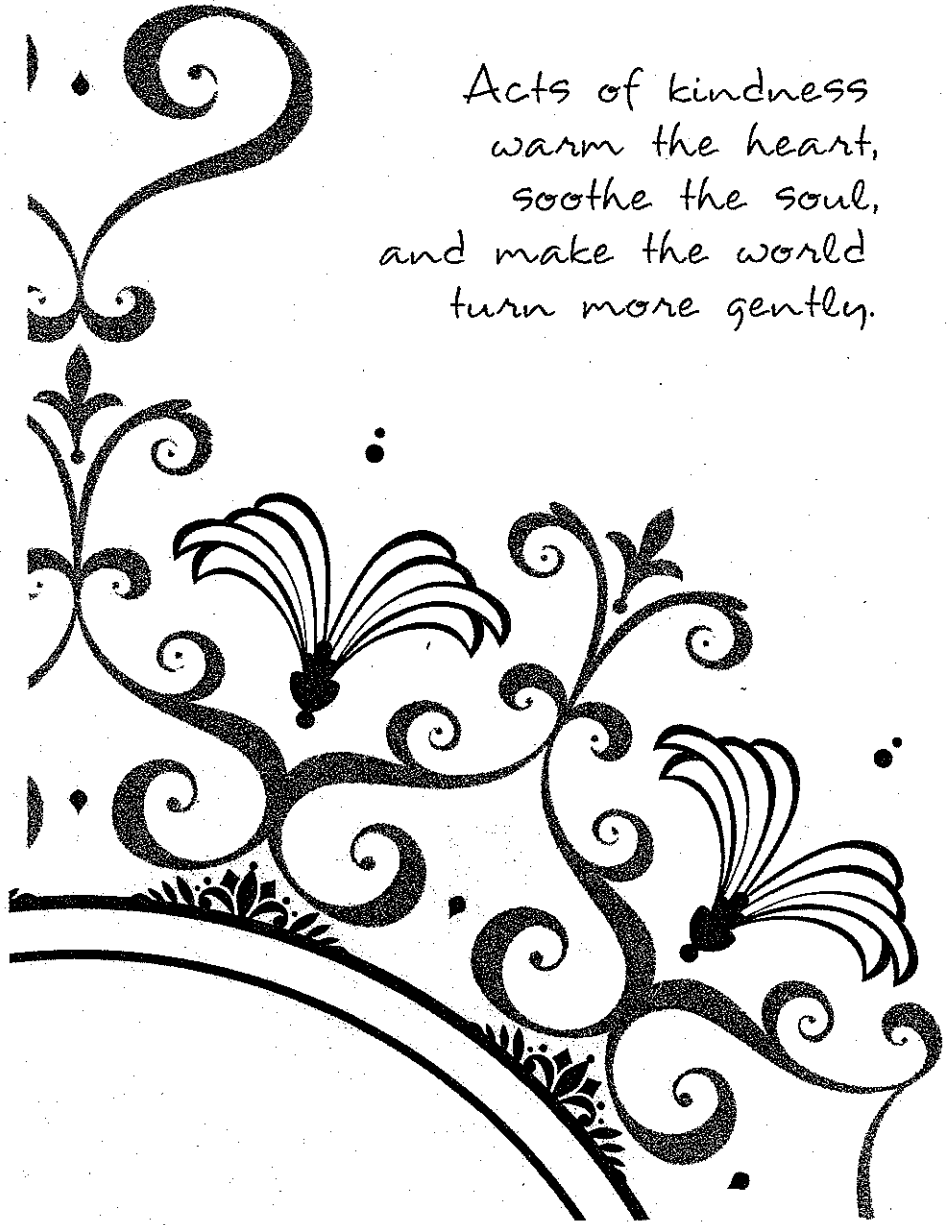
In the next few months, we will be focusing on developing infrastructure and will be recruiting a full time director to lead Arts DuPage. To stay informed about the progress of this initiative, please connect with us on social media. The links are below my signature for your convenience. Barb

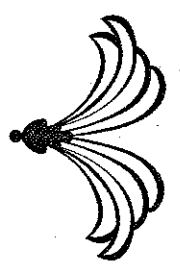
Barbara Szczepaniak
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Acts of kindness
warm the heart,
soothe the soul,
and make the world
turn more gently.





Dear Victoria

Please thank the Board
and Henry Newton Smith
for all that has been
done in the light of my
wishes. I am
The Raven's Women's Club
has made this happen
thank you.

It's nice to know
that there are still people
who take such pleasure
in doing special things
and making others feel good.

Thank you very much.

In writing this, I
felt I could find energy
there were that
appear in this work
they speak for me

Very truly
Yours
Doris Smith
Family

*Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

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HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

FOIA AND EMAILS FROM PERSONAL DEVICES

TO: Public Library Clients
FROM: Roger A. Ritzman
DATE: October 12, 2015

Stay tuned for clarification from the Courts re: whether emails about Library business sent from personal devices are subject to production per FOIA.

The 2013 Appellate Court Opinion referenced in the article attached did not resolve the issue.

Recommendation: Use caution or avoid email communications about Library business on personal devices.

Emails on private devices, FOIA issue goes back to court

First Posted: 2:32 pm - October 11th, 2015 - 562 Views

JOHN O'CONNOR - The Associated Press

SPRINGFIELD, Ill. — Illinois law says government officials' emails about taxpayer business are public records for all to see. But what if they're sent from private accounts or personal cellphones?

Chicago Mayor Rahm Emanuel argues those are not for public consumption. The Chicago Tribune claims they are, and took the matter to court last month. Gov. Bruce Rauner had his own dust-up this summer over an aide's private emails, and the practice cost a University of Illinois chancellor her job in August.

The issue, once limited to scattered consternations over politicians playing fast and loose with new technology, is pervasive this year, beginning with revelations about Democratic presidential front-runner Hillary Clinton's use of a private email server to conduct business while she was U.S. secretary of state — a case that spurred a lawsuit by The Associated Press.

Public-access advocates insist Illinois law is clear, and the state's attorney general and appellate court weighed in just two years ago, declaring that public business is public record — no matter how it's conducted.

The Illinois Freedom of Information Act requires disclosure of public records "regardless of physical form or characteristics." The appellate court decreed in a case involving the Champaign City Council that making an exception for communication on private devices would allow officials to "subvert" FOIA by avoiding all official channels.

That very concern is back in court as government officials parse the 2013 ruling's language.

"There is an express presumption of openness in the statute ..." said Matthew Topic, a lawyer and FOIA expert in Chicago. "Unfortunately, this line of thinking has become all too common: Even when the language of the statute is clear, public bodies won't comply until a court tells them that they must."

In the case of Emanuel, the Tribune sought emails related to Chicago's scandal-tainted system of red-light tickets enforced through cameras. But the Democrat's administration argued messages sent from private devices are not in a public body's possession.

FOIA "does not impose an obligation to locate and search private email accounts," the city said in a July denial letter to the Tribune. The newspaper filed the lawsuit Sept. 24.

As for Rauner, the Chicago Sun-Times reported that education adviser Beth Purvis, operating as a contractual employee, was using a private email account to conduct public business. Rauner's legal staff denied a Sun-Times FOIA for Purvis, using the "possession" argument, then reversed itself and disclosed several documents, including one marked "confidential." But the office maintains the issue remains "unsettled."

Rauner's office did not respond to a request for comment from the AP, but told the Sun-Times this summer that: "Case law and statutory interpretation of Illinois' FOIA make it plain that personal emails are not public records."

Non-elected officials also came under fire this year. The University of Illinois cited FOIA wiggle room when it announced in August that emails sent to and from former Chancellor Phyllis Wise to and from private accounts had potentially been improperly withheld.

A school statement declared that the FOIA law is not specific about "personal email accounts" and the law is "not settled on this issue."

Access advocates say it was settled in the 2013 appellate court ruling on a lawsuit filed by the (Champaign) News-Gazette, but others believe the court's opinion provides maneuverability. City council members texting one another during a public meeting, prompting the newspaper to argue the texts contained information that could affect the officeholders' policy positions.

But city councils aren't technically a public body until it convenes to conduct business, so the appellate court determined that an email sent by private account might be subject to disclosure if it was sent to a government account, to a majority of members of a public body or during a public meeting.

"The court noted that there may be circumstances where a government official is emailing someone on his or her private device where it is not a public record," according to Julie Tappendorf, a Chicago lawyer who represents municipalities. "It is only when that official is acting as a public body that his or her private emails will turn into public records."

She suggested the court in the Tribune case will determine whether Emanuel's emails are public record with similar reasoning. But Topic isn't so sure.

"That issue does not apply to executive branch employees, each one of whom is an agent of the public body who acts on the public body's behalf," he said.

Indian Prairie Public Library
Board of Trustees Minutes
September 16, 2015

**Budget & Appropriations Hearing
September 16, 2015 – 7 p.m.**

- A. Call to Order and Statement of Purpose – Vice-President Damon called the hearing to order at 7:06 p.m. Present were Donald Damon, Beena Deshmukh, Julia Lacayo, Diane Ruscitti, Jamie Bukovac, Laura Birmingham and Maria Wlosinski. Absent: Marian Krupicka, Crystal Megaridis, Victoria Suriano. Damon stated that the purpose of the hearing was to provide the opportunity for public comment on the Budget and Appropriations Ordinance and reviewed the Legal Notice of Public Hearing that was published in the Doings on August 6, 2015.
- B. Public Questions/Comments – none
- C. Closing of Hearing – Damon closed the hearing at 7:12 p.m.

**Board of Trustees Regular Meeting
September 16, 2015 – 7:10 p.m.**

- A. Roll Call
Vice-President Damon called the meeting to order at 7:13 p.m. Secretary Deshmukh called the roll.
Present: Donald Damon, Beena Deshmukh, Julia Lacayo, Diane Ruscitti
Absent: Marian Krupicka, Crystal Megaridis, Victoria Suriano
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Katie Salo
Others: David Pequet and Bradley Smith of MPI Investment Management, Inc. regarding item L1 of New Business

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

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

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

- C. Public Comment – none

At this point Pequet of MPI Investment Management addressed the Board regarding item L1 of New Business. Pequet and Smith left at 7:30 p.m. Katie Salo gave her staff report and left at 8:00 p.m. The Board continued with Communications and Announcements and the rest of the agenda.

- D. Communications and Announcements
 1. Bongiovanni to Bukovac re: Use of Parking Lot for DarienFest
 2. Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd to Public Libraries re: FOIA Request
 3. Deutschmann to Birmingham re: Darien Lions Club

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, July 15, 2015
- 2. Treasurer's Report
- 3. Action on Bill/Additional Bills
- 4. Ordinance 2015-5 Providing for the Budget and Appropriations for FY 2015/16
- 5. Estimate of Revenues FY 2015/16

Lacayo moved, Deshmukh seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Deshmukh moved, Lacayo seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

Birmingham reported that the removal of the cinderblock wall in the new study room went well. There were a few mistakes with the new door when it arrived so a temporary door was installed. Work on the inside of the room will begin next week. Furniture is due for arrival in a week.

I. Staff Report -

Katie Salo, Early Literacy Librarian, spoke to the Board about Kids and Teens newest initiative, 1000 Books before Kindergarten. She gave an overview of the program including the registration process, reading log and incentives. Every month there will be a new theme which will include a featured book and booklist. The Darien Rotary Club co-sponsored the program. Fifty kids have signed up since September 1st. Salo noted that the Pew Research Center recently reported that 85% of Americans surveyed said that libraries should provide early literacy. Salo also reported that they have spent \$2000 of the \$3000 Target Early Literacy Grant. They used the funds to create Book Bundles geared for preschoolers and to update the Kreative Krates which are geared for parents.

J. Reports

- 1. Chamber Reports - none
- 2. RAILS - backup in packet.
- 3. Building and Grounds Committee - no report
- 4. Finance Committee - no report
- 5. Planning/Outreach Committee - no report
- 6. Policy Committee - no report

K. Unfinished Business - none

L. New Business

- 1. Dave Pequet, MPI Investments - Pequet reintroduced himself and Smith to the Board. He reviewed the library's portfolio which included an account summary and allocation, performance summary and yield graph. He said it is a very well structured portfolio and well positioned for higher interest rates.
- 2. FY2015/16 Budget and Financial Projections - Bukovac reviewed the financial forecast she prepared for the packet with the Board. She is in the process of analyzing the flow of funds with our administrative office coordinator and will continue to talk with staff regarding budget priorities.
- 3. Proposed Cancellation of ComPsych - Usage statistics were provided in the packet. Deshmukh moved, Lacayo seconded to cancel ComPsych. Motion carried unanimously
- 4. Space Planning - On last year's community survey people showed an interest in more study,

group and collaborative space. Bukovac said we will conduct an in-depth survey of patrons in October to get a clearer idea of what type of space they are interested in. The Building and Grounds Committee will review the results and make a recommendation to the Board as to whether we should do space planning. The Board could decide to hire an architect to do a space planning document (the packet contained a sample space planning proposal).

- 5. Accepting Donation of Microfilm Scanner in Lieu of Purchasing a Non-Resident Card – Bukovac said that a non-resident would like to donate a microfilm scanner and be granted a library card for a comparable period of time. The Board discussed the matter. They agreed that they do not want to establish such a precedent. If staff determines the library can use the machine then we would be happy to accept it as a donation but we will not accept it in lieu of the purchase of a non-resident card.

M. Scheduled Meetings – none

N. Community Events
Darien Town Hall Meeting, September 24

O. Library Events

P. Adjournment
At 8:35 p.m. Lacayo moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 9/30/2015

Balance on hand as of August, 2015.....	2,829,075.80
Cash Receipts for September.....	1,296,801.57
Cash Disbursements for September.....	263,321.34
Cash on hand as September 30, 2015.....	3,862,556.03

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.047%

General.....	1,897,546.09
Special Reserve.....	20,957.36
Working Cash.....	315.09
Bond.....	7,453.11
Children's Endowment.....	2,886.85
Endowment.....	11,174.71
MPI Investment (Corporate Fund).....	1,166,990.82
MPI Investment (Working Cash Fund).....	396,719.90

JP Morgan Chase - Checking

General.....	26,199.60
Hinsdale Bank & Trust - Checking.....	6,662.24

JP Morgan Chase - Savings - Rate .03%

General.....	325,046.26
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of September 30, 2015.....	3,862,556.03

FUND BALANCES AS OF 09/30/2015

Corporate Fund.....	3,172,854.41
Building & Maintenance Fund.....	68,229.23
I.M.R.F. Fund.....	15,044.82
Liability Fund.....	3,941.85
Social Security Fund.....	14,599.97
Special Reserve Fund.....	22,081.26
Working Cash Fund.....	397,122.28
Bond Fund.....	84,819.10
Current Liabilites.....	83,863.11
Grand Total All Funds.....	3,862,556.03

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**Indian Prairie Public Library District
Consolidated Revenue Report for September 2015**

Percent of Year: 25.00

	RECEIVED September 15	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 - Property Taxes	1,279,027.27	3,160,889.95	93.12%	3,394,610.00	233,720.05
41150 - Non-current Property Taxes	0.00	0.00	0.00%	500.00	500.00
43100 - Interest-Tax Levy	0.43	1.34	0.00%	0.00	-1.34
TOTAL PROPERTY TAX & LEVY INTEREST	1,279,027.70	3,160,891.29	93.10%	3,395,110.00	234,218.71
INTERGOVERNMENTAL					
42100 - I Lead Grant	0.00	4,000.00	100.00%	4,000.00	0.00
42200 - Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
TOTAL INTERGOVERNMENTAL	0.00	4,000.00	8.42%	47,500.00	43,500.00
INTEREST					
43500 - Interest - Investment	68.43	169.60	67.84%	250.00	80.40
TOTAL INTEREST	68.43	169.60	67.84%	250.00	80.40
DESK MONIES					
45100 - Copier	424.35	1,251.62	26.08%	4,800.00	3,548.38
45120 - Computer Copies	1,220.26	3,493.66	29.11%	12,000.00	8,506.34
45200 - Fines/Fees	3,506.35	12,357.33	24.72%	50,000.00	37,642.67
45250 - Gifts/Donations	0.00	500.00	33.33%	1,500.00	1,000.00
45300 - Lost Materials	738.93	2,379.22	18.30%	13,000.00	10,620.78
45350 - Non-Resident Fees	9,006.39	25,081.14	31.35%	80,000.00	54,918.86
45400 - DVD Fines	584.15	1,915.60	23.95%	8,000.00	6,084.40
45450 - Book Rental	66.95	199.15	11.72%	1,700.00	1,500.85
45550 - Meeting Room Rental	0.00	75.00	37.50%	200.00	125.00
45600 - ILL Fees	823.00	930.20	132.89%	700.00	-230.20
45650 - 3D Printing	21.50	136.15	27.23%	500.00	363.85
TOTAL DESK MONIES	16,391.88	48,319.07	28.03%	172,400.00	124,080.93
OTHER INCOME					
46700 - Miscellaneous	0.00	204.74	68.25%	300.00	95.26
46800 - Collection Agency Fee	30.00	90.00	30.00%	300.00	210.00
* 49000 - Operating Transfer In	2,605.00	8,605.00	143.42%	6,000.00	-2,605.00
TOTAL OTHER INCOME	2,635.00	8,899.74	134.85%	6,600.00	-2,299.74
GRAND TOTAL	1,298,123.01	3,222,279.70	88.97%	3,621,860.00	399,580.30

* Operating Transfer In reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund and \$2,605.00 from Building Reserve Fund.

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Indian Prairie Public Library District Consolidated Expenditures Report for September 2015

Percent of Year: 25.00

	September 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	155,784.08	459,186.48	21.88%	2,099,153.00	1,639,966.52	2,142,000.00	21.44%
61310 · Benefits - Medical / Life Ins.	9,653.94	28,043.06	26.21%	107,000.00	78,956.94	132,000.00	21.24%
61320 · Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00	2,600.00	0.00%
61330 · Benefits - IMRF	14,575.39	42,872.69	22.14%	193,612.00	150,739.31	215,000.00	19.94%
61340 · Benefits - FICA	11,772.30	35,983.24	22.33%	161,142.00	125,158.76	175,000.00	20.56%
61400 · Staff Development	920.97	1,891.80	9.46%	20,000.00	18,108.20	25,000.00	7.57%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	0.00	75.00	7.50%	1,000.00	925.00	3,000.00	2.50%
61710 · Workers Compensation	0.00	8,399.00	100.00%	8,399.00	0.00	13,000.00	64.61%
61720 · Unemployment Insurance	141.01	777.26	21.94%	3,542.00	2,764.74	6,000.00	12.95%
TOTAL PERSONNEL	192,847.69	577,228.53	22.23%	2,596,348.00	2,019,119.47	2,714,600.00	21.26%
MATERIALS							
62100 · Books	18,519.27	48,968.07	20.30%	241,175.00	192,206.93	250,000.00	19.59%
62200 · Periodicals	491.47	9,564.81	28.77%	33,250.00	23,685.19	35,000.00	27.33%
62300 · Audio	2,898.83	10,791.45	23.33%	46,250.00	35,458.55	50,000.00	21.58%
62400 · Video	3,794.25	9,555.81	16.28%	58,700.00	49,144.19	60,000.00	15.93%
62500 · Multi-Media	366.17	426.86	5.34%	8,000.00	7,573.14	10,000.00	4.27%
62600 · Electronic Reference Resources	7,205.00	50,817.44	75.51%	67,300.00	16,482.56	70,000.00	72.60%
62700 · Console Games	468.52	841.48	9.16%	7,000.00	6,358.52	8,000.00	8.02%
62800 · ESL	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
62850 · 1 Lead Grant Supplies	274.60	2,124.33	53.11%	4,000.00	1,875.67	0.00	0.00%
62900 · Materials Supplies	903.20	3,266.06	13.14%	25,000.00	21,713.94	30,000.00	10.95%
TOTAL MATERIALS	34,921.31	136,176.31	27.64%	492,675.00	356,498.69	516,000.00	26.39%
BUILDING							
63200 · Cleaning Service	4,699.86	15,809.72	21.08%	75,000.00	59,190.28	82,000.00	19.28%
63300 · Utilities (1-8-11 · Gas)	514.42	1,663.87	12.80%	13,000.00	11,336.13	50,000.00	3.33%
63300 · Utilities (1-8-12 · Electric)	0.00	5,939.37	8.14%	73,000.00	67,060.63	100,000.00	5.94%
63300 · Utilities (1-8-13 · Telephone)	510.17	1,528.88	25.48%	6,000.00	4,471.12	8,000.00	19.11%
63300 · Utilities (1-8-14 · Water/Sewer)	1,395.43	2,054.19	20.54%	10,000.00	7,945.81	13,000.00	15.80%
63300 · Utilities (1-8-15 · Garbage Disposal)	224.15	675.48	22.52%	3,000.00	2,324.52	50,000.00	1.35%
63400 · Maintenance Supplies	1,260.17	3,089.57	19.31%	16,000.00	12,910.43	20,000.00	15.45%
63500 · Security System Monitoring	72.00	227.00	15.13%	1,500.00	1,273.00	3,000.00	7.57%
63600 · Property Maintenance	610.00	3,136.00	12.54%	25,000.00	21,864.00	30,000.00	10.45%
63800 · Building Maintenance/Repairs	4,783.58	13,543.54	31.50%	43,000.00	29,456.46	55,000.00	24.62%
TOTAL BUILDING	14,069.78	47,667.62	17.95%	265,500.00	217,832.38	411,000.00	11.60%
OPERATIONS							
64200 · Supplies - Office	1,503.21	2,777.80	17.47%	15,900.00	13,122.20	18,000.00	15.43%
64300 · Photocopy Supplies	327.34	824.41	16.49%	5,000.00	4,175.59	6,000.00	13.74%
64400 · Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	1,500.00	0.00%
64500 · Postage	251.41	288.85	7.22%	4,000.00	3,711.15	8,000.00	3.61%
64600 · Non-Payment Reimbursement	0.00	483.44	16.12%	3,000.00	2,516.56	6,000.00	6.06%
64700 · Travel	24.16	80.52	14.64%	550.00	469.48	1,000.00	8.05%
64800 · Organizational Memberships	0.00	20.00	1.11%	1,800.00	1,780.00	2,200.00	0.91%
64900 · Bank Fees	248.14	657.04	26.28%	2,500.00	1,842.96	3,000.00	21.90%
TOTAL OPERATION	2,354.26	5,132.06	15.21%	33,750.00	28,617.94	45,700.00	11.23%
AUTOMATION							
65100 · Supplies-Public Toner	965.75	1,652.70	23.61%	7,000.00	5,347.30	8,000.00	20.66%
65150 · Supplies-Staff Toner	324.40	2,539.14	42.32%	6,000.00	3,460.86	8,000.00	31.74%
65160 · Supplies-3D Printer	46.00	144.00	28.80%	500.00	356.00	1,000.00	14.40%
65200 · Automation-Prof Services	0.00	100.00	2.00%	5,000.00	4,900.00	10,000.00	1.00%
65300 · Purchase of Equipment	218.85	268.85	1.34%	20,000.00	19,731.15	26,000.00	1.03%
65400 · Automation Equip Mnt/Repair	189.54	1,150.41	57.52%	2,000.00	849.59	4,000.00	28.76%

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**Indian Prairie Public Library District
Consolidated Expenditures Report for September 2015**

Percent of Year: 25.00

	September 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65500 · Software	860.49	4,276.94	20.86%	20,500.00	16,223.06	27,000.00	15.84%
65600 · SWAN	0.00	11,405.00	25.00%	45,620.00	34,215.00	47,000.00	24.27%
65700 · Telecommunications	0.00	634.82	28.15%	2,255.00	1,620.18	4,000.00	15.87%
TOTAL AUTOMATION	2,627.03	22,171.86	20.37%	108,875.00	86,703.14	135,000.00	16.42%
CONTRACTUAL SERVICES							
66100 · General Professional Services	45.00	2,605.00	17.97%	14,500.00	11,895.00	26,000.00	10.02%
66200 · Credit Bureau	35.80	173.20	11.55%	1,500.00	1,326.80	2,000.00	8.66%
66300 · Equipment-Maintenance Repair	0.00	1,162.08	19.37%	6,000.00	4,837.92	8,000.00	14.53%
66900 · Fees - Bond Registrar	0.00	20.00	20.00%	100.00	80.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	80.80	3,960.28	17.92%	22,100.00	18,139.72	36,000.00	11.00%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,070.00	100.00%	10,070.00	0.00	10,000.00	100.70%
67200 · Bonding	1,336.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 · Officers & Directors Liability	0.00	2,842.00	100.00%	2,842.00	0.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	4,000.00	53.75%
TOTAL INSURANCE	1,336.00	16,398.00	99.61%	16,462.00	64.00	19,500.00	84.09%
MARKETING							
68110 · Marketing Newsletter	7,830.08	9,997.78	28.57%	35,000.00	25,002.22	37,000.00	27.02%
68111 · eNewsletter	0.00	0.00	0.00%	1,500.00	1,500.00	2,000.00	0.00%
68210 · Marketing Advertising	327.25	431.00	14.37%	3,000.00	2,569.00	5,000.00	8.62%
68310 · Marketing Supplies	31.44	386.75	15.47%	2,500.00	2,113.25	4,000.00	9.67%
68410 · Marketing-Information Printing	136.67	587.37	11.75%	5,000.00	4,412.63	8,000.00	7.34%
68500 · Legal Notices	232.07	253.96	18.14%	1,400.00	1,146.04	2,000.00	12.70%
68600 · Special Events	1,851.79	5,476.60	20.36%	26,900.00	21,423.40	32,000.00	17.11%
TOTAL PUBLIC INFORMATION	10,409.30	17,133.46	22.75%	75,300.00	58,166.54	90,000.00	19.04%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
* 69800 · Operating Transfer Out	2,605.00	8,605.00	143.42%	6,000.00	-2,605.00	0.00	0.00%
69900 · Contingency	449.00	449.00	9.26%	4,850.00	4,401.00	50,000.00	0.90%
69920 · Gift/Donation Purchases	391.37	391.37	0.00%	0.00	-391.37	0.00	0.00%
GRAND TOTAL	262,091.54	835,313.49	23.06%	3,621,860.00	2,786,546.51	4,117,800.00	20.29%

* Operating Transfer Out reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund and \$2,605.00 from Building Reserve Fund.

ACTION ON BILLS September 2015

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	47447 thru 47557	\$ 84,681.95
Chase Bank-Salaries for September	36290 thru 36316	\$ 7,098.43
Hinsdale Bank-Direct Deposits	& 20514 thru 20679	\$ 105,538.93
MONTH'S TOTAL:		\$ 197,319.31

Indian Prairie Public Library District
Account QuickReport

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As of September 30, 2015

Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Bill Pmt Check	09/01/2015	47447	Aurico	45.00
Bill Pmt Check	09/01/2015	47448	Baker & Taylor	3,471.46
Bill Pmt Check	09/01/2015	47449	Bank of America	6,505.93
Bill Pmt Check	09/01/2015	47450	Case Lots Inc.	205.90
Bill Pmt Check	09/01/2015	47451	Chicago Tribune	105.09
Bill Pmt Check	09/01/2015	47452	Colonial Life	82.53
Bill Pmt Check	09/01/2015	47453	DAC	135.00
Bill Pmt Check	09/01/2015	47454	Gale/CENGAGE Learning	133.55
Bill Pmt Check	09/01/2015	47455	Medicom Reimbursement Spec., Ltd.	16.25
Bill Pmt Check	09/01/2015	47456	Midwest Tape	1,319.24
Bill Pmt Check	09/01/2015	47457	NCPERS Group Life	64.00
Bill Pmt Check	09/01/2015	47458	News Bank, Inc.	5,705.00
Bill Pmt Check	09/01/2015	47459	OverDrive	41.96
Bill Pmt Check	09/01/2015	47460	Palmisano, Stacy.	23.50
Bill Pmt Check	09/01/2015	47461	Penguin Random House LLC	97.50
Bill Pmt Check	09/01/2015	47462	Phillip's Interior Plants	215.00
Bill Pmt Check	09/01/2015	47463	Quality Books Inc.	32.32
Bill Pmt Check	09/01/2015	47464	Quill	379.99
Bill Pmt Check	09/01/2015	47465	Recorded Books, LLC	48.65
Bill Pmt Check	09/01/2015	47466	Runco	221.94
Bill Pmt Check	09/09/2015	47383	VOID - Lost check	-668.52
Bill Pmt Check	09/09/2015	47467	Winterhalter, Deidre	668.52
Liability Check	09/10/2015	47468	Adler & Associates	35.22
Liability Check	09/10/2015	47469	Nationwide Retirement	610.00
Liability Check	09/10/2015	47470	Vantagepoint	1,308.00
Bill Pmt Check	09/10/2015	47471	Baker & Taylor	2,291.51
Bill Pmt Check	09/10/2015	47472	Beaird, Tina	125.00
Bill Pmt Check	09/10/2015	47473	Blooming Color, Inc.	95.00
Bill Pmt Check	09/10/2015	47474	City of Darien	50.00
Bill Pmt Check	09/10/2015	47475	CoolerSmart	238.95
Bill Pmt Check	09/10/2015	47476	DEMCO	142.16
Bill Pmt Check	09/10/2015	47477	Gale/CENGAGE Learning	142.35
Bill Pmt Check	09/10/2015	47478	Garvey's Office Products	29.99
Bill Pmt Check	09/10/2015	47479	Grasso Graphics	7,404.08
Bill Pmt Check	09/10/2015	47480	Home Depot	23.40
Bill Pmt Check	09/10/2015	47481	JavaSmart USA LLC	117.86
Bill Pmt Check	09/10/2015	47482	Kamm Insurance Group	1,336.00
Bill Pmt Check	09/10/2015	47483	Kroeschell Service	1,554.00
Bill Pmt Check	09/10/2015	47484	Midwest Tape	689.08
Bill Pmt Check	09/10/2015	47485	Neviol Inc.	4,390.00
Bill Pmt Check	09/10/2015	47486	Quality Books Inc.	1,028.34
Bill Pmt Check	09/10/2015	47487	Quill	186.99
Bill Pmt Check	09/10/2015	47488	Rogers Vending	156.58
Bill Pmt Check	09/10/2015	47489	Roy, Nancy	35.14

Indian Prairie Public Library District
Account QuickReport
As of September 30, 2015

Type	Date	Num	Name	Amount
Bill Pmt Check	09/10/2015	47490	Runco	449.00
Bill Pmt Check	09/10/2015	47491	Salo, Kathryn	123.50
Bill Pmt Check	09/10/2015	47492	Sebert Landscaping	610.00
Bill Pmt Check	09/10/2015	47493	Speciality Mat Service	94.86
Bill Pmt Check	09/10/2015	47494	ThyssenKrupp Elevator	785.70
Bill Pmt Check	09/14/2015	47495	Deliciously Yours	300.00
Bill Pmt Check	09/14/2015	47496	Dzierzbicki, Monica	136.86
Bill Pmt Check	09/14/2015	47497	Zaher, Charles	36.60
Bill Pmt Check	09/15/2015	47498	Baker & Taylor	2,026.10
Bill Pmt Check	09/15/2015	47499	Chicago Tribune	126.98
Bill Pmt Check	09/15/2015	47500	Dow Theory Forecasts	159.00
Bill Pmt Check	09/15/2015	47501	Heritage House Florist	60.00
Bill Pmt Check	09/15/2015	47502	Midwest Tape	1,040.19
Bill Pmt Check	09/15/2015	47503	Military History Quarterly	64.95
Bill Pmt Check	09/15/2015	47504	OverDrive	508.34
Bill Pmt Check	09/15/2015	47505	Penguin Random House LLC	67.50
Bill Pmt Check	09/15/2015	47506	Pioneer Press	26.00
Bill Pmt Check	09/15/2015	47507	Quality Books Inc.	2,077.07
Bill Pmt Check	09/15/2015	47508	Quill	140.24
Bill Pmt Check	09/15/2015	47509	Recorded Books, LLC	305.60
Bill Pmt Check	09/15/2015	47510	Specialty Store Services	81.19
Bill Pmt Check	09/15/2015	47511	Unique Management	35.80
Bill Pmt Check	09/22/2015	47512	Art Excursions, Inc.	285.00
Bill Pmt Check	09/22/2015	47513	Baker & Taylor	2,358.73
Bill Pmt Check	09/22/2015	47514	Baker & Taylor (video)	10.73
Bill Pmt Check	09/22/2015	47515	Bank of America	4,654.94
Bill Pmt Check	09/22/2015	47516	Blackstone Audio, Inc.	135.00
Bill Pmt Check	09/22/2015	47517	Case Lots Inc.	429.35
Bill Pmt Check	09/22/2015	47518	Cavendish Square	387.99
Bill Pmt Check	09/22/2015	47519	Enablemart	180.42
Bill Pmt Check	09/22/2015	47520	Garvey's Office Products	13.35
Bill Pmt Check	09/22/2015	47521	Lincoln National Life	116.55
Bill Pmt Check	09/22/2015	47522	Midwest Tape	955.67
Bill Pmt Check	09/22/2015	47523	Penguin Random House LLC	157.50
Bill Pmt Check	09/22/2015	47524	PitneyBowes	165.00
Bill Pmt Check	09/22/2015	47525	Quality Books Inc.	580.02
Bill Pmt Check	09/22/2015	47526	Quill	173.38
Bill Pmt Check	09/22/2015	47527	Runco	105.40
Bill Pmt Check	09/22/2015	47528	Team One Repair, Inc.	721.00
Bill Pmt Check	09/24/2015	47529	Adler & Associates	35.22
Bill Pmt Check	09/24/2015	47530	Nationwide Retirement	610.00
Bill Pmt Check	09/24/2015	47531	Vantagepoint	1,308.00
Bill Pmt Check	09/24/2015	47532	Accu-Dry	1,200.00
Bill Pmt Check	09/24/2015	47533	Clarendon Courier	186.00
Bill Pmt Check	09/28/2015	47534	Alarm Financial	72.00

Indian Prairie Public Library District
Account QuickReport
As of September 30, 2015

Type	Date	Num	Name	Amount
Bill Pmt Check	09/28/2015	47535	ALLDATA	1,500.00
Bill Pmt Check	09/28/2015	47536	Alternative Energy Solutions, Ltd.	359.00
Bill Pmt Check	09/28/2015	47537	Baker & Taylor	3,054.55
Bill Pmt Check	09/28/2015	47538	Baker & Taylor (video)	57.62
Bill Pmt Check	09/28/2015	47539	BCBS	9,338.42
Bill Pmt Check	09/28/2015	47540	Bengal Electric Inc.	183.79
Bill Pmt Check	09/28/2015	47541	Call One	510.17
Bill Pmt Check	09/28/2015	47542	CDW Government	169.57
Bill Pmt Check	09/28/2015	47543	Center Point Large Print	95.43
Bill Pmt Check	09/28/2015	47544	Chicago Tribune	250.25
Bill Pmt Check	09/28/2015	47545	Darien Woman's Club	75.00
Bill Pmt Check	09/28/2015	47546	DuPage County Public Works	1,156.48
Bill Pmt Check	09/28/2015	47547	Filis, April	36.80
Bill Pmt Check	09/28/2015	47548	Garvey's Office Products	52.06
Bill Pmt Check	09/28/2015	47549	Groot Industries, Inc.	224.15
Bill Pmt Check	09/28/2015	47550	Kroeschell Service	507.50
Bill Pmt Check	09/28/2015	47551	Midwest Tape	980.95
Bill Pmt Check	09/28/2015	47552	Penguin Random House LLC	145.00
Bill Pmt Check	09/28/2015	47553	Principal Life Insurance Company	442.07
Bill Pmt Check	09/28/2015	47554	Quill	469.29
Bill Pmt Check	09/28/2015	47555	Rogers Vending	75.00
Bill Pmt Check	09/28/2015	47556	Willowbrook/Burr Ridge Chamberof Commer	50.00
Bill Pmt Check	09/28/2015	47557	Wlosinski, Maria	12.66

Total 10121 - Checking JP Morgan Chase
TOTAL

84,681.95
84,681.95

Bills for approval – Electronic Payments & Automatic Withdrawals

September 2015

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	09/11/2015	19,728.66
ILDOR-State	Payroll taxes	09/11/2015	2,597.27
EFTPS-Federal	Payroll taxes	09/25/2015	19,056.94
ILDOR-State	Payroll taxes	09/25/2015	2,496.70
IMRF	Payroll Pension	09/30/2015	19,659.90
DAC	Deposit to HRA	09/02/2015	1,700.00
Nicor	Gas	09/17/2015	514.42
US Bank	Credit Card Fee	09/02/2015	223.14
Hinsdale Bank	Fee-Direct Deposit	09/02/2015	25.00

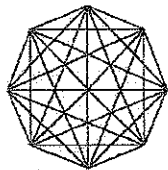
ORDINANCE #2015-6

AN ORDINANCE APPROVING PROPOSED AMENDMENTS TO THE
LIMRiCC BY-LAWS AND INTERGOVERNMENTAL AGREEMENTS

I hereby certify that the Board of Trustees at a meeting of the Library Board conducted in conformity with the Illinois Open Meetings Act on the 21st day of October, 2015, approved the proposed amendments to the LIMRiCC By-laws and Intergovernmental Agreements as described in LIMRiCC's letter to the Library dated September 8, 2015 and fully set forth in the Final Draft By-laws and Intergovernmental Agreement for the following pool which the Library is a member of: The Unemployment Compensation Claim Program (UCGA).

Signature of the President of the Indian Prairie Public
Library District

Date _____



LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC)
PO Box 1016, Orland Park, Illinois 60462 Phone: 708-790-2807

September 8, 2015

Dear LIMRiCC Members:

The following is an explanation of proposed substantive amendments to the LIMRiCC By-laws and Intergovernmental Agreement. The LIMRiCC Board made updates to the LIMRiCC By-Laws and Intergovernmental Agreement ("IGA") on August 25, 2015. Any amendment that impacts the vested contractual right of LIMRiCC members cannot be implemented without the consent of the member. Therefore, the amended IGA and By-Laws are being sent to each member for approval. The Board met with LIMRiCC's Attorney and LIMRiCC's Broker, Assurance Agency, on July 21, 2015 to discuss the proposed amendments to reflect that the health insurance offered through the current Purchase of Health Insurance Program ("PHIP") will change from a fully insured product to a self-insured product effective December 1, 2015 for the plan year starting on January 1, 2016. As we have previously notified you, the changes are required by Blue Cross/Blue Shield as well as due to the Affordable Care Act. Each proposed substantive amendment impacting a LIMRiCC member is explained in the attached document.

In order to implement the proposed amendments your Board needs to pass a resolution (if you are a municipal library or system) or an ordinance (if you are a district library) in agreement with these proposals and have the President of the Board sign page 4 of this letter. In addition, please complete the top half of page 35 and 37 of the new Intergovernmental Agreement. Pages 36 and 37 are a separate resolution that authorizes the President and Secretary to sign the Intergovernmental Agreement. Both Documents should be returned no later than December 1, 2015 to:

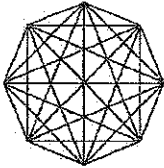
LIMRiCC
Attn: April Krzeczkowski
PO Box 1016
Orland Park, IL 60462

Please complete this process at your September, October or November Board Meeting. If you have any questions please give me a call at 708-790-2807 or send an email to limricc.april@comcast.net. Thank you for working with us to complete this complicated but necessary project to keep LIMRiCC meeting the needs of its members.

Please note that your library is currently only part of LIMRiCC's Unemployment Compensation Claim Program ("UCGA"). Signing the new Intergovernmental Agreement is a necessary formality however no changes have been made to the UCGA program, and the amendments to the IGA impact only the health insurance pool, now called the Employee Benefit Insurance Program. As a member of LIMRiCC you are affected by the first By-law amendment change listed on the attached document pertaining to the composition of the Board of Directors.

Sincerely,

April Krzeczkowski
Executive Director



Explanation of Proposed Substantive Amendments to LIMRiCC By-laws and Intergovernmental Agreement

By-laws:

Article IV: Directors and Officers

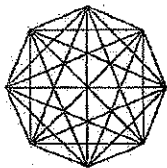
- Currently the LIMRiCC Board of Directors consist of five (5) Board Members At Large. Representatives from Members of LIMRiCC are eligible to run for election for the position of Board Member At Large. Only one representative from any one Member may be elected to the Board. A representative may be a trustee, library director, executive director or his/her designee.
- In addition to the above, representatives from Members participating in the Self-Insured Health Insurance Plan under LIMRiCC's Employee Benefits Program (formally PHIP) must always make up a majority of the Board Members At Large.
- The amendment addresses the need of adequate Employee Benefits Program representation on the LIMRiCC Board.

Article IV: Directors and Officers

- Currently, PHIP membership contributions and benefit changes are determined by a majority vote by PHIP members at PHIP's annual renewal meeting.
- A majority of all Board members shall be required to approve (a) the Membership Contributions and (b) the PHIP and SHIP benefits at its September Board meeting (Membership Contributions, PHIP and SHIP are defined as set forth in LIMRiCC's Intergovernmental Agreement).
- This proposed change is necessary to ensure that educated decisions are made in order to protect the Employee Benefits Program (formally PHIP).

Article IV: Directors and Officers

- As part of or in addition to its regular meetings, the Board of Directors shall hold a Spring Renewal Meeting (as that term is defined in LIMRiCC's Intergovernmental Agreement) no later than May 31st of each year and a Fall Renewal Meeting (as that term is defined in LIMRiCC's Intergovernmental Agreement) no later than October 15th of each year.
- This proposed change is to ensure that members of the Employee Benefits Program (formally PHIP) are informed of benefit changes and members' responsibilities.



LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC)
PO Box 1016, Orland Park, Illinois 60462 Phone: 708-790-2807

Article V: Power of Directors

- Deleting "Program of Purchase of Health Insurance" and replacing it with "Employee Benefit Insurance Program."

Article VII: Programs of Insurance and/or Self-Insurance

- Adding the following language: "LIMRiCC may also organize and operate a self-insured health insurance plan for the benefit of its Members."

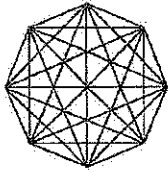
Article VIII: Fiscal Year – Budget

- Adding the following language: "Notwithstanding anything to the contrary herein, the procedures outlined in the LIMRiCC Intergovernmental Agreement for the Employee Benefit Insurance Program shall control for purposes of determining the amounts paid by members under said program."

Intergovernmental Agreement:

Article III – Employee Benefit Insurance Program

- The Joint Purchase of Health Insurance Program (PHIP) has been renamed the "Employee Benefit Insurance Program" and its provisions allow for the operation of a self-insured plan along with other benefits currently provided as part of the Joint Purchase of Health Insurance Program. The PHIP part of the Program provides for life insurance, accidental death and dismemberment, employee assistance program, dental insurance and vision insurance. The SHIP part of the program provides for the health insurance, which will now be provided through a self-insured plan. This Article has been completely rewritten to address the issues related to providing a self-insured plan.
- These proposed changes are necessary because the health insurance offered through the current Purchase of Health Insurance Program (PHIP) will change from a fully insured product to a self-insured product effective December 1, 2015 for the plan year starting January 1, 2016.
- The members will pay Member Contributions, which consist of an Administration Fee, PHIP Benefit Fee, and SHIP Benefit Fee. The Board will approve the fees. (See Paragraphs C, D, E and F of Article III).
- If the SHIP account is in jeopardy of not being able to pay claims or does not have a balance of approximately 6 months of regular and ordinary claims, the Board may increase the SHIP fee, after providing 14 days' written notice to members.
- Members must follow the requirements for employee qualifications (a full-time employee of a member or part-time working a minimum of 20 hours per week and with one year of service for PHIP and a full-time employee working a minimum of 30 hours per week for SHIP) and provide documentation to LIMRiCC of its policy and/or relevant sections of its employee manual regarding these benefits by January 15 of each year. Members also must provide a monthly list



LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC)
PO Box 1016, Orland Park, Illinois 60462 Phone: 708-790-2807

of new employees, newly eligible employees, terminated employees or those with another qualifying event by the tenth of the month. (See Paragraph I of Article III).

- Claims will be administered by a third-party administrator. Currently, the third-party administrator is Blue Cross/Blue Shield. (See Paragraph J of Article III).
- There will be two mandatory meetings each year in the Spring and Fall regarding the Program. Members must attend either in person or via electronic means. The Board will make a decision regarding all fees at its September meeting. (See Paragraph K of Article III).
- Late fees will be assessed in accordance with Paragraph M of Article III.
- Termination provisions are covered by Paragraph O of Article III, and members must provide 120 days notice of termination and members must pay member contributions for a 90-day period after termination.

Ordinance/Resolution

I hereby certify that the Board of Trustees at a meeting of the Library Board conducted in conformity with the Illinois Open Meetings Act on the _____ day of _____, 2015, duly adopted an Ordinance/Resolution approving the proposed amendments to the LIMRiCC By-laws and Intergovernmental Agreements as described in LIMRiCC's letter to the Library dated September 8, 2015 and fully set forth in the Final Draft By-Laws and Intergovernmental Agreement for the following pools which the Library is a member of: (check applicable programs)

 X THE UNEMPLOYMENT COMPENSATION CLAIM PROGRAM ("UCGA")

_____ EMPLOYEE BENEFIT INSURANCE PROGRAM

(Signature of the President of the _____ Library)

Date: _____, 2015.

Amended effective December 1, 2015

**BY-LAWS
OF THE
LIBRARY INSURANCE
MANAGEMENT
AND
RISK CONTROL COMBINATION
("LIMRiCC")**

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BY-LAWS
OF THE
LIBRARY INSURANCE MANAGEMENT
AND
RISK CONTROL COMBINATION
("LIMRiCC")

Article I. Change of Name

The name of LIMRiCC shall be changed to Library Insurance Management and Risk Control Combination. The Library Insurance Management and Risk Control Combination ("LIMRiCC") is an intergovernmental entity voluntarily established by contracting Library Systems, including the Metropolitan Library System, Boards of Library Trustees, Library Districts and Intergovernmental Entities that provide services to Public Libraries, Library Districts and Library Systems (Members).

**Article II. Purpose - Limitation of Participation —
The Previous Programs**

The purpose of LIMRiCC is to provide conventional insurance coverage and/or self-insurance for claims against its Members, including any one or more of the following types of insurance coverage:

- Building and
- Contents General
- Liability
- Automobile Liability
- Errors and Omissions
- Unemployment
- Compensation Worker's Compensation
- Boiler and Machinery

It is the purpose of the Members of LIMRiCC to obtain through LIMRiCC conventional insurance coverage and/or self-insurance coverage under one or more of the Programs described in the By-laws of LIMRiCC as in effect from time to time. Each Member must submit a written application to the Board of Directors for participation in the particular Program or Programs such Member desires. No Member of LIMRiCC shall have any right to participate in or to obtain insurance coverage under any Program of insurance or self- insurance solely by reason of its membership in LIMRiCC: and no insurance company or self-insurance pool shall have any obligation to any Member of LIMRiCC until such Member has been accepted by LIMRiCC and by such insurance company or self-insurance pool (as appropriate) as a participant in a Program of insurance coverage provided by such insurance company or self-insurance pool (as appropriate).

The following Programs have previously been established by agreement between the Suburban Library System, Metropolitan Library System and participating Libraries:

- A. The Unemployment Compensation Program;
- B. The Program providing Joint-Self Insurance;

These Programs established by LIMRiCC are referred to herein as the "Previous Programs."

It is the intent that the Previous Programs be continued through the agreements with LIMRiCC without interruption of coverage and providing credits where indicated from the prior coverage.

All credit balances in Member's accounts under the Previous Programs shall be transferred to the Member's accounts under the LIMRiCC Program. There shall be no interruption of coverage from the Previous Program.

LIMRiCC has also established the Program of Purchase of Health Insurance.

Article III. Authority

LIMRiCC is established pursuant to the intergovernmental cooperation clause as set forth in Article VII, Sec. 10 of the Constitution of the State of Illinois; 5 ILCS 220/1 et seq. and in particular, Sec. 220/6 of the Illinois Compiled Statutes and by the provisions of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 et seq.)

Article IV. Directors and Officers

- A. There is hereby established a Board of Directors of LIMRiCC. The Board of Directors of LIMRiCC shall consist of five (5) Board Members At Large. Representatives from Members of LIMRiCC, as well as any other individual, are eligible to run for election for the position of Board Member At Large, provided however that (a) representatives from Members participating in the Self-Insured Health Insurance Plan under LIMRiCC's Employee Benefit Insurance Program must always make up a majority of the Board Members At Large and (b) only one representative from any one Member may be elected to the Board. A representative from a Member may be a trustee, library director, executive director, or his/her designee.
- B. The call for candidates will be conducted from January 1 to January 31 with the electronic voting election to be held February 15 through March 31. Each Member will have one (1) vote for each slated position. No individual shall serve more than two (2) consecutive terms as Board Member At Large.
- C. The first term for Board Members shall begin on April 1, 2010. For that term, the three Board members who receive the most votes shall

serve for two years and the remaining Board members shall serve for one year. In the event of a tie, the Board Members that shall serve for two years will be determined by lot. The Executive Director or his/her designee shall conduct the process. Thereafter, all Board Members shall serve for two year terms.

- D. The Board shall declare a vacancy in the office of Board Member At Large when an elected or appointed Board Member (i) declines, fails, or is unable to serve, or (ii) no longer holds the position of trustee, executive director/designee or library director/designee for the same LIMRiCC Member. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy. All vacancies shall be filled by appointment by the remaining Board Members until the next regular election of Board members, at which time a Board Member shall be elected for the remainder of the unexpired term, if any.
- E. The Board of Directors of LIMRiCC shall appoint from among their number a Chairman, Vice Chairman, Secretary and Treasurer. The Board of Directors may also appoint additional officers and assign duties to them.

The Chairman shall preside at all meetings of the Board of Directors. The Chairman may request information from any officer or the Board of Directors of LIMRiCC or any employee or independent contractor of LIMRiCC. The Chairman shall vote on all matters that come before the Board. The Chairman shall have such other powers and duties as are set forth in these By-laws and as he may be given from time to time by action of the Board.

The Vice Chairman shall carry out all duties of the Chairman during the absence or inability of the Chairman to perform such duties and shall carry out such other functions as are assigned from time to time by the Chairman or the Board of Directors.

The Treasurer shall have charge and custody and shall be responsible for all funds and securities of LIMRiCC; receive and give all receipts for monies due and payable to LIMRiCC from any source whatsoever; deposit all such monies in the name of LIMRiCC in such banks, savings and loan associations or other depositories as shall be selected by the Board of Directors; invest the funds of LIMRiCC as are not immediately required in such investments as the Board of Directors shall specifically or generally select from time to time; and maintain the financial books and records of LIMRiCC; provided, however, that all investments of LIMRiCC funds shall be made only in the manner permitted to an Illinois tax-supported public library. The Treasurer shall, in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the Board of Directors. In performing these duties, the

Treasurer shall work with LIMRiCC staff and/or any individual or entity that contracts with LIMRiCC to provide accounting and/or related services.

The Treasurer shall account for each separate program of insurance separately and shall keep a record of the account balances in each program for each participant.

The Secretary shall keep the official records of LIMRiCC. The Secretary shall see to the keeping of the minutes of meetings of LIMRiCC and shall see to the sending of all notices required by these By-laws and shall carry out other clerical duties of LIMRiCC.

- F. LIMRiCC shall purchase a bond in sufficient amount as determined by the Board of Directors to assure the fidelity of the Chairman and Vice Chairman of the Board, the Treasurer and any other officer or employee who shall have the right to authorize the transfer or payment of LIMRiCC funds. The Board of Directors, by motion, may increase or decrease the amount of such bonds or change the persons covered.
- G. A quorum shall consist of a majority of the Board of Directors. Except as provided in Paragraph H below, or elsewhere in these By-laws, a simple majority of a quorum shall be sufficient to pass upon all matters.
- H. A greater vote than a majority of a quorum shall be required to approve the following matters:
 1. The Board of Directors may establish one or more rules requiring approval by a vote greater than a majority of a quorum; provided, however, that such rules may only be established by a greater than a majority vote at least equal to the greater than majority percentage stated within the proposed rule;
 2. The admission of a new Member shall require a two-thirds (2/3) vote for approval by Board of Directors;
 3. Any amendment of these By-laws shall require a two-thirds (2/3) vote for approval by Board of Directors; provided, however, no amendment shall have the effect of depriving a member of a vested contractual right without the consent of the Member.
 4. Termination of LIMRiCC shall require a two-thirds vote for approval by Board of Directors (Article X).
- I. A majority of all Board members shall be required to approve (a) the Membership Contributions and (b) the PHIP and SHIP benefits at its September Board meeting (Membership Contributions, PHIP and SHIP are defined as set forth in LIMRiCC's Intergovernmental Agreement).

- J. No one serving on the Board of Directors shall receive any salary from LIMRiCC; provided, however, Directors shall be reimbursed for lawful expenses incurred as officers of LIMRiCC.
- K. Regular meetings of the Board of Directors shall be held, at a minimum, on a quarterly basis, and the Board of Directors shall set a schedule for such regular meetings. As part of or in addition to its regular meetings, the Board of Directors shall hold a Spring Renewal Meeting (as that term is defined in LIMRiCC's Intergovernmental Agreement) no later than May 31st of each year and a Fall Renewal Meeting (as that term is defined in LIMRiCC's Intergovernmental Agreement) no later than October 15th of each year. Special meetings may be called by the Chairman or by any other three (3) Directors on notice to the Chairman. At least four (4) days prior written notice of regular or special meetings shall be given to all Directors and an Agenda specifying the subject of any special meeting shall accompany such notice. Such notice may be given by electronic mail or U.S. mail.

Article V. Power of the Board of Directors

A. The Board of Directors shall determine the general policy of LIMRiCC, which policy shall be followed by all LIMRiCC officers, agents, employees and independent contractors employed by LIMRiCC. Subject to the specific limitations herein, the Board of Directors shall have the responsibility for:

- 1. Hiring LIMRiCC agents, employees, attorneys, fund managers, consultants and other independent contractors.

LIMRiCC staff is designated to manage the LIMRiCC programs, provided the annual compensation for these services shall not exceed the following without the consent of fifty percent (50%) of the Members:

The Unemployment Compensation Program as set forth in the Intergovernmental Agreement

The Self-Insurance Program \$12,000.00

Employee Benefit Insurance Program as set forth in the Intergovernmental Agreement

Setting of compensation for all persons, firms, corporations and attorneys employed by LIMRiCC;

- 2. Except as otherwise provided, making payment for expenses of LIMRiCC from particular funds which the expenses are applicable;

3. Setting fidelity bond requirements for officers, employees or other persons;
4. Determining that subject to Article IV, E: Approval of alterations, amendments or repeal of the By-laws and adoption of new By-laws; provided, however that no such alteration, amendment or repeal shall change the purpose of LIMRiCC as stated in Article II above;
5. Approving of the acceptance of new Members and the expulsion of Members, including the execution of agreements for insurance coverage and/or self-insurance coverage with Boards of Library Trustees, Library Districts, Library Systems, Public Libraries and Intergovernmental Entities that provide services to Public Libraries to facilitate the centralized administration and payment of claims;
6. Approving of the participation of Members in the Program or Programs of insurance coverage selected by the respective Members;
7. Approving and amending the annual budget of LIMRiCC;
8. Approving the educational and other programs relating to risk reduction;
9. Approving of reasonable and necessary loss reduction and prevention procedures that must be followed by all Members;
10. Purchasing of insurance;
11. Paying of Claims;
12. Setting premiums for coverage;
13. Providing other powers hereinafter set forth;
14. Paying the expenses of operation;
15. Approving other matters incidental to the foregoing;
16. Including LIMRiCC and its officers and employees in the LIMRiCC Programs;
17. Making assessments against Members as provided by Agreement;
18. Approving additional contracted services to be performed by LIMRiCC staff for other libraries, intergovernmental entities and governmental entities and the revenue from such services will be used to keep overall administrative costs lower for all LIMRiCC members.

Article VI. Liability of LIMRiCC, Its Officers and Directors

The members of the Board of Directors and the officers and employees of LIMRiCC shall use ordinary care and reasonable diligence in the exercise o their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of LIMRiCC funds or failure to invest. They may participate in indemnification and self insurance programs. No Director, officer or employee shall be liable for any action taken or omitted by any other Director or officer.

The liability of LIMRiCC, its officers and Directors is limited solely to the proceeds of payments of Members and proceeds of any insurance provided by LIMRiCC. The funds of each insurance program, i.e. those established under Articles IX, X and XI of the Intergovernmental Agreement are to be kept separate and accounted for' separately. Claims in each such separate insurance program are limited to the funds of that separate program.

If any claim or action not covered by insurance is instituted against a Director, officer or employee of LIMRiCC allegedly arising out of an act or omission occurring within the scope of his or her duties, LIMRiCC shall at the request of them:

- A. appear and defend against the claim or action; and
- B. pay or indemnify the Director, officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
- C. pay or indemnify the Director, officer or employee for a compromise or settlement of such claim or action providing the settlement is approved by the Board of Directors of LIMRiCC.

The term Director, officer or employee shall include former Directors, officers and employees. This indemnification resolution shall not apply if the Board of Directors finds that the claim or action is based on malicious, willful or criminal misconduct. In such case the action to be taken by the Board of Directors will be determined after an investigation of the facts.

Article VII. Programs of Insurance and/or Self-Insurance

LIMRiCC may purchase insurance policies from insurance companies having a Certificate of Authority issued by the Department of Insurance of the State of Illinois. LIMRiCC may also provide risk-management services, administer and jointly support a risk management program, establish a risk-management pool, and provide services for processing and defending unemployment and worker's compensation claims.

LIMRiCC may also organize and operate a self-insured health insurance plan for the benefit of Members.

Article VIII. Fiscal Year — Budget

- A. The fiscal year of LIMRiCC shall commence on July 1 and end on June 30;
- B. During the last quarter of each fiscal year, the Board of Directors of LIMRiCC shall approve a preliminary budget for the administration of each Program for the next fiscal year. Copies of the preliminary budget shall be sent to each Member via electronic mail, and the Board of Directors shall set a hearing date on the budget at which time all Members of LIMRiCC will be given an opportunity to be heard. The preliminary budget shall set forth the method by which payments of Members are to be determined for the following fiscal year. After the public hearing and before the end of the fiscal year, the Board of Directors shall approve a final budget that will include the amounts of the annual payments to be made by each Member. Failure of the Board of Directors to approve a preliminary or final budget within these time limits shall not relieve the Members of the obligation to make annual or supplementary payments to LIMRiCC as hereinafter provided. Notwithstanding anything to the contrary herein, the procedures outlined in the LIMRiCC Intergovernmental Agreement for the Employee Benefit Insurance Program shall control for purposes of determining the amounts paid by members under said program.
- C. Funds shall be audited annually after June 30.

Article IX. Notices

All notices of claims or any other notice required to be given pursuant to these By-Laws, shall be sent by certified mail and shall be addressed to:

LIMRiCC
PO Box 1016
Orland Park, IL 60462
Attention: Executive Director

and to:

Member Library
[Address of the main library building]
Attention: Head Librarian

Article X. Termination of Agency

By two-thirds vote for approval of the Board of Directors and on six (6) months' notice prior to June 30 of any year, LIMRiCC may be terminated and dissolved. This dissolution and termination shall have the same effect on the programs set forth as if LIMRiCC had terminated the Agreement as to each individual Member. The termination of LIMRiCC shall not be effective until all outstanding covered claims of Members have been resolved.

Article XI. Amendments

The Board of Directors may, in the following manner, amend the "By-Laws of the The Library Insurance Management and Risk Control Combination (LIMRiCC)" at any time and from time to time add a new provision or change or remove an existing provision:

(a) The Board of Directors shall adopt a Resolution setting forth the proposed amendment and the date on which the amendment is to become effective, and directing that the proposed amendment be submitted to each LIMRiCC Member that will be affected by the proposed amendment.

(b) LIMRiCC shall give to each LIMRiCC Member that will be affected by the proposed amendment written notice of the proposed amendment, including the text of the proposed amendment and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendment. Such notice shall be given not less than 60 days and not more than 90 days before the proposed effective date of the amendment, either via electronic mail or U.S. mail. If mailed, such notice shall be deemed to have been delivered on the second day after the day on which it is deposited in the United States mail, addressed to the Member at its address on the records of LIMRiCC, with postage prepaid.

(c) Each LIMRiCC Member must return its ballot to LIMRiCC on or before 5:00 PM on the proposed effective date of the amendment.

(d) The proposed amendment shall be adopted upon receiving the affirmative vote of at least two-thirds of the LIMRiCC Members entitled to vote on such amendment.

(e) Any number of amendments may be submitted to the LIMRiCC Members and voted upon by them at one time.

(f) A LIMRiCC Member that has timely voted against the adoption of a proposed amendment may, within 60 days after the effective date of the proposed amendment, elect to withdraw from the LIMRiCC Program(s) affected by the new amendment, but only if the amendment materially and adversely affects the Member.

(g) Any LIMRiCC Member that is entitled to elect to withdraw from the LIMRiCC Program(s) in question is precluded from challenging the new amendment that creates the right of withdrawal, unless the adoption of the amendment is fraudulent with respect to the Member or with respect to LIMRiCC, or constitutes a breach of a fiduciary duty owed to the Member.

(h) A LIMRiCC Member that is entitled to elect to withdraw may do so only if the Member deliver its written election to LIMRiCC within the said 60-day period.

(i) Notwithstanding anything to the contrary in this Article, the withdrawal of a Member shall not affect any existing claim(s) in favor of LIMRiCC against the withdrawing Member, or in favor of the withdrawing Member and against LIMRiCC.

Amended effective December 1, 2015

**INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK
MANAGEMENT AND AUTHORIZING MEMBERSHIP IN
THE LIBRARY INSURANCE MANAGEMENT AND RISK
CONTROL COMBINATION (LIMRiCC)
AMENDED EFFECTIVE DECEMBER 1, 2015**

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INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL (LIMRiCC)

In consideration of the agreements hereinafter provided, the Board of Trustees of the Indian Prairie Public Library District, hereinafter referred to as "Library" or "Member" and the Library Insurance Management and Risk Control Combination, hereinafter referred to as "LIMRiCC" (an intergovernmental entity voluntarily established by contracting Library Systems, Boards of Library Trustees, Library Districts and Intergovernmental Entities that provide services to Public Libraries, Library Districts and Library Systems), agree as follows:

The Indian Prairie Public Library District agrees to participate in the following Programs (the Programs) with LIMRiCC:

The Unemployment Compensation Claim Program (UCGA);

Employee Benefit Insurance Program

ARTICLE I. THE UNEMPLOYMENT COMPENSATION CLAIM PROGRAM.

A. Findings and Authority.

1. Unemployment claims against Library Districts, Boards of Library Trustees, Library Systems, and Intergovernmental Entities that provide services to Public Libraries, Library Districts and Library Systems can be handled more economically and efficiently if claims are processed on a volume basis.
2. The centralization of administration of these claims is consistent with the goals of the Intergovernmental Cooperation Clause of the Constitution of the State of Illinois (Article VII, Section 10) and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and is further authorized by 820 ILCS 405/1405.

3. The members and LIMRiCC, therefore, agree to the Provisions hereinafter set forth for the centralized management of unemployment compensation claims.

B. Definitions – (Article I).

Unless otherwise indicated, terms used herein are defined as provided in “An Act in Relation to Unemployment insurance” approved June 30, 1937, as amended

“Claims” – The Unemployment Compensation Claims made against the Members.

“Final Rate” is defined as fifteen percent of the Rate. In other words, “Final Rate” = Rate/(1-.15).

“Investment Dividend” is defined as Investment Income, if greater than zero.

“Investment Income” is defined as the Total Dividend minus the Underwriting Dividend.

Where the term “LIMRiCC” is used, it shall include LIMRiCC and any private or public corporation it shall retain to assist in the administration and payment of claims unless the context indicates otherwise.

When the term “Member” is used, it shall refer to any entity participating in the Unemployment Compensation Program.

“Member employee” shall include each employee of the Member covered by the Unemployment Compensation Act.

“Member Experience” is defined as the sum of three years of claims divided by the sum of three years of taxable payroll for each Member. In other words, “Member Experience” = Sum (“3 years of claims”) / Sum (“3 years of taxable payroll”).

“Member Investment Dividend” is defined as the Investment Dividend multiplied by the Premium divided by the total premium. In other words, “Member Dividend” = Investment Dividend * Premium/Total Premium.

“Member Profit” is defined as premium minus claims, where premiums exceed claims.

“Pooled Account” – All assets of LIMRiCC devoted to the Unemployment Compensation Program.

“Pool Experience” is defined as the total of three years of claims divided by the total of three years of taxable payroll for the pool. In other words, “Pool Experience” = Total 3 years of claims / Total 3 years of taxable payroll.

“Pool Profit” is defined as the sum of “Member Profit.”

“The Previous Agreement: - The Unemployment Compensation Agreement between the Member and Metropolitan Library System(formerly Suburban Library System).

“Profitable Members” – means those Members whose premiums exceed claims made.

“Program” – The Unemployment Compensation Program pursuant to this Agreement.

“Rate” is defined as fifty percent of the Member Experience plus fifty percent of the Pool Experience. In other words, “Rate” = ½ x Member Experience + ½ x Pool Experience.

“Reserve Account” – An account to be maintained at \$1,000,000 subject to temporary reductions for payment of mandated claims, and not available for refunding except on the termination of the Unemployment Compensation Program.

“Underwriting Dividend” is defined as the Underwriting Income, if greater than zero.

“Underwriting Income” is defined as the total premiums subtracting the total claims.

C. Agreements of Members.

1. To designate LIMRiCC to process the claims of the Member.
2. That LIMRiCC may contract with private or public corporations for assistance in the processing of claims and the member will share in the cost of administering and paying the claims as provided in this contract.
3. That each year this Agreement is in effect, each Member shall pay to LIMRiCC:
 - (a) The Rate multiplied by the wage base set by the State of Illinois; and
 - (b) The Final Rate, as defined herein.

The Member shall make these payments in equal quarterly installments due on the 15th day of April, July, October and January of each year.

4. At such time as merit rating is established for the Member, as hereinafter provided, the above payments shall be adjusted accordingly.
5. To elect to be a reimbursing employer during the term of this Agreement.
6. That appropriate personnel of the Member will attend meetings conducted by LIMRiCC regarding procedures to reduce claims and that the Member will utilize these procedures.
7. To cooperate in all respects with LIMRiCC so that it can exercise the rights, duties and obligations of the Member as an employer concerning claims.
8. To provide LIMRiCC with information regarding the facts and circumstances of the termination of any of the Member employees within one working day from termination.
9. To furnish LIMRiCC with copies of all reports of Member employees required by the State pursuant to the Unemployment Compensation Act.
10. To permit inspection and audit of Member payroll records by LIMRiCC at such times as the inspection or audit does not interfere with the conduct of business. The Member will provide LIMRiCC with a copy of the quarterly report of Member employees.
11. To comply with such other reasonable rules and regulations as may be established by LIMRiCC for the administration of the Agreement.
12. To permit LIMRiCC to elect not to protest or object to claims or file appeals for allowed claims, provided that the Member shall have the option to defend the claims itself if LIMRiCC elects not to defend. The Member must notify LIMRiCC within two (2) working days of the receipt of the claims, but not later than the due date of any protests, objections or appeals to such claims, if the Member wishes to exercise its option to defend the claims. If the Member has timely notified LIMRiCC of the Member's exercise of this option, LIMRiCC will advise the Member within two (2) working days of the receipt of the claim by LIMRiCC, but not later than the due date.

of protests, objections, or appeals to such claims, if LIMRiCC elects not to defend.

13. To furnish LIMRiCC, or its designee, notice of claims within two working days of the receipt of the claims by the Member, but not later than the due date of any protests, objections or appeals to such claims. In addition, the Member will furnish LIMRiCC such information regarding the claims as LIMRiCC may require.
14. To furnish a power of attorney or similar authority to the agent processing claims on behalf of LIMRiCC.

D. Powers and Duties of LIMRiCC.

The powers and duties of LIMRiCC are as follows:

1. To act as the designated agent of the Member in the processing and defending of claims subject to the right of LIMRiCC to delegate these responsibilities as provided herein, and to deposit all payments received pursuant to this Agreement in a separate and distinct bank account to be held, administered and paid over as herein provided. Where funds are available for investment they will be deposited in interest bearing accounts or otherwise lawfully invested.
2. To pay allowed claims against Member employers.
3. To file in the name of and in behalf of Member, protests, objections or appeals to claims that, in the judgment of LIMRiCC, are filed by claimants who are not eligible or who are disqualified pursuant to the Unemployment Compensation Act. LIMRiCC, in its determination, shall exercise that judgment usually exercised by responsible private employers under similar circumstances.
4. To cause an evaluation to be conducted for appropriate Member personnel.
5. To cause training programs concerning the Unemployment Compensation Act to be conducted for appropriate Member personnel.
6. To prepare and file claims for refund where appropriate.
7. To maintain a separate record of the contributions made and the claims paid attributable to each Member, that shall be deducted from the credit balance.
8. To pay the reasonable charges attributable to the services rendered pursuant to this Program from first, the interest earned, and if this is insufficient, from the principal of the fund. These charges shall include, but not be limited to, contract payments for the services for audit expenses, attorneys fees,

equipment, supplies, reimbursement to LIMRiCC for its services and use of its facilities as provided in the BY-Laws of LIMRiCC.

LIMRiCC staff shall manage or contract for services for this Program, provided the annual compensation for these services shall not exceed the Final Rate without the consent of fifty percent (50%) of the Members.

- 9. To set the Rate for each Member as based on the experience of the Pool ("Pool Experience") and the experience of the individual Member ("Member Experience"). The Rate is calculated by adding 1/2 multiplied by the Member Experience to 1/2 multiplied by the Pool Experience. For new members, defined as those with less than three years experience in the Program, the Rate is calculated using the Pool Experience only.
- 10. To set forth as in the same manner as in Paragraph 9, if the evaluation establishes that the Member has a deficit balance, a merit rating may be established in excess of 2% but no more than 5%.
- 11. To authorize LIMRiCC at its option purchase insurance from the Pooled Account to cover claims.
- 12. To pay for Members who have participated in the Unemployment Compensation Program for ten (10) or more years [including the Program of Metropolitan Library system (formerly Suburban Library System)], LIMRiCC shall make refunds of funds on hand in the Pooled Account in excess of \$1,000,000 as follows:
 - a. Underwriting Dividends and Member Investment Dividends shall be calculated based on audited, fiscal year-end figures.
 - b. Annually by the end of the second quarter of the fiscal year, Underwriting Dividends shall be paid to those Profitable Members based on the amount of underwriting profit generated by Profitable Members as long as the Pooled Account has funds in excess of \$1,000,000. Underwriting Dividends shall be calculated based on the Underwriting Income for Profitable Members. Each Profitable Member's underwriting is calculated by multiplying the Underwriting Dividend by the Member Profit divided by the Pool Profit. This dividend will count towards the Member's account balance.
 - c. Annually by the end of the second quarter of the fiscal year, Member Investment Dividends shall be paid to all Members as long as the Pooled Account has funds in excess of \$1,000,000. Each Member's Investment Dividend shall be calculated by multiplying the Investment Dividend by the premium divided by total premium. This dividend will not count towards the Member's account balance.

E. Period of Coverage, Withdrawal and Termination.

1. The initial coverage provided by LIMRiCC shall include all claims by members for persons whose employment is terminated by such Member during the period from July 1, 1993, through December 31, 1993. Coverage shall be continued from year to year thereafter, on a calendar year basis, unless terminated as provided herein. In the event of termination by a Member, assets remaining in the Member's account and reserve account shall not be refunded. Members terminating with a deficit balance shall reimburse LIMRiCC for the deficit. Either party may terminate its participation in the Pooled Account pursuant to this Agreement by giving written notice at least ninety (90) days prior to December 31 of any year this Agreement is in effect and the withdrawal will then be effective as of December 31 of the year of withdrawal.
2. LIMRiCC shall continue to cover all claims of the Member's employees whose employment was terminated by the Member during the period this Agreement is in effect, provided the member is not in default; and provided further the Member shall pay any deficit in its account in the Pooled Account. A default in payment by the Member shall be deemed termination by the Member and LIMRiCC shall not cover claims made after the default.

F. Prior Coverage – The Previous Agreement.

Members account balances and merit ratings in the previous agreement with Metropolitan Library System (formerly Suburban Library System), shall be transferred to LIMRiCC and credited to the member's account balance in this LIMRiCC program. There will be no interruption of coverage in the transition from the Previous Agreement.

The coverage for Members with account balances and merit ratings pursuant to the previous Agreement with Metropolitan (formerly Suburban Library System) shall include all claims of such Members for persons whose employment with such Member or with any other employer is terminated prior to June 1, 1993.

ARTICLE II. THE SELF-INSURANCE PROGRAM.

A. Purpose.

It is the purpose of this Self-Insurance Program to create an intergovernmental joint self-insurance program (the "Program") with LIMRiCC, Library Districts, Boards of Library Trustees, Library Systems and Intergovernmental Entities that provide services to Public Libraries, Library Districts and Library Systems (the "Members") under the terms

and conditions hereinafter set forth, with LIMRiCC as the administrative entity to operate the Program. It is the purpose of the Member to contract with LIMRiCC and to assume joint liability under a joint self-insurance program as a Member.

B. Authority.

The agreements between LIMRiCC, and the Members are authorized by the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution Act; 5 ILCS 220/1; and by the provisions of the Local Governmental and Governmental Employees Tort Immunity Act. (745 ILCS 10/1-101 et seq.)

C. Definitions (Article II).

1. "Member" shall mean any Library District, Board of Library Trustees, Library System or Intergovernmental Entity that provides services to Public Libraries, Library Districts and Library Systems which has executed an agreement which is accepted by LIMRiCC for joint self-Insurance on substantially the same terms as this Agreement.
2. "Insured" shall mean a Member and all persons who were, now are, or shall be elected or appointed officials of such Member. The term "Insured" shall include the personnel of any commissions, boards or other units operating by and under the jurisdiction of such Member. The term "Insured" shall not include independent contractors.
3. The term "insured" shall also include the estates, heirs, legal representatives or assigns of deceased persons who are already defined as an Insured.
4. "Wrongful Act" shall mean any actual or alleged error or misstatement, or misleading statement, or act or omission or neglect or breach of duty, including misfeasance, malfeasance and nonfeasance, by an Insured, as a public official, employee or volunteer of the Member.
5. "Loss" shall mean any amount which an Insured is legally obligated to pay or which the Member shall be required by law to pay as indemnity for any claim or claims made against an Insured for Wrongful Act and shall include but not be limited to damages, judgments, settlements, costs of investigation and defense of legal actions (excluding from such costs the salaries of officials or employees of the Member of any governmental body), claims or proceedings and appeals therefrom, costs of attachment or similar bonds; provided always, however, such amount of Loss shall not include fines or penalties imposed by law or the cost of investigation or defense in connection therewith or matters which may be deemed

uninsurable under the law pursuant to which this Agreement shall be construed.

Subject to Article II, E, punitive damages, to the extent permitted by law, shall be insured as a Loss.

- 6. The "Term of the Agreement" shall mean the term of coverage provided in the Prior Self-Insurance Agreement. If there is no Prior Self-Insurance Agreement, then the Term of Agreement shall be the period of one (1) year following effective date of this Agreement. The Term of the Agreement shall be extended for additional 12 month periods unless terminated by 60 days notice prior to the expiration date by either party provided payment has been made by the member prior to the commencement of the extended term.
- 7. The "Prior Self-Insurance Agreement" shall mean the previous self insurance agreement with the Metropolitan Library System (formerly Suburban Library System) and the Pool. There shall be no interruption of coverage in the transition from the Prior Self-Insurance Agreement.

D. Insuring Agreement.

- 1. LIMRiCC will pay (solely from the proceeds of payments from the members) on behalf of the Member all Loss which the Insured shall be legally obligated to pay for any civil claim or claims first made against the Insured because of a Wrongful Act, provided that the claim is first made during the Term of the Agreement and written notice of said claim is received by LIMRiCC during the Term of the Agreement or within thirty (30) days thereafter.
- 2. LIMRiCC (solely from the proceeds of payments from the Members) will pay the Insured's defense costs arising out of claims, demands or actions seeking relief or redress from Wrongful Acts in any form other than money damages. The maximum amount of recovery under this extension is One Hundred Thousand Dollars (\$100,000.00) for any such claim, less the One Thousand Dollar deductible, provided that the claim is first made during the Term of the Agreement and written notice of said claim is received by LIMRiCC during the Term of the Agreement or within thirty (30) days thereafter.
- 3. Extensions. This Agreement shall cover Loss arising from any civil claim or claims made against the estates, heirs, legal representatives or assigns of deceased persons who were Insured at the time of the Wrongful Act upon which such civil claim or claims are based.

E. Exclusions.

Subject to Article II-H.5.

LIMRiCC shall not make payment for Loss in connection with any claims made against the Insured allegedly based upon or arising out of one or more of the following:

1. Gaining any personal profit or advantage to which the Insured was not legally entitled;
2. The return by an Insured of any remuneration in fact paid to the Insured if payment of such remuneration shall be held by the court to be in violation of law;
3. Brought about or contributed to by the dishonest acts of the Insured, which were committed by the Insured with actual dishonest purpose and intent and were material to the cause of action.
4.
 - (a) any damages, whether direct, indirect or consequential, arising from, or caused by bodily injury, sickness, disease or death;
 - (b) loss or criminal abstraction of, damage to or destruction of any tangible property or the loss of use of such property by reason of the foregoing;
5.
 - (a) false arrest, assault, battery, detention or imprisonment; or malicious prosecution;
 - (b) defamation, including, but not limited to, libel or slander;
 - (c) a publication or utterance in the course of or related to advertising, broadcasting or telecasting activities by or on behalf of the Member;
 - (d) wrongful entry or eviction or other invasion of the right of private occupancy.
6. "Willful and wanton conduct," meaning a course of action which shows an actual or deliberate intention to cause harm or that, if not intentional, shows an utter indifference to or conscious disregard for the rights of others;
7. The discharge, dispersal, release or escape or saturation of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases,

waste materials, asbestos or other irritants, contaminants or pollutants into or upon land, the atmosphere or any watercourse or body of water, or any object, whether sudden or not;

- 8. (a) asbestos or any asbestos-related injury or damage; or
 - (b) any alleged act, error, omission or duty involving asbestos, its use, exposure, presence, existence, detection, removal, elimination or avoidance; or
 - (c) the use, exposure, presence, existence, detection, removal, elimination or avoidance of asbestos in any environment, building or structure.
- 9. Based upon, arising out of, directly or indirectly resulting from or in consequence of, or in any way involving actual, alleged or threatened nuclear reaction, radiation, contamination, materials or waste, regardless of the cause;
 - 10. Prior to pending litigation as of the effective date of this Agreement and excluding as well, all future claims or suits based upon, arising out of or attributable to said prior or pending litigation;
 - 11. A violation of the Americans with Disabilities Act of 1990 as amended from time to time.

The Wrongful Act of any Insured shall not be imputed to any other insured for the purpose of determining the applicability of the foregoing exclusions.

F. Payments by Members – Assessments.

Each Member shall pay LIMRiCC One Thousand Two Hundred Dollars (\$1,200) for the first year of coverage and One Thousand Dollars (\$1,000) for each year of coverage thereafter. Payments are made prior to the term of coverage. Each Member shall receive credit for payments made and coverage pursuant to the Prior Self-Insurance Agreement.

If funds of the Program are insufficient in the judgment of LIMRiCC, then LIMRiCC may assess the Members for additional payments. Each Member shall be assessed an equal amount.

If a 12-month discovery period is elected by the Member pursuant to paragraph H-2, such Member shall pay LIMRiCC Eight Hundred Dollars (\$800.00).

The Members shall pay the first One Thousand Dollars (\$1,000.00) of each Loss.

G. Powers and Duties of LIMRiCC.

LIMRiCC shall have the following powers and duties in the administration of the Program:

- (1) To employ agents, employees and independent contractors including legal counsel;
- (2) To purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the Program;
- (3) To carry out educational and other programs relating to risk reductions;
- (4) To collect the funds and administer the Program;
- (5) To provide risk management services;
- (6) To carry out such other activities as are necessarily implied or required to carry out the purposes of the Program; and
- (7) To work with LIMRiCC staff or to contract for service to manage the Program as provided in the By-laws, provided the annual compensation for these services shall not exceed TWELVE THOUSAND DOLLARS (\$12,000.00)

H. Conditions.

1. Warranty Clause.

It is represented and warranted that the particulars and statements contained in application of the Member included in the prior Self-Insurance Agreement, a copy of which is attached hereto, is reaffirmed as of the inception date of this Agreement and is the basis of this Agreement and is considered as incorporated in and constituting part of this Agreement.

A new application shall be made in the form attached hereto and is subject to review and approval by LIMRiCC.

2. Discovery Period.

If LIMRiCC shall cancel or refuse to renew this Agreement, the Member shall have the right to an automatic extended discovery period upon payment of the additional premium set forth in paragraph F in respect of any claim or claims which may be made against the Insured during the period of twelve (12) months after the date of such cancellation or non-renewal, but only in respect of any Wrongful Act committed during the Term of the Agreement and before the date of such cancellation or non-renewal, provided, however, that written application to LIMRiCC for such extension and payment of the premium therefore must be made within thirty (30) days following such cancellation or non-renewal.

3. Limits of Payment for Losses.

Payment for Losses under Article II, D.1 shall be limited to One Million Dollars (\$1,000,000.00) per occurrence. Pursuant to Article II, F, the One Thousand Dollars (\$1,000.00) to be paid by the Member shall be deducted by LIMRiCC for each loss occurring from separate claim.

4. Loss Provision.

If during the Term of the Agreement or extended discovery period:

- (a) the Member or the Insured shall receive written or oral notice from any person that it is the intention of such person to hold the Insured responsible for the results of any specified Wrongful Act done or alleged to have been done by the Insured while acting in the capacity aforementioned; or
- (b) the Member or the Insured shall become aware of any occurrence which may subsequently give rise to a claim being made against the Insured in respect of any such alleged Wrongful Act;

then Member or the Insured shall, as soon as practicable, give written notice to LIMRiCC of the receipt of such written or oral notice under Clause 4(a) or of such occurrence under Clause 4(b). Upon LIMRiCC's receipt of such notice, any claim which may subsequently be made against the Insured arising out of such alleged Wrongful Act shall, for the purposes of this Agreement, be treated as a claim made during the Term of the Agreement in which such notice was given, or if given during the extended discovery period as a claim made during such discovery period.

The Member or the Insured shall, as further condition precedent to the Insured's right to be indemnified under this Agreement, give LIMRiCC any information and all such cooperation as LIMRiCC may reasonably require and as shall be in the Insured's power.

5. Defense, Settlement and Selection of Counsel.

In the event of a claim, the Insured shall take reasonable measure to protect their interests and shall promptly advise LIMRiCC in the event of a claim. If defense of a suit shall be required, LIMRiCC shall consult with the Insured regarding the appointment of counsel. If there is no agreement on the selection, then LIMRiCC shall appoint counsel.

In the event a claim shall be made that is insured under this Agreement and the claim is combined with another claim arising out of the same occurrence that is excluded under Article II-E, then the insured may select independent counsel for the insured's defense for the excluded claim and LIMRiCC will reimburse the insured for the reasonable expenses of independent counsel.

Subject to the foregoing, no cost of expenses shall be incurred on behalf of LIMRiCC under any circumstances without its consent. In the event the Insured and LIMRiCC cannot agree on the allocation or apportionment of counsel's fees and expenses, then under such circumstances the Insured's right of indemnity for such expenses and fees shall not mature until the claim giving rise thereto has been finally and completely adjudicated and-or settled.

LIMRiCC shall not commit the Member to any settlement without the Member's consent. However, if the Insured shall refuse to consent to any settlement recommended by LIMRiCC and shall elect to contest the claim or continue any legal proceedings in connection with such claim, then subject to the provisions of connection with such claim, then subject to the provisions of Article II, H.3, LIMRiCC's liability for the claim shall not exceed the amount for which the claim could have been settled including costs, charges and expenses incurred with its consent up to date of such refusal.

6. Action Against LIMRiCC.

No action shall lie against LIMRiCC unless as a condition precedent thereto, there shall have been full compliance with all of the terms of this Agreement, and until the amount of the Insured's obligation to pay shall have been finally determined either by judgment against the Insured after actual trial or by written agreement of the Insured, the claimant and LIMRiCC.

Any person or organization or the legal representative thereof who has secured such judgment or written agreement shall thereafter be entitled to recover under this Agreement to the extent of the insurance afforded by this Agreement. No person or organization shall have any right under this Agreement to join LIMRiCC as a party to any action against the Insured, to determine the Insured's liability, nor shall the Pool be impleaded by the Insured or the legal representative of the Insured.

The bankruptcy or insolvency of the Insured or the Insured's estate shall not relieve LIMRiCC of any of its obligations hereunder.

The liability of LIMRiCC shall be limited to the proceeds of payments and assessments of the Members made pursuant to this Article II – Self Insurance pursuant to prior self-insurance Agreement.

7. **Subrogation.**

In the event of any payment under the Agreement, LIMRiCC shall be subrogated to all the Insured's rights of recovery therefore against any person or organization, and the Insured shall execute and deliver such instruments and papers and do whatever else is necessary to secure such rights. The Insured shall do nothing after Loss to prejudice such rights.

8. **Changes.**

The terms of this Agreement shall not be waived or changed except by written endorsement issued to for a part of this Agreement.

9. **Assignment.**

There shall be no assignment of interest under this Agreement.

10. **Authorization Clause and Notices.**

By acceptance of this Agreement, all Insured agree that the Member shall act on behalf of all Insured, officers and employees of the Member with respect to the giving and receiving of notice of claim or cancellation or non-renewal, the payment of premiums and the receiving of any return premiums that may become due under this Agreement. Notice to that individual named in the Application at the address of the member shall also constitute notice to all Insured.

All notices of claims or any other notice required to be given to LIMRiCC under this Agreement shall be in writing and shall be addressed to:

LIMRiCC
P.O. Box 1016
Orland Park, Illinois 60462

11. **Acceptance.**

By acceptance of this Agreement, the Member and the Insured agree that this Agreement embodies all agreements existing between themselves and LIMRiCC relating to joint self-insurance.

12. **Other Insurance.**

If the Member or any Insured has other valid and collectible insurance insuring against a Loss covered by this Agreement, the insurance provided by this Agreement shall be secondary to and shall apply in excess of such other insurance.

I. Cancellation.

This Agreement may be canceled by the Member for itself and its Insured by mailing to LIMRiCC written notice stating when thereafter the cancellation shall be effective.

Subject to Article II, H.2, LIMRiCC may cancel this Agreement and shall thereupon mail to the Member notice stating when not less than sixty (60) days thereafter such cancellation shall be effective. Prior to the effective date of such cancellation, the member shall be given an opportunity to be heard by LIMRiCC. After the hearing, LIMRiCC shall determine whether to affirm or rescind the cancellation. Notwithstanding the foregoing, this Agreement may also be canceled by LIMRiCC upon not less than ten (10) days notice when the cancellation is being effected by reason of the Member's non-payment of premium.

The mailing of notice as aforesaid shall be sufficient proof of notice.

The time of surrender or the effective date and hour of cancellation stated in the notice shall become the end of the Agreement period.

Cancellation shall be subject to the liability of the Member for assessments pursuant to paragraph F, where the assessment results from a claim made prior to the effective date of cancellation. Cancellation by LIMRiCC shall be subject to LIMRiCC's liability, if any, for claims made prior to the effective date of cancellation.

J. Non-Renewal.

If LIMRiCC refuses to renew the Agreement for any additional one-year period, it shall so notify the Member at least sixty (60) days prior to the termination date of the current Agreement. In the absence of such notice, the Member may renew the Agreement each year for an additional one-year period by paying the annual premium prior to the termination date of the current Agreement.

K. Participation In Unexpended Funds.

1. Cancellation.

In the event LIMRiCC cancels the Agreement with a Member, the Member shall receive a pro-rata refund of the amount it has paid for coverage for the period of time that it does not receive coverage. The Member shall also participate in the first five-year

distribution after its cancellation of coverage under the Agreement, to the extent of ten percent (10%) of a five-year Member's distribution for each full year of coverage.

2. Membership for Five or More Years.

Members who have participated for five (5) years shall receive a distribution of unexpended funds within four (4) months after the end of the fifth (5th) year as follows:

<u>Member's Payment to the Fund</u>	X	Unexpended	X	40%
Total Payments to the fund (Less Refunds)		Balance		

After each additional five years of membership, Members who have participated for additional five years of Membership shall receive a distribution of unexpended funds within four (4) months after the end of each fifth year period as follows:

<u>Member's payment to the Fund</u>	X	Unexpended Balance in	X	40%
Total payments to the fund (Less Refunds)		excess of \$2,000,000		

The Member shall be credited for the time of its participation in the Prior Self-Insurance Agreement.

3. On Termination of the Program.

On termination of the Program, all Members participating at that time shall receive a distribution of unexpended funds based on the following formula:

<u>Payments to the Fund (Less Refunds)</u>	X	Unexpended
Payments to all participating Members (at that time) (less refunds)		Funds

Provided, however, distribution will be deferred until all contingent liabilities have been resolved by LIMRiCC.

LIMRiCC reserves the right to establish reserves necessary in its judgment for specific outstanding claims. These reserves shall be deducted from unexpended funds prior to any distribution thereof pursuant to this Paragraph K.

L. Disputes.

Any dispute not resolved by the efforts of the parties shall be adjudicated by filing of a declaratory judgment action in the Circuit Court of Cook County, Illinois. All parties hereto agree that, should such a need arise, every effort will be made to proceed as expeditiously as possible and, further, all parties hereto will submit to jurisdiction and venue in said forum.

M. Prior Coverage.

There shall be no interruption of coverage as a result of the transition from the Prior Self-Insurance Agreement.

The Member's share of unexpended funds in the prior self-insurance agreement as of May 31, 1993, will be transferred by Metropolitan Library System (formerly Suburban Library System) to the Member's share under this LIMRiCC agreement.

The period of time of the member's participation in the prior Self-Insurance Agreement shall be credited to the Member under this LIMRiCC agreement. (Article II-k.2)

ARTICLE III. EMPLOYEE BENEFIT INSURANCE PROGRAM.

A. Purpose.

It is the purpose of this agreement to create a program of LIMRiCC, namely, the Employee Benefit Insurance Program ("Program"). The Program shall consist of two (2) components: (1) the Purchase of Health Insurance Plan ("PHIP") and (2) the Self-Insured Health Insurance Plan ("SHIP").

The creation of the various funds and accounts established as part of this Program are not intended by the Members or LIMRiCC to constitute the transaction of an insurance business within the State of Illinois. The intent of the parties is to separately establish a benefits program and to utilize LIMRiCC to achieve reduced costs of administration and insurance purchases by providing similar services to all Members and to require the Members to pay for and share the costs of such benefits.

1. Purchase of Health Insurance Plan ("PHIP").

Through PHIP, LIMRiCC shall provide for the purchase, on behalf of its Members, of certain insurance coverage for employees, spouses and dependents ("Insured Participants") of Members, under the terms and conditions set forth herein and in the By-Laws of LIMRiCC as in effect from time to time. Through PHIP, LIMRiCC will arrange for the purchase on behalf of Members of various insurance products, including, but not limited to, the following:

- Life Insurance Benefits;
- Accidental Death and Dismemberment Benefits;
- Employee Assistance Program;
- Dental Insurance; and
- Vision Insurance.

By arranging for the purchase of these insurance products on behalf of all Members, LIMRiCC can achieve savings in premiums.

2. Self-Insured Health Insurance Plan ("SHIP").

Through SHIP, LIMRiCC shall provide a self-insured health insurance plan that provides health insurance coverage, including prescription drug coverage, for Insured Participants of Members, under the terms and conditions set forth herein and in the By-Laws of LIMRiCC as in effect from time to time.

By operating a self-insured health insurance plan on behalf of all Members, LIMRiCC can achieve savings in premiums.

B. Authority.

This agreement is authorized by the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution of the State of Illinois; by 5 ILCS 220/6 et seq.; and by the provisions of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 et seq.)

C. Member Contributions.

Members shall be responsible for paying three (3) separate fees to LIMRiCC: (a) the Administration Fee, (2) the PHIP Benefit Fee, and (3) the SHIP Benefit Fee ("Member Contributions"). LIMRiCC will invoice each Member for the amount of Member Contributions due on a monthly basis based on the coverage elected by the Member's Insured Participants. Each Member shall remit its payment of its Member Contributions to LIMRiCC by the due date shown on LIMRiCC's invoice.

D. Administration Fee.

As part of its Member Contribution, each Member shall pay LIMRiCC an administration fee ("Administration Fee"). The purpose of the Administration Fee is to cover the costs and expenses LIMRiCC incurs as the organization that sponsors the Program, such as employee salaries, independent contractor fees, office space, and other institutional costs. The Administration Fee shall not cover the SHIP third-party administrator fees, broker fees, or other fees specific to either PHIP or SHIP, including, but not limited to actuarial fees, legal fees, audit fees, etc. Members shall pay the Administration Fee regardless of whether they have Insured Participants enrolled in PHIP, SHIP, or both.

The Administration Fee shall be comprised of two (2) separate fees: (1) the Base Administration Fee and (2) the Participant Administration Fee.

1. Base Administration Fee.

The Base Administration Fee shall be a set fee per month, regardless of the number of Insured Participants the Member has enrolled in the Program or the number of benefits an Insured Participant receives.

2. Participant Administration Fee.

The Participant Administration Fee shall be \$5.50 per month for each Insured Participant the Member has enrolled in the Program, regardless of the number of benefits an Insured Participant receives.

3. Changes to the Base Administration Fee or Participant Administration Fee.

The Board of Directors has the authority to change any component of the Administrative Fee at any regular meeting of the Board of Directors, provided that all of the Members with Insured Participants of the Program have been provided with thirty (30) days notice of said meeting and of the proposed change to the Base Administration Fee and/or the Participant Administration Fee, which proposed change must be included on the meeting agenda.

E. PHIP Benefit Fee.

The PHIP benefit fee shall consist of the premium cost for each of the PHIP insurance products plus any additional amounts necessary, as determined by the Board of Directors, for expenses and costs associated specifically with each respective insurance product ("PHIP Benefit Fee"). A Member's total PHIP Benefit Fee shall be calculated, for each available PHIP insurance product, by multiplying the number of Insured Participants enrolled in a particular insurance product by the PHIP Benefit Fee for that particular insurance product. The Members shall only pay the PHIP Benefit Fee associated with the insurance products for which its Insured Participants are enrolled.

F. SHIP Benefit Fee.

Members with Insured Participants enrolled in SHIP shall be responsible for paying, as part of its Member Contributions, the premium cost of SHIP Coverage plus any additional amounts necessary for expenses and costs associated with operating SHIP ("SHIP Benefit Fee").

For the initial SHIP plan year, which is calendar year 2016, the SHIP Benefit Fee shall be determined by a majority vote of the Members at the Fall 2015 Meeting.

For all subsequent SHIP plan years, the SHIP Benefit Fee shall be determined by the Board of Directors. To determine the SHIP premium cost, the Board of Directors shall consult with the SHIP third party administrator to obtain a suggested premium amount. To determine all other expenses and costs associated with SHIP, the Board of Directors shall

consult with the Executive Director to determine the appropriate other expenses and costs. The Board of Directors may adjust the suggested premium amount and any other fees or costs, in its discretion, to determine the final SHIP Benefit Fee.

The Board of Directors may adjust the suggested premium amount from the SHIP third party administrator based on prior, current, or anticipated changes to claims, cash flow, and LIMRiCC membership, and any other factor in its discretion. Similarly, the Board of Directors may adjust the suggested expenses and costs based on its discretion. Unless decided otherwise in the Board of Directors' discretion, when determining whether to adjust the suggested premium amount, or any other expenses or costs of SHIP, the Board of Directors shall attempt to maintain a balance in the SHIP Account that is sufficient to pay approximately six (6) months of regular and ordinary claims without receipt of further SHIP Benefit Fees.

In the event that the Board of Directors should fail to approve the amount of the SHIP Benefit Fee for any given plan year, the SHIP Benefit Fee shall be equal to 115% of the total expected cost as provided by the third-party administrator for the SHIP Benefit Fee.

G. Program Fund.

LIMRiCC shall maintain one (1) fund for the Program (the "Program Fund"). The Program Fund shall have separate accounts for PHIP and SHIP (the "PHIP Account" and "SHIP Account" respectively).

1. Withdrawal of Administration Fees.

All Administrative Fees shall be deposited to the Program Fund, and LIMRiCC shall withdraw the Administrative Fees thereafter to pay all appropriate costs and expenses.

2. Initial SHIP Account Balance.

In order to start SHIP, a balance will be required in the SHIP Account to pay claims. As such, LIMRiCC will deposit the current balance of the Purchase of Health Insurance Program, which is approximately \$1.2 million dollars, into the SHIP Account as an initial contribution. During the initial SHIP plan year, the Board of Directors may also require, in its discretion, Members to pay SHIP Benefit Fees for the first two months of the calendar year in advance in order to ensure the SHIP Account maintains a sufficient balance, provided that all of the Members with Insured Participants enrolled in SHIP have been provided with notice of the requirement of the advance payment, which notice shall be provided at the Fall Renewal Meeting. In addition, the Board of Directors will vote on said advance payment at its meeting in December. The meeting agenda will include the advance payment as a motion to be acted on by the Board of Directors.

H. SHIP Supplemental Benefit Fee.

If (a) the SHIP Account is in jeopardy of not being able to pay claims or (b) the SHIP Account balance is not sufficient to pay approximately six (6) months of regular and ordinary claims without further SHIP Benefit Fees, the Board of Directors may increase the SHIP Benefit Fee during a SHIP plan year, provided that all of the Members with Insured Participants enrolled in SHIP have been provided with fourteen (14) days notice of the reason for the increase in the SHIP benefit fee and of the meeting at which the Board of Directors will vote on such increase.

I. Employee Qualification.

Only Qualified Employees may become Insured Participants under the Program. To be a Qualified Employee for PHIP, an individual must be a full-time employee of a Member or be a part-time employee of a Member who works a minimum of twenty (20) hours per week and has one year of service with the Member. To be a Qualified Employee for SHIP, an individual must (a) be a full-time employee of a Member and (b) work a minimum of thirty (30) or more hours per week beginning on January 1, 2016, provided, however, that employees who work less than thirty (30) hours per week may continue to be Qualified Employees if they have been continuously enrolled in health insurance coverage with LIMRiCC prior to the establishment of SHIP. If such an employee terminates participation in SHIP, the employee cannot reenroll unless he/she becomes a full-time employee and works a minimum of thirty (30) or more hours per week at the time of reenrollment.

Members may set stricter requirements for their employees to be eligible for the Program, except that Members are required to provide and pay for life insurance for all full-time employees unless a full-time employee specifically opts out of the life insurance benefit. Members must provide LIMRiCC with documentation of its requirements for eligibility either in the form of a written policy or resolution authorized by the Member's Board and documentation that substantiates that each of its Insured Participants is a bona fide Qualified Employee by January 15 of each year. In addition, each Member is required to provide LIMRiCC with a monthly listing of any new employees, newly eligible employees, terminated employees or any other qualifying event by the tenth of the month.

Members must certify to LIMRiCC that all of its Insured Participants are bona fide Qualified Employees. Each Member agrees to indemnify and defend LIMRiCC for any claims, damages, liabilities, losses, judgments, settlements, taxes, or fines resulting from an employee of the Member being enrolled in the Program without satisfying the requirements to be a Qualified Employee.

J. Claims.

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Any claim for benefits under a PHIP insurance policy shall be made to the insurance company; and if this claim is denied, any appeal therefrom shall follow the insurance company's claims review policy.

Any claims for benefits under SHIP shall be administered by the third-party administrator and any appeal therefrom shall follow the third-party administrator's policy. All claims decisions made by the third party administrator shall be respected by LIMRiCC and final. Each Member agrees to indemnify and defend LIMRiCC for any claims, damages, liabilities, losses, judgments, settlements, taxes, or fines resulting from any claims dispute regarding SHIP benefits or any claims made against LIMRiCC.

K. Mandatory Member Meetings.

LIMRiCC shall hold two (2) mandatory member meetings every year: (1) the Spring Renewal Meeting and (2) the Fall Renewal Meeting. LIMRiCC shall provide fourteen (14) days notice to Members of the agenda and of all matters to be addressed at each mandatory member meeting.

The Spring Renewal Meeting shall be held on or before May 31st of each year to evaluate the operation of the Program and (a) discuss the PHIP insurance products that will be purchased by LIMRiCC on behalf of the Members for the next policy period and corresponding PHIP Benefit Fees and (b) discuss the SHIP benefits for the next policy period, plan changes, if any, and corresponding SHIP Benefit Fees, as well as the status of the SHIP Account and its ability to pay claims.

The Fall Renewal Meeting shall be held on or before October 15th of each year to finalize and vote on (a) the Membership Contributions and (b) the benefits provided by PHIP and SHIP for the following year. A final decision regarding Membership Contributions, PHIP benefits and fees, and SHIP benefits and fees shall be made by a majority vote of the Board of Directors at its September meeting.

Each Member must have at least one (1) representative (Library Director/Administrator, other administrators, or his/her designee) in attendance, either in person or via electronic attendance, both Renewal Meetings. Beginning with plan year 2017, Members will be subject to a \$150 fee for failing to have at least one (1) representative present at a Renewal Meeting, with said fee doubling for each additional Renewal Meeting where at least one (1) representative is not present. If a Member fails to attend all renewal meetings for a period of two (2) years, the Board will terminate the Member from the Program.

The Executive Director or his/her designee shall attend the Renewal Meetings. Each Member may have more than one representative attend.

L. Powers and Duties of LIMRiCC.

The powers of LIMRiCC to perform and accomplish the purposes set forth in this Agreement shall be the following and shall be exercised through the Board of Directors:

1. To purchase PHIP insurance products on behalf of the Members;
2. To organize and operate SHIP, including the hiring of a third party administrator;
3. To determine all necessary fees for the operation of PHIP and SHIP, including any increase or supplemental SHIP fees;
4. To terminate any Member for failure to perform obligations and duties as required by this Agreement or as otherwise permitted;
5. To retain brokers, actuaries, consultants or other professionals, who shall provide faithful performance of their respective duties and responsibilities and shall provide acceptable insurance coverage for errors and omissions;
6. To purchase stop loss or other additional insurance plans to limit the potential liability of LIMRiCC and to include any fees or expenses associated with said additional insurance in the SHIP Benefit fee;
7. To employ agents, employees and independent contractors, including legal counsel;
8. To collect the Membership Contributions from the Members;
9. To recommend to Members programs and educational materials relating to claim management and reduction and to carry out educational and other programs relating to claim management and reduction;
10. To enter into written contracts to procure necessary services, supplies, insurance and/or property necessary to accomplish the purposes of the Program;
11. LIMRiCC shall not be responsible for the validity of any insurance policy issued hereunder, nor for the failure of the insurance company to make the payments provided for under any insurance policy, or for the action of any person which may delay, or render null and void or unenforceable, in whole or in part, any insurance policy issued under this Program; and
12. To carry out such other activities as are necessarily implied or required to carry out the purposes of the Program.

M. Powers and Duties of Members.

It is the responsibility of the Member to select suitable insurance coverages for its employees and their respective spouses and dependents from the coverages available under the Program. The rights and conditions with respect to coverage and benefits under such insurance and the self-insured plan shall be determined by the respective insurance policies

and plan, which policies and self-insured plan documents shall be incorporated herein by reference; and LIMRiCC shall have no liability for insurance benefits under PHIP.

In the event of a conflict between the terms of this Program and (a) the terms of a PHIP insurance policy which is then being used in conjunction with this Program or (b) the terms of the SHIP plan document, the terms of said insurance policy and/or the SHIP plan document shall control as to those Members whose employees, and their respective spouses and dependents are receiving insurance coverage and benefits. For this purpose, the insurance policy and SHIP plan document shall control in defining:

1. The persons eligible for insurance coverage;
2. The dates of their eligibility;
3. The conditions which must be satisfied to become insured, if any;
4. The benefits to be provided; and
5. The circumstances under which such insurance terminates.

N. Late Payments.

If a Member is more than ten (10) days late in paying any Membership Contribution, said Member will be responsible for paying a late fee equal to five percent (5%) of said Membership Contribution. All late fees shall be deposited into the PHIP Account or SHIP Account according to the ratio of PHIP Benefit Fees to SHIP Benefits Fees paid by the Member. If a Member fails to make Membership Contributions for a period of three (3) months, the Board may vote to terminate the Member in accordance with Section O, Term of the Program.

O. Term of the Program.

LIMRiCC has been operating a purchase of health insurance program since on or about March 1, 1994 for the purchase of health insurance and other insurance products. This revised Article III and Program amends LIMRiCC's purchase of health insurance program and shall become effective on the 1st day of December, 2015, provided that by such date there are no less than twenty (20) Members of LIMRiCC who have elected in writing to participate in the Program, and shall continue in effect thereafter until terminated.

1. Termination of Membership by Member.

Members shall have the right to cancel participation in the Program by providing 120 days written notice to the Board of Directors, in care of the Executive Director.

2. Termination of Membership by LIMRiCC.

If a Member has a Membership Contribution that is three (3) months past due, the Board may vote to terminate the Member from the Program, provided however that LIMRiCC has provided a thirty (30), sixty (60), and seventy-five (75) days notice to the Member stating (a) the amount due, (b) the due date, and (c) the termination date. A Member may also be terminated for failure to attend the mandatory meetings, as set forth in Section K. In addition, the Board may terminate a Member for failure to perform any other required duty or obligation, after giving at least thirty (30) days notice and an opportunity to cure the alleged failure.

Regardless of the reason for termination, LIMRiCC shall be responsible for any claims incurred before the termination date, provided that the terminated Member does not have any past due Member Contributions. If the Member has past due Member Contributions, all unpaid claims of the Member's Insured Participants shall be the responsibility of the Member.

3. Termination of Program.

The Program shall be terminated if the Board of Directors determines, in its sole discretion, that the termination of the Program is necessary or in the best interests of the Members. In addition, the Program shall also terminate upon the enactment of any State or Federal law and/or a final determination by a court of competent jurisdiction, after all appeals have been exhausted or time for appeal has expired, that the Program is invalid or otherwise contrary to law.

In the event the Program is terminated, the Board of Directors shall:

1. Set an effective date for termination and provide notice of termination to Members at least ninety (90) days prior to the effective date;
2. Collect all Member Contributions;
3. Cause to be paid all claims incurred prior to the effective date of termination provided that such claims are submitted for payment within one year of the date on which they are incurred provided that all Member Contributions have been made by the Member. If assets are not sufficient to pay all such claims, claim payments may be reduced and paid pro rata until all assets are exhausted.
4. Pay all administrative expenses and other liabilities of LIMRiCC in connection with the Program.
5. If the assets of LIMRiCC are not sufficient to satisfy LIMRiCC's liabilities with respect to the Program, the Board of Directors may charge each current Member and each former participating Member who was a participating Member at any time during the twelve (12) month period prior to the effective date of

termination a supplemental Member Contribution in an amount that is equal to the amount of such shortfall multiplied by a fraction, the numerator of which is the amount of Member Contributions required of the former participating Member or the Member during the twelve (12) months prior to the effective date of termination and the denominator of which is the amount of total Member Contributions from all former participating Members and Members during the twelve (12) months prior to the effective date of termination. The Board of Directors shall not be obligated to make claim payment unless and until the shortfall is paid as provided herein.

6. Prior to termination, the Board of Directors shall make adequate provision for the maintenance of the records of the Program, which shall be retained for ten (10) years after the effective date of termination.

4. Refund of SHIP Benefit Fee upon SHIP Termination.

Upon the termination of SHIP for any reason, each Member with Insured Participants enrolled in SHIP at the time of SHIP's termination shall receive a refund of its SHIP Benefit Fees (the "SHIP Refund") from the fund balance, if any. The SHIP Refund shall be calculated for each Member as follows:

- A. LIMRiCC shall remove any Administration Fees from the SHIP Account;
- B. The remaining SHIP Account Balance shall be multiplied by the Member Fraction;
- C. The Member Fraction shall be a fraction where the numerator is equal to the SHIP Benefit Fees paid by the Member in the last twelve (12) months and the denominator is equal to the total SHIP Benefit Fees paid by all Members with Insured Participants enrolled in SHIP in the last twelve (12) months; and
- D. The resulting amount shall constitute the Member's SHIP Refund.

The SHIP Refund shall be paid within a reasonable time of the termination of SHIP, as determined in the discretion of the Board of Directors. Any amounts owed by a Member to LIMRiCC at the time of SHIP's termination shall be deducted from said Member's SHIP Refund and retained by LIMRiCC.

5. Obligations of Terminated Members.

The obligation of LIMRiCC to administer claims incurred under the Plan prior to the effective date of termination or voluntary withdrawal for a terminated Member shall continue for claims that are filed within 90 days after such effective date. Members who have either been terminated or have voluntarily withdrawn are required to make all Member Contributions and supplemental payments during such 90-day period.

P. Rights and Obligations of Members.

The rights of each Member of LIMRiCC shall include the following:

1. To enforce the obligations of LIMRiCC as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by LIMRiCC itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the Members set forth herein.

2. No member agrees or contracts herein to be held responsible for any claims in tort or contract or otherwise made against any other Member. Members intend in the creation of LIMRiCC to establish an organization for the purchase of health insurance and other insurance products as stated herein within the scope herein set forth, and have not created as between Members any relationship of surety, indemnification or responsibility for the debts of or claims against any Member.

The obligations of each Member of LIMRiCC shall include the following:

1. To make all payments of Membership Contributions and any other payments to LIMRiCC as established in its By-Laws and this Agreement, including but not limited to late fees and supplemental benefit fees.

2. To hold an open enrollment meeting annually to provide education to the Member's Qualified Employees regarding the Program's benefits.

3. To allow LIMRiCC reasonable access to all facilities of the Member and all records relating to benefits, claims, and the financial obligations of the Member to LIMRiCC.

4. To report to LIMRiCC as promptly as possible all claims made to it within its benefit program as administered by LIMRiCC.

5. To furnish full cooperation with LIMRiCC's attorneys, Executive Director and any agent, employee, officer or independent contractor of LIMRiCC relating to the purposes and powers of LIMRiCC.

6. To act promptly and within a reasonable period of time on all matters requiring approval or action by Members and to not withhold such approval unreasonably or arbitrarily.

7. To follow in the operations of the Member all procedures established by LIMRiCC within its purposes and powers, including, but not limited to, the use of release forms, posting of notices, participation in educational and record-keeping programs, limitations on activities offered, and the use of loss prevention techniques and devices.

8. In the event that LIMRiCC shall be required to expend funds for administrative, legal or other operating costs, or to take other actions required under this Agreement or its By-Laws, the Member shall pay its share of the amounts so expended as provided in the By-Laws.

9. To appropriate or budget annually its liabilities under the LIMRiCC Program or Programs in which the Member participates.

10. To review all notices sent by LIMRiCC.

11. To attend all mandatory member meetings as set forth in Section K hereof.

12. During its participation in SHIP, a Member shall only exclusively provide to its employees, except independent contractors, or those in union-sponsored programs, the health benefits provided through SHIP.

13. In the event LIMRiCC should in error pay any benefit claims, administrative fees, or other charges on behalf of a Member, which it was not obligated to pay, the Member shall, upon thirty (30) days' written notice, reimburse LIMRiCC for the amounts improperly paid.

14. In the event that a Member should sue LIMRiCC or any of its Directors, Officers, or employees, or agents regarding any issue related to this Article III and should not be the prevailing party in that suit, said Member shall, as part of its contractual obligation to LIMRiCC, pay the reasonable attorneys' fees and other costs and expenses expended by LIMRiCC in defending against that suit.

15. This Agreement and LIMRiCC's Bylaws are not intended to create or provide any rights in third-parties, including, but not limited to, any Qualifying Employees or Insured Participants.

Q. Liability of LIMRiCC, Its Officers and Directors.

The members of the Board of Directors and the officers and employees of LIMRiCC shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of LIMRiCC funds or failure to invest. They may participate in indemnification and self insurance programs. No Director, officer or employee shall be liable for any action taken or omitted by any other Director or officer. Board members, officers and employees of LIMRiCC shall be indemnified and held harmless by LIMRiCC for claims by third parties arising out of the good faith discharge of duties related to the Program.

The liability of LIMRiCC, its officers and Directors is limited solely to the proceeds of payments of Members. The funds of each insurance program, i.e. those established under

Articles I, II and III are kept separate and accounted for separately. Claims in each such separate insurance program are limited to the funds of that separate program.

If any claim or action not covered by insurance is instituted against a Director, officer or employee of LIMRiCC allegedly arising out of an act or omission occurring within the scope of his or her duties, LIMRiCC shall at the request of them:

1. Appear and defend against the claim or action; and
2. Pay or indemnify the Director, officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
3. Pay or indemnify the Director, officer or employee for a compromise or settlement of such claim or action providing the settlement is approved by the Board of Directors of LIMRiCC.

The term "Director, officer or employee" shall include former Directors, officers and employees. This indemnification resolution shall not apply if the Board of Directors finds that the claim or action is based on malicious, willful or criminal claim or action is based on malicious, willful or criminal misconduct. In such case the action to be taken by the Board of Directors will be determined after an investigation of the facts.

R. By-laws.

The Program is subject to the current By-Laws of LIMRiCC. A copy of the current By-Laws of LIMRiCC is posted on LIMRiCC's website.

S. Notices.

All notices of claims or any other notice required to be given pursuant to the Program, shall be sent by certified mail and/or electronic mail. To notify LIMRiCC, members shall use the following mailing address:

LIMRiCC
PO Box 1016
Orland Park, IL 60462

and the following email address:

limricc.april@comcast.net

Each Member shall designate an individual to receive notices from LIMRiCC regarding the Program and provide LIMRiCC with current contact information for said individual,

including mailing address and email address. If such addresses change, any party hereto may designate in writing to the other parties pursuant to the provisions of this Section the new contact information and address.

ARTICLE IV. RIGHTS AND OBLIGATIONS OF MEMBERS.

A. The obligations of each Member of LIMRiCC shall include the following:

1. To allow LIMRiCC reasonable access to all facilities of the Member and all records relating to claims and the financial obligations of the Member to LIMRiCC.
2. To furnish full cooperation with LIMRiCC's attorneys, claims administrator with any agent, employee, officer or independent contractor LIMRiCC relating to the purposes and powers of LIMRiCC.
3. To follow in the operations of the Member all loss reduction and prevention procedures established by LIMRiCC within its purposes and powers, including, but not limited to, the use of release forms, posting of notices, participation in educational and record-keeping programs, limitations on activities offered, and the use of loss prevention techniques and devices.
4. In the event that LIMRiCC shall be required to expend funds for administrative, legal or other operating costs, or to take other actions required under this Agreement or its BY-Laws, the Member shall pay its share of the amounts so expended as provided in the By-Laws.
5. To make other payments to LIMRiCC as established in the By-Laws.
6. To appropriate or budget annually its liabilities under the LIMRiCC Programs.

B. Rights of Members.

Rights of each Member of LIMRiCC shall include the following:

1. To enforce the obligations of LIMRiCC as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by LIMRiCC itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the members set forth herein.

- 2. Except as provided in Article II-F, no Member agrees or contracts herein to be held responsible for any claims in tort or contract or otherwise made against any other Member. Members intend in the creation of LIMRiCC to establish an organization for joint risk management only within the scope herein set forth and have not created as between Members any relationship of surety, indemnification or responsibility for the debts of or claims against any Member.
- 3. Where rights of Members to participate in benefits are dependent on the length of time of participation, the Member shall be credited for its participation in the predecessor programs of the Metropolitan Library System (formerly Suburban Library System).

ARTICLE V. LIABILITY OF LIMRiCC, ITS OFFICERS AND DIRECTORS.

The members of the Board of Directors and the officers and employees of LIMRiCC shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of LIMRiCC funds or failure to invest. They may participate in indemnification and self-insurance programs. No Director, officer or employee shall be liable for any action taken or omitted by any other Director or officer.

The liability of LIMRiCC, its officers and Directors is limited solely to the proceeds of payments of Members and proceeds of any insurance provided by LIMRiCC. The funds of each insurance program, i.e. those established under Articles I, II, and III are to be kept separate and accounted for separately. Claims in each such separate insurance program are limited to the funds of that separate program.

If any claim or action not covered by insurance is instituted against a Director, officer or employee of LIMRiCC allegedly arising out of an act or omission occurring within the scope of his or her duties, LIMRiCC shall at the request of the Director, officer or employee:

- (a) appear and defend against the claim or action; and
- (b) Pay or indemnify the Director, officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
- (c) pay or indemnify the Director, officer or employee for a compromise or settlement of such claim or action providing the settlement is approved by the Board of Directors of LIMRiCC.

The term Director, officer or employee shall include former Directors, officers and employees. This indemnification resolution shall not apply if the Board of Directors finds that the claim or action is based on malicious, willful or criminal misconduct. In such case, the action to be taken by the Board of Directors will be determined after an investigation of the facts.

ARTICLE VI. BY-LAWS.

A certified copy of the By-Laws of LIMRiCC has been furnished to the Member.

ARTICLE VII. NOTICES.

All notices of claims or any other notice required to be given pursuant to this agreement, shall be sent by certified mail and shall be addressed to:

LIMRiCC
P.O. Box 1016
Orland Park, Illinois 60462

And to:

ARTICLE VIII. FORMER PARTICIPATION OF METROPOLITAN LIBRARY SYSTEM (FORMERLY SUBURBAN LIBRARY SYSTEM).

LIMRiCC is the successor in interest to Metropolitan Library System (formerly Suburban Library System) as the contracting party under the Unemployment Compensation Program and the Joint Self-Insurance Program. Rights and liabilities of Metropolitan Library System (formerly Suburban Library System) is not a contractual participant under the programs.

ARTICLE IX. AMENDMENTS.

The Board of Directors may, in the following manner, amend the "By-Laws of the Library Insurance Management And Risk Control Combination (LIMRiCC)" at any time and from time to time to add a new provision or change or remove an existing provision:

- (a) The Board of Directors shall adopt a Resolution setting forth the proposed amendment and the date on which the amendment is to become effective, and directing that the proposed amendment be submitted to each LIMRiCC Member that will be affected by the proposed amendment.
- (b) LIMRiCC shall give to each LIMRiCC Member that will be affected by the proposed amendment written notice of the proposed amendment, including the text of the proposed amendment and the date on which the amendment is to become effective,

together with a ballot for voting to approve or disapprove the proposed amendment. Such notice shall be given not less than 60 days and not more than 90 days before the proposed effective date of the amendment, either via electronic mail or U.S. mail. If mailed, such notice shall be deemed to have been delivered on the second day after the day on which it is deposited in the United States mail, addressed to the Member at its address on the records of LIMRiCC, with postage prepaid.

(c) Each LIMRiCC Member must return its ballot to LIMRiCC on or before 5:00 PM on the proposed effective date of the amendment.

(d) The proposed amendment shall be adopted upon receiving the affirmative vote of at least two-thirds of the LIMRiCC Members entitled to vote on such amendment.

(e) Any number of amendments may be submitted to the LIMRiCC Members and voted upon by them at one time.

(f) A LIMRiCC Member that has timely voted against the adoption of a proposed amendment may, within 60 days after the effective date of the proposed amendment, elect to withdraw from the LIMRiCC Program(s) affected by the new amendment, but only if the amendment materially and adversely affects the Member.

(g) Any LIMRiCC Member that is entitled to elect to withdraw from the LIMRiCC Program(s) in question is precluded from challenging the new amendment that creates the right of withdrawal, unless the adoption of the amendment is fraudulent with respect to the Member or with respect to LIMRiCC, or constitutes a breach of a fiduciary duty owed to the Member.

(h) A LIMRiCC Member that is entitled to elect to withdraw may do so only if the Member deliver its written election to LIMRiCC within the said 60-day period.

(i) Notwithstanding anything to the contrary in this Article, the withdrawal of a Member shall not affect any existing claim(s) in favor of LIMRiCC against the withdrawing Member, or in favor of the withdrawing Member and against LIMRiCC.

ARTICLE X. POWERS OF BOARD OF DIRECTORS.

The Board of Directors may approve additional contracted services to be performed by LIMRiCC staff for other libraries, intergovernmental entities and governmental entities and the revenue from such services will be used to keep overall administrative costs lower for all LIMRiCC members.

Dated this ____ day of _____, 20 ____.

By: _____

President

(to be signed by the LIMRiCC Board President)

LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION
(LIMRiCC)

Dated this ____ day of _____, 20 ____.

By: _____

President

ORDINANCE #2015-7 PROVIDING FOR THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION ("LIMRICC")

BE IT RESOLVED by the Board of Indian Prairie Public Library District _____ (hereinafter referred to as the "Library") as follows:

1. AUTHORITY: This Resolution is adopted pursuant to the Intergovernmental Cooperation clause of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, the Library Systems Act, and the Illinois Public Library District Act (or the Illinois Local Library Act where applicable).

2. FINDINGS:

A. The Library Insurance Management and Risk Control combination (LIMRICC) has heretofore been established by Intergovernmental Agreement among existing public libraries and library systems to provide the following programs:

- 1. The unemployment compensation program;
- 2. The employee benefits insurance program;

A copy of the Intergovernmental Agreement providing for these programs is attached hereto as Exhibit A.

B. It is in the best interests of the Library to participate in such of the above programs as are indicated by a checkmark in the appropriate box.

3. AUTHORIZATION: That the President and Secretary of this Library are, therefore, authorized and directed to execute an Intergovernmental Agreement providing for risk management and authorizing Membership in LIMRICC for the programs hereinabove indicated, the Intergovernmental Agreement to conform

substantially to the Intergovernmental Agreement attached hereto as Exhibit A and effective on December 1, 2015.

Adopted this ____ day of _____, 20 ____.

pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Indian Prairie Public Library District

(Enter Name of Library)

Its President

Attest:

Its Secretary

USE OF LIBRARY FACILITIES

GROUP STUDY ROOMS

650 Use of the Group Study Rooms

The library provides small rooms for individuals or small groups to work, study, create, or meet. There is no charge for use of a group-study room. A valid Indian Prairie Library card in good standing is needed to reserve a room.

~~First priority for use of the rooms is given to groups (2 or more people).~~ The rooms may not be used for classes or seminars that are advertised to the public and are not library-sponsored programs. Nor may the rooms be used for business promotions or the promotion of products or services. No singing, playing of musical instruments that can be heard by others or music played on speakers is allowed in the rooms.

The library has developed procedures to assist patrons in the use of the rooms. These procedures include (but are not necessarily limited to):

Room reservation process

Time limits for use of the rooms

Priority usage

Maximum number of people allowed in each room

Age restrictions

~~A single person may use a room if no group requires it but may not reserve the room in advance and must vacate the room within five minutes of being notified that a group requests use of it.~~

~~Children must be in at least 7th grade to use a group study room in the Adult Services Department. Children must be in at least 4th grade (or accompanied by an adult), to use the group study room in the Kids & Teens Department. Exceptions will be made with referrals from staff.~~

~~A person or group may make one 2-hour reservation up to one month in advance. Time slots will be held for 15 minutes. The rooms are available on a walk-up basis when the rooms are not reserved. The two-hour time period may be extended as long as no one is waiting.~~

Adopted 5/15/96, Revised 3/15/00, 7/1/02, 4/20/05 (eff. 4/25/05), Complete review & revision approved 1/17/07, complete review 2/17/10, Rev. 4/20/11, Complete review 3/21/12, Complete review 3/19/14

2016 Days Closed

New Year's Day	Friday, January 1, 2016
Staff Institute	Friday, February 5, 2016
Easter	Sunday, March 27, 2016
Memorial Day Sunday	Sunday, May 29, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day Sunday	Sunday, September 4, 2016
Labor Day	Monday, September 5, 2016
DarienFest	Friday, September 9, 2016 (closed from 6 p.m. to 9 p.m.)
DarienFest	Saturday, September 10, 2016 (closed from 1 p.m. to 5 p.m.)
DarienFest	Sunday, September 11, 2016
Thanksgiving	Thursday, November 24, 2016
Christmas Eve	Saturday, December 24, 2016
Christmas Day	Sunday, December 25, 2016
Christmas Day Monday	Monday, December 26, 2016
New Year's Eve	Saturday, December 31, 2016

Approved _____

SERVICES

400 - Services

410 - Hours of Operation

Monday through Friday — 9:00 a.m. to 9:00 p.m.

Saturday — 9:00 a.m. to 5:00 p.m.

Sunday — 1:00 p.m. to 5 p.m.

415 - Closings

415.1 - Scheduled Closings

The library will be closed on the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve. When Independence Day or Christmas Day fall on a Sunday the library will be closed on Sunday and on the following Monday. When New Year’s Day falls on a Sunday the library will be closed on Sunday but will be open on Monday.

The library may also close for other reasons such as staff institute day. The Board of Trustees will approve a calendar of closings each year.

415.2 - Unscheduled Closings

415.2-1 - Special Circumstances

The library may close for special circumstances (such as remodeling, inventory, etc.) with prior board approval.

415.2-2 - Emergency Closings

The library may close during and/or after an emergency at which time stated procedures for such closings shall be followed. See Sec. 1000, Emergency Situations.

Adopted 4/13/88, Revised 4/22/92, 3/15/00, 11/20/02 (eff. 12/1/02), Rev. 4/16/03 (eff. 9/2/03), Rev. 11/19/03, Rev. 6/16/04 (eff. 9/17/04), 12/21/05 (eff. 12/27/05), complete review & revision approved 4/18/07, 3/21/12, complete review 3/19/14

DETERMINATION TO DISPOSE OF PERSONAL PROPERTY

The Indian Prairie Library Board of Trustees has determined to dispose of the following property no longer usable by the district:

- Smart Board projection screen and stand

The Smart Board will be given to School District 61.

Sump Pump Replacement

The library has an automatic-sensor two-sump pump system. In a heavy rain, the pumps switch back and forth. When one pump fails, one pump must run continuously and there is no backup.

At the end of September, when there were very heavy rain storms, the sump pump system went into "alarm" and Mike was unable to reset them. We called for service and the technician found that the backup pump was no longer functioning. So, since the end of September, we are operating on one pump. If this pump were to fail, we would be without a sump pump system. I have also learned that when one pump fails, it is best to replace both pumps since they are the same age and have the same wear and tear.

I obtained three quotes on the pump replacement project. Included in the cost are two replacement commercial-grade sump pumps, installation, and integrating the new pumps into the existing automatic controller system. Fortunately, there is \$5,000 budgeted for sump pump replacement in our capital improvements plan.

The three quotes are as follows:

Unique Plumbing	\$8,000
Metropolitan Pump	\$4,000
Aqua Tech	\$3,994

I checked Aqua Tech's references and their Yelp page. The owner of Aqua Tech himself was the one who came out to give me an estimate. Therefore, I recommend we use Aqua Tech for our replacement project.

Laura Birmingham

**Director's Report
October 2015**

Agenda

Omnibus:

The library is a member of the Unemployment Compensation Claim Program, a cooperative managed by Library Insurance Management and Risk Control Combination (LIMRICC). LIMRICC is making changes to their bylaws which cannot be implemented without consent of the members. The Omnibus contains an ordinance in agreement with the proposals. In addition there are proposed changes to the Intergovernmental Agreement relative to the Employee Benefit Insurance Program. While we are not a member of the Employee Benefit Insurance Program, as a member of LIMRICC the library has to approve these amendments as well and there is a second ordinance for this approval.

The digital media equipment has been removed from the Kids & Teens study room and with the forthcoming opening of the new study room we've reviewed our policy regarding usage of group study rooms. Use to individuals has always been limited. We'd like to treat everyone the same because we know there a variety of reasons why an individual needs to use a study room. We'd also like to allow the staff to adjust procedures as needed to best provide service and not use the policy to set procedures. We did the same thing when the Computer Use Policy was last reviewed.

Staff Report:

Tyler Works, Senior Kids & Teens Librarian, will review Write-On which is celebrating its 10 anniversary of partnership with the Gift of Carl Foundation.

Unfinished Business:

There is a memo relative to this topic.

New Business:

The summary of the audit is in this packet. The full audit is in your library mailbox.

I've mentioned abolishing the bond fund and the working cash fund as we've discussed the library's finances. Since we've paid of the bond we can move the money earned through interest to the corporate reserves. As I've explained, we have no need of a working cash account and that money can also be moved to the corporate reserves.

Right now I'm recommending that the Working Cash Fund monies being managed by MPI be combined with the Corporate Fund monies being managed by MPI.

The Draft of the Levy for FY 2015-2016 is prepared at this time of year in accordance with state law. The levy will be approved at the November meeting at which time we'll schedule a hearing to take resident comments. Each year the levy is used to guarantee the amount of tax money we will receive. Because we function under the tax cap laws, the best practice is to ask for a higher amount than is actually budgeted for or allowed under the tax cap in case there is new construction in the district. At the Darien Town Hall meeting, the mayor did report on a new hotel and new homes that will be built in our district. If our levy amount was not high enough to cover the taxes that would be

received from new construction we would lose that money. The counties always adjust our levy according to the tax cap so we don't actually get the money that is asked for in the levy.

In the Estimate of Funds, the statement compares the actual tax monies we received last year to the FY 2015-2016 levy amount. We never get the levy amount requested because the county reduces our levy so that it falls within the tax cap guidelines. But the percentage between what we received last year and what we request in the levy is large and misleading because it doesn't compare apples to apples.

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

We've been invited by the Chicago Zoological Society to partner with them in a grant to help create a pollinator corridor to provide habitat preservation and preservation of the Monarch Butterfly. The handout in your packet provides an overview. The grant application is being written by the Chicago Zoological Society and the grants are not approved until September 2016. The grant is being written to include the funds needed for the library to participate so it would not cost the library anything to participate. There are requirements for the grant but they are flexible by library and nothing that the staff sees any problem with. The one requirement is that the library plant a monarch butterfly garden, which includes milkweed, and that is why I'm bringing this to the trustees for your review. These are the other requirements:

- Align Library Spring or Summer Reading Programs the year they will be planting their monarch garden so the reading program commitment
- Focus on or relate to Monarchs, pollinators, butterflies, pesticide/herbicide free gardening or in some other way relates to the program topic (libraries may elect to do book clubs or special interest reading programs instead)
- Each Library Celebrates Start Seeing Monarchs Day
- First Saturday in May, hold/host an event or plant monarch friendly plants including some type of native milkweed
- Each library hosts a planting program for up to 20 community residents that align with and support the reading programs (can be on start Seeing Monarch Day) this can be done in one year or over the span of the project
- Each library participates and encourages patron participation in social media initiatives
- Blog, Tweet and/or Instagram about programs and gardens (e.g. progress and highlights)
- Each library plants a monarch butterfly garden and applies for waystation status through Monarch Watch (only one, not one each year)

Digital Media Equipment

As I stated above we've removed the digital media equipment from the Kids & Teens study room. It is now being housed at the Adult Services Computer Desk. Patrons can check out equipment to use in the library in a study room or at any table depending on the item checked out and how they will use it.

Community

As you know the library hosted the Darien Town Hall meeting. Not a lot of residents attended but it was a good opportunity to network with the other municipal directors and trustees. District 181 has started a new initiative for the residents of Willowbrook Corner by once a month hosting a pizza dinner and a program recognizing achievements by students and residents as well as a short informational program. It's called Community Connections. Marianne attended the September dinner and Natalie is attending the October dinner. The October dinner is focusing on post-high school education and staff created a brochure with pertinent resources.

Patron Surveys

Staff are conducting a seating survey from October 14 – October 20 which indicates where people are sitting every half hour each day. They are also indicating when a patron is using a laptop or tablet and when a patron is using an electrical outlet. In November we'll be asking people who are seated to fill out a short paper survey about the type of workspace that would be useful to them.

Staff

No staff have resigned or been hired recently!

Jamie Bukovac, Director

Assistant Director's Report October 2015

Building:

The new study room is a-l-m-o-s-t ready. Mike ran into a delay trying to find the correct glue to hold down the carpeting. He has found glue and once the cleaning crew strips the wax off the current tile floor, Mike can lay down the carpet tiles. The furniture has arrived and is being stored in the basement temporarily.

Mike was able to save the library over \$500 on hardware for the new study room door by using leftover parts that we had in storage. (Hooray Mike!)

A security camera has been installed in the new study room.

We have had big problems with our sump pumps this past month. Information about this is my request to replace the sump pumps, included in this packet.

Carpet, upholstery cleaning and window washing will take place this month.

Community Outreach/Engagement:

I attended the October Willowbrook Burr Ridge Chamber lunch on October 7th.

I attended a meeting with Natalie Williams at the Village of Burr Ridge on October 14th. The meeting was to give administrators from schools attended by Burr Ridge residents an update on the village, and report from the Burr Ridge police department and an overview of the many ways the library supports schools and students. Natalie did a terrific job of giving the presentation.

Friends of the Library:

In August, the Book Nook made \$595. The Friends did not sponsor any programs in October.

The Friends will be selling copies of A. S. King's books at her upcoming visit in November for "Write-On".

The Friends will be participating in the library's January 23rd "Giving Back to Your Community" Fair.

The Friends will run their membership drive in the Winter newsletter. Consider becoming a "Friend" today!

Marketing:

Marianne's monthly report is attached.

Meetings & Workshops :

- 9/17 LACONI: Space, Design and the Circulation Department @ Aurora Public Library
- 9/17 IPPL Web Committee
- 9/18 One on one with Marianne
- 9/18 One on one with Jamie
- 9/22 Department Head Meeting
- 9/24 One on one with Marianne
- 9/25 One on one with Jamie
- 9/28 How To Expo Committee
- 9/30 One on one with Jamie
- 9/30 Covered Circulation Desk (1.5 hours)
- 10/1 One on one with Marianne
- 10/6 Department Head Meeting
- 10/7 WBBR Chamber
- 10/8 One on one with Marianne
- 10/8 Marketing Department Meeting
- 10/9 LACONI: Dirty Words with Ben Bizzle @ Arlington Heights PL
- 10/9 Visit to Schaumburg Library
- 10/14 Village of Burr Ridge/School Administrators meeting
- 10/15 One on one with Marianne
- 10/15 IPPL Web Committee
- 10/19 Visit to Addison Public Library
- 10/19 Admin Department Meeting
- 10/19 Monitor Meeting
- 10/20 Department Head Meeting
- 10/21 Covering Kids and Teens Desk (3 hours)
- 10/21 Library Board Meeting

Submitted by:

Laura Birmingham

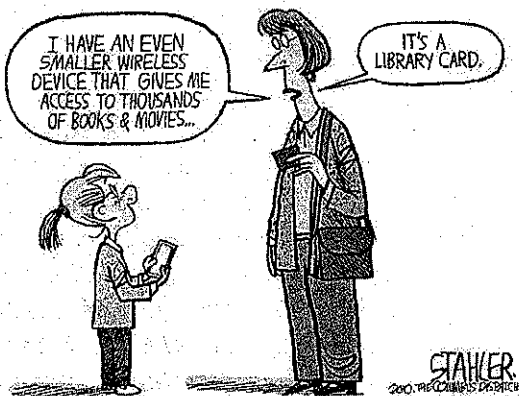
Marketing Department Report – September 2015

Promotional Support

The Marketing Department supported and promoted several library events, programs, and services, including Dancing in the Spooky Stacks, 1000 Books Before Kindergarten, Library Card Sign Up Month, Write-on Teen Literary Festival and Cool Compositions Contest, Write-on Jr., How-To Expo, and Homebound Delivery plus the Feed Your Body, Grow Your Brain, How to Pay for College Without Going Broke, Keeping Your Children Safe Online, Getting Started with Etsy, Soon to be Famous Illinois Author visit, Resume Workshop, Genealogy, and #LibSocial programs and the Play Reading Group. The department also took photos of the library's participation at the Team 66 Family Day on Sept. 26 as well as the eLibrary drop-in on Sept. 22 and a visit by Shami the comfort dog on Sept. 23.

Social Media

The following Facebook post on Oct. 3 reached 1,862 people with 38 likes and 26 shares, possibly an all-time high for IPPL. The photo of Shami's visit (mentioned above) reached 473 people with 21 likes.



eNews

The eNews was redesigned to compliment the newsletter redesign in September. The new look is a responsive design and mobile-friendly. There are currently 15,610 (+192) email addresses on the mailing list.

Newsletter

Production of the winter newsletter is underway, and it will be delivered to resident mailboxes by Saturday, Nov. 21. The cover story will feature the library's Veteran's History Project.

Community Engagement

The library participated in the following community events in September: the Willowbrook Corner Coalition Community Meet and Greet at Anne M. Jeans Elementary School on Sept. 11; the Darien Town Hall Meeting, hosted at the library, on Sept. 24; and Team 66 Family Day on Sept. 26.

Advertising

Multiple ads were created in September. Dancing in the Spooky Stacks ads were purchased in the October issue of the *Willowbrook Post* and the Oct. 7 South DuPage (covers Downers Grove and Westmont) and DuPage (covers Willowbrook, Clarendon Hills, Hinsdale, Oak Brook, Burr Ridge, and Darien) issues of *Suburban Life*. Copies are in your packet. In addition, ads were placed in the 2015-16 Willowbrook/Burr Ridge Street Map Booklet published by the Willowbrook/Burr Ridge Chamber of

Commerce, and the Darien Woman's Club annual membership directory. Copies will be provided when they are published.

Suburban Life

Marianne wrote a *Suburban Life* Community Voice column about Dancing in the Spooky Stacks for an October issue. Copies will be provided when it is published.

Darien Neighbors Magazine

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

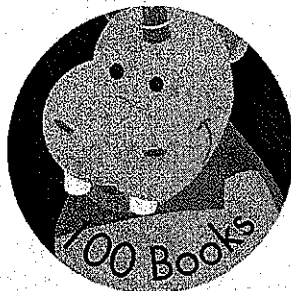
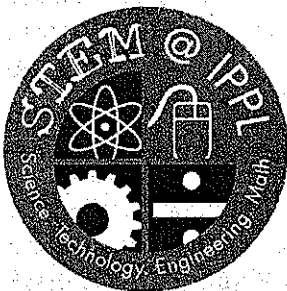
Misc.

Marianne attended:

- K&T brochure meeting w/Natalie & Theresa on Sept. 1
- End of Summer Staff Celebration on Sept. 1
- Foundation website meeting w/Jamie, Laura, Nancy & Theresa on Sept. 2
- Literacy DuPage meeting w/Joe P. & Sang Yup Lee on Sept. 2
- LibraryAware webinar on Sept. 2
- Weekly meetings w/Laura on Sept. 3, 9, 17, 24
- Weekly meeting w/Theresa on Sept. 3, 11, 17
- Special website committee meeting on Sept. 10
- Attended Willowbrook Corner Coalition Community Meet & Greet at Anne M. Jeans Elementary School on Sept. 11
- Darien Town Hall Meeting brainstorm w/Jamie on Sept. 14
- Newsletter meeting w/Linda LeClercq from VISOgraphic on Sept. 14
- Website committee meeting on Sept. 17
- Parenting Packs meeting w/Natalie, Katie & Theresa on Sept. 23
- VisoGraphic Open House on Sept. 24
- Team 66 Family Day w/Natalie & Monica on Sept. 26
- K&T staff photos on Sept. 30

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa also designed a sticker for the Team 66 Family Day STEM activities, and a series of stickers for the 1000 Books Before Kindergarten program. She also taught a Pixlr class on Sept. 8, and co-chaired the web committee meeting on Sept. 17.



Marianne Ryan, Marketing Coordinator
Oct. 13, 2015

Adult Services Monthly Report
September 2015

The most popular program we held in September was Fall for Desserts with 41 in attendance. An Afternoon at the Opera drew 26 and the 4th Wednesday afternoon program on Pinched [stolen] Paintings had 39 in attendance. We also had 42 people at a showing of the movie *Woman in Gold*. Other programs included a Lyric Opera lecture on The Marriage of Figaro with 12 in attendance and a resume workshop given by Jez with 7 in attendance. A program with the "soon to be famous Illinois author" had four in attendance. Jez hosted a program for 20 and 30 year-olds (called #LibSocial) on the new adult hobby—coloring! She had 18 in attendance. This is a new series of programs we are starting for this age group. So far plans include a tour of a local brewery, game nights, and movies. Jennifer gave a program on Lynda.com with Suzy with 18 people in attendance.

The book discussions were all up and running in September. We had 18 people at Crime Readers, 11 at Novel Idea, and 13 at GenLit. The other groups that met were Genealogy with 33 people, Chess with an average of 10, ESL with an average of 7, and Current Events with 12. The Play Reading group has also been meeting with 3 or 4 in attendance.

We also had a record number of lobby drop-ins in September. Shirley and Mary Schueren did a drop-in on assistive technology and homebound with 6 people stopping by. Joe had 31 people drop by when he did a drop-in on literacy. Joe always has a game of some sort (a spelling bee for the literacy drop-in) with some sort of small prize for participating. Jennifer and Dave did a lobby drop-in for eReaders with 7 people coming by with questions, some of which took half an hour to work through. We also arranged for two outside groups to have the table in the lobby. The Peace Corp had 6 people stop to talk to them and DuPage Federation of Human Services Reform answered questions about mental health awareness.

Suzy's departure meant that some of her responsibilities reverted (at least temporarily) back to the Adult Department. This includes management of all of our eCollections, selection of some eContent, and participation on both the eMediaLibrary selection committee and the SWAN User Experience group.

Staff trained on LibraryAware which provides a variety of ways to help promote reader services, databases, collections, and programs. We had Brainfuse training at the department meeting. Jennifer attended a webinar on re-charging your book discussion groups and Mary attended the Genealogy group in September to hear the speaker on military records. Jennifer attended an ELSUM meeting in which they discussed marketing databases, vendor negotiations, and multiyear discounts, and statistics.

We finished shifting the nonfiction collection to make room for the large print books. This also gave us some room to shift some other areas around that need additional space. We are still working on what those moves might be.

Debbie Wordinger

Adult Services Annual Report FY 2014/2015

Introduction

The 2014/2015 fiscal year was a year of much change at Indian Prairie. A staff re-organization moved one of the Adult Department librarians to the Technology Services Department, and with her a few responsibilities that had fallen under the Adult domain. The migration to SirsiDynix required staff training and experimentation and has changed our procedures for many everyday tasks, some of which we are still figuring out. YOLO classes provided an opportunity for staff to learn about other areas of the library and to show off their own expertise.

Of our plans and recommendations from last year, we were able to accomplish 22 out of 28. Those not fulfilled were primarily equipment related. We have not yet been able to replace our old microfilm reader/printer, and we are still working on exactly what equipment to make available to our patrons, especially to access some of our downloading or streaming products. Under the current organizational arrangement, this would now be done under Technology Services with input from us. We are also looking at ways to make our assistive technology more readily available to the public. We did not get as far with community programming as we would have wished.

Our future plans include trying to incorporate more interactive programming, especially for young adults (18-39) and possibly for seniors. We want to experiment with reaching the age group in-between these two with programming applicable to their work lives. The lobby can be made use of by offering more drop-in sessions presented either by staff or local service organizations.

Some collections such as large print and ESL and services such as the availability of iPads and movie and book advisory, need more promotion.

The migration to SirsiDynix in 2015 will cause some differences in the way some tasks are handled, at least in the short run. Weeding the collection will be challenging for the next couple of years because certain information that we use in decision making when weeding did not transfer with the migration. We will also have difficulty making an annual assessment of the collection for at least the next year, again because some information did not migrate, but also because statistics are collected differently. Additional training on running reports is needed, and then we need to analyze exactly what information we will be able to collect.

Collections

Unless otherwise noted, comments about the circulation of our collection are based on the 2014 calendar year.

- Overall circulation of adult materials was down by 8%.
- Circulation of digital materials was up by 34%.
- At this time electronic circulations account for 10% of the total adult circulation, up from 7% last year.
- For hard copies of titles, AV circulation accounted for 51% of adult circulation.
- Fiction accounted for 23%.
- Nonfiction accounted for 14%.
- Magazines were 3% of the adult circulation.
- As noted, 51% of the circulation was of AV materials. However, feature film circulation made up 30% of the total adult circulation, making it by far the most popular collection in the library.

We continue a strict weeding cycle of the adult collection with one third of the collection weeded each year.

As a higher proportion of library collections and circulations are of electronic materials the definitions of collection and collection development must evolve. At this time, circulation of electronic materials accounts for a little over 10% of adult circulation. However, just three years ago it accounted for 2% of adult circulation. For the foreseeable future, patrons are still going to use the library for hard copies of books, CDs, magazines and DVDs, but virtual collections will be increasingly of interest to our patrons and of importance to the library.

In building a collection of hard copies of books, DVDs, magazines, and CDs, staff members, assigned collection duties in specific collection areas, select individual titles. In some models of electronic materials, such as eMediaLibrary or Zinio for magazines, this collection development model holds true. However, a different model holds true for streaming services such as hoopla. The library decides to subscribe to the service, which is a preselected collection of movies, books, or music. Staff expertise comes into the selection and management of the service, not the purchase of individual titles.

With a streaming service, the library has immediate access to a collection of many hundreds, if not thousands, of titles. In the other model, building a collection one title at a time, it might take several years to build a collection of similar size, although each title would have been selected with our particular users in mind. Many titles in a streaming service might never be used by our patrons, but are there if they choose to stream them. Statistics on turnover rate or comparative sizes of collections are no longer meaningful. A consistent increase in the use of a service would appear to be the most reliable way to judge a collection's viability for our population. Streaming services, if the price is manageable, might be a way to add materials in other languages. It would immediately give us access to an established collection of books in Spanish or Polish or Chinese

without staff having to have an advanced knowledge of the language or the library additional space to house the collection. This is an area for future exploration.

With hard copies of books or AV, we can still compare usage of specific collections to collection size and budget. However, variances on usage still need to be taken into consideration. A book on American history will probably cost more and have fewer circulations than a historical fiction book about the Civil War. However, the library needs both and must look closely when distributing the budget between the popularity of certain collections compared to the expectations of the population that we continue to have new books on other less popular topics.

Nonfiction: We continue to be aggressive in our weeding of this collection. The overall size of the collection decreased by 3% in the past year. Use decreased by 10%. The most popular areas of the collection (those with the highest turnover rate) are travel, test preparation books, and fitness. The life skills collection has been re-cataloged as ESL in order to more accurately define the collection and to use common terminology. Joe has organized an initiative to send withdrawn literacy materials to the Vienna Correctional Center in southern Illinois and the People's Resource Center in Wheaton.

We added shelf labels in the pets section to indicate dog training, cats, birds, etc., in order to direct people to the appropriate shelf.

Fiction: Use of this collection decreased by 9% and the collection size increased by 1%. The most popular areas, those with the highest turnover rate, are the rentals, the paperback mysteries and paperback romances, GenLit and general fiction. Some of the least popular areas are westerns, science fiction, short stories, and classics.

Large Print: Circulation of this collection decreased by 3% and the collection size decreased by 1%. Although circulation did decrease, anecdotally, we seem to have more people at the desk inquiring about the availability of specific titles in large print. The shelves are very full. We are in the process of shifting the nonfiction books to make more room for large print. I don't think we have ever done any specific marketing of the collection.

Audiovisual: By far, the most popular collections in AV and in the entire adult department are the feature film movies and the television shows. On average, each movie goes out once a month, and each television series or season goes out an average of 8.4 times a year. The music CDs, books on CD, and nonfiction DVDs also go out more often than the department average. In order to make more room in the movie collection, we added one more display unit and are putting all older movies, those produced prior to 1970, into thinner, non-locking cases. In the movie collection, by far the most popular genre is adventure (which includes modern action movies) with an average turnover rate of 18.6 times a year. Also popular are horror, science fiction, and comedy. When developing the collection, we look at these types of statistics in order to judge the tastes of our community.

Electronic Materials: The eMediaLibrary collection through Overdrive is our most popular electronic collection with the circulation of ebooks increasing by 19.5% in the last fiscal year and of electronic audiobooks increasing by 26%. We also provide access to eReadIllinois. Use of eReadIllinois is growing but does not approach eMediaLibrary in circulations. The circulations for eReadIllinois are averaging 152 a month compared to 61 a month in 2014. However, eMediaLibrary circulates over 2000 items each month. eReadIllinois has developed a new app which should improve usability. Also, with SirsiDynix, ebooks appear in the public catalog, which should also increase visibility and usage. We have also had the hoopla streaming service for a year and a half. Usage is growing with an average of 3.5 movies being streamed per day compared to an average of two per day for the first six months we had the product. Hoopla also allows for music streaming. Music albums were streamed at the rate of 1.4 a day during the fiscal year and 1.2 for the first six months of the program. In January 2015, we began allowing the downloading of audiobooks with hoopla. So far, 142 audio books have been accessed. Hoopla began offering ebooks and electronic comics in May 2015. By the end of the fiscal year, 11 comics and 33 ebooks had circulated. An additional 328 patrons registered for hoopla during the past fiscal year for a total of 666.

We added six additional Roku devices to the adult collection, making for a total of 12 devices. There are over 200 movies available on each device. We also added the streaming service Netflix to these devices as well.

Local History: A representative from the Oklahoma Correctional Institute (OCI) contacted the library about using its free service to digitize high school yearbooks. Mary Krekelberg arranged for permission from Hinsdale South to digitize its yearbooks and to use some of its copies for ones we were missing. Mary packed up the yearbooks and sent them via FedEx (at OCI's expense) off to Oklahoma in early June. They were returned to us in early August along with DVDs of their scanned contents.

Mary continues to add new Flickr albums and corresponding blog entries to the local history portion of the website and added to the obituary index. The recent addition of a volunteer with photo editing expertise has been a big help for the local history online collection. We still have a clippings file, which Mary weeded and fine tuned this past year.

Periodicals: As in the past few years, a number of magazines ceased publication in the past year, including *Ladies Home Journal*.

Zinio, our digital magazine collection, remains popular. Zinio began offering some popular titles we did not have access to before, including *GQ*, *Glamour*, and *The New Yorker*. However, just as from some book publishers, the price per subscription is several times the cost of a paper subscription. Most print magazines cost between \$15 and \$50 for one year. Most Zinio subscriptions cost between \$45 and \$65 with some as high as over \$200. This, of course, limits the titles we choose for our Zinio collection. Marianne did a marketing blitz on Zinio, and Shirley saw an increase of 57 new Zinio users that month. A later push was less effective, only 16 new users that month, which is what we

would normally get. RAILS has negotiated group discounts with Zinio and its competitor, Flipster. Shirley analyzed the two different offers and we decided to remain with Zinio.

Databases: We continuously monitor and market our databases. The budget for databases is over \$70,000, and we want to make sure we are subscribing to databases that will be used in the community. The budget for reference books has dropped to less than a quarter of what it once was with the budget for databases absorbing the difference. We are adding more interactive databases like *Brainfuse* and *Mango Languages*. We have dropped some databases, namely *Learning Express* and *Job & Career Accelerator* due to lack of use. In the past couple of years, we have added to our financial databases. These are quite expensive,, and we are assessing which are really being used and which should be dropped. In the past, we had done three month long targeted marketing of specific databases. In the year just past, we did shorter, month long, targeted marketing. This did not seem to be as successful as overall database usage dropped by 16%. Usage of *Chicago Consumers' Checkbook* continues to increase as does usage of *Morningstar* and *Mango Languages*. The most popular databases are the *Public Records Database*, *Morningstar*, *Ancestry*, and the Gale databases, which include the magazine indexes and the *Gale Virtual Reference Library*, which is a collection of reference ebooks. Collecting usage statistics is a challenge. Each vendor counts usage differently, and Jennifer has to determine how to best evaluate the information she is receiving in order to compare apples to apples.

In the past year, we added a legal forms database. This is quite specialized and not heavily used. It is however specific to Illinois and the only way to provide most of the forms our patrons might ask for.

As the website undergoes a redesign, our databases should be easy to find and appealingly displayed.

Reserves: Quarterly each year, I do a sampling of books off of the bestseller list to see how long the average wait time is for a copy of the book. This year the average wait for a fiction book was 12 days, compared to 11 days last year, and 20 days for a nonfiction book, compared to 24 days last year. In each case we are ordering one book for every two people waiting. New fiction books go out for 14 days, and new nonfiction goes out for 21 days. In other words, the average wait time is the length of one circulation period. These numbers are very consistent over the last few years. If someone did not want to wait for a reserve and wanted to take the book off of the rental shelf, the book was available as a rental 50% of the time for a fiction book and never for a nonfiction book. Very few nonfiction books are purchased for the rental shelf. The very length of most nonfiction books and the relatively slower pace of the writing does not make them of much interest as rental choices.

Suzy did a similar test of ebooks off the bestseller list. For numerous reasons, the waiting time was longer than for hard copies of the books. The average wait time was 51 days for a fiction book and 27 for a nonfiction book. However, so far, Suzy has only

conducted this test once. There are reasons why these wait times are longer. First, the cost for libraries of some titles in the eBook format is exorbitant, not allowing us to buy as many copies per reserves. Also, patrons might be more likely to keep the book for the entire time of the checkout. With a hard copy, a patron has to, at some time, make a trip to the library to return it. They might stop by shortly after they finished the book but a week or two before it is due. With an eBook, patrons might be more likely to let their checkout expire rather than go into their account and return the book early because they aren't concerned about forgetting about the book and accruing fines.

Plans and Recommendations:

1. Assess the circulation and fine rules for the entire collection with fairness and user experience in mind.*
2. Evaluate the reports available from Siri/Dynix in order to properly assess the use of the collection at the end of the year. **Debbie and Ann**
3. Create a plan to market specific areas of the collection including large print and ESL and eReadIllinois. **Debbie, Marianne, other Adult Department Staff**
4. Work with Marketing to develop a plan to focus on individual databases for an extended period.. **Jennifer and Marianne**
5. Monitor usage of all databases and determine subscriptions for next year.
Jennifer
6. Add shelf labels to other popular areas of the nonfiction collection, for example the collectibles area and United States history.* **Adult Department staff**
7. Constantly assess the housing of the collection for ways to provide better access to materials. For example shifting the nonfiction to provide more room for large print. Be creative in coming up with solutions.* **Debbie and other Adult Department staff**
8. Utilize the catalog to promote our collections.* (S.P. 1.4.4.3; S.P. 2.1.3) **Ann, Jennifer, and Jez**
9. Databases will be readily displayed and promoted through the website redesign.* (S.P. 1.4) **Ann and Jennifer**
10. We will survey, where we can, users of our downloading and streaming services for demographic information and information about how they are using the services and what they do and do not like.* **Suzy and Debbie**
11. Staff will work with Marketing to identify target audiences for Lynda.com. (S.P. 2.3.2.1.2) **Marianne, Jennifer, Jez**
12. Staff will investigate other online subscriptions to hobby and creation databases. (S.P. 2.3.2.3) **Jennifer**
13. Staff will promote the collections via LibraryAware through the newsletter, the library website, and throughout the library.
14. Assess shelving arrangements in the new materials area. **Debbie and Adult Services staff**

*related to improving the user experience in the library.

Services and Service Desks

Adult Ask Us Desk Activity: Compared to last year, the number of reference or readers advisory questions asked at the Adult Ask Us Desk was down by 3%. Patron visits for the same time period were down by 5.34%, so the number of Ask Us Desk questions correlates consistently with the trend in overall library use. Although the desk has three workstations, only two stations are manned at all times. The third station is manned on the weekends and on weeknights Monday through Thursday. Fifty percent of all questions asked were asked at the first station as one enters from the lobby. This station is staffed by a paraprofessional. Our busiest day of the week is Sunday. Use tapers off through Friday and then starts to increase again on Saturday. Last year, we had the same pattern of use. If we approach a patron rather than waiting for a patron to approach us, we refer to this as roaming. We increased by 10% over last year the number of people we helped in this manner.

About 77% of all questions were asked in person with most other questions coming by phone. Very few questions come via email, only about one percent. Eighty percent of the questions we received were for specific titles, and 13% were for reference help. We did readers advisory for patrons about 2-4% of the time and assist them with SWAN about 3% of the time. Many of these statistics are gathered by sampling twice a year in October and March. Because we went live with SirsiDynix in April, I would imagine that assistance with SWAN increased at that time.

There are two other sets of statistics we keep monthly at the desk. The first is the number of times we give extensive tech training to a patron. This is primarily showing a patron how to download or stream from one of our electronic collections to their device. This happens about eleven times a week, an increase of 11% over last year.

We also keep track of what we call directional questions, which as you might expect, involve directing people to places in the library (restroom, copier, scanner, large print, etc). However, "directional" also includes signing people up for programs and the group study rooms and providing brief assistance at the computers, such as instructing someone on how to print. In the past year, we increased our directional questions by 15%. We found ourselves more often signing people up for the study rooms and answering general directional questions and somewhat less often signing people up for programs or helping with computer questions. Patrons can sign themselves up for programs online, and perhaps more people are taking advantage of this service. They still need to go through staff to book one of the group study rooms.

Computer Help Desk: Usage of the public desktop computers dropped by 7% from last year. However, the usage of laptops was *up* by 15%. Laptops account for 15% of all adult computer usage. As of this point in time, patrons cannot print directly from a laptop (either their own or a library laptop). By using email or the walk-up computers, we can usually get the information printed. However, Technology Services is working on solving this problem. The number of interactions that desk staff had with the public was even between last year and this. Areas where interactions increased were with the laptops and

with the scanner. This is probably not because the scanner is hard to use, but because we added a new document feeder and patrons had questions.

In March 2014, the library started checking out, for in-house use, two iPads. The iPads are loaded with ESL materials, but can be used for most tablet purposes. A tablet gets used about once a week.

This desk also checks out most of the assistive technology that the library owns. Thanks to a Lion's Club donation, we were able to add iZoom magnifier and Dragon Naturally Speaking software to a laptop, and a BIGTrack trackball mouse for checkout in house. Shirley has developed a brochure of our assistive technology as well as a page on our website.

The wall area behind the public computers has recently been transformed into an area with helpful handouts for computer users, including our information on using our downloadable and streaming services plus tip sheets on popular computer programs. This area was created by Suzy with input from Shirley and graphics by Theresa.

Job Hunting: Suzy had worked with Shirley to provide services and materials for the job searcher. With Suzy's move to Technology Services and Jez's promotion, Jez is now working with Shirley. Shirley continues our relationship with workNet and Jez manages the circulating collection of books. A new sign was hung over the book collection. The library participated in our first jobs fair in partnership with the local state officials' offices in August of 2014 and then again in July 2015. We also had a representative from ReferenceUSA present a public program on using the database for job hunting as well as a resume workshop that Jez presented.

Tax Forms: The federal government and state of Illinois have cut down considerably on the number of forms they send out. We will copy ten pages for free for a patron, but I don't feel that we were as overwhelmed by this as we have been in other years. I think more people are comfortable either filing online or printing out forms themselves. We did send a number of people to the IRS office on Butterfield Road.

Small Business: Shirley has developed a relationship with SCORE, an organization that assists small businesses. They have done lobby drop-ins and used the library for some roundtable discussions and as a meeting place for one-on-one mentoring.

Oral History: We continue recording the memories of veterans, still primarily from WWII, although with this year being the seventieth anniversary of the end of the war, these veterans are now in their late eighties and nineties. We are hoping to get veterans from more recent wars. We have conducted 131 interviews in the thirteen years since we joined this project. We have begun to put the audio files of interviews on our website. We also are in the second year of conducting local history interviews and so far have eleven interviews. We have been trying to get a project off the ground we are calling StoryShare, which is for ordinary people to interview their family members. There is an aspect of this project in which the interview is shared with the community, and not everyone is comfortable with this. We have decided to make this optional. People, with

the assistance of a volunteer, can interview a family member, and, for the cost of the recorded disk, can keep the interview private for use with their family. This will be promoted as part of our family history initiatives which include genealogy and digital conversion equipment.

Homebound: Homebound was extensively marketed last year. By the end of the year, we had six more individuals receiving homebound delivery than at the end of the year last year for a total of 15 with two additional individuals using the service on a temporary basis. The number of institutions has dropped down to only three: Brookdale, King-Bruwaert, and Sunrise. Carmelite Carefree Village, one of our institutions since the service was instituted, closed its doors in the past year.

Group Study Rooms: Library wide the use of the group study rooms was down by 14%. However, compared to the year before we had one fewer study room. Maintaining the same usage pattern one would expect a decrease of 33%. This indicates increased use of the study rooms in Adult Services. During the summer when tutors are working with students between school sessions, our rooms can be in nearly constant use. Weekends during the school year are also busy. Anecdotally, we also see increased requests to use the rooms for online interviews or meetings.

Proctored Exams: Shirley proctored exams for 15 students over the last year, down from 24 last year.

Plans and Recommendations:

1. Make slight rearrangement to the Adult Ask Us Desk to allow for an easier exit for the person in the first spot facing the lobby. **Mike and Debbie**
2. We will be marketing the staff and their skills and knowledge, especially in the areas of readers/viewers advisory and training on use of electronic materials. (S.P. 2.2.2) **Marianne and other Adult Department staff**
3. Continue to investigate a new digital microfilm reader/printer.* **Shirley**
4. Investigate, in conjunction with Technology Services, booking software for the group study rooms.* **Ann and Debbie**
5. Through Technology Services, add the capability for wireless printing.* **Ann and Computer Desk**
6. Work with Circulation Services to assure the best handling of phone calls.*
7. Conduct a seating study to analyze how our various seating areas are being used (or not used) in order to better meet the needs of our users.* (S.P. 1.3.1.1) **Laura and Debbie**
8. Conduct an annual joint meeting with Kids and Teens to promote cooperative activities and understanding. (S.P. 4.1.1.1.1) **Debbie and Natalie**

*related to improving the user experience in the library.

Programs and Promotions

In August 2015, we migrated to a new release of Evanced for program registration. Although the product still has some quirks, we hope it will let us better manage program scheduling and registrations. In several cases, we tied programming into widely recognized anniversaries that were being observed, such as the 100th anniversary of the beginning of WWI.

Adult Programming: Most of the adult programming for the past year was part of what was called The Junction. Each time an Indian Prairie cardholder participated in a computer class or other adult programming (not discussion groups), that person's name was entered into monthly drawing to win a \$25 gift card to an area business of their choice from a list we had compiled. Although we included local businesses on the list, everyone chose a gift card from a chain store. Seventy-five percent of the winners chose either a Target or Home Depot gift card. At the end of the year, we had a drawing for a Samsung tablet. All the gift cards and final prize were funded by The Friends.

The average number of people attending an adult program was 34, compared to 37 last fiscal year and 41 the year before. We have about the same number of programs each year, about fifty, but we have increasingly moved to hands-on and how-to programs that require limited registration. We often have many people on the waiting lists for these programs, especially the cooking programs. Also, the Junction programs had a somewhat limited appeal, as they tended to be more educational in nature, rather than entertainment focused. We had our highest turnout for a gardening program, *Color in the Garden*, with 105 in attendance. Two ReDiscover programs (see below) had high attendance. These were a program on antiques and collectibles, *Trash or Treasure*, with 80 in attendance and a decorating program, *Don't Do This, Do That*, with 75. Local author Elizabeth Berg drew an audience of 72. Music programs, sponsored by the Friends, were also popular. An Andrew Salgado concert drew 70 in attendance, and *Died in the Wool*, a group that plays Irish music, drew 65.

There are a few facts that hold true about the adult programming. I compared these statistics to our other big adult programming group, the computer class statistics, to see how they compared. These statistics are garnered from evaluation forms filled out by attendees. Cindy's return rate is 45%. I don't have a return rate for computer classes. For the Adult Department programming, statistics remain quite consistent year to year.

- Year after year, the age group most likely to attend programs are those between 65-74. They accounted for 42% of attendees. Those 55 and older accounted for 86% of total attendance. For computer classes the largest age group in attendance was also 65-74 with 40%. Those 55 and older make up 80% of the computer class attendance.
- Women make up 88% of program attendees according to surveys returned. Cindy believes this is somewhat high. If a couple comes to a program, often only one of them fills out the survey, and that person is usually the woman. Cindy does have programs expressly to pull men in. In the last year she had programs on fishing,

the origins of WWI, golf, investing, and numerous art programs with appeal to both men and women. Women made up 75% of computer class attendees.

- Most people still hear about our programs through the newsletter, 63%. Next highest was the website at 12% and the eNews at 9%. This was actually a big jump for the website being the source of information, up from 6% last year. People heard about programs from friends or family 8% of the time. For the computer classes, 62% had heard about them from the newsletter, 16% through the eNews, and 14% through the website.
- When asked what time of day they preferred, 50% of attendees said they preferred evenings and 31% preferred afternoons. Those preferring weekends was 11% and mornings was only 8%. For computer classes, 40% preferred evenings, 33% preferred afternoons, 19% preferred mornings, and 9% preferred weekends.
- For the past year, Cindy found that interest in afternoon programs increased, and she intends to add more next year as the meeting room is available.

These statistics are gathered from those attending programs, not those who are not. Are those not attending not attending because they don't like the times the programs are scheduled or the subject matter, or are they just not people who attend programs? Our community survey indicated an interest in weekend programming. Obviously, empty nesters and retired people have more time to attend programs, but are there some programs that younger people might like that we aren't doing or of which they are not aware? Also, with so many more women attending, do we decide that this is our target audience and do more marketing with, for instance, the Darien Woman's Club? Or do we try to attract more men by marketing through the VFW?

Big Read/ReDiscover: After ten years of The Big Read, it was decided to try something different. Instead of focusing programming and book discussions on one book, we tried using a theme. The program was renamed ReDiscover, and the theme was "home." The nine libraries who had participated the previous year participated again. Although individual programs were well attended, the overall program lacked "buzz." Several patrons mentioned that they missed the book. It was decided to discontinue the program as it has been and look for some other way for the libraries to cooperate in the promotion of a love of books and reading. The plan for 2016 is to pool our resources and bring in a big name author for a program.

Staff Programming: As part of the library's efforts toward assisting job hunters, Jez gave a workshop on resume writing that was well received. Mary Krekelberg gave her genealogy workshop and also, with Jennifer, arranged the third annual After-Hours Genealogy program. Seventeen people stayed the entire three hours to research their genealogy and use the assistance of staff and volunteers. Jennifer, Jez and Suzy gave a booktalking program, *Find Your Next Great Book*. Attendance was only 10, but participants stayed to talk, look at the books, and even check some out. Jennifer arranges to have representatives of some of our databases give programs for the public on their products. In this past year we had programs for the public on *ReferenceUSA* and *Morningstar*.

Jennifer presented the programs *Tips for the Savvy Traveler* for a group of 47 and *Harry & Mickey: Visiting Universal Orlando and Walt Disney World* for a group of 21.

Special Age Programming: We have occasionally tried some programming expressly for 20 and 30 somethings, usually a game night with a decent but not great turnout. With the addition of Jez to the staff and with some technology responsibilities following Suzy to Technology Services, Jez has been assigned trying programming for this age group. She had a game night in July 2015 with 20 in attendance. She has scheduled some additional game nights for the fall as well as some other programming.

Technology Programming: This programming is now almost entirely done through Technology Services. Adult Services staff, though, still participates in things like eLibrary drop-ins in the lobby.

Lobby Drop-ins: For several years, local elected officials have held drop-ins in the lobby. These have been arranged through our administrative office. Cindy has arranged drop-ins for the College of DuPage and the Master Gardeners to answer questions one-on-one. We have also regularly had drop-ins for people to ask staff questions about using our eLibrary. A small committee from the Adult Department came up with additional ideas for library staff and local organizations to have a presence in the lobby. We have had SCORE and area literacy organizations in the lobby as well as staff presenting StoryShare and readers advisory. In the readers advisory drop-in, two staff members manned the desk with laptops and recommendation forms. They would talk to patrons about their reading tastes and then recommend three more books for the patron to try. Mary Krekelberg used the digital kiosk in the library as part of a lobby drop-in to showcase local history. The kiosk was used to display a Flickr album, "A Look at Local History." Future plans include a Veterans Day drop-in for information about the Veterans History Project, a representative from the Peace Corps, our assistive devices and homebound services, and consumer information in time for the Christmas holidays.

Thursday Movies: Last year we had success with Thursday afternoon movies in the late winter into spring. We tried scheduling movies again in the fall, but they were not well attended. We scheduled movies in the winter and spring again and had good attendance. We felt this is due to the types of movies released at the two different times of the year. Our attendance is almost entirely seniors. In the winter and spring, Academy Award nominated movies are released, while in the fall, summer blockbuster movies are released. It would seem that seniors like movies that are clearly adult. They don't like anything that could be construed as a kid's movie, whether superhero or animated or live action, even if it was very popular and had crossover appeal. They also are not attracted to sports movies.

Staff Led Groups: We ran a series of movies in the fall for Movies and More. These were four movies set during WWI and made from the 1920s through the 1950s. Average attendance was only 11, but audience response was enthusiastic. Attendees were surprised how affecting a silent movie, *The Big Parade*, could be or the early talking picture *All Quiet on the Western Front*. During ReDiscover: Home, we showed two

movies: *A Raisin in the Sun* and *Of Mice and Men*. Again, those in attendance were very appreciative, but our average was only eight people at each movie. We have decided to drop this programming.

Mary Krekelberg led Great Decisions again this past year. The average attendance of 20 was the highest ever. Mary arranged outside speakers for three of the eight topics. Overwhelmingly participants agree that having outside speakers enhances their understanding of the topic.

We continue to hold three book discussions through the library. Attendance at each group ranges in the low to middle teens, a manageable size for a book discussion group. Participants are a mixture of new members and people who have been coming for years. They enjoy being introduced to new authors and appreciate the added knowledge that the discussion leader brings to the group.

Groups: A number of groups are sponsored by the library, meet at the library, and are promoted in the newsletter and eNews. A staff member, Denise Tucker, books the room, serves as liaison, and submits marketing information. Attendance for most of the groups was down slightly from last year, but not out of keeping with historical averages. Two that do appear to be trending down are the ESL discussion group and the genealogy group. As we try to do more promotion with the immigrant population, the discussion group will be promoted. The genealogy group meets during the day, which is fine for their older demographic, but it might be nice to have an occasional nighttime meeting in order to attract some younger blood. Mary Krekelberg made a presentation to the Genealogy Club in October 2014.

Historical Average Attendance for Indian Prairie Groups

Group	FY 14/15	FY 13/14	FY 12/13	FY 11/12	FY 10/11	FY 09/10	FY 08/09	FY 07/08
*Crime Readers Book Discussion	14	11	10	12	9			
**Play Reading	5	N/A	7	8	9	9	5	
*Novel Idea Book Discussion	11	16	15	15	11	12	10	8
*GenLit Book Discussion	11	10	12	11	9	8		
*Movies and More	10	13	34	27	18	23	17	18
Genealogy	27	32	40	36	35	38	34	23

Chess	10	11	11	10	9	11	12	11
ESL	8	12	13	14	9	11	13	8
Discussion Group								
Current Events Discussion Group	9	17	13	12	11	10	10	13
*Great Decisions Discussion Group	20	18	16	17	15	16	16	13

*Staff led. **Volunteer led.

Community and Community Events: In November, for the first time, the library participated in National Novel Writing Month (NaNoWriMo). The idea is to encourage people's writing in a communal environment. Jez coordinated two events at Indian Prairie with 17 participants at the first and 15 at the second. In May we participated for the second time in Free Comic Book Day. For a low cost, the library purchased a selection of comic books for all age groups and then gave them away during the morning of May 2. Jez coordinated this with Tyler Works in Kids and Teens. Jez created the backdrop for a photo booth. We had also invited people to come in costume, but only a very few did. Other years we had participated in World Book Night, but because the national event was not funded, it was not held this year. Shirley and Jez worked on the local jobs fair, which was also sponsored by the local state representative's and senator's offices.

Mary Paxson hosted the local book group, Wine Women and Mark, at the library. They have had us host them every year or so. We are trying to encourage other groups to either have a meeting here or in one of their homes with us as a guest leader, booktalking or showing library resources from our website. In June at our second book discussion group party, we invited area book groups to join us for light snacks and discussion about good book discussion books. Fifty-two people came, many from area book groups. We gave them a short demo of some of what we have on our website and invited them to invite us to show their whole group. I also sent a letter out at the end of August, 2015, to all the area groups with the same offer. So far, one group has invited me to come as a guest leader.

Jennifer presented a version of her *Tips for the Savvy Traveler* program to the Indian Prairie Computer Club at the Community House in Hinsdale with 52 in attendance. Mary Krekelberg arranged for the Darien Historical Society to hold its April meeting at the library, where she was able to show board members the Darien digital local history collections, the Darien Historical Society Facebook page, and website. She also made a presentation at the Darien Woman's Club in conjunction with a guest speaker they were having on writing a personal history. Mary spoke about library resources, including the

equipment we have for converting old magnetic tape recordings (videos and cassette tapes) to digital files.

Mary Krekelberg and Laura Birmingham arranged the program *Where Can I Volunteer?* Eleven social service organizations (including the library) participated in the program with 80 people in attendance. Cindy worked with Natalie on a local author fair in January 2015 with 140 people stopping by to meet the authors. Joe worked with Laura on a community recycling event in October which had 133 people drop off recyclables.

Bibliographies, Social Media, Website, and Other Online Activity: We recently changed from using Bookletters to LibraryAware from Ebsco to send out book newsletters and display our bibliographies on our website. This is still a work in progress. Not all bibliographies have been switched over, and we are still looking into all the different ways the product can be useful. We regularly update and add to our website bibliographies as well as printing off bookmark samples that we copy in cardstock and display on a rotating basis. Our guidelines for bibliographies are fine-tuned as we see how they are best used by the patrons. Jez, who is now in charge of the online bibliographies, can keep track of hits on the individual lists, letting us know what is popular. We also keep lists at the desk of recent movie additions, a list of foreign movies, and a list of television shows. All of this information is in the catalog, but we have patrons who like to browse through these lists.

Shirley, Jennifer, and Jez post to social media, primarily Facebook and Twitter. They promote upcoming programs and post pictures of events in the library as well as commemorate holidays and anniversaries that can be linked to library collections, etc. I post on the Hot Topics blog. I prepare a list of anniversaries or events for the forthcoming year and post on Hot Topics with links to the catalog. If a lot is going on in the library and there are many recent posts on important topics, I don't post. However if there have not been new posts on library events or information for a while, I will post from my prepared list (or a hot topic in the news) in order to keep the page fresh.

Twice this year, in order to encourage participation from the patrons, we posted staff recommendations. One of these was pictures of staff with a favorite book. We asked patrons to do the same, but only got a few. During National Poetry Month we asked staff to post a favorite poem. A number of staff posted a poem, and again a very few patrons commented. A few years ago Jennifer had created a library Goodreads page. However, it has generated very little interaction. It would appear that social media might be more relied upon to disseminate information rather than to generate interactive content.

Staff is involved with the redesign of the library's website. Keeping the user experience in mind as well as the website mission statement, staff will be seeing that those services and collections we want to provide access to through the site are well developed.

Plans and Recommendations:

1. Try Friday night programming for twenty and thirty-year-olds as well target marketing to this age group.* (S.P. 3.3.1; 5.2.1.3) **Jez and Marianne**

2. Look for other places to hold programming in the community. For instance, Jez's resume program or a program for Black History month at Willowbrook Commons or immigration programming at a cultural institution.* **Cindy and other Adult Services staff**
3. Send out a letter to area book discussion groups in the fall of 2015 to invite them to let the library host a discussion. (S.P. 2.1.3.1) **Debbie**
4. To add more daytime programming.* **Cindy and other Adult Department staff**
5. To try other weekend programming to see if we attract different people.* (S.P. 1.5.1) **Cindy and other Adult Department staff**
6. To try programming relevant to people's work lives to attract younger people.* **Cindy and other Adult Department staff**
7. Capture demographics on some of the meet-up and other programming not arranged by Cindy. **Denise, Debbie, Jez, Jennifer, and other Adult Department staff**
8. Host the volunteer program again with the addition of service clubs as well as agencies.* (S. P. 3.3.2.1) **Mary K.**
9. Adjust programming budget for additional 20/30 something programming and ESL/citizenship programming.* **Debbie**
10. Meet with local senior groups and enter into discussion with them about what they would like from the library.(S.P. 1.2.1.3.3.3; S.P. 5.2.2.2) **Debbie and Marianne**
11. Use the new digital display to promote activities in the department beyond the adult programs. (S.P. 2.2.) **Theresa, Jez, and other Adult Services staff**
12. Cindy continues to meet with the Kids and Teens department to coordinate programming. (S.P. 4.1.5.1.2) **Cindy and Kids and Teens**
13. The department will continue to schedule creative, make-it-yourself programming culminating in a fair in spring of 2016. (S.P. 2.3) **Cindy**
14. Schedule multiple sessions of popular hands-on classes as budget and room availability allows.* **Cindy**
15. Assess the department's use of social media (S. P. 5.5.3) **Shirley, Jennifer, Jez**
16. Staff will work with Technology Services to suggest equipment appropriate for media programming. (2.3.1.1.3; 2.3.1.2.1; 2.4) **Adult Service staff**
17. We will continue to schedule area organizations in the lobby, including local literacy groups to assist them in their recruitment of volunteers as well as invite them to the Volunteer program. (S.P. 2.5.1.1; S. P. 3.3.2.2) **Joe and Mary K.**
18. Staff will identify organizations that provide services to or represent area ethnic/immigrant groups. (S.P. 2.5.2.1) **Joe**
19. Staff will investigate grant opportunities as well as local sponsorship of library programs. (S. P. 4.4) **Adult Service staff**
20. Continue with the book swap party for GenLit and relevant movie outings as they arise. **Jennifer**

*related to improving the user experience in the library.

Staffing

A reorganization within the Technical and Technologies Services Department had an effect on staffing within the Adult Services Department. The addition of the Technology Librarian position moved my staff member Suzy Wulf into the Technology Services Department. We were able to replace her with Jez Layman, a recent MLIS Graduate from Dominican who was already on desk as an Associate. With Suzy went some of her formerly Adult Services responsibilities. Jez is working somewhat fewer hours than Suzy had been. With the addition of Jez, though, we are intending to expand our programming for Millennials. We were fortunate to be able to replace Jez in her associate position with Christine Maleno who was working as a substitute.

Beyond that realignment, longtime readers advisor Sally Monkus retired and was replaced by Ashe Kolalis. Jason Peters was hired for the Computer Desk in July 2014. Tom Tomaszewski, who worked at the Computer Desk, retired to Florida and was replaced by Audra Melton. We hired Mary Moravek as a regular shelver; she had been a substitute. We did hire another substitute shelver, Robert Pavliga.

Because of an increased emphasis on community involvement and services to underserved areas, we are looking at job descriptions. Are these responsibilities to be spread across the Adult professional staff, or should an outreach librarian position be created? Or should there be a combination of these two options with some specialized responsibilities officially assigned as per a job description while other more general community involvement is assigned as required? As the front line staff, desk staff is the "face of the library." I can see a move into more programming and community outreach by staff.

Training: Staff participated in the library-wide YOLO training, and the majority of the staff completed the required courses, plus some additional ones. Besides the mandatory readers advisory YOLO taught by Jennifer and Jez, the adult department staff also presented YOLOs on local history, oral history, the databases, the public PCs, Citizenship and like skills collections, and assistive technology. There was a considerable amount of SirsiDynix training in the late winter and early spring. Jennifer arranged for a number of staff training times for our databases, some in person, some as webinars. These were for *ReferenceUSA*, *Mango Languages*, and *Brainfuse*.

Staff attended workshops through several local librarian support groups. They also attended numerous SirsiDynix trainings, primarily given by Indian Prairie staff who had attended SWAN training sessions. Staff also received instructions in basic sign language, grant writing, management, and project management.

Staff watched webinars on topics as varied as readers advisory, websites, new interfaces for databases, assistive technology, and Illinois workNet,

The majority of the Adult Ask Us Desk staff participated in a genre study of fantasy under the leadership of Jez Layman.

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Indian Prairie Community: Staff within the department participates in a number of committees. One committee comes up with ideas for drop-ins in the lobby utilizing both library staff and outside groups. Another committee worked on online training possibilities that could be recorded and added to our website. Another committee looked at ways the Adult Department staff could be more involved within the community. Jez and Shirley work together on all things job related including collections, external resources, and programming. Staff has also worked together to define the department's core services and responsibilities so that as staff come and go we can continue to offer those collections and services we consider most important to our users. This information was first established a few years ago, but is revisited every year or two. Adult Department staff serve on the website, programming, and social media committees.

Wider Library Community: Joe is an active member of LEARN, a group of librarians who discuss literacy and ESL issues. He spoke as part of a presentation at the On the Front Lines Conference in Springfield about LEARN. Jennifer participates in the Electronic Subscription Managers (ELSUM) meetings.

Volunteers: We have a number of volunteers who assist us by doing homebound delivery, making reminder calls, collecting information for the local events calendar, and conducting and managing interviews for the oral history projects. A long time volunteer, Jack Thomsen, passed away this year. He had volunteered for the library before we built the current building and was still coming in to work an hour or two a week up until the month he died. Joe supervised 41 court ordered and community service volunteers for a total of 1,422 hours. They primarily put items in order on the rough sort shelves, shift books, clean shelves, and other small jobs as they occur.

Plans and Recommendations:

1. Review job descriptions in relationship to the library's current mission and strategic plan. (S.P. 4.1.6) **Debbie**
2. Staff is continuing to create an online procedures manual. **Adult Department Staff**
3. In early 2016, begin a genre study of women's fiction led by Denise Tucker. **Denise**
4. To plan for training of the staff in the ideals of user experience.* (S.P. 1.1.2) **Debbie**

*related to improving the user experience in the library.

Circulation Services
September 2015

Total checkouts for September were 57,006. This compares to 64,241 last year or -11%. Electronic Circulation was 4,430 this year, while it was 3,730 last year or +19%

ILL's processed were down 11%. We processed 8,703 this year and 9,790 last year.

Patron visits were down 7% from last year (35,150 this year compared to 37,684 last year)

A total of 7,482 holds were placed in September. Patrons placed 5,451 of them while staff placed 2,039.

21,301 items were checked out or renewed by staff at the desk. This is 38% of total checkouts/renewals. 24,839 items were checked out or renewed by patrons at one of our self-check machines, 6,436 items were renewed by patrons through enterprise and 3,848 items were electronically checked out by patrons – for a total of 35,123 items checked out through some sort of self service. This is 62% of total checkouts/renewals.

I am attaching a report that I did on "Pick Up Anywhere" – the new service where patrons can place holds to be picked up at any SWAN library (that is participating in the program). The first report shows the breakdown of patrons from other libraries who placed holds to be picked up at Indian Prairie. The second report shows what libraries Indian Prairie patrons are choosing to pick up their holds at.

About 3% of holds placed to be picked up at IPPL are placed by patrons from other libraries. 1-1/2 to 2% of holds placed by our patrons are being picked up at other libraries. At this point, "Pick Up Anywhere" has not made any type of real impact on us.

September was National Library Card Month. This year we gave away "Snoopy" stickers and book marks to children getting their first card. We issued 272 new resident cards. Of those, 53 were new children's cards. Last year we only issued 36 cards to kids getting their first card.

Meetings and Workshops Attended:

- Sept. 14 Ann Stovall (website)
- Sept. 15 Natalie Williams (loan rules)
- Sept. 16 Circ. Advisory RAILS
- Sept. 17 LACONI Aurora PL
- Sept. 21 One on One with Jamie Bukovac
- Sept. 22 Ann Stovall (outstanding SWAN tickets)
- Sept. 22 Department Heads
- Sept. 23 Circulation Supervisor Meeting
- Sept. 24 Tech User's Webinar
- Sept. 28 How-To-Expo Meeting
- Sept. 30 Circulation Department Meeting (1:00 & 5:00)

Debbie Sheehan
Head of Circulation Services

Circ Stats											
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Month	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
July	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425
Aug.	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971
Sept.	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006
Oct.	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	
Nov.	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	
Dec.	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	
Jan.	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	
Feb.	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	
Mar.	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	
Apr.	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	*
May	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	
June	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	
Renewals through the webpack not included before				1,284							
				Electronic Circulation	3,852						
Yearly											
Total	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	200,402
*Missing data--used an average number to get a total											
Indicates highest number for that month											
Indicates library was closed partial months for construction											

PICK UP ANYWHERE

114 #1

Holds placed by residents of other libraries to pick up at Indian Prairie						
May-15		Jun-15		Jul-15		
Library	# Holds	Library	# Holds	Library	# Holds	
Brookfield	1	Acorn	5	Acorn	4	
Berwyn	1	Brookfield	3	Brookfield	3	
Clarendon Hills	22	Bridgeview	1	Clarendon Hills	8	
Chicago Ridge	1	Clarendon Hills	18	Downers Grove	21	
Downers Grove	57	Downers Grove	40	Hinsdale	12	
Frankfort	2	Eisenhower	1	Hodgkins	3	
Glenwood-Lynwood	6	Hinsdale	29	Justice	3	
Hinsdale	9	Hodgkins	3	LaGrange	2	
Hodgkins	2	Justice	17	Northlake	2	
Justice	2	Northlake	1	Oak Park	1	
LaGrange	1	Oak Park	2	Riverside	1	
Oak Park	2	Riverside	2	Summit	1	
Thomas Ford	2	Summit	3	Thomas Ford	2	
Tinley Park	1	Thomas Ford	1	Tinley Park	2	
Westmont	75	Westchester	1	Westmont	165	
Woodridge	10	Westmont	87	Woodridge	11	
		Woodridge	11			
	194		225		241	3%
	3%		3%			
Indian Prairie	<u>6755</u>	Indian Prairie	<u>6999</u>	Indian Prairie	<u>7620</u>	
	6949		7224		7861	

Holds placed by residents of other libraries to be picked up at Indian Prairie account for 3% of our holds.

IPPL Patrons Placing Holds to Pick Up at Other Libraries

May-15		Jun-15		Jul-15		
Acorn	3	Alsip	3	Acorn	2	
Berwyn	6	Berwyn	1	Brookfield	1	
Calumet City	1	Clarendon Hills	5	Clarendon Hills	2	
Clarendon Hills	2	Downers Grove	16	Downers Grove	19	
Downers Grove	20	Hinsdale	16	Hinsdale	19	
Hinsdale	6	Hodgkins	2	Hodgkins	2	
Hodgkins	1	LaGrange	10	LaGrange	14	
Homewood	2	Oak Park	1	LaGrange Park	3	
LaGrange	6	Thomas Ford	2	Oak Park	7	
LaGrange Park	1	Thornton	4	Park Forest	2	
Lyons	6	Westchester	6	Palos Heights	1	
Oak Lawn	2	Westmont	28	Thomas Ford	5	
Oak Park	12	Woodridge	7	Westchester	1	
Prairie Trails	3			Westmont	13	
Thomas Ford	6			Woodridge	28	
Thornton	3					
Westchester	10					
Westmont	52					
Woodridge	6					
	148	2%	101	1.5%	119	1.5%
Indian Prairie	6755	Indian Prairie	6999	Indian Prairie	7620	
TOTAL	6903		7100		7739	

Holdings placed by our patrons to pick up at other libraries account for 1.5% - 2% of IPPL patron holds

TECHNICAL & TECHNOLOGY SERVICES BOARD REPORT September 2015

Strategic Plan

Website- The website is engaging and easy to use. The website is in the process of being redesigned to make it more engaging and easier to use. The Website Committee is working with our current website consultant on the redesign and conducting patron usability studies throughout the process. The new website is scheduled to launch March, 1, 2016. (SP 1.4.1)

Programs- Offer more programs and classes on the weekends in response to patrons' requests. We have started to offer classes on the weekends. The class "Making Movies with iMovie" was held on Saturday September 19. In the upcoming winter newsletter there are four classes scheduled on Saturdays. (SP 1.5.1)

Technical Services

DVD Project- To increase space in the adult DVD shelving, movies produced prior to 1970 have been reprocessed from locking regular sized DVD cases to non-locking slim cases. The slim line DVD cases cost \$1.27 less and are half the thickness.

Life Skills Collection- - The materials added to this collection have changed over the years and it now only contains literacy related materials. ESL is a more commonly used term to describe this collection so the labels on the materials and call number on SWAN were changed to ESL.

Technology Services

3D Printing

- We received 16 print requests and 10 of them were successfully printed.
- Most interesting object printed: Keychain nametag created during the 3D printer class.

Wi-Fi Usage- We had a total of 5,282 Wi-Fi connections and 4,718 of those were from patrons using their own device.

Staff Training

- Suzy trained Debbie W. how to order ebooks and music CDs.
- I trained the Computer Help Desk staff on procedures for using and checking out the digital media equipment.

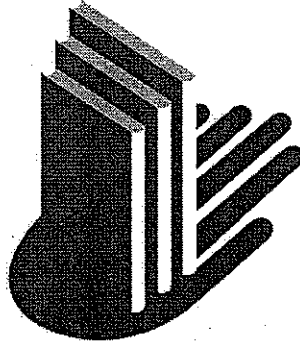
Classes & Programs- Three classes were canceled due to low registration (less than five enrolled).

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor/Presenter</u>	<u>Attendance</u>
Thurs. Sept. 3, 6 p.m.	Lynda Learning	Suzy	10
Tues. Sept. 8, 6 p.m.	Photo Editing with Pixlr	Theresa	12
Wed. Sept. 9, 10 a.m.	Intro to Computers/Internet	Sandy Trapp	Canceled
Wed., Sept. 9, 2 p.m.	Twitter 101	Dave/Jez	Canceled
Thurs. Sept. 10, 6 p.m.	3D Printing	Suzy	5
Tues. Sept. 15, 2 p.m.	Lynda Learning	Jennifer	8
Wed. Sept. 16, 2 p.m.	Intro to Computers/Internet Pt. 2	Sandy Trapp	Canceled
Sat. Sept. 19, 2 p.m.	Making Movies with iMovie	Dave	9
Thurs. Sept. 24, 6 p.m.	Tech Talk : Appy Hour	Ann	5
Wed., Sept. 30 6 p.m.	Keeping Children Safe Online	Program/Outside Presenter	Canceled

Technology Instruction/Tech Tutor Requests (One on One assistance)

- In September we had 4 tech tutors assist with 4 classes.

Ann M. Stovall, Head of Technical & Computer Services, October 15, 2015.



Indian Prairie
Public Library

**Technology Services Department
Fiscal Year 2015/16
Technology Plan**

Ann Stovall, MLS
Head of Technology & Technical Services
September 25, 2015

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A. PLAN STATEMENT

The purpose of this plan is to support the library's mission and vision, implement technology related Strategic Plan initiatives, access current equipment and software for replacement and/or upgrade, and support and offer technology training.

The library's 2015-2016 Strategic Plan goals and an assessment of the library's current telecommunications services and hardware and software were considered in the development of this plan.

B. LIBRARY MISSION STATEMENT

We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.

C. 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 service, the library is an essential center of learning, and community pride.

D. STRATEGIC PLAN PRIORITIES

- Deliver an exceptional user experience
- Inspire learning, discovery and creativity
- Enhance community engagement
- Practice exceptional organizational stewardship
- Inspire the community to explore the full range of library services.

E. TELECOMMUNICATION SERVICES

Comcast Business Broadband connection provides fast/video grade bandwidth for Internet access. (75MB download/15MB Upload)

F. SWAN SUPPORT

Technology Services supports SWAN by providing the following:

- Maintain a Firewall for a secure SWAN connection.
- Installing SWAN software updates on staff computers.
- Facilitate connections and library card authentication through SWAN for use of self-check system and 24/7 access to library databases and eLibrary.

G. HARDWARE & SOFTWARE

Public & Staff Equipment

Public Equipment:

- 7 Thin Client SWAN Catalog Workstations
- 22 Windows Desktop Internet Computers
- 6 Windows Desktop Database/Word Processing Computers
- 12 Windows Laptop Computers
- 15 Windows Training Laptops
- 3 Windows Desktop Family Center Computers
- 2 iMacs Computers
- 3 Macbook Pros Laptops
- 11 iPads
- Digital Media Equipment- 1 camera; 2 microphones; 2 lighting; drawing tablet
- Digitalization Equipment- 1 VHS to DVD converter; 1 VHS to digital converter; 1 cassette tape to digital audio converter; 1 picture, negative, and slide to digital converter.
- 3D Printer
- Scan Station with flatbed and document feeder scanners
- 3 Printers: BW & Color
- 3 Self-Checkout Stations

Staff Equipment:

- 45 Windows Desktop Computers
- 2 iMac Computers
- 9 Laptops
- 5 Microsoft Surfaces
- 3 Thin Client SWAN Circulation Workstations
- 4 Deskjet Printers
- 8 Laser Printers
- 11 Receipt & Re-stick Printers
- 3 Digital Displays (Television & Windows Tiny Computers)
- Digital Kiosk (Touch Screen & Tiny Windows Computer)

Public & Staff Software

Public Software:

- Microsoft Windows 7 & 8.1 Pro Operating Systems
- Mac OSX 10.10 Yosemite Operating System
- Microsoft Office 10 & 13: Word, Excel, PowerPoint, Publisher
- Internet Explorer, Google Chrome, Safari Web Browsers
- Educational Software & Games on Family Center Computers & Kids iPads
- iTunes, Audacity Audio Software
- Gimp 2, Paint.net & Picasa 3 Photo Software
- Jing, Windows Movie Maker, Camstudio, iMovie Video Software
- Windows Journal Viewer, Photo Story 3, Google Earth
- Intelikeys assistive software

Staff Software:

- Microsoft Windows 7 & 8.1 Pro operating system
- Microsoft Office 10 & 13: Word, Excel, PowerPoint, Publisher
- Internet Explorer, Google Chrome, Firefox, Safari Web Browsers
- Adobe Photoshop Suite

Servers & LAN Equipment & Software

Servers:

- **Main Server:** Used to run virtual servers using VMware software. Virtual servers allow staff to update or upgrade software and troubleshoot specific functions run on the server without impacting other services. The main server is also used for file sharing and storage for staff and network printing.
- **Thin Client Server:** Staff thin client computers.
- **Back-up Server:** Provides back-up to main server files and services and additional back-up processes.

The following virtual servers and software services are a part of the Main physical server:

- Exchange - Staff E-mail Server
- Faronics & Avast - Antivirus Service & Public PC Security Server
- MyPC – Public Computer Management Server
- TS01 – Public Thin Client Connections Server
- WSUS- Windows Updates Server
- WIN2K3- Printing and staff file saving and sharing Server
- WordPress- Departmental Intranet Blog Server

LAN Equipment:

- 1 Battery Back-up
- 1 Router
- 1 Baracuda Spam Filter
- 2 NAS External Drives for off-site Back-up
- 6 Aerohive Wireless Access Points
- 2 Sonic Firewalls (SWAN & Internal)
- 1 Comcast Modem
- 9 Main and 1 Mini Switch

LAN & Other Software:

- Windows Sever 2008 & 2012
- SpiceWorks Inventory and Equipment Ticket System
- WordPress & Joomla Website Software
- PDQ Deploy Software Update Software
- Microsoft Exchange 2010
- MyPC Public Reservation System
- PaperCut Public Printing System
- PRTG Web Traffic Monitoring
- 2 NAS External Drives for off-site Back-up
- 6 Aerohive Wireless Access Points

F. GOALS AND STRATEGIES

Goal 1: Input from our community drives our services.

Objectives	Staff/Dept.	Target Date
1. Survey residents on technology and digital media based on questions from the 2014 community survey and compare results annually.	Jamie/Ann	Fall
2. Use Tech Talks to help identify technology interests in the community.	Ann/Dave	Fall -
3. Use program evaluations to determine class and programming interests for technology.	Ann	Fall -

Goal 2: Technology is continually evaluated to effectively support library services and provide the greatest efficiencies and cost savings.

Objectives	Staff/Dept.	Target Date
1. Create a plan for support of the library's technology infrastructure.	Jamie/Ann	Fall

a. Evaluate LAN equipment and recommend needs for future upgrades.	Brett	March
b. Create IPPL best practices for maintaining the library's technology infrastructure.	Brett/Ann	May
2. Provide wireless printing for personal devices.	Bret	February
3. Provide patrons with easy access to outlets and ways to charge their devices.	Laura/Ann	2015/16
4. Investigate RFID.	Debbie S./Ann	March
5. Investigate self-checkout options. (SP 4.3.2)	Debbie S./Ann	March

Goal 3: We ensure ease of access to library services. (SP 1.5)

Objectives	Staff/Dept.	Target Date
1. Offer technology programs and classes on the weekends in response to patrons' requests.	TS/YS/AS	2015/16 -
2. Create a plan form management of our public technology and related services with the goal of providing excellent user experience in this area.	Jamie/Dept. Heads/TS	2015/16 -
3. Annually review usage of public computers, laptops and the Wi-Fi to determine if services should be changed.	Ann/Brett	2015/16 -
4. Perform speed tests on equipment to compare advertised and actual bandwidth speed.	TS	2015/16
5. Use traffic shaping to optimize or guarantee performance, improve latency and increase usable bandwidth.	Brett/TS	2015/16
6. Review all devices being checked out by patrons and develop best practices for managing this service.	Dept. Heads	2015/16
7. Examine technology related services with a goal toward identifying where staff training is needed and whether processes are efficient and provide excellent user experience.	Dept. Heads/TS	2015/16

Goal 4: Library online services are highly used and valued by our residents. (SP 1.4)

Objectives	Staff/Dept.	Target Date
1. The website is engaging and easy to use. a. Analyze statistics, user experience, surveys and current best practices to determine priorities of the Website. b. Develop a new Website with content that is of high quality, current, easily accessed and useful to our residents.	Ann/Website Committee	March
2. The library's booking software is user friendly. a. Upgrade Evanced Software	TS/AS/KT Suzy	2015/16- August
b. Evaluate how Evanced is being used and identify user and staff needs to determine if Evanced is meeting those needs.	Ann/Admin/ KT/AS	2015/16-
3. Users find the library catalog informative and easy to use. a. Staff take every opportunity to be involved in development of the catalog at the system level.	Jamie/Ann/AS	2015/16-
b. Staff investigate the Sirsi/Dynix mobile app and determine what mobile services to offer patrons.	Ann/AS	March
c. Create engaging age-specific catalogs.	AS/KT/Dave/ Theresa	2015/16

Goal 5: The library provides residents opportunities for learning, exploration, creativity and enjoyment. (SP 2.3)

Objectives	Staff/Dept.	Target Date
1. Develop media technology programming with topics including, but not limited to, photo-editing, digital media equipment, and video editing.	AS/KT/TS	2015/16-
a. Offer at least one media technology program for adults, teens, and kids each quarter.	AS/KT/TS	2015/16-
b. Purchase additional software and hardware to support media technology	KT/TS	November

Goal 6: Use a variety of methods to introduce technologies to the community.

Objectives	Staff/Dept.	Target Date
1. Develop technology classes for all ages featuring the latest in technology.	AS/KT/TS	2015/16-
2. Acquire additional needed materials and equipment for technology programming as needed.	AS/KT/TS	2015/16-
3. Expand the number of trained people who teach technology classes, particularly with new skills.	AS/KT/TS	2015/16-
4. Create videos that assist in teaching patrons about new technology.	Dave/Theresa	2015/16-
5. Offer more offsite programming within the community.	AS/KT/TS	2015/16-

G. STAFF DEVELOPMENT

The Indian Prairie Public Library provides a dynamic, engaging team environment that values initiative and every individual. There is an annual In-Service training day for all staff. The library has implemented a Staff Development Plan that includes development of technology skills. Staff is encouraged to explore and keep up with technology trends that impact and enhance library services. Staff members are also encouraged to attend outside training sessions.

Goal 7: Establish staff technology competencies including, for SWAN and develop/implement training modules. (SP 4.1)

Objectives	Staff/Dept.	Target Date
1. Develop staff competencies for SWAN	Admin/ Dept. Heads	2015-16
2. Technology Services staff will attend department meetings to introduce and discuss technology topics.	Ann	2015/16-

F. BUDGET STATEMENT

The Library Board approves an annual budget supporting the library's technology services automation needs.

G. EVALUATION PROCESS

The following is used to insure the library's equipment meets users' and staff needs and assists in determining the replacement and upgrading of equipment as well as integration of new equipment:

- Hardware & Software Inventory
- Ticket system to track and respond to issues and requests
- Main server is monitored, backed-up and software updates are scheduled
- Technology Services will monitor progress monthly and make mid-course corrections to the Technology Plan in response to new developments and opportunities. Monthly department report will include identification of any major software or hardware issues and highlight strategic goal accomplishments.
- Technology Services will provide ongoing evaluations through observation and maintenance of all automated services.
- Ease of use, cost to maintain and availability of required equipment and support determines need for software upgrades.
- Evaluation of public usage of computers, website, software, equipment and technology classes is conducted through statistics, surveys and by patron/staff comments.

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Youth Services
Monthly Report to the Board
September 2015

Overview

September lands between our summer and fall programming sessions. We spent this month connecting with schools, updating our textbook collections, planning for our next programming session, and training staff, especially our new staff.

Programs

Although we are not running all of our usual weekly events, we did present 11 original programs in September, reaching 228 patrons.

On September 14, Natalie Williams and Monica Dzierzbicki planned and hosted the Feed Your Body, Grow Your Brain. It was an educational program about how proper nutrition effects academic performance. It was presented by the Fran Center and offered healthy after-school snacks donated by Whole Foods. *(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 5.1)*

1-Sep	Read On	26
14-Sep	Shake, Shimmy, & Dance	41
14-Sep	Feed Your Body, Grow Your Brain	8
21-Sep	Anime Addicts	14
23-Sep	Read to the Dogs Night	24
23-Sep	Arduino Lobby Demo	14
25-Sep	League of Legends Tournament	22
27-Sep	Practice ACT	32
28-Sep	Arduino Lobby Demo	12
28-Sep	DIYTS Stickers	8
29-Sep	How to Pay for College	27

TOTAL: 228

School Visits

This month, Monica Dzierzbicki and Krista Kountz worked with teachers from Cass Jr High, Eisenhower Jr High, and Burr Ridge Middle School to complete coordination of author Nancy Cavanaugh visits to the schools on October 6th. The school visits will also share information about the Write-On Jr competition.

On September 11, Monica Dzierzbicki and Krista Kountz presented the new reading trophy to Anne M. Jeans Elementary School at an assembly for the entire school. Anne M. Jeans received the trophy for having the highest percentage of students who finished the summer reading challenge.

On September 15, Krista Kountz ran the Teens for Xcellence book club at Burr Ridge Middle School. The book for September was *The Wright 3* by Blue Balliet. After a book discussion, the club made T4X buttons to help market the club.

On September 26, Natalie Williams and Monica Dzierzbicki demonstrated the STEM activities available at IPPL to the families at the District #66 Fall Family Fest hosted at Lakeview Junior High. They highlighted Osmos, Ozobots, Tiggly Learning, and Little Bits.

Similarly, on September 30, Katie Salo visited Eisenhower Junior High for their ELL Family Night. She brought our new services brochures, bilingual materials, and also the staff iPad with the Osmo kit.

On September 29 and 30, we welcomed five first-grade classes from Holmes School to IPPL. Monica Dzierzbicki gave groups tours of the Kids & Teens department while Natalie Williams read stories on rollerskates. *(Supporting Strategic Plan: 3.2 The library creates partnerships throughout the community that provide mutual benefits and enhance the community.)*

Partnerships

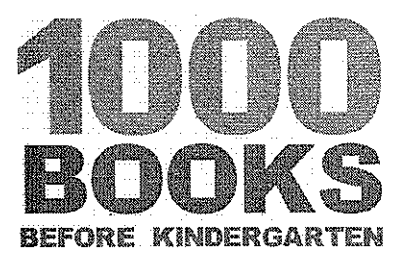
Community Storytimes

We continued providing storytime outside of the library this month. *(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.)*

14-Sep	Chick-fil-A Storytime	26
10-Sep	Whole Foods Storytime (pre-school)	53
17-Sep	Whole Foods Storytime (school-aged)	30

1000 Books before Kindergarten

Our newest reading incentive program, 1000 Books before Kindergarten, started on Sept 1. This program is sponsored by the Darien Rotary Club and encourages families to read 1000 books together to increase the child's academic success once they begin school. We had 58 sign-ups for this first month! *(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 5.1 Develop a variety of ways to showcase the library.)*



WouldShop™

We introduced two new themes to the WouldShop in September - circuits and gravity. Families were able to use Squishy Circuits and Little Bits. Then they created a center of balance robot craft and an activity that uses marbles and ramps to determine the speed and distance of gravitational pull. Books were highlighted from the collection as well.

Krista Kountz created new displays in the WouldShop by repurposing a prior activity into art frames. She put EL wire in the other two to fit the theme of circuits.

Seed Library

The Seed Library was quiet this month with only 4 packets checked out. Natalie Williams is working with the Darien Gardening Club to host several seed harvesting events next month.

Number of Checkouts: 2

Number of Seed Packets Checked Out: 4

(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.)

Trainings and Honors

Congratulations to our Early Literacy Librarian, Katie Salo! Katie was accepted to the Bill Morris Seminar for evaluating children's literature at ALA Midwinter 2016. This includes a \$300 stipend to defray costs for hotel and airfare. Katie was also quoted in American Libraries about our new interactive play center.

Natalie Williams was interviewed on two separate occasions by staff from the ILA Reporter; once by Technology Librarian Alison Tseng regarding maker trends and once by reporter Heather McCammond-Watts regarding the Seed Library. Both articles should be published this fall/winter.

On September 15, Natalie Williams attended a Tinker training about editing sound and video recordings at Fountaindale Public Library. At the meeting, she also presented the website that she has been creating as part of the ILEADUSA grant project.

Natalie Williams, Monica Dzierzbicki, and Katie Salo provided comprehensive storytime training for all staff, especially our new Associates, Heather Forster Jensen and Mary Kay Ernst. The training included two meetings; one on teaching early lit skills and one on Mid-Kid and series program planning. It also includes several assignments, such as preparing and presenting a storytime for staff, presenting a proposal for a series of events, and observing storytimes. All assignments will be due by the end of the fall programming session.

Monica Dzierzbicki attended three webinars; C is for Common Core (Illinois Common Core Standards, library use of Reading, English & Writing CC standards as talking points, programming tools and collection development), Autism 101 for Libraries, and Libraries & Autism. These webinars focused on adapted services, programming and building staff awareness to provide a welcoming and supportive library environment for children and families dealing with autism.

On September 25, Katie Salo, Jane Hartney, Krista Kountz, and Mary Kay Ernst attended a conference at the Harold Washington Library in Chicago presented by LACONI. It was titled 'The Power of Play' and was about integrating play into library programming for youth services. *(Supporting Strategic Plan: 4.1 The library provides a collaborative, supportive workplace and staff are confident in their ability to serve guests.)*

Staff Changes

Robert Paviliga stepped down from his position as both a Youth and Adult substitute page. He received a permanent part-time position at the Naperville Public Library. Supervisor, Tyler Works is exploring ways to cover shifts and collaborating with Adult Services to discuss hiring another shared substitute page to replace him.

Tyler Works met with the K&T pages on September 16 to discuss potential collection issues and go over new responsibilities. Tyler trained them on maintaining the WouldShop supplies and changing item status / locations. The pages will now assist staff with changing the locations of items from storage to on shelf and helping transition new books to the standard location.

Submitted by Natalie Williams 10/4/2015

A Place for Play

Building early literacy skills can be fun

by Abby Johnson

Children learn through play. In fact, play helps them develop early literacy and school-readiness skills, and it can be a load of fun. So how do librarians encourage play within library spaces and programs?

There is a wide range of possibilities, no matter what your budget may be. An amazing play space can make your library a destination for young patrons, as it has at the Barrington Area (Ill.) Library (BAL), where open-ended activities engage a variety of age groups and encourage adult-child interaction.



Play can be included as a

component of your programs to help develop school-readiness and early literacy skills.

meaningful interactions, says Head of Youth Services Alyson Prchal. "Daily activities include reading quietly in a cozy chair with a grown-up, preparing and serving an inventive meal at the pretend marketplace and sandwich shop, and acting out a story with new friends inside a submarine built with the library's Imagination Playground foam blocks," she says. "It's important for our library, as a safe and familiar space in our

community, to provide opportunities for this type of learning."

BAL's youth area includes a giant "Light Bright" wall (see the library's video at bit.ly/ITP0gh8), giant foam blocks, and a slide, but even simple spaces dedicated to imaginative play can result in a myriad of creative options.

Librarians at Indian Prairie Public Library (IPPL) in Darien, Illinois, invested in a simple play structure that can be transformed into a flower shop, a bakery, a post office, or other venues, just by changing the props. "In an age where children are constantly surrounded by stimuli, we really wanted to get back to the basics of imaginative play," says IPPL Early Literacy Librarian Katie Salo. She sees children and caregivers engaging in tons of imaginative play, which results in much talking and interacting—a great way to build early literacy skills.

Even unused tables in your children's room can be converted into play stations. At the La Crosse (Wis.) Public Library, Early Literacy Librarian Brooke Newberry converted a small table into a play cooking stove by adding heating coils made of paper. She has also converted the building's pillars into early literacy stations by placing matching games and other activities along the sides.

Play can also be included as a component of your programs. Consider including playtime at the end of your storytimes in place of or in

addition to a craft activity. Playtime offers an excellent opportunity for librarians to model play techniques with children and for patrons to interact with one another. Learning how to interact with other children and practicing concepts such as sharing and taking turns are school-readiness skills that will help kids succeed.

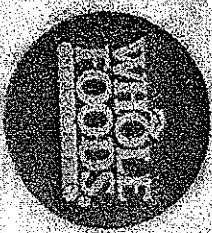
You don't need a huge budget to provide play activities at your library. You may want to invest in commercial play sets and toys, but there are many ways to include play activities on the cheap. Make your own Play-Doh substitute and provide the recipe (bit.ly/IFD4Bt6) to take home. Building with discarded cardboard boxes and egg cartons can offer an imaginative experience before those materials go to the recycling bin. Young children love to pour dry beans back and forth using measuring containers or cups made out of different substances. Dry beans make a great filler for sensory bins—storage containers that can include any number of other objects for tactile engagement. Parents and caregivers can easily replicate these activities at home for little or no cost, making it easy to continue the learning at home.

Your library may not be an actual playground, but there is a place for play in any library. Make it a priority—and watch the learning happen. ■

ABBY JOHNSON is children's services/outreach manager at New Albany-Floyd County (Ind.) Public Library. Find her at abbythelibrarian.com.

Sign at
Cash
Registers
at
Whole
Foods

STORIES, SNACKS, AND SONGS: FALL FUN



Thursday, October 1 (Ages 3-6) • 11:45AM
Thursday, October 15 (Ages 4-9) • 3:30PM

Join us in The Nook for story time with
Indian Prairie Library and make fall inspired
lunches with us after the reading fun!

See our store event calendar
for more details!



STATISTICS FOR	Sep-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	32,995	38,632	112,193	128,255	-12.52%
Teen	2,530	3,144	9,980	12,509	-20.22%
Kids	17,051	18,666	64,726	65,327	-0.92%
TOTAL	52,576	60,442	186,899	206,091	-9.31%
Electronic Circulation	4,430	3,799	13,503	10,996	22.80%
GRAND TOTAL CIRC.	57,006	64,241	200,402	217,087	-7.69%
% Reciprocal Borrowing	13%	15%	15%	13%	
Patron Visits	35,150	37,684	119,411	124,438	-4.04%
<u>Current Cards</u>					
Resident	244	239	21,744	22,910	-5.09%
Non-Resident	81	76	883	937	-5.76%
TOTAL	325	315	22,627	23,847	-5.12%
Non-Resident Households	58	44	505	440	14.77%
<u>Patron Assistance</u>					
Adult - Reference	3,290	3,187	10,748	9,880	8.79%
Kids - Reference	1,107	1,163	4,654	3,975	17.08%
TOTAL REFERENCE	4,397	4,350	15,402	13,855	11.17%
Adult - Other	1,920	2,127	6,711	5,870	14.33%
Kids - Other	1,771	1,477	5,932	5,174	14.65%
TOTAL OTHER	3,691	3,604	12,643	11,044	14.48%
GRAND TOTAL ASST.	8,088	7,954	28,045	24,899	12.64%
<u>ILL/Reserves</u>					
Holds	7,482	7,321	23,676	24,461	-3.21%
ILLs Sent	3,348	4,535	10,606	13,661	-22.36%
ILLs Checked Out	4,087	4,832	13,025	15,079	-13.62%
ILLs Received	4,616	5,255	14,663	16,523	-11.26%
<u>Programs - Adult</u>					
# Programs	13	10	23	18	27.78%
Attendance	257	320	597	563	6.04%
<u>Technology Classes</u>					
# Programs	5	14	15	40	-62.50%
Attendance	44	175	234	397	-41.06%
<u>Individual Technology Training</u>					
# of Patrons	72	123	191	373	-48.79%
<u>Groups</u>					
# Programs	15	14	35	32	9.38%
Attendance	153	161	397	370	7.30%
<u>Others</u>					
#Programs	0	0	2	0	
Attendance	0	0	126	0	
<u>Programs - Teen</u>					
# Programs	8	5	23	24	-4.17%
Attendance	155	80	348	461	-24.51%
<u>Programs - Kids</u>					
# Programs	2	7	64	76	-15.79%
Attendance	65	150	2,467	3,043	-18.93%
GRAND TOTAL ATT.	746	1,009	4,360	5,207	-16.27%

STATISTICS FOR	Sep-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,901	2,151	12,384	10,623	16.58%
Kids Computers	1,379	1,466	5,333	5,593	-4.65%
Teen Laptop	198	316	622	988	-37.04%
Adult Laptop	205	346	688	1,000	-31.20%
TOTAL PATRON USE	5,683	4,279	19,027	18,204	4.52%
Hours Used					
Adult Computers	2,584	2,689	8,304	8,147	1.93%
Kids Computers	866	848	3,476	3,225	7.78%
Teen Laptop	243	565	895	1,906	-53.04%
Adult Laptop	306	768	955	2,313	-58.71%
TOTAL HOURS USED	3,999	4,870	13,630	15,591	-12.58%
IPPL Total Web Site Access	28,831	27,862	92,788	74,899	23.88%
IPPL Total Page Views	61,711	56,429	179,938	145,468	23.70%
Subscription Database Logins	2,528	3,252	7,401	7,878	-6.05%
Outreach-Homebound					
Items Delivered	155	44	453	307	47.56%
Volunteers					
Number Active	55	53			
Hours Worked	305.75	279.25	1,901.25	1,478.50	28.59%
Staff Training Hours	104	133.50	254.25	352.25	-27.82%
Room Use					
Multi-Purpose Room	38	8	81	45	80.00%
Meeting Room					
Library	34	42	100	122	-18.03%
Non-Library	10		30		
Group Study Room	205	199	611	599	2.00%
Lobby Programs	10	6	16	10	60.00%
Conference Room					
Library	18	17	49	49	0.00%
Non-Library	21		63		
Clavinova	1	0	5	1	400.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - SEPTEMBER 2015

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1215	7	5	1217	14	39	21	44
Non-Fiction	51373	354	90	51637	317	1130	671	1220
Fiction	38708	430	151	38987	761	445	1191	596
ADULT TOTALS	91296	791	246	91841	1092	1614	1883	1860
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	16305	2	6	16301	122	11	124	17
Fiction	28750	242	52	28940	212	141	454	193
KIDS TOTALS	45076	244	58	45262	334	152	578	210
TEEN								
Non-Fiction	688	14	0	702	3	2	17	2
Fiction	4070	63	318	3815	96	105	159	423
TEEN TOTALS	4758	77	318	4517	99	107	176	425
BOOK TOTALS	141130	1112	622	141620	1525	1873	2637	2495

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audio Books on CD	5604	55	15	5644	77	40	132	55
Music CD	10174	38	7	10205	2	13	68	20
Playaway	378	0	0	378	2	2	2	2
DVDs (DVD & Blu-ray)	18521	134	1	18654	243	22	377	23
CD-ROMs	155	0	69	86	0	4	0	73
ADULT TOTALS	34832	227	92	34967	324	81	579	173
KIDS								
Audio Books	704	7	0	711	10	43	17	43
Childrens Music CD	917	0	3	914	2	1	2	4
Junior Music CD	190	1	15	176	0	9	1	24
Playaway	83	0	0	83	5	0	5	0
DVDs (DVD & Blu-ray)	5574	6	18	5562	36	45	42	63
KIDS TOTALS	7468	14	36	7446	53	98	67	134
TEEN								
Audio Books on CD	294	3	1	296	14	0	17	1
Playaway	70	0	0	70	0	0	0	0
DVDs (DVD & Blu-ray)	695	8	67	636	19	2	27	69
CONSOLE GAMES	446	14	4	456	15	33	29	37
PC-GAMES	59	0	0	59	0	0	0	0
TEEN TOTALS	1564	25	72	1517	48	35	73	107
AUDIOVISUAL TOTALS	43864	266	200	43930	425	214	719	414
COLLECTION TOTALS	184994	1378	822	185550	1950	2087	3356	2909

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- SEPTEMBER 2015

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Added	Discards
Hoopla (Yearly for all ages)	12,928			12,928				
Reference (Yearly for all ages)	549			549				
eRead Illinois (Monthly for all ages)	22168	670	0	22838	870	0	1540	0
TOTALS FOR ALL AGES	35,645	670	0	36,315	870	0	1540	0
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,340	9	0	2,349	40	0	49	0
eMedia (Overdrive Advantage)	631	4	0	635	33	0	37	0
Fiction								
eMedia (Overdrive Consortium)	9,324	53	0	9,377	123	0	176	0
eMedia (Overdrive Advantage)	2,134	48	0	2,182	120	0	168	0
ADULT TOTALS	14,429	114	0	14,543	316	0	430	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	80	0	0	80			0	
eMedia (Overdrive Advantage)	6	0	0	6			0	
Fiction								
eMedia (Overdrive Consortium)	1,560	5	0	1,565	1	0	6	0
eMedia (Overdrive Advantage)	166	0	0	166	6	0	6	
KIDS TOTALS	1,812	5	0	1,817	7	0	12	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	78	0	0	78			0	
eMedia (Overdrive Advantage)	10	0	0	10			0	
Fiction								
eMedia (Overdrive Consortium)	2,547	14	0	2,561	20	0	34	0
eMedia (Overdrive Advantage)	351	1	0	352	23	0	24	
TEEN TOTALS	2,986	15	0	3,001	43	0	58	0
BOOK TOTALS	54,872	804	0	55,676	1236	0	2,040	0

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Added	Discarded
Hoopla (Yearly for all ages)								
Audio Books	16,978			16,978				
Music	255,428			255,428				
Movies/TV	17,497			17,497				
eRead Illinois Audio Books	1,838	120	0	1,958	668	0	788	0
Yearly Total for All Ages	291,741	120	0	291,861	668	0	788	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,485	6		3,491	0		6	0
eMedia Advantage (Overdrive)	329	18		347	0		18	0
Movies								
Preloaded Roku Titles	393	7		400	13		20	
ADULT TOTALS	4,207	31	0	4,238	13	0	44	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	219	1		220	0		1	
eMedia Advantage (Overdrive)	1	0		1				
Movies								
Preloaded Roku Titles	59	1		60	1		2	
KIDS TOTALS	279	2	0	281	1	0	3	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	438	2		440			2	0
eMedia Advantage (Overdrive)	11	1		12			1	0
TEEN TOTALS	449			452	0	0	3	0
AUDIOVISUAL TOTAL	296,676	153	0	296,832	682	0	838	0
COLLECTION TOTALS	351,548	957	0	352,508	1918	0	2,878	0

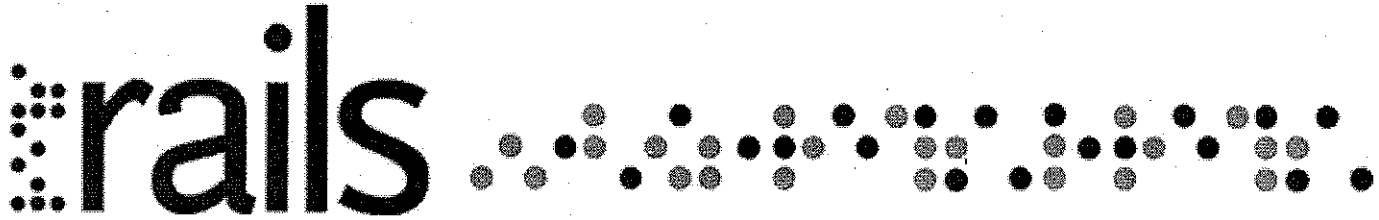
Willowbrook Burr Ridge Chamber Report

I attended the October 7th luncheon at the William Tell Holiday Inn in Countryside.

The meeting agenda was a review of the various chamber committees and their upcoming events.

I was also given the opportunity for a quick spiel about sponsorships for Spooky Stacks,

-Submitted by Laura Birmingham



 e-news

Don't Miss the "Better Together" Preconference at Library State of Mind

If you are attending the [Library State of Mind](#) conference in Peoria, you won't want to miss the "Better Together: Libraries in the Sharing Economy" preconference on Wednesday, October 21, from 10:30 a.m. - 5:45 p.m. RAILS is a co-sponsor of this program that will highlight successes and challenges in resource sharing as we reflect on the past five decades of library systems. The program also features prominent speakers in the library field.

The cost is \$20 (separate from the cost of conference registration) and includes lunch and a special reception from 6 – 8 p.m. See the [agenda](#) for more information.

Connect with RAILS at Library State of Mind Conference

The [Library State of Mind](#) conference (Peoria - October 21-24) is a great way to interact with and build working relationships with staff from all types of libraries statewide. If you are unable to attend the entire conference, see the [registration page](#) for the single day registration option.

While at the conference, be sure to stop by the RAILS exhibit booth (#216) and the Illinois Talking Book Outreach Center booth (#221) to say hello and to learn more about the services RAILS offers to all library types - academic, public, school, and special. You can also pick up some unique giveaways. RAILS members can also complete this [word search puzzle](#) and bring it to the booth to be entered into a drawing for a \$50 Amazon gift card.

RAILS staff are also involved in a variety of [other conference programs/activities](#). We hope to see you there!

New Resources for Trustees

RAILS now offers the Trustee Academy, from United for Libraries. This series of in-depth online courses expands on the [Short Takes for Trustees](#) video series and will help trustees become more proficient in their roles. Trustee Academy courses include "Trustee Competencies," "Trustee Basics," and "Working Effectively with Your Library Director." All courses are offered free to RAILS members.

For a detailed list of courses and more information, log into the RAILS website (with the email address and password used for [L2](#)) and see: <https://www.railslibraries.info/ce/archive/102253>. The Trustee Academy will be available online through September 2016.

Ten Easy Steps to Improving Technology Skills Webinar November 5

Stay current with technology and the latest emerging library technologies by viewing this webinar on Thursday, November 5, from 1:30 – 3:00 p.m. The ten steps will help you create a

October 7, 2015

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Upcoming Meetings

[October 30 Board Meeting](#)
[All board and committee meetings](#)

Upcoming RAILS CE

[October 8 Patron Driven Acquisitions](#)
[October 9 Storytime with Carole Stephens](#)
[October 13 Open Meetings Act](#)
[October 14 E-rate Invoicing](#)
[October 15 Negotiating Skills](#)
[October 15 Mental Health Awareness - Kewanee](#)
[October 20 Technology Skills](#)
[October 27 Surviving Board](#)

plan so you can stay ahead of the learning curve while providing the best service to your patrons. See [more information/registration](#).

"Strategies for Surviving Board Dysfunction" October 27

A panel discussion on how to survive, or preferably prevent, a dysfunctional library board will be held on Tuesday, October 27, from 10 a.m. – noon, at the RAILS Burr Ridge service center. A library director, library trustees, and a community member will share what they learned from a difficult time on their library board. This program will also be broadcast via one-way streaming at: <http://live.railslibraries.info>. Log into L2 for [registration and more information](#).

"Crowdfunding for Open Access E-Resources" Webinar October 29

This webinar on Thursday, October 29, from 9:30 – 11:00 a.m., is geared toward academic libraries and will discuss the pros and cons of crowdsource funding of digital collections and why budget-strapped colleges may choose to participate. See [more information/registration](#).

Other RAILS CE Opportunities:

[Patron Driven Acquisitions October 8](#)

[Storytime Workshop with Carole Stephens October 9](#)

[Open Meetings Act October 13](#)

[Invoicing Procedures for E-rate October 14](#)

[Negotiating Skills for Information Professionals October 15](#)

[Mental Health Awareness Training \(Kewanee\) October 15](#)

[Technology Skills Webinar October 20](#)

[RAILS ADA25 Programs](#)

New Programs Added to CE Archives

If you missed the recent webinars on Autism 101, MarcEdit, Recharging Your Book Club, Common Core, and Planning for E-rate, recordings are now available in the [CE Archives](#). To view full content, log in with the email address and password used for L2.

Discount for Updated Edition of *Illinois Library Laws and Rules*

The 2015 edition of *Illinois Library Laws & Rules* is available to RAILS members at a discounted price of \$22.50 per copy. This essential reference tool for library staff and trustees tells you what you need to know about the Illinois Records Act, the Open Meetings Act, recent changes in library system service standards, the rules and standards members must adhere to in order to remain members of RAILS, and more. Log into the [RAILS website](#) (with the email address and password used for L2) to submit your [order form](#). Print the form and mail it to RAILS with your payment.

Upcoming RAILS Member Networking Events

RAILS is scheduling member networking events throughout the RAILS area, some featuring continuing education (CE) topics. All RAILS members working in all types of libraries (academic, public, school, and special) are welcome to attend a networking event to hear the latest about RAILS programs and services and interact with colleagues. Please register on L2

[Dysfunction](#)

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[November 5 Improving
Technology Skills](#)

[ADA25 Partner Programs](#)

[E-rate Webinars](#)

RAILS Networking Events

[October 15 Kewanee Public
Library](#)

[November 13 Morris Public
Library](#)

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to attend the below events:

October 15 - Kewanee Public Library 11:00 a.m. - 12:30 p.m.

There's still time to register to attend this networking event. You will have a great opportunity to catch up with colleagues over lunch (included). Members are welcome to stay after lunch to attend the program on "Mental Health Awareness."

November 13 - Morris Public Library. 10 a.m. - noon

In addition to hearing the latest RAILS news and networking with colleagues, Michelle Petersen, from Plainfield Public Library, will present ideas on internal customer service. She will focus on teamwork, problem solving, and inspiring staff to better serve their colleagues.

Connect with Talking Books

Observed every year on October 15, Blind Americans Equality Day is an opportunity to recognize the accomplishments of people who are blind or have low vision, while renewing a national commitment to provide all citizens with disabilities the opportunity to fulfill their potential. See more information on the Illinois Talking Book Outreach Center's website. For more information on how you can assist patrons who have difficulty reading print, contact info@illinoistalkingbooks.org or call 1.800.426.0709.

Update on Soon to be Famous Author Project

Entries for the 2016 Soon to be Famous Illinois Author Project (STBF) will be accepted from October 12, 2015 through January 4, 2016 and applications will be available soon. To get started, you can download this flyer and subscribe to the STBF newsletter here.

Nominations Open for Library Journal's Movers & Shakers 2016

Library Journal is offering the 15th annual round of Movers & Shakers awards. Nominations are now open for these awards that honor emerging leaders in the library world and others who impact the library field. Nominations are due by November 6, 2015.

Calling All Public Libraries – Take Part in Capital Needs Survey by November 6

Every two years, the Illinois State Library (ISL) is required to file an assessment of the capital needs of public libraries. To help with this effort, ISL is asking all Illinois public libraries to complete a one-page, electronic Capital Needs Assessment Survey, even if no capital improvements are needed. This is an opportunity to convey to the General Assembly and general public the need for capital improvements in our public libraries. Complete the short survey and submit it to construct-grant@ilsos.net by Friday, November 6, 2015. (The latest version of Adobe Reader is recommended.) Questions? Contact Mark Shaffer, Pat Boze or Jay O'Dell at ISL.

School District Library Grant Application Deadline October 15

The School District Library Grant Program provides support for library books and materials for the students of Illinois public schools. Eligible school districts should submit the 2016 Application to school-grant@ilsos.net as an attachment. For instructions on completing the application, visit the Illinois State Library's website. Contact school-grant@ilsos.net or call 217.524.8836 with questions.

Chicago Public Library and Chicago Public Schools Sponsor Teen Program

The 2015 Teen Services Conference is being organized by the Chicago Public Library Teen Services and the Chicago Public Schools' Department of Literacy/Libraries. This free professional development day on Tuesday, October 20, from 9 a.m. - 4:30 p.m., will look at how librarians, educators, and mentors can most effectively address the needs of marginalized

teens in Chicago. Seating is limited and tickets are available through October 16 at [Eventbrite](#).
See [more information](#).

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YALSA Grant Opportunity

The Young Adult Library Services Association (YALSA) is now accepting applications for a \$1,000 Collection Development Grant that will be awarded to up to two YALSA members to be used to support the purchase of new materials. Apply by December 1, 2015. See [more information](#).

Reforma Midwest Chapter to Meet October 9

The Reforma Midwest Chapter will meet at Loyola University's Information Commons in Chicago and by conference call on Friday, October 9, from 3:00 - 4:30 p.m. Reforma is a national organization that advocates for library services to Latinos/Spanish-speaking constituents. Non-members are always welcome at meetings. See [more information](#).

RAILS Library Director News

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

Member News

The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media. (All RAILS members are welcome to post their news to the [Library News](#) section.)

[Manufacture Your Future at Gail Borden Public Library](#)

[Morton Grove's Library Card Sign-up Campaign](#)

[Call for Proposals for Civic Engagement and the Remaking of Urban Social Contract](#)

[Friends Group Donates to Peru Public Library](#)

Fast Facts Survey

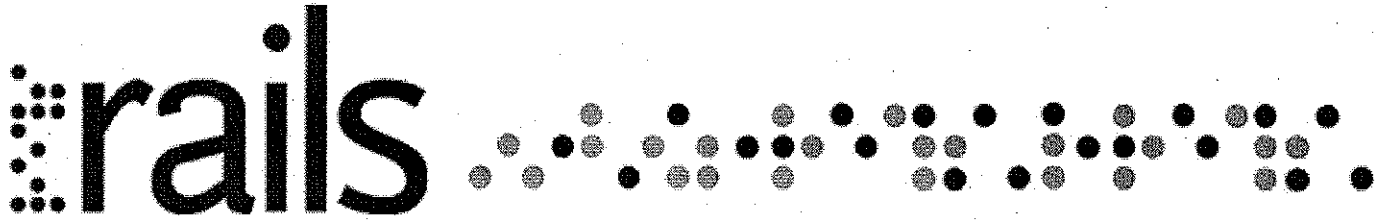
[Organizational Information on Websites](#)

Additional Continuing Education Opportunities

(In addition to the RAILS events listed above, the following items were posted to the [CE News](#) section of the RAILS website.)

[World Languages Networking Group Meeting October 21](#)

For more continuing education opportunities, see above RAILS events and the [Library Learning calendar](#).



 e-news

Don't Miss "Better Together" Preconference at Library State of Mind

RAILS is co-sponsoring the "Better Together: Libraries in the Sharing Economy" preconference at the [Library State of Mind](#) conference in Peoria on Wednesday, October 21, from 10:30 a.m. - 5:45 p.m. Attendees will learn about resource sharing successes and challenges faced by all library types (academic, public, school, and special) and hear from prominent speakers in the library field. The cost is \$20 (separate from the cost of conference registration) and includes lunch and a special reception from 6 - 8 p.m. See the [agenda](#) for more information.

Visit RAILS' Exhibit Booths at Library State of Mind Conference

Be sure to stop by the RAILS exhibit booth (#216) and the Illinois Talking Book Outreach Center booth (#221) at the [Library State of Mind](#) conference in Peoria to learn all about the services RAILS offers for each type of library (academic, public, school, and special) and to pick up some system "swag." Booth hours are:

- Thursday, October 22, noon - 5 p.m.
- Friday, October 23, 9 a.m. - 2 p.m.
- Saturday, October 24, 10:00 a.m. - 1:30 p.m.

Connect with RAILS Staff and Members at Library State of Mind

In addition to the preconference and exhibit booths mentioned above, there are a number of other ways to connect with RAILS staff and RAILS members at the [Library State of Mind](#) conference, including the [FaceTime networking event](#), the [pub stroll](#), and a variety of other conference programs and events. See [this post on the RAILS website](#) for more information.

Learn About Talking Book Program at Library State of Mind

Those attending the [Library State of Mind](#) conference in Peoria can learn more about services available to those unable to read standard print by attending the program, "[That ALL May Read](#)," on Thursday, October 22, from 1:45 - 2:45 p.m. Illinois talking book staff will discuss how patrons from all types of libraries can benefit from the talking book program.

Also, be sure to visit the Illinois Talking Book Outreach Center's booth (#221), near the RAILS booth (#216), when the exhibit hall is open, to try out the mobile apps for downloadable talking books (via BARD - Braille and Audio Reading Download), sign up for a demo account for your library, and learn more about other services available to library patrons with visual and physical disabilities.

Speed Mentoring at Library State of Mind

The Illinois Library Association's first "Speed Mentoring" session will be offered at the [Library State of Mind](#) conference on Thursday, October 22, from 4 - 5 p.m. Learn from the best and

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Upcoming RAILS CE

[October 6 Book Discussion for Leaders](#)

[October 7 Mental Health Awareness - Skokie](#)

[October 7 Linked Data](#)

[October 8 Patron Driven Acquisitions](#)

[October 9 Storytime with Carole Stephens](#)

[October 13 Open Meetings Act](#)

[October 14 E-rate Invoicing](#)

brightest minds from all types of libraries during this no-conflict time slot. Space is limited and registration is required. Contact Sally Decker Smith at sallyinlibraryland@yahoo.com for more information and to register.

Request for Photos of Library Staff and Elected Officials

Program planners for the October 22 Advocacy Program, "After the Handshake," at the Library State of Mind conference are requesting photos of library colleagues with elected officials. If you have photos, please send them to draleigh@gailborden.info.

"Strategies for Surviving Board Dysfunction" October 27

A panel discussion on how to survive, or preferably prevent, a dysfunctional library board, will be held on Tuesday, October 27, from 10 a.m. – noon, at the RAILS Burr Ridge service center. A library director, library trustees, and a community member will share what they learned from a difficult time on their library board. This program will also be broadcast via one-way streaming at: <http://live.railslibraries.info>. Log into L2 for registration and more information.

Webinar on "Crowdfunding for Open Access E-Resources" October 29

This webinar, geared toward academic libraries, will discuss the pros and cons of crowdsource funding of digital collections and why budget-strapped colleges may choose to participate. To learn more, view this webinar on Thursday, October 29, from 9:30 – 11:00 a.m. See more information/registration.

Technology Skills Webinar October 20

Catch some great ideas for developing and promoting technology skills that will help you and your patrons navigate the digital world. A webinar on "21st Century Librarians for 21st Century Libraries," will be offered on Tuesday, October 20, from 10:00 – 11:30 a.m. See more information/registration.

RAILS Networking Group Grants for Continuing Education

RAILS is offering a limited number of grants to networking groups to fund continuing education (CE) events. CE events must be made available to RAILS members and be of interest to a wide range of library staff. The deadline for the current award period is November 30. See more information/application.

Other RAILS CE Opportunities:

Book Discussion for Leaders October 6

Webinar on Linked Data October 7

Mental Health Awareness Training (Skokie) October 7

Patron Driven Acquisitions October 8

Storytime Workshop with Carole Stephens October 9

Open Meetings Act October 13

Invoicing Procedures for E-rate October 14

Negotiating Skills for Information Professionals October 15

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October 15 Negotiating Skills

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RAILS ADA25 Programs

Highlights of September 25 RAILS Board Meeting

The RAILS Board met on Friday, September 25. Highlights of the meeting can be found on the RAILS website.

Upcoming RAILS Member Networking Events

All RAILS members working in all types of RAILS libraries (academic, public, school, and special) are welcome to attend a RAILS networking event to hear the latest about RAILS programs and services and interact with colleagues. RAILS is planning additional networking opportunities throughout the RAILS area, some featuring continuing education (CE) topics. Please register on L2 to attend the below events:

October 15 - Kewanee Public Library 11:00 a.m. - 12:30 p.m. Catch up with your colleagues over lunch (included). Members are welcome to stay after lunch to attend the program on "Mental Health Awareness."

November 13 - Morris Public Library. 10 a.m. - noon In addition to hearing the latest RAILS news and networking with colleagues, Michelle Petersen, from Plainfield Public Library, will present ideas on internal customer service. She will focus on teamwork, problem solving, and inspiring staff to better serve their colleagues.

Connect with Talking Books

Library bookmobile and outreach staff are invited to visit the Illinois Talking Book Outreach Center's booth at the Association of Bookmobile and Outreach Services (ABOS) conference from October 14 - 16 at Pheasant Run (St. Charles). See more information.

ISLMA Announces Grants and Awards Winners

The Illinois School Library Media Association (ISLMA) announces the 2015 winners of ISLMA grants and awards. Winners will be honored at the Library State of Mind Conference on October 23, 2015, during the Awards Gala.

Try-It! Illinois - Great Opportunity for School and Other Libraries

Try-It! Illinois, the Illinois State Library's free annual electronic database trial will return from October 1 - November 30. All RAILS member libraries (ILLINET members) can evaluate a variety of electronic resources free of charge. For more information and to obtain a login and password to participate, visit Try-It! Illinois.

Upcoming Grant Deadlines and Requirements

Online applications for the Public Library Per Capita Grant program will be available October 1. The deadline is **January 15, 2016.** The deadline for the School District Library Grant program is **October 15, 2015.**

Edge Resources

Completing the Edge Assessment is a requirement for the 2016 Public Library Per Capita Grant. Join Edge representatives for the session, "Where Do We Go from Here?," at the Library State of Mind conference in Peoria on Thursday, October 22, from 3 - 4 p.m. The Edge toolkit features will be discussed and attendees will learn how libraries are using the tools.

Another Edge resource is the Illinois State Library's 20-minute webinar, "Edge Success 1,2,3!"

that will help you get started.

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Dr. Matthew to Head IMLS

Dr. Kathryn K. Matthew was confirmed as the Director of the Institute of Museum and Library Services (IMLS). IMLS is the primary source of federal support for the nation's 123,000 libraries and 35,000 museums. See the IMLS news release for [more information](#).

Call for Proposals for 2016 Illinois Youth Services Institute

The 2016 Illinois Youth Services Institute's (IYSI's) inaugural institute, "Be Bold! Experiment" will be held at the Marriott Hotel in downtown Normal on April 1-2, 2016. Submit a conference proposal by October 31, 2015. See [more information](#).

RAILS Library Director News

Mardell May is now the Director at Maquon Public Library District.

Debra Nelson is the Director at Elk Grove Village Public Library.

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

Member News

The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media. (All RAILS members are welcome to post their news to the [Library News](#) section.)

[Williamsfield Library to Open in New Location](#)

[Author Michael Pitre to Visit Waukegan Public Library](#)

[How To Weigh in on Fox River Valley Library Development](#)

[Improvements at Mount Prospect Public Library](#)

Fast Facts Surveys

[Print Newsletters](#)

[Food and Drink in the Library](#)

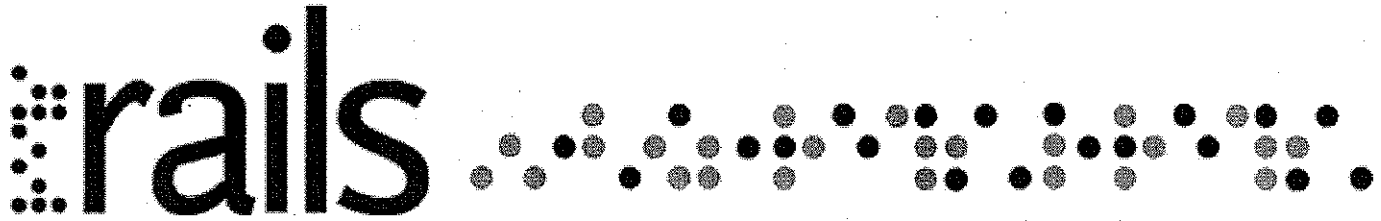
[Charging for Holds Not Picked Up](#)

Additional Continuing Education Opportunities

(In addition to the RAILS events listed above, the following items were posted to the [CE News](#) section of the RAILS website.)

[LACONI Program on Linked Data October 29](#)

For more continuing education opportunities, see above RAILS events and the [Library](#)



 e-news

Still Time to Register for "Better Together" Preconference at "A Library State of Mind"

RAILS is a co-sponsor of the "Better Together: Libraries in the New Economy," preconference at the "[Library State of Mind](#)" conference in Peoria (October 21-24). All staff working in all types of libraries (academic, public, school, and special) are welcome to join this celebration of resource sharing and the 50th anniversary of Illinois library systems on Wednesday, October 21, from 10:30 a.m. - 5:45 p.m. The cost is \$20 (separate from conference registration cost) and includes lunch and a special reception from 6 – 8 p.m.

The preconference [preliminary agenda](#) is now available. The keynote speaker is Miguel Figueroa, Director of the American Library Association's Center for the Future of Libraries. [Bob Wedgeworth](#) will talk about the history of library systems, and Andrew Medlar, from the Chicago Public Library, will offer closing remarks. There will also be a panel discussion addressing what is happening in each type of library and small group sessions focusing on multitype collaboration. See [more information and registration](#).

Connect with RAILS and Colleagues at "A Library State of Mind"

If you are attending the "Library State of Mind" conference in Peoria (October 21 – 24), you won't want to miss the second annual FaceTime networking program on Friday, October 23, from 9 – 10 a.m. (Peoria Civic Center, room 222). A continental breakfast will be included. Talk table facilitators from different types of libraries will share their expertise. See L2 for [registration and a list of table topic facilitators](#). More facilitators may be added. If you have an idea for a topic, contact [Debbie Baaske](#), RAILS Member Engagement Manager.

RAILS staff are involved in a number of other conference programs and will also be greeting members at the RAILS exhibit booth (#216) and the [Illinois Talking Book Outreach Center's](#) booth (#221). See [this post on the RAILS website](#) for all the ways you can connect with RAILS at the conference.

September 25 RAILS Board Meeting

The RAILS Board will meet on Friday, September 25, at 1 p.m., in person at the RAILS East Peoria service center and other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See the [RAILS website](#) for an agenda and supporting documents.

News for School Library Staff

In response to requests from our school library members, the first issue of RAILS [News for School Libraries](#) was distributed this week. Future editions will be published periodically to inform school library staff about RAILS programs and services of benefit to them. All staff

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working in RAILS school libraries are encouraged to [subscribe here](#) to receive future issues.

Recording of September 17 RAILS Member Update

The [recording](#) of the September 17 RAILS Member Update can be found on the [RAILS YouTube channel](#). The recording will bring you up to date on RAILS' plans for [continuing education](#) and [consulting](#), services provided by the [Illinois Talking Book Outreach Center](#), the latest news on the [overlay project](#), and more!

The next RAILS Member Update is scheduled for Thursday, December 10, from 10 a.m. - noon.

Technology Skills Webinar October 20

Catch some great ideas for developing and promoting technology skills that will help you and your patrons navigate the digital world. A webinar on "21st Century Librarians for 21st Century Libraries," will be offered on Tuesday, October 20, from 10:00 – 11:30 a.m. See [more information/registration](#).

Complying with the Open Meetings Act October 13

Julie Tappendorf, an attorney with [Ancel Glink](#), will cover the basics of complying with the Open Meetings Act (OMA), offer an update on amendments to OMA, and more. The program will be presented at the RAILS Burr Ridge service center on Tuesday, October 13, from 9:30 – 10:30 a.m., and via one-way streaming at: <http://live.railslibraries.info>. Log into [L2](#) for [more information/registration](#).

Webinar on Invoicing Procedures for E-rate October 14

This webinar on Wednesday, October 14, from 10:00 – 11:30 a.m., will cover the E-rate payment paperwork process and significant changes to invoicing procedures for FY2016. This is a part of a [series of E-rate webinars](#). See [L2](#) for [more information/registration](#).

Negotiating Skills for Information Professionals October 15

[Michael Gruenberg](#) will offer best practices that will help information professionals develop mutually beneficial relationships with vendors they do business with. The program will be held at the Northbrook Public Library on Thursday, October 15, from 9 a.m. – 1 p.m., with an optional tour of the library at the program's conclusion. This program is co-sponsored by RAILS and the Library Administrators Conference of Northern Illinois (LACONI) Reference/Adult Services section (RASS). Log into [L2](#) for [more information/registration](#).

Informative Videos for Library Trustees

Through an arrangement between RAILS and [United for Libraries](#), RAILS members, including library trustees, can view ten short videos on issues pertaining to trustees. Topics include what it means to be a trustee, setting policy, evaluating the library director, and more. Log into the RAILS website (with the email address and password used for [L2](#)) to [view these videos and handouts](#).

Recording of Community Based Strategic Planning Workshop

If you missed George Needham's workshop on Community Based Strategic Planning, a [recording and workshop handouts](#) can be found on the RAILS [CE Archives page](#).

Other RAILS CE Opportunities:

[Webinar on Libraries and Autism September 24](#)

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Webinar on Recharging Your Book Club September 28

Acting with Tact and Diplomacy September 30

Book Discussion for Leaders October 6

Webinar on Linked Data October 7

Mental Health Awareness Training (Skokie) October 7

Patron Driven Acquisitions October 8

Storytime Workshop with Carole Stephens October 9

Mental Health Awareness Training (Kewanee) October 15

RAILS ADA25 Programs

"Influencing for Positive Outcomes" Workshop October 8

Kathryn Deiss will focus on the effective use of power and influence for this half-day interactive workshop on Thursday, October 8, from 10 a.m. - 2 p.m., at the Quincy Public Library. This workshop is sponsored by the Long Distance Libraries networking group and is partially funded by a RAILS networking/continuing education group grant. See more information/registration.

Upcoming RAILS Member Networking Events

All staff members working in all types of RAILS libraries are welcome to attend a RAILS networking event to hear the latest about RAILS programs/services and network with colleagues. RAILS continues to plan additional networking opportunities throughout the RAILS area, some featuring Continuing Education (CE) topics. Please register on L2 to attend the below events:

October 15 - Kewanee Public Library 11:00 a.m. - 12:30 p.m. Catch up with your colleagues over lunch (included). (Members are welcome to stay after lunch to attend the program on "Mental Health Awareness.")

November 13 - Morris Public Library. 10 a.m. - noon In addition to hearing the latest RAILS news and networking with colleagues, Michelle Petersen, from Plainfield Public Library, will present ideas on internal customer service. She will focus on teamwork, creating solutions to problems, and on helping staff become inspired to better serve their colleagues.

Recording of Edge Assessment Webinar

A recording of the Illinois State Library's September 15 webinar on the Edge Assessment is now available. Completing the Edge Assessment is a requirement for public library staff and board for the Public Library Per Capita Grant due on January 15, 2016. If your library already completed the assessment, it does not have to be repeated. See more information about the Edge Initiative.

All Public Libraries Should Complete Capital Needs Assessment Survey by November 6

Every two years, the Illinois State Library (ISL) is required to file an assessment of the capital needs of public libraries. To help with this effort, ISL is asking all Illinois public libraries to complete a one-page, electronic Capital Needs Assessment Survey, even if no capital improvements are needed. This is an opportunity to convey to the General Assembly and

general public the need for capital improvements in our public libraries. [Complete the short survey](#) and submit it to construct-grant@ilsos.net by Friday, November 6, 2015. (The latest version of [Adobe Reader](#) is recommended.) Questions? Contact [Mark Shaffer](#), [Pat Boze](#) or [Jay O'Dell](#) at ISL.

Lead the Change - Transforming Your Stacks Workshop October 15

[David Vinjamuri](#) and co-facilitators will present a full-day interactive "[Lead the Change](#)" workshop at the Harold Washington Library Center (Chicago Public Library), on Thursday, October 15, from 9 a.m. - 4 p.m. Facilitators will offer insight and tools to redefine collection development and readers' advisory strategies, and help you transform your stacks. [Register here](#).

L2: Calendar of Events and RAILS Membership Directory

Visit the [Library Learning \(L2\)](#) website to view the calendar with RAILS and other statewide library events. L2 is also a directory of Illinois libraries and library staff. All library staff members are asked to [create an L2 account](#) so they can register for RAILS events, look up staff and other information about libraries, and have access to the "members only" features of the RAILS website. All library directors are asked to check their library's L2 record for accuracy and to [make changes](#) as necessary. Questions? See the [L2 Help section](#) on the RAILS website or contact L2help@railslibraries.info.

Cook County Department of Public Health Survey

The Cook County Department of Public Health (CCDPH) is asking libraries in suburban Cook County to encourage residents (18 years and older) to complete a [brief health survey](#). See [more information and downloadable fliers](#).

RAILS Library Director News

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

Member News

The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media. (All RAILS members are welcome to post their news to the [Library News](#) section.)

[Richard A. Mautino Memorial Library Receives RAILS Grant](#)

[RAILS Grant Gives Mautino Library Access to Millions of Items](#)

[ISLMA Announces 2015 Winners](#)

[New Media Center at Fremont Middle School](#)

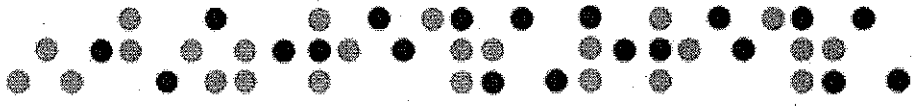
[Rockford Public Library Staff Tours Other Libraries for In-Service Day](#)

[RiverShare Libraries to Restructure in 2016](#)

[Illinois Library Systems Celebrate 50 Years](#)

[Anita Smith and the Henderson County Library](#)

rails



e-news

State Budget Crisis Update

Illinois continues to operate without a state budget and there are no immediate signs of this situation changing anytime soon. Library grant programs, including Public Library Per Capita Grants, School District Library Grants, and System Area and Per Capita Grants are not currently funded and it is possible that the state will not have the funds to make any of these grant payments for FY2016. Libraries and library systems are not being singled out. For more information on the budget crisis, see the [September 2 edition](#) of the Illinois Library Association's (ILA's) e-newsletter.

RAILS has built a strong reserve and will continue operating as planned in FY2016. For some RAILS member libraries, grants represent a relatively small portion of their funding. For others, it is a much larger portion. It is still very important for school and public libraries to submit their grant applications to keep the process going and to demonstrate that grant funding is still desperately needed. Libraries should also continue to promote their value to their communities, to contact their legislators, and to encourage their customers and other supporters to do the same. RAILS will keep our members informed of any new developments with the state budget.

Last Chance to Register for September 17 RAILS Member Update

There is still time to register for the [RAILS Member Update](#) on Thursday, September 17, from 1:30 – 3:30 p.m. Members can attend at a RAILS service center or library videoconference location, or via one-way streaming. You will hear the latest about RAILS' continuing education/consulting services, [talking book services](#) available to anyone who cannot read standard print due to a visual limitation or physical disability, and the RAILS [overlay project](#). See L2 for an [agenda](#) and [more information/registration](#). Contact [Mary Witt](#), RAILS Communications Director, with any questions.

Early Bird Rate for "A Library State of Mind" Ends September 21

"Early bird" [registration](#) is available until September 21 for "A Library State of Mind," the 2015 Illinois Academic, Public, School, and Special Libraries Conference, in Peoria (October 21 - 24). RAILS is a partnering organization for this conference and there are many ways for attendees to [connect with RAILS staff](#). Don't forget to stop by RAILS exhibit booth (#216) and the [Illinois Talking Book Outreach Center's](#) booth (#221) when the exhibit hall is open to learn more about what RAILS can do for your library.

Don't Miss Resource Sharing Preconference at "A Library State of Mind"

If you are attending the "A Library State of Mind" conference for academic, public, school, and special library staff in Peoria, plan on attending the preconference, "Better Together: Libraries

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[October 6 Book Discussion for Leaders](#)

[October 7 Mental Health Awareness - Skokie](#)

[October 7 Linked Data](#)

[October 8 Patron Driven Acquisitions](#)

in the New Economy," on Wednesday, October 21, 10:30 a.m. – 5:45 p.m., to celebrate resource sharing and the 50th anniversary of Illinois library systems.

There will be an informative panel discussion on the latest happenings in all types of libraries with a focus on multitype activities. Panelists with experience in academic, public, school, and special libraries include: Amy Affelt (Compass Lexecon), John Helmer (Orbis Cascade), Todd Lash (Kenwood Elementary School, Champaign), and Vicki Rakowski (La Grange Public Library). There will also be small group sessions that will concentrate on multitype library collaboration.

You also won't want to miss the keynote address by Miguel Figueroa, Director of the American Library Association's Center for the Future of Libraries, Bob Wedgeworth's presentation on the history of library systems, or the closing address by Andrew Medlar, Assistant Chief, Technology, Content and Innovation, Chicago Public Library.

The program is sponsored by RAILS, the Illinois Heartland Library System, Chicago Public Library, the Illinois State Library, and the Consortium of Academic and Research Libraries in Illinois (CARLI). The cost is \$20 and includes lunch and a special reception from 6 – 8 p.m.

Anne Slaughter Receives ILA Crosman Memorial Award

Anne Slaughter, RAILS Director of Technology Services, is the 2015 recipient of the Illinois Library Association's (ILA's) Crosman Memorial Award. This award recognizes the achievements of library workers who are new or relatively new to the field and encourages continued involvement in the profession. Please join us in congratulating Anne on winning this prestigious award!

Congratulations ILA Award Winners

Congratulations to the RAILS members receiving Illinois Library Association (ILA) Awards. The ILA awards program recognizes excellence in librarianship and library service in Illinois. Award recipients will be honored at the Awards Gala on Friday, October 23, at the "A Library State of Mind" conference.

Complying with the Open Meetings Act October 13

Julie Tappendorf, an attorney with Ancel Glink, will cover the basics of complying with the Open Meetings Act (OMA), offer an update on amendments to OMA, and more. The program will be presented at the RAILS Burr Ridge service center on Tuesday, October 13, from 9:30 – 10:30 a.m., and via one-way streaming at: <http://live.railslibraries.info>. Log into L2 for more information/registration.

Webinar on Invoicing Procedures for E-rate October 14

This webinar on Wednesday, October 14, from 10:00 – 11:30 a.m., will take a detailed look at the E-rate payment paperwork process and cover significant changes to the invoicing procedures for FY2016. This webinar is a part of a series of E-rate webinars. See L2 for more information/registration.

Negotiating Skills for Information Professionals October 15

Michael Gruenberg will offer best practices that will help information professionals develop mutually beneficial relationships with the vendors they do business with. The program will be held at the Northbrook Public Library on Thursday, October 15, from 9 a.m. – 1 p.m., with an optional tour of the library at the program's conclusion. This program is co-sponsored by RAILS and the Library Administrators Conference of Northern Illinois (LACONI) Reference/Adult Services section (RASS). Log into L2 for more information/registration.

October 9 Storytime with Carole Stephens

October 13 Open Meetings Act

October 14 E-rate Invoicing

October 15 Negotiating Skills

October 15 Mental Health Awareness - Kewanee

ADA25 Partner Programs

E-rate Webinars

RAILS Networking Events

October 15 Kewanee Public Library

November 13 Morris Public Library

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Book Discussion for Leaders October 6

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Webinar on Linked Data for Libraries October 7

What is Linked Data and what does it mean for library catalogs? This webinar on Wednesday, October 7, from 2 – 3 p.m., will discuss the principles and creation of Linked Data. Log into L2 for more information/registration.

"More Soapmaking Books, Please" - Patron Driven Acquisitions October 8

Andrew Medlar will speak about the development and implementation of Patron Driven Acquisitions (PDA) for the Chicago Public Library. Join us at the RAILS Burr Ridge service center on Thursday, October 8, from 2:00 – 3:30 p.m., or via one-way streaming at http://live.railslibraries.info. Log into L2 for more information/registration.

Storytime Workshop with Carole Stephens in Joliet October 9

"Miss Carole" Stephens of Macaroni Soup will present a workshop on "Active Music: Brain Food, Body Fuel!" on Friday, October 9, from 10:00 a.m. – 12:30 p.m., at the Joliet Public Library's Black Road Branch. She will demonstrate how music can add to storytime and show how children can learn from music. See L2 for more information/registration.

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

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

Other RAILS CE Opportunities:

Webinar on Autism 101 September 17

Freedom of Information Act September 22

Webinar on Libraries and Autism September 24

Webinar on Recharging Your Book Club September 28

Acting with Tact and Diplomacy September 30

Mental Health Awareness Training (Skokie) October 7

Mental Health Awareness Training (Kewanee) October 15

RAILS ADA25 Programs

"Influencing for Positive Outcomes" Workshop October 8

Kathryn Deiss will focus on the effective use of power and influence for this half-day interactive workshop on Thursday, October 8, from 10 a.m. - 2 p.m., at the Quincy Public Library. She will introduce some strategies for influencing positive outcomes for your community, your board,

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staff, and volunteers. This workshop is sponsored by the Long Distance Libraries networking group and is partially funded by a RAILS networking/continuing education group grant. See more information/registration.

Upcoming RAILS Member Networking Events

All staff members working in all types of RAILS libraries are welcome to attend a RAILS networking event to hear the latest about RAILS programs/services and network with colleagues. Please register on L2 to attend the below events:

October 15 - Kewanee Public Library 11:00 a.m. - 12:30 p.m. Catch up with your colleagues in the Kewanee area over lunch (included).

November 13 - Morris Public Library. 10 a.m. - noon Michelle Petersen, from Plainfield Public Library, will present a fun and entertaining take on internal customer service to help you and your library staff become inspired to better serve your colleagues.

Post and View Library Closings on RAILS Website

RAILS members can alert other libraries to closings due to weather, in-service days, power outages, etc., on the RAILS website. To post a closing, log into the website with the email address and password used for L2, then click on Library Closings under the Community heading on the left side. Please indicate whether you want delivery service when your library is closed. If there is a library closing for that day, members will see a yellow alert box at the top of the RAILS website.

Panelists Needed for Program on Budgets and Tax Levies

Library directors and financial managers working at municipal libraries are invited to express interest in participating on a panel for "Getting Your Budget and Tax Levy through Your Municipality," on Saturday, October 24, at the "A Library State of Mind" conference in Peoria. See more information and contact W. Britt Islay at bisaly@ancelglink.com or 312.782.7606 if you are interested.

Updated Administrative Ready Reference

In last week's ISL E-News, the Illinois State Library announced that the third edition of the Administrative Ready Reference has been updated with new resources, detailed information on public library law, policies, ordinances, and other content. This is a valuable resource for public library administrators, trustees, and others to answer library administration and governance questions.

Recharge Unconference October 30

If you are looking to re-energize your innovation and creativity, attend the first Unconference for library leaders on Friday, October 30, 9:30 a.m. - 3:45 p.m., at the Gail Borden Public Library District. Beck Tench, an educator, designer, and technologist, is the keynote speaker. For more information, see rechargecommittee.com.

Apply to Host Native American Traveling Exhibit

The National Library of Medicine, through the American Library Association's Public Programs Office, is seeking applicants to host the traveling exhibit on Native Voices: Native Peoples' Concepts of Health and Illness. Academic, public and special libraries are eligible to apply. The deadline is Friday, November 6. See more information.

Last Call for Internet Librarian Conference Discount

A discount is available for staff of ILLINET libraries (includes all RAILS members) to attend the Internet Librarian 2015 Conference in California on October 26-28. The discounted rate is

\$369 for the 3-day event, \$109 for the Internet@Schools Track (October 26-27), and \$649 for the Library Leaders Digital Strategy Summit, which includes access to all three conference days. Contact [Jill Heffernan](#) at the Illinois State Library at 217.557.7259 to obtain a registration form with discounted pricing. Return forms to Jill by September 25, 2015.

RAILS Library Director News

Genna Buhr is now the director of the Fondulac District Library.

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

Member News

The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media. (All RAILS members are welcome to post their news to the [Library News](#) section.)

[Mount Prospect Library's Work to Start Soon](#)

[Bonnie Estrada Looks Back at Years at Talcott Library](#)

[Park Ridge Public Library Board Seeks Tutoring Policy](#)

[Matousek Named Board President of RAILS](#)

[Patron Appreciation Month at Yorkville Public Library](#)

[Illinois Library Staff Present at Midwest Chapter of the Medical Library Association](#)

[Book Fair at South Holland Library](#)

[Author to Skype with Lisle Library](#)

Fast Facts Survey

[Air Quality: Filters, Fresheners, and Patron Complaints](#)

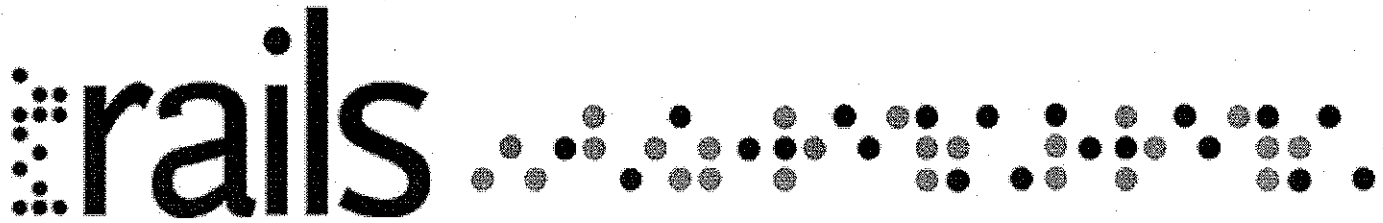
Additional Continuing Education Opportunities

(In addition to the RAILS events listed above, the following items were posted to the [CE News](#) section of the RAILS website.)

[Great Lakes Resource Sharing Conference June 9-10, 2016](#)

[Free LYRASIS Demos and Info Sessions](#)

For more continuing education opportunities, see above RAILS events and the [Library Learning calendar](#).



 e-news

Time Running Out to Register for September 17 RAILS Member Update

Attend the [September 17 RAILS Member Update](#) (1:30 – 3:30 p.m.) to hear the latest about upcoming RAILS [continuing education/consulting](#) opportunities, [free services](#) available to anyone who cannot read standard print due to a visual limitation or physical disability, and the current status of the RAILS [Overlay project](#) (including highlights of the [final report](#) on the project's information gathering phase – see next article). Attend at a variety of videoconference locations throughout the RAILS area or via one-way streaming. See an [agenda](#) and L2 for [more information and registration](#).

Final Report Issued for Overlay Project's Phase Two

RAILS is researching a potential [Overlay project](#) to provide RAILS-area library users with seamless access to the four RAILS LLSAPs or shared online catalogs (MAGIC, PrairieCat, RSA, and SWAN), the catalogs of other RAILS consortia, and the catalogs of standalone libraries that choose to participate. Phase two of the project included gathering input on what RAILS members would like from an overlay project and identifying organizational factors that might affect the project's success. Eric Craymer, President of Growth Management Consulting, assisted with this phase and issued this [final report](#). RAILS Associate Executive Director Jane Plass will present highlights at the [September 17 RAILS Member Update](#).

Required Delivery Count September 14 - 18

All RAILS members are required to count all outgoing items being picked up for delivery between Monday, September 14 and Friday, September 18. For more information, see: www.railslibraries.info/delivery/fine-count.

Wheeling-area Delivery Outsourcing Begins October 25

Effective Sunday, October 25, 2015, Continental Transportation Solutions (CTS) will begin providing delivery/sorting services for Wheeling-area libraries. Deliveries will take place overnight, from Sunday night through Thursday night, and incoming materials will be available for library staff each weekday morning. Further details are being sent to the email lists for the four Wheeling-area delivery routes. [Frequently Asked Questions](#) (FAQ) can be found on the RAILS website. If you have additional questions, please contact Demond Warfield, at 630.734.5142 or demond.warfield@railslibraries.info.

eRead Illinois Axis 360 All-In-One App Update

Last week, Baker & Taylor released the new Axis 360 all-in-one eBook and eAudiobook mobile app that allows users to read and listen in a single app. Through the use of Adobe Digital Editions, a program for desktop/laptop computers, e-books can be read or transferred to a basic e-ink device. RAILS worked with Baker & Taylor to ensure that e-ink devices (such as

September 9, 2015

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Member Resources

[RAILS Community Forums](#)
[RAILS Regions](#)
[Library News](#)
[Continuing Education](#)
[Jobs](#)
[Free/For Sale](#)

Upcoming Meetings

[September 17 Member Update](#)
[September 25 Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[September 10 Strategic Planning - Bloomington](#)
[September 14 Recharge Your Book Club](#)
[September 15 Common Core](#)
[September 16 E-rate Funding](#)
[September 16 MarcEdit](#)
[September 22 FOIA](#)
[September 30 Tact and Diplomacy](#)

Kobos and basic Nooks) will remain compatible with the eRead Illinois Axis 360 platform.

Updated support documents are being added to the [eRead Illinois](#) website in the For Readers section. A [list of upcoming training sessions](#) is available on L2. In addition, a new desktop reader called Axis 360 Windows desktop reader is also available for use on Windows computers. Libraries may contact info@ereadillinois.com with any questions.

Don't Miss Resource Sharing Preconference at Library State of Mind

If you are attending the [2015 Illinois Academic, Public, School, and Special Libraries Conference](#) in Peoria, be sure to attend the preconference, "Better Together: Libraries in the New Economy," on Wednesday, October 21, 10:30 a.m. – 5:45 p.m. The program is sponsored by RAILS, Illinois Heartland Library System, Chicago Public Library, Illinois State Library, and the Consortium of Academic and Research Libraries in Illinois (CARLI) and will celebrate resource sharing and the 50th anniversary of Illinois' library systems.

Miguel Figueroa, Director of the American Library Association's Center for the Future of Libraries, will deliver the keynote address on "Libraries in the Sharing Economy." Other highlights include [Bob Wedgeworth's](#) presentation on the history of library systems and a panel discussion featuring examples of library collaboration from around the country. Andrew Medlar, Assistant Chief, Technology, Content and Innovation, Chicago Public Library, will deliver the closing address.

The program is \$20 and includes lunch and a special reception from 6 – 8 p.m.

Other Ways to Connect with RAILS at "A Library State of Mind"

"Early bird" [registration](#) is available until September 21 for "[A Library State of Mind](#)," the 2015 Illinois Academic, Public, School, and Special Libraries Conference, in Peoria (October 21 - 24). In addition to the preconference mentioned above, there are [many other ways to connect with RAILS staff](#) at the conference. Also, be sure to stop by RAILS exhibit booth (#216) and the [Illinois Talking Book Outreach Center's](#) booth (#221) when the exhibit hall is open to learn what RAILS offers to all types of libraries.

Book Discussion for Leaders October 6

[Becky Spratford](#) will lead a book discussion group on the creepy historical novel, *The Winter People*, on Tuesday, October 6, from 2 – 4 p.m., at the RAILS Burr Ridge service center and at other scheduled videoconference locations. In addition to participating in the book discussion, you will be able to ask questions and hear solutions to some of the concerns facing book group leaders. Log into L2 for [more information/registration](#).

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Storytime Workshop with Carole Stephens in Joliet October 9

"Miss Carole" Stephens of Macaroni Soup will present a workshop on "Active Music: Brain

[October 6 Book Discussion for Leaders](#)

[October 7 Mental Health Awareness - Skokie](#)

[October 7 Linked Data](#)

[October 8 Patron Driven Acquisitions](#)

[October 9 Storytime with Carole Stephens](#)

[October 15 Mental Health Awareness - Kewanee](#)

[ADA25 Partner Programs](#)

[E-rate Webinars](#)

[RAILS Networking Events](#)

[September 10 Freeport Public Library](#)

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Food, Body Fuel!" on Friday, October 9, from 10:00 a.m. – 12:30 p.m., at the Joliet Public Library's Black Road Branch. She will demonstrate how children can learn from moving to developmentally appropriate music. See L2 for [more information/registration](#).

Mental Health Awareness Training in Skokie and Kewanee

This workshop will demystify mental health conditions and help library staff learn to recognize and respond to behaviors exhibited in the library. The same program will be offered at two locations. Attend at [Skokie Public Library, Wednesday, October 7, 1 – 4 p.m.](#), or at [Kewanee Public Library, Thursday, October 15, 1 – 4 p.m.](#) RAILS is sponsoring these programs as a [program partner](#) for [ADA25 Chicago](#). See all [RAILS ADA25 programs](#).

Acting with Tact and Diplomacy September 30

The Management Association will present a program on the social norms and rules that help foster more positive relations on Wednesday, September 30, from 9:30 a.m. – noon. The program will be held in person at the RAILS Coal Valley service center or by videoconference at the RAILS Burr Ridge and East Peoria service centers. See L2 for [more information/registration](#).

Webinars on Recharging Your Book Club

Becky Spratford will present two webinars on how to recharge your book club. Content will be the same for both live webinars. Register to attend on [Monday, September 14, from 10:00 - 11:30 a.m.](#), or on [Monday, September 28, from 1:30 - 3:00 p.m.](#)

Other RAILS CE Opportunities:

[Strategic Planning September 10](#)

[Common Core Webinar September 15](#)

[Webinar on E-rate Funding September 16](#)

[Webinar on MarcEdit Software September 16](#)

[Webinar on Autism 101 September 17](#)

[Freedom of Information Act September 22](#)

[Webinar on Libraries and Autism September 24](#)

[RAILS ADA25 Programs](#)

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Upcoming RAILS Member Networking Events

All staff members working in all types of RAILS libraries are welcome to attend these events to hear the latest about RAILS programs/services and network with colleagues. Please register

for the events below on L2:

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September 10 - Freeport Public Library

October 15 - Kewanee Public Library (includes lunch)

Save the Date for 2016 Resource Sharing Conference

The third annual Great Lakes Resource Sharing Conference will be held June 9-10, 2016 (preconference June 9) at the Sheraton Indianapolis Hotel at Keystone Crossing. Watch the conference website and *RAILS E-News* for further updates. More information and a list of Conference Planning Committee members, including RAILS Associate Executive Director Jane Plass, can be found on the RAILS website.

Discount for Updated Edition of *Illinois Library Laws and Rules*

The 2015 edition of *Illinois Library Laws & Rules* is available to RAILS members at a discounted price of \$22.50 per copy. This essential reference tool for library staff and trustees tells you what you need to know about the Illinois Records Act, the Open Meetings Act, recent changes in library system service standards, the rules and standards members must adhere to in order to remain members of RAILS, and more. Log into the RAILS website (with the email address and password used for L2) to submit your order form. Print the form and mail to RAILS with your payment.

Illinois State Library Selected as Service Hub for the Digital Public Library of America

In last week's *ISL E-News*, the Illinois State Library (ISL) reported that ISL has been selected as a Service Hub for the Digital Public Library of America (DPLA). DPLA is a national free virtual library comprised of digitized collections created by libraries, archives, and museums. As a Service Hub, ISL will gather digital collections from around the state for contribution to DPLA. Collections from the Illinois Digital Archives and the CARLI Digital Collections will be the first items represented in the DPLA in early 2016, and other collections will be added. Visit the online digital library at <http://dp.la/>.

The Cutting Edge

The Edge Assessment is a requirement for the 2016 Public Library Per Capita Grant. The Edge Quick Start Guide offers a step-by-step guide and a quick tour of the Edge Toolkit and how to use it. See more information.

RAILS Library Director News

Lauren Beauchamp is the Director of the Virginia Memorial Public Library.

Susan Dienes will be the Director of the Crete Public Library District, effective September 21.

Shane Howard will be new Director of the Farmington Area Public Library District, effective September 11.

Do you have library director changes to share? Let RAILS Communications know of changes in library directors (and the effective date of the changes) so we can officially welcome new directors to the RAILS community.

Member News

The following include items posted to the Library News section of the RAILS website and other articles featured in the media. (All RAILS members are welcome to post their news to the

Operating Budget Planning

Key Forces Impacting the Library

To focus our discussion about the budget I'd like to start with an exercise based on the work we did at the January retreats.

Attached are the lists of Driving Forces and Restraining Forces that were developed at the January 10 retreat.

I'd like each of you to first select what you feel are the top ten points under each category, then select the top five from the top ten you selected.

We'll each share our top ten and our top five to key in on the driving and restraining forces that we should focus on.

I've not listed financial forces because our finances are obviously a top priority and the focus of this ongoing budget discussion.

I've conducted this exercise with the department heads and will share their results after our discussion.

January 10, 2015

Key Forces Impacting the library

Driving Forces:

- Patron needs
- Need to communicate programs and services to community
- Excellent customer service
- Talented staff, energy and enthusiasm
- Excellent facility
- Excellent programs that are successful
- Keeping up with other libraries to see what they are doing
- Desire to provide more space for patrons needs
- Keeping on top of changing needs, have a pulse on the community
- To meet the linguistic needs of the community
- Advancing technology
- Special interest groups in the community (maker, gaming, genealogy)
- Accessibility for special needs
- Being a center of the community
- Culture of innovation
- We service 20 schools

Restraining:

- Cultural differences
- Lack of space for varying needs
- Can't meet all needs
- People want convenience
- Difficult to meet the demands for classes and programs
- Competition for a patrons' time
- No staff skill sets for languages
- Staff training required to meet the needs. Need budget and time
- Serve three different communities
- Varied population with digital divide
- Perceptions of what the library does (marketing)
- Parking was a complaint on the survey for the first time
- No public transportation

- We serve 20 schools
- Staff buy-in to change
- Keeping staff truly informed to be able to help our patrons the way they should. (the library has a lot of part time staff)

MEMORANDUM

To: Members of the Board of Trustees
Indian Prairie Public Library District

From: Brian Zabel, CPA

Date: October 8, 2015

Re: Independent Auditors Report Summary

The fiscal year ended June 30, 2015 was a successful year for the Indian Prairie Public Library District from a financial perspective and financial reporting perspective. The District successfully implemented GASB 67 & 68 into the Annual Financial Report.

Revenues:

Total revenues decreased compared to the prior year by \$164,198 dollars. This decrease was primarily due to property tax income from a decrease in the District's EAV. Grant income increased due the addition of other grants.

Expenditures:

Material expenditures decreased from the prior year by \$1,100. Total expenditures in the General Fund increased by \$78,037 over the prior year. The total General Fund revenues were \$116,609 more than total expenditures. The balance of the debt was paid off in the prior year so interest expense was zero for 2015. Overall expenditures were \$294,261 less than the previous fiscal year, mainly due to the change in debt service expenditures. Overall revenues for the year were \$15,299 more than the expenditures.

Balance Sheet:

The district remains in a solid cash position with just under \$3.3 million in cash and investments. As far as fund balances are concerned the state recommends having about 3-6 months worth of expenditures sitting in your general fund. As of June 30, 2015 the district has approximately 3 months worth of expenditures in unreserved funds in the general fund. Thus the district's fund balance is right at the recommended level. None of the funds have an excessive accumulation fund balance for tax levy purposes.

ORDINANCE #2015-8

AN ORDINANCE TO ABOLISH BOND FUND AND TRANSFER
BOND FUND RESERVES TO CORPORATE FUND RESERVES

I hereby certify that the Board of Trustees at a meeting of the Library Board conducted in conformity with the Illinois Open Meetings Act on the 21st day of October, 2015, approved abolishing the Bond Fund and transferring the Bond Fund Reserves to the Corporate Fund Reserves.

Signature of the President of the Indian Prairie Public
Library District

Date _____

ORDINANCE #2015-9

AN ORDINANCE TO ABOLISH WORKING CASH FUND AND TRANSFER
WORKING CASH RESERVES TO CORPORATE FUND RESERVES

I hereby certify that the Board of Trustees at a meeting of the Library Board conducted in conformity with the Illinois Open Meetings Act on the 21st day of October, 2015, approved abolishing the Working Cash Fund as allowed under ILCS16/30-100 and transferring the Working Cash Reserves to the Corporate Fund Reserves.

Signature of the President of the Indian Prairie Public
Library District

Date _____

ORDINANCE #2015-

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**ORDINANCE LEVYING AND ASSESSING TAXES OF THE INDIAN PRAIRIE
PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR
FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016**

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

Section 1: That the sum of Three Million, Six Hundred Eighty Thousand, Nine Hundred Sixty Four and No/100 Dollars be and the same is hereby assessed and levied from and against all taxable property within the limits of said Indian Prairie Public Library District as the same is assessed and equalized for State and County purposes for the current year 2015. Said taxes are hereby levied for the current fiscal year of said Library District commencing July 1, 2015 and ending June 30, 2016 and are to be applied in liquidation of the appropriations heretofore made by Ordinance adopted by the Board of Trustees of the Indian Prairie Public Library District at a regular meeting held September 16, 2015 said Ordinance, having been duly published as provided by law, is hereby incorporated herein by reference; the various objects and purposes for which said appropriations were made are set forth under the column entitled "Amount Appropriated" and the specific amount hereby levied for each object and purpose is as set forth under the column entitled "Amount to be Raised by Tax Levy," as follows:

CORPORATE FUND

A. PERSONNEL	Amount Appropriated	Amount to Be Raised by Tax Levy
Salaries	2,142,000	2,120,145
Medical/Life Insurance	132,000	108,070
Staff Development	25,000	21,000
Recruitment	1,000	0
Board Development	3,000	1,100
Employee Assistance Program	2,600	0
Workers Compensation	13,000	8,500
Unemployment Compensation	6,000	3,850
IMRF	150,000	134,000
FICA	120,000	108,000
B. MATERIALS		
Books	250,000	243,587
Periodicals	35,000	33,583
Audio	50,000	46,713
Video	60,000	59,287
Electronic Reference Resources	70,000	69,000
Materials Supplies	30,000	26,000
Software/Games	8,000	7,070
Life Skills/ESL	3,000	2,100
Multi-Media	10,000	10,000
C. BUILDING		
Cleaning Service	82,000	75,750
Water/Sewer	13,000	10,100
Maintenance Supplies	20,000	16,200
Telephone	8,000	6,600
Gas	0	0
Electric	0	0
Security System Monitoring	3,000	1,600
Garbage Disposal	0	0

Building Maintenance Repairs	55,000	48,000
Property Maintenance	30,000	28,000
D. AUTOMATION		
Supplies - Public Toner	8,000	8,000
Supplies - Staff Toner	8,000	7,000
Supplies - 3D Printer	1,000	600
Automation-Professional Services	10,000	5,500
Purchase of Equipment	26,000	22,000
Automation-Equipment Repairs	4,000	2,200
Software	27,000	23,000
System Wide Automated Network (SWAN)	47,000	47,000
Telecommunications	4,000	3,000
E. OPERATIONS		
Office Supplies	18,000	16,059
Photocopy Supplies	6,000	5,050
Patron Cards	1,500	1,100
Non-Payment Reciprocal Reimbursement	6,000	4,100
Postage	8,000	7,000
Travel	1,000	600
Organizational Memberships	2,200	1,900
Bank Fees	3,000	2,600
F. CONTRACTUAL SERVICES		
Professional Services	12,000	8,000
Legal Services	10,000	5,000
Audit	4,000	3,800
Credit Bureau	2,000	2,000
Equipment Maintenance/Repairs	3,000	3,000
Photocopier Maintenance Contracts	5,000	4,500
G. INSURANCE		
Insurance	0	0
Bond	1,500	1,500
H. PUBLIC INFORMATION		
Marketing Supplies	4,000	2,600
Legal Notices	2,000	1,500
Marketing Newsletter	37,000	36,000
Enewsletter	2,000	1,600
Advertising	5,000	3,500
Informational Printing	8,000	5,500
Special Events	32,000	27,000
I. CAPITAL OUTLAY		
Equipment/Furnishings	0	0
J. CONTINGENCY		
	50,000	5,000
TOAL CORPORATE FUND EXPENDITURES	3,679,800	3,455,464

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

PART II

AUDIT FUND

0

0

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

PART III

.02% BUILDING/MAINTENANCE FUND

200,000

90,000

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

PART IV

ILLINOIS MUNICIPAL RETIREMENT FUND

65,000

65,000

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

PART V

LIABILITY INSURANCE FUND

18,000

15,500

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

PART VI

SOCIAL SECURITY FUND

55,000

55,000

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

PART VII

SPECIAL RESERVE FUND

100,000

0

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

PART VIII

BOND RETIREMENT FUND

0

0

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

PART IX

WORKING CASH FUND

0

0

159

This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2015/2016 fiscal year, of \$397,122. Said amount shall not be deemed a current asset available for library purposes. Neither an appropriation nor levy will be made from the working cash fund this year.

SUMMARY:		
CORPORATE FUND EXPENDITURES	3,679,800	3,455,464
AUDIT EXPENDITURES	0	0
BUILDING/MAINTENANCE FUND	200,000	90,000
ILLINOIS MUNICIPAL RETIREMENT FUND	65,000	65,000
LIABILITY INSURANCE	18,000	15,500
SOCIAL SECURITY	55,000	55,000
SPECIAL RESERVE FUND	100,000	0
BOND RETIREMENT FUND	0	0
WORKING CASH FUND	0	0
GRAND TOTAL	4,117,800	3,680,964

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

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

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

ADOPTED this 18th day of November, 2015, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 18th day of November, 2015.

ATTEST:

Victoria Suriano, President

Beena Deshmukh, Secretary

RESOLUTION #2015-D

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED
FOR 2015-2016 FISCAL YEAR

WHEREAS, the Indian Prairie Public Library District must file on or before December 29, 2015 its Levy Ordinance for the 2015-2016 fiscal year; and

WHEREAS, pursuant to "The Truth in Taxation Act" (Illinois Compiled Statutes 1992, Chapter 35, Act 215, Section 1 et. seq.), the Indian Prairie Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2015-2016 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Trustees of the Indian Prairie Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2015-2016 fiscal year upon the taxable property in said Library District is \$3,680,964 comprised of corporate and special purpose property taxes of \$3,680,964 and a bond retirement tax of \$0.

FURTHER RESOLVED that the corporate and special purpose property taxes extended for 2014 were \$3,299,821 and the proposed corporate and special purpose property taxes to be levied for 2015 are \$3,680,964 representing a 11.55% increase over the previous year.

FURTHER RESOLVED that the property taxes extended for debt service for 2014 were \$0 and the proposed debt service levy for 2015 is \$0 representing an increase/decrease of 0%.

FURTHER RESOLVED that the estimated total property taxes to be levied for 2015 are \$3,680,964 which represents a 11.55% increase over the total of \$3,299,821 which was extended in 2014.

ADOPTED this 21st day of October, 2015.

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

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

1. A public hearing to approve a proposed property tax levy increase for the Indian Prairie Public Library District for 2015 (2015-16 fiscal year) will be held on November 18, 2015 at 7 p.m. at the Library, 401 Plainfield Road, Darien, Illinois.

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

2. The corporate and special purpose property taxes extended or abated for 2014 were \$3,299,821.

The proposed corporate and special purpose property taxes to be levied for 2015 are \$3,680,964. This represents a 11.55% increase over the previous year.

3. The property taxes extended or abated for debt service and public building commission leases for 2014 were \$0.

The estimated property taxes to be levied for debt service and public building commission leases for 2015 are \$0. This represents an increase/decrease of 0%.

4. The total property taxes extended or abated for 2014 were \$3,299,821.

The estimated total property taxes to be levied for 2015 are \$3,680,964. This represents a 11.55% increase over the previous year.

This notice is to be published in The Doings newspaper on November 5, 2015.

Publishing requirements:

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

Jamie Bukovac

From: Brande Overbey <brande.overbey@railslibraries.info>
Sent: Monday, October 12, 2015 2:27 PM
To: Jamie Bukovac
Cc: ANDRE.COPELAND@CZS.org
Subject: Chicago Zoological Society/SWAN Library Pollinator Project
Attachments: Pollinator Project.docx

Hi Jamie,

As you know, I've been working with Brookfield Zoo over the course of my studies and recently had the pleasure of speaking to Andre Copeland, Interpretive Programs Manager at the zoo, about a project that they're doing with Illinois libraries. The zoo is working (in cooperation with St. Louis Zoo) to create a pollinator corridor from Chicagoland all the way to St. Louis, by building pollinator gardens at our libraries. They began with Riverside and Brookfield libraries, and are expanding the program through 2019. For participating libraries, they will also provide summer reading materials on conservation, pollinators, and community gardening. They are interested in Indian Prairie as a potential new library to add to the project, so I happily agreed to put the two of you in touch to see if you might be interested.

I've copied Andre on this email, and also attached the Project Plan draft and timeline for your review. I am very excited about this project and hope this might be something that you guys are interested in. Let us know if you have any questions!

Brande Overbey
SWAN Office Manager
125 Tower Drive
Burr Ridge, IL 60527
Phone: 630.734.5164
Fax: 630.734.5056
brande.overbey@railslibraries.info
<http://support.swanlibraries.net>

Pollinator Project (Draft)

“The Nature of Monarchs” is a 38 month community project that will inspire habitat restoration and species preservation through informative and emotional interpretation and education. The program will address the decline in Monarch Butterfly populations in 24 communities along the I55 Corridor between Brookfield, Illinois and St. Louis, Missouri.

By encouraging pesticide/herbicide free gardening and the planting of milkweed, the Chicago Zoological Society (Brookfield Zoo), St Louis Center for Pollinator Conservation (St. Louis Zoo), Chicago Botanic Garden and Missouri Botanical Garden will develop a network of organizations with the objective of contributing to the nationwide goal which is to establish at least 1,000,000,000 milkweed plants to save the monarch butterfly.

Building off of the Chicago Zoological Society’s successful Communities and Nature Program, partnering with libraries and aligning summer reading programs, this project will also support literacy initiatives, deepen the connection people have with nature, and increase reading program involvement.

The program will provide nourishment to pollinators, breeding areas for Monarch Butterflies, healthy gardening activities for community residents unifying communities under a common goal.

Both programmatic and static interpretation will lead to combined efforts between communities, public agencies, private agencies, and conservation organizations working towards a sustainable future for the Monarch Butterfly while building a sense of community unity and pride.

Project objectives and outputs

- Align and track monarch conservation efforts by network organizations
- Promote project awareness
- Create a project book set for each library
- 24 libraries focus summer reading programs on monarch butterflies, pollinators and / or pesticide free gardening
- Create and curate Twitter and Instagram accounts, blog about the project on partner web sites (zoos, botanic gardens and libraries)
- Present project to the Zoo, Wildlife Parks and Aquaria section at the 2016 and 2017 National interpreters Conference
- Monarch Waystations
- Work with library participants to establish pesticide free monarch waystations certified by Monarch Watch
- Identification of shared goals for advancing monarch conservation
- Promote and support literacy, raise project awareness
- 480 participants (20 at each of 24 libraries) take part in summer reading programs
- Monarch Waystations
- 240 new pesticide free monarch waystations certified by Monarch Watch

CZS and St. Louis Zoo Responsibilities

- Identify and deliver a monarch butterfly identification video or tool (SLZ)
- Identify, produce and deliver a planting activity tool kit for the libraries (CZS)
- Identify and deliver a monarch butterfly lifecycle video or tool (SLZ)
- Identify and deliver a library set including books on monarch rearing, gardening and monarch development (CZS)

Chicago Botanic Garden and Missouri Botanical Garden Responsibilities

- Identify and deliver a "How To" instructional planting video for library use
- Identify and deliver a video on pesticide free gardening for library use
- Identify and deliver a native milkweed identification video for library use
- Identify and deliver an electronic pdf about native milkweed

CZS and CBG 12 Community Libraries off I55

- Brookfield
- Riverside
- La Grange
- Burr Ridge
- Bolingbrook
- Plainfield
- Channahon
- Gardner
- Dwight
- Pontiac
- Bloomington
- Normal

SLZ and MBG 12 Community Libraries off I55

- St. Louis
- East St. Louis
- Collinsville
- Edwardsville
- Livingston
- Litchfield
- Farmersville
- Chatham
- Springfield
- Williamsville
- Lincoln
- Funksgrove

Project Logistics

- Work as two teams, Illinois and Missouri Team
- Work with 8 libraries per year, each team works with four libraries per year
- Three in person meetings, one kickoff meeting, one mid-point meeting and one wrap-up meeting. Location TBD

Timeline (3 years)

- 2016

- Sept thru December
 - Project planning
 - Material Acquisition and distribution
 - Project promotion at National Interpreters Conference
- 2017
 - January thru March
 - Library program development
 - Library program advertisement
 - Milkweed application submittal
 - Blog articles posted
- 2017
 - April thru May
 - Library workshop programs
 - Celebrate Start Seeing Monarchs Day
 - Workshop evaluations submitted
 - Gardens planted
 - Social media posts
- 2017
 - June thru August
 - Summer reading programs conducted
 - Second surveys submitted
 - Check in on community participation
 - Blog articles posted
 - Social media posts
- 2017
 - September thru December
 - Project planning for year two
 - Distribution of waystation application information
 - Project Report at National Interpreters Conference
- 2018
 - January thru March
 - Library program development
 - Library program advertisement
 - Milkweed application submittal
 - Blog articles posted
- 2018
 - April thru May
 - Library workshop programs
 - Celebrate Start Seeing Monarchs Day
 - Workshop evaluations submitted
 - Gardens planted
 - Social media posts
- 2018
 - June thru August
 - Summer reading programs conducted

- Second surveys submitted
 - Check in on community participation
 - Blog articles posted
 - Social media posts
- 2018
 - September thru December
 - Project planning for year three
 - Distribution of waystation application information
 - Project Report at National Interpreters Conference
- 2019
 - January thru March
 - Library program development
 - Library program advertisement
 - Milkweed application submittal
 - Blog articles posted
- 2019
 - April thru May
 - Library workshop programs
 - Celebrate Start Seeing Monarchs Day
 - Workshop evaluations submitted
 - Gardens planted
 - Social media posts
- 2019
 - June thru August
 - Summer reading programs conducted
 - Third surveys submitted
 - Check in on community participation
 - Blog articles posted
 - Social media posts
- 2019
 - September thru November
 - Distribution of waystation applications
 - Project reflection
 - Blog articles posted
 - Submission of project and results for publication

Estimated Time Allotment Total Over 3 years

- Chicago Zoological Society 840 hours
- St. Louis Zoo 400 hours
- Chicago Botanic Garden 240 hours
- Missouri Botanical Garden 240 hours

USE OF LIBRARY FACILITIES

600 Rules of Behavior

The Library Board of Trustees is responsible for determining the rules of behavior necessary to protect the rights of individuals to use the library building, materials and services, to protect the rights of library employees, and to preserve library materials and facilities. The law gives the Board the right to exclude from the use of the library any person who willfully violates the rules prescribed by the Board. "The library" includes the library building, entrance areas, walkways, parking lot and the property that surrounds the building excluding the public sidewalks.

The Board of Trustees believes that the library is for everyone's enjoyments and library patrons have the right to use the library and its materials and services without being disturbed or impeded by other library users; that library patrons and employees have the right to an environment that is secure and comfortable; and that library patrons and employees have a right to materials and facilities that are available and in good conditions. In addition, patrons must adhere to applicable laws.

601 Disturbing Others

Behavior which disturbs other patrons or staff is not permitted. This includes but is not limited to conversations and behaviors that bother others, loud activity, impeding access to areas of the library, running in the library, disturbing images on a computer, verbal or physical abuse. Cell phones must be on vibrate and may not be used in designated quiet areas. Cell phone usage at computers must be limited so as not to disturb others.

Normally the patron will receive two warnings. At the third offence the patron must leave the library for the rest of the day. However, depending on the seriousness of the offense the patron may receive one warning or even be asked to leave immediately. In the event the disruptive patron is age 7 or younger, the staff member will locate the responsible adult. The entire family may be asked to leave the library if the behavior is not corrected. If the adult responsible for the child cannot be located within the building, the librarian in charge will identify the child and attempt to contact the parent by phone. If the patron under age 13 is required to leave and does not have immediate prospect of transportation home or sufficient money to use the pay phone to call for a ride, the librarian in charge should contact the child's parents by phone and request that they be picked up.

602 Harassment

Harassing others, either verbally or through actions, is prohibited. This includes harassment based on sex, race, gender, national origin, religion, disability, pregnancy, age, military status, and any other category protected by State or Federal law. The library will be responsible for harassment of a person only if the library becomes aware of the conduct and fails to take reasonable corrective action. Behavior such as paying unwanted attention to others, initiating unwanted conversation, following other people around the library, staring at other people, photographing or videotaping others, or touching other people is considered harassment. This also includes sexual harassment as defined by state law, "sexual harassment means any unwelcome sexual advances or requests for sexual favors and any conduct of a sexual nature when...(3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment." The terms intimidating, hostile or offensive as used above include conduct which has the effect of discomfort, embarrassment or humiliation. For the purposes of this policy, the term work environment, as used above, applies also to a patron's environment as he or she uses the library. Members of the public and staff are encouraged to report any incidents of harassment to the staff or to the Director.

The patron receives one warning for harassment; at the second offense the patron must leave the library for the rest of the day. In the case of sexual harassment, the police will be called immediately **and the director will determine how long the perpetrator will be barred from the library.**

603 Firearms and Other Weapons

As stated under the Firearm Concealed Carry Act, firearms are prohibited on library property, as well as weapons of any kind. The exception, according to state law, a "firearm may be transported by a licensee into a parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. 'Case' is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may be removed only for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before removal from the vehicle." In conformance with state law the library will post signage consistent with the requirements of the Firearm Concealed Carry Act. The library's policy does not impact the rights of law enforcement personnel. Any violators of this policy will be reported to law enforcement and prosecuted to the fullest extent of the law. In addition, the person will be banned from library property for a period of not less than one year.

604 Foods and Beverages

Light snacks and beverages in covered containers are allowed in the library, however food may not be eaten at the computers. Patrons may be asked to take the food to the Café. Patrons will be asked to dispose of a beverage or snack or to leave the library if their behavior disturbs others. Patrons are responsible for any damage caused by foods or beverages that they have in their possession. Alcohol is prohibited on library property unless at library-sponsored events.

605 Smoking

Smoking, tobacco chewing and water vapor cigarettes are prohibited in the library at all times. The patron must dispose of the tobacco immediately.

606 Shirt and Shoes

Shirts and shoes are required to be worn in the library at all times. The patron will be warned once and at the second offence asked to leave the library.

607 Hygiene

Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons will be required to leave the building immediately.

608 Library Property and Parking Lot

Care must be taken with library property, including materials, furniture and the building. The library reserves the right to inspect the contents of all bags, purses, briefcases, backpacks, etc. for library materials.

There is a limit of one person per chair except in the case of a parent and child and the library reserves the right to limit the number of people at a table. Library users may not leave personal belongings in the library when they leave the building. The library is not responsible for any loss of users' personal belongings, through theft or otherwise. Bulky items that take up excessive space are not permitted.

Skateboarding and rollerblading are prohibited. Bicycles must be parked in the bicycle rack. Parking is permitted only in designated parking spaces. Overnight parking in the library parking lot is

prohibited. The library is not responsible for damage or loss to vehicles.

The Library Director may authorize a Not-for-Profit or Government Entity use of the library parking lot at no charge as long as doing so does not limit patron use of the library. The group must provide a Certificate of Insurance listing the library as an additional insured one week before the scheduled use. The library's insurance company must approve the Certificate of Insurance. The group must insure that parking is permitted only in designated parking spaces and provide clean up of the library parking lot following the event.

609 Animals

Only registered assistive animals and police animals are allowed in the library. Proof of registration of animal may be requested. Animals that are part of a library sponsored program are exempt from this prohibition.

610 Solicitation on library property.

No organization or individual shall be permitted to solicit donations, sell tickets or ask library personnel to sell tickets, conduct electioneering, petition signatures, solicit information, or distribute advertising material. No organization, business or individual shall be permitted to place signs, banners or other advertising on library property except municipalities and organizations located in the library district that are promoting a community event and signs permitted by election law.

Exceptions:

Fundraising within the library is permitted for

- A library sponsored sale or solicitation
- A Friends of the Library sale or solicitation which has been approved by the library director.
- An Indian Prairie Library Foundation sale or solicitation approved by the library director.

Community organizations or governmental entities within the library district may be given permission by the Library Director to use the library as a collection point for items such as Citizen of the Year Nomination forms, scholarship applications, etc. as space permits. The library accepts no responsibility for such items.

611 Serious or Repeat Violations of Library Rules

This list is not all inclusive of behaviors for which patrons may be expelled from library property. Patrons who violate the library's rules of behavior will be advised of the problem and asked to stop the unacceptable behavior or activity. Patrons who continue to misbehave will be asked for identification and required to leave the building for the day. In the case of misconduct which is extreme, the offender will be asked to leave the building immediately, or the police may be called.

Patrons who cause repeated problems in the library will be warned that they will be barred from the library or using a particular service if the behavior continues. In the case of minors a letter will be sent to their parents or guardians regarding the behavior and consequences. If the behavior persists the patron will be barred for one month. If the patron continues to cause disruptions he or she will be barred for 90 days. If the patron returns and continues to cause disruptions the patron will be barred for one year.

In the case of serious violations, a patron will immediately be barred from the library **anywhere from one year to indefinitely depending on the severity of the behavior**. In the case of repeated, serious violations a patron may be barred from the library indefinitely.

Kids & Teens

From 5 year old boy/regular patron after helping him to log onto the wireless on his personal tablet, "Next time I come in, could you please fix that because I need more games."

That was great! I would like to sign her up for all of the other classes. (Grandparent upon exiting Shake Shimmy)

A teen approached me at the Ask Us Desk and said "This is totally random and going to sound weird, but this library has the best selection of teen books in the whole area. I just had to say that."

A young lady came up to the K&T desk and waved to us. She then proceeded to tell me, "I know that in the library you should whisper." She and her family skipped out of the department.

A young patron made up his own joke about the library.

What did the dog say to the human?

All these books are paws-itivly awesome!

A fun joke for a Sunday!

A little girl came into the department skipping and singing her original song: "I have happy feet, I have happy feet" over and over again.

Circulation

Patron said that they do not care for the slim DVD cases. They are hard to close.

Adult & Computer Help Desk

After asking if we had any DVDs of Richard Pryor's stand-up comedy and then getting some, a patron said, "I have been at a lot of libraries, and this is the best I've ever been in. And that's thanks to you guys."

Technology

"Really like that the library is helping the community with classes to stay current with technology"

Administration

Multiple patrons have called and made comments regarding the new Spaces room reservation system not being user friendly.