

**Board of Trustees Regular Meeting  
October 19, 2016 – 7 p.m. – Board Room**

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

- A. Roll Call  
Donald Damon, Beena Deshmukh, Marian Krupicka,  
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. Bongiovanni to Bukovac re: Thank You Page 5
  
- E. Omnibus Consent Agenda Action
  - 1. Minutes of Budget and Appropriations Hearing Page 6  
and Regular Board Meeting, September 21, 2016
  - 2. Treasurer's Report Page 9
  - 3. Action on Bills/Additional Bills Page 13
  - 4. 2017 Days Closed Calendar Page 18
  - 5. Resolution #2016-D Honoring Alex Bland Page 19
  - 6. Resolution #2016-E Honoring Kyle Ciolek Page 20
  - 7. Resolution #2016-F Honoring Andrew Cole Page 21
  - 8. Resolution #2016-G Honoring Jack Nathaniel Cunningham Page 22
  - 9. Resolution #2016-H Honoring Brian Witkowski Page 23
  
- F. Items Deleted from Omnibus Consent Agenda Action
  
- G. Library Director's Report Page 24 Information
  
- H. Department Reports Information
  - 1. Assistant Director Page 27
  - 2. Marketing Page 29
  - 3. Adult Page 31
  - 4. Circulation Page 39
  - 5. Technology and Technical Services Page 42
  - 6. Youth Page 46
  
- I. Staff Report  
None

- J. Reports
  - 1. Chamber of Commerce Reports (Jensen) Page 55 Information
  - 2. RAILS Page 56 Information
  - 3. Building and Grounds (none)
  - 4. Finance Committee (none)
  - 5. Planning/Outreach (none)
  - 6. Policy Committee (none)
  
- K. Unfinished Business
  - 1. Annexation of Farmingdale Village Page 70 Discussion
  - 2. Proposal to Raise Library Fines Page 76 Action
  
- L. New Business
  - 1. Self Check-Out Systems and RFID (DISTRIBUTED at mtg) Discussion
  - 2. FY 2015-2016 Audit Page 82 Information
  - 3. Draft of Levy for FY 2016-2017 Page 83 Discussion
  - 4. Resolution #2016-C To Determine Estimate of Funds Needed for 2016-2017 Fiscal Year Page 87 Action
  - 5. Notice of Proposed Property Tax Increase for Indian Prairie Public Library District Page 88 Action

M. Schedule Meetings

N. Community Events

O. Library Events

Cool Compositions	10/19/2016	9:00 AM
Write-On Jr. - Cool Compositions Jr.	10/19/2016	9:00 AM
Baby Brilliance	10/19/2016	9:30 AM
App Attack: Photos & Video	10/19/2016	10:00 AM
Drama Reading Group	10/19/2016	2:00 PM
Coding Club	10/19/2016	4:30 PM
Writing Your Family History	10/19/2016	7:00 PM
Arm Knitting	10/19/2016	7:00 PM
Cool Compositions	10/20/2016	9:00 AM
Write-On Jr. - Cool Compositions Jr.	10/20/2016	9:00 AM
Talented Toddlers	10/20/2016	9:30 AM
Talented Toddlers	10/20/2016	10:30 AM
Thursday Afternoon Movie: Miracles from Heaven	10/20/2016	1:30 PM
Beginner's Genealogy	10/20/2016	6:30 PM
Tech Talk: iPhone VS. Samsung Galaxy	10/20/2016	7:00 PM
Crime Readers Book Club: Our Kind of Traitor	10/20/2016	7:00 PM
Cool Compositions	10/21/2016	9:00 AM
Write-On Jr. - Cool Compositions Jr.	10/21/2016	9:00 AM
Shake, Shimmy, & Dance	10/21/2016	9:30 AM
Science Sleepover	10/21/2016	6:30 PM
Art Therapy Night	10/21/2016	7:00 PM
Cool Compositions	10/22/2016	9:00 AM

Write-On Jr. - Cool Compositions Jr.	10/22/2016	9:00 AM
Science Sleepover	10/22/2016	10:30 AM
Write-On Jr. - Cool Compositions Jr.	10/23/2016	9:00 AM
Beatrix Potter Birthday Celebration	10/23/2016	2:00 PM
Write-On Jr. - Cool Compositions Jr.	10/24/2016	9:00 AM
Talented Toddlers	10/24/2016	9:30 AM
Junior Genius	10/24/2016	10:30 AM
Crafternoons - Spooky String Dolls	10/24/2016	3:30 PM
Adult Chess Group	10/24/2016	6:00 PM
Current Events Group	10/24/2016	7:00 PM
Write-On Jr. - Cool Compositions Jr.	10/25/2016	9:00 AM
Baby Brilliance	10/25/2016	9:30 AM
Junior Genius	10/25/2016	9:30 AM
Fantastic Families	10/25/2016	10:30 AM
FamilySearch.org	10/25/2016	7:00 PM
Write-On Jr. - Cool Compositions Jr.	10/26/2016	9:00 AM
Baby Brilliance	10/26/2016	9:30 AM
Tech Boomers Learning Lab	10/26/2016	10:00 AM
4th Wednesdays: Trails and Rails	10/26/2016	1:00 PM
Drama Reading Group	10/26/2016	2:00 PM
Tech Club	10/26/2016	4:30 PM
GenLit Book Club (for 20-30 somethings): The Interestings	10/26/2016	6:30 PM
Bats in the Library	10/26/2016	6:30 PM
Write-On Jr. - Cool Compositions Jr.	10/27/2016	9:00 AM
Talented Toddlers	10/27/2016	9:30 AM
Talented Toddlers	10/27/2016	10:30 AM
Genealogy Group	10/27/2016	1:00 PM
Sew Spooky	10/27/2016	4:30 PM
The Multigenerational Family Vacation	10/27/2016	7:00 PM
Write-On Jr. - Cool Compositions Jr.	10/28/2016	9:00 AM
Holmes School visit	10/28/2016	9:00 AM
Holmes School visit	10/28/2016	12:15 PM
Counter Strike: Global Offensive 5v5 Tournament	10/28/2016	5:00 PM
Write-On Jr. - Cool Compositions Jr.	10/29/2016	9:00 AM
Genealogy Research After-Hours	10/29/2016	6:30 PM
Write-On Jr. - Cool Compositions Jr.	10/30/2016	9:00 AM
Write-On Jr. - Cool Compositions Jr.	10/31/2016	9:00 AM
Talented Toddlers	10/31/2016	9:30 AM
Junior Genius	10/31/2016	10:30 AM
Baby Brilliance	11/1/2016	9:30 AM
Junior Genius	11/1/2016	9:30 AM
Fantastic Families	11/1/2016	10:30 AM
Baby Brilliance	11/2/2016	9:30 AM
Chair Massage Drop-In	11/2/2016	10:00 AM
Drama Reading Group	11/2/2016	2:00 PM
Coding Club	11/2/2016	4:30 PM

An Evening with Jason Reynolds	11/2/2016	7:00 PM
Talented Toddlers	11/3/2016	9:30 AM
Talented Toddlers	11/3/2016	10:30 AM
Whole Foods Kids Club Storytime	11/3/2016	11:45 AM
Succession Planning	11/3/2016	7:00 PM
#FBF: I Love the 90s!	11/4/2016	7:00 PM
ESL Conversation Group	11/5/2016	10:00 AM
Nutcracker Hinsdale Dance Academy	11/5/2016	11:00 AM
Coming To America	11/6/2016	2:00 PM
Talented Toddlers	11/7/2016	9:30 AM
Junior Genius	11/7/2016	10:30 AM
Crafternoons - Woven Bangles	11/7/2016	3:30 PM
Adult Chess Group	11/7/2016	6:00 PM
Baby Brilliance	11/8/2016	9:30 AM
Baby Brilliance	11/9/2016	9:30 AM
Tech Boomers Learning Lab	11/9/2016	10:00 AM
Intro to Windows 10	11/9/2016	1:00 PM
Tech Club	11/9/2016	4:30 PM
Novel Idea Book Club: Best Boy	11/9/2016	7:00 PM
Talented Toddlers	11/10/2016	9:30 AM
Talented Toddlers	11/10/2016	10:30 AM
Cupcake Creations	11/10/2016	4:30 PM
Comic-Con(versations)	11/10/2016	7:00 PM
What's New with Apple?	11/10/2016	7:00 PM
Shake, Shimmy, & Dance	11/11/2016	9:30 AM
League of Legends 5v5 Tournament	11/11/2016	5:00 PM
Converting Pictures & Video Into Digital	11/12/2016	10:00 AM
Talented Toddlers	11/14/2016	9:30 AM
Junior Genius	11/14/2016	10:30 AM
Adult Chess Group	11/14/2016	6:00 PM
Chick-fil-A Kids Storytime	11/14/2016	6:30 PM
Current Events Group	11/14/2016	7:00 PM
Baby Brilliance	11/15/2016	9:30 AM
Junior Genius	11/15/2016	9:30 AM
Fantastic Families	11/15/2016	10:30 AM
NaNoWriMo (National Novel Writing Month) Write-In	11/15/2016	6:00 PM
Family Friendly Recommendations	11/15/2016	6:00 PM

P. Adjournment

Samie,

Thank you very much for allowing the Chamber to use the parking lot, tables + chairs for Sammie Fest. Your continued support to our fundraiser is very much appreciated.

Sincerely,  
Clare Engstrom

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Indian Prairie Public Library  
Board of Trustees Minutes  
September 21, 2016

**Budget & Appropriations Hearing  
September 21, 2016 – 7 p.m.**

- A. Call to Order and Statement of Purpose –President Suriano called the hearing to order at 7:03 p.m. Present were Donald Damon, Beena Deshmukh, Marian Krupicka, Julia Lacayo, Crystal Megaridis, Diane Ruscitti, Victoria Suriano, Jamie Bukovac, Laura Birmingham and Maria Wlosinski. Absent: None. Suriano 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 4, 2016.
- B. Public Questions/Comments – none
- C. Closing of Hearing – Suriano closed the hearing at 7:10 p.m.

**Board of Trustees Regular Meeting  
September 21, 2016 – 7:10 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:12 p.m. Secretary Deshmukh called the roll. Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Julia Lacayo, Crystal Megaridis, Diane Ruscitti, Victoria Suriano  
Absent: None  
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, T.J. Szafranski  
Others:

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

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

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

- C. Public Comment – none

At this point T.J. Szafranski gave his staff report (Item I). He left at 7:25 p.m. and the Board continued with Communications and Announcements and the rest of the agenda.

D. Communications and Announcements

1. Bukovac to Sparks re: Thank You for Donation
2. Bitto to Birmingham re: Library as Evacuation Site
3. Bukovac to Roubalik re: Comments About Graphic Novel
4. Megaridis to Bukovac re: Praxair Partnership
5. Copeland to Bukovac re: Monarch Project Not Funded

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting August 17, 2016
2. Minutes of Special Board Meeting September 6, 2016
3. Treasurer's Report
4. Action on Bills/Additional Bills
5. Ordinance 2016-5 Providing for the Budget & Appropriations for FY 2016/17
6. Estimate of Revenues FY 2016/17

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Representative Olson rescheduled his tour of the library for October 7. Bukovac reported that an iPad was stolen from the library. A 17 year-old student from District 86 checked the iPad out on his library card and never returned it. The iPad was only to be used in the library. We have security camera footage and have filed a police report, although we have not heard back from the police. Bukovac also spoke with the boy's mother. The school positively identified the student in the video and through attendance records they confirmed that he was not in school on the day of the incident. Bukovac asked for direction from the Board. The Board discussed the matter. They were in agreement that they did not want to issue a family privilege suspension. They directed Bukovac to follow-up with the boy's mother and to tell her that he is banned from the library for one year if he returns the iPad by Monday. He is banned from the library indefinitely if the iPad is not returned.

H. Department Reports

- I. Staff Report – Suriano welcomed the library's new Assistant Head of Technology Services, T.J. Szafranski. Szafranski gave the Board an overview of his educational and professional background. Next he explained three major responsibilities of the department which are: the technology infrastructure of the library (i.e. computers, self-check, wifi), helping patrons at the computer lab and in classes, and preparing and maintaining technology gadgets/devices for check-out. Lastly he spoke about the department's newest offering, Tech Takeout. Tech Takeout is a smorgasbord of gadgets, gizmos and tools for check-out. Items include Go Pro Hero, LCD Projector, Apple TV, Roku, Kindle, Home Energy Kit, Whole Room Air Circulator, Fitbit, DeskCycle. Offering these and other items allows a patron to try technology before they buy it or to skip purchasing a tool that they would only use once.

J. Reports

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

K. Unfinished Business

1. Unserved Areas – As reported last month, postcards were sent out to 37 households in Farmingdale that have purchased non-resident cards to see if there is any interest in an annexation referendum. Bukovac reported that we received 19 postcards back of which 18 said yes to the referendum question. Bukovac reported on the referendum process as

explained to her by the library's attorney. A legal description would need to be prepared. The Board would have to adopt an ordinance by December if the Trustees wish to place a referendum on the April ballot and then file a petition with the Circuit Court. A hearing would follow. Notice would be sent to libraries whose boundaries are within one mile of the area to be annexed. Bukovac will check on the cost of a land survey and whether it would need to be redone if the library delayed going for a referendum. The Board discussed a potential spring building bond referendum by Center Cass School District 66. If District 66 goes to referendum in April, the library would not place an annexation referendum on the ballot.

- 2. Library Fines – The Board continued their discussion from last month. They reviewed the breakdown of fines information in the packet. The Trustees were in agreement that fines should be raised. There was a proposal to raise overdue fines to .25 cents. The item will be voted on at next month's meeting.

L. New Business

- 1. Reciprocal Easement Agreement with District 86 – The school district felt the current Reciprocal Easement Agreement with the library relative to the use of each of our parking lots was outdated and requested a new one be prepared. Their attorney prepared a new agreement and the library's attorney reviewed it. The agreement is the same as the prior agreement as our patrons have access to their lot at certain times and their buses can drive through the library's parking lot to get to their building. Damon moved, Deshmukh seconded to approve the Reciprocal Easement Agreement with District 86. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Megaridis, Ruscitti, Suriano. Nays: None. Absent: None. Motion carried unanimously.
- 2. FY16 Strategic Plan Report – There were no questions about the backup.
- 3. FY 16/FY17 Strategic Plan – There were no questions about the backup.

M. Closed Session

At 8:34 p.m. Deshmukh moved, Ruscitti seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Roll call vote. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Megaridis, Ruscitti, Suriano. Nays: None. Absent: None. Motion carried unanimously.

N. Return to Open Session and Report of Any Action Taken

At 8:37 p.m. Megaridis moved, Krupicka seconded to go back into open session. Roll call vote. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Megaridis, Ruscitti, Suriano. Nays: None. Absent: None. Motion carried unanimously. No action was taken.

O. Scheduled Meetings

P. Community Events

Q. Library Event

R. Adjournment

At 8:38 p.m. Krupicka moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 9/30/2016

Balance on hand as of August, 2016.....	2,894,117.77
Cash Receipts for September.....	1,294,251.19
Cash Disbursements for September.....	292,319.40
Cash on hand as September 30, 2016.....	3,896,049.56

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.404%	
General.....	1,167,794.63
Special Reserve.....	21,009.46
Children's Endowment.....	2,893.88
Endowment.....	11,202.48
MPI Investment (Corporate Fund).....	2,584,448.53

JP Morgan Chase - Checking	
General.....	3,512.43
Hinsdale Bank & Trust - Checking.....	4,450.82
JP Morgan Chase - Savings - Rate .08%	
General.....	100,133.33
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of September 30, 2016.....	3,896,049.56

FUND BALANCES AS OF 09/30/2016

Corporate Fund.....	3,707,666.52
Building & Maintenance Fund.....	62,813.81
I.M.R.F. Fund.....	6,071.26
Liability Fund.....	1,524.44
Social Security Fund.....	9,265.53
Special Reserve Fund.....	22,133.36
Current Liabilites.....	86,574.64
Grand Total All Funds.....	3,896,049.56

### Indian Prairie Public Library District Consolidated Revenue Report for September 2016

Percent of Year: 25.00

	RECEIVED September 16	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	1,278,851.68	3,199,272.86	93.10%	3,436,415.00	237,142.14
41150 · Non-current Property Taxes	0.00	335.72	0.00%	0.00	-335.72
43100 · Interest-Tax Levy	0.45	1.34	0.00%	0.00	-1.34
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>1,278,852.13</b>	<b>3,199,609.92</b>	<b>93.11%</b>	<b>3,436,415.00</b>	<b>236,805.08</b>
<b>INTERGOVERNMENTAL</b>					
42150 · YALSA/Dollar Gen Grant	0.00	590.00	0.00%	0.00	-590.00
42200 · Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>590.00</b>	<b>1.84%</b>	<b>32,000.00</b>	<b>31,410.00</b>
<b>INTEREST</b>					
43500 · Interest - Investment	281.74	527.55	52.76%	1,000.00	472.45
<b>TOTAL INTEREST</b>	<b>281.74</b>	<b>527.55</b>	<b>52.76%</b>	<b>1,000.00</b>	<b>472.45</b>
<b>DESK MONIES</b>					
45100 · Copier	438.45	1,221.85	25.46%	4,800.00	3,578.15
45120 · Computer Copies	1,272.13	3,790.44	31.59%	12,000.00	8,209.56
45200 · Fines/Fees	3,223.53	11,723.29	24.42%	48,000.00	36,276.71
45250 · Gifts/Donations	0.00	20.00	1.33%	1,500.00	1,480.00
45300 · Lost Materials	1,935.96	4,012.80	33.44%	12,000.00	7,987.20
45350 · Non-Resident Fees	7,566.00	22,278.40	27.17%	82,000.00	59,721.60
45400 · DVD Fines	277.30	1,368.40	19.55%	7,000.00	5,631.60
45450 · Book Rental	30.00	192.60	19.26%	1,000.00	807.40
45550 · Meeting Room Rental	25.00	100.00	50.00%	200.00	100.00
45600 · ILL Fees	45.20	102.10	14.59%	700.00	597.90
45650 · 3D Printing	32.80	83.05	16.61%	500.00	418.95
<b>TOTAL DESK MONIES</b>	<b>14,846.37</b>	<b>44,892.93</b>	<b>26.45%</b>	<b>169,700.00</b>	<b>124,807.07</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	0.00	763.00	100.00%	763.00	0.00
46700 · Miscellaneous	2.00	153.00	30.60%	500.00	347.00
46800 · Collection Agency Fee	23.80	33.80	11.27%	300.00	266.20
* 49000 · Operating Transfer In	0.00	4,000.00	0.00%	4,000.00	0.00
<b>TOTAL OTHER INCOME</b>	<b>25.80</b>	<b>4,949.80</b>	<b>88.98%</b>	<b>5,563.00</b>	<b>613.20</b>
<b>GRAND TOTAL</b>	<b>1,294,006.04</b>	<b>3,250,570.20</b>	<b>89.19%</b>	<b>3,644,678.00</b>	<b>394,107.80</b>

\* Operating Transfer In reflects \$4,000.00 from Liability Reserve Fund:  
 \$1,030.00 for 61710 - Workmans Compensation and \$182.90 from 63800 - Building/Maint. Repairs - Fox Valley Fire & Safety

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## Indian Prairie Public Library District Consolidated Expenditures Report for September 2016

Percent of Year: 25.00

	September 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	154,877.87	457,480.55	21.41%	2,137,000.00	1,679,519.45	2,179,740.00	20.99%
61310 · Benefits - Medical / Life Ins.	1,948.83	21,795.20	16.45%	132,500.00	110,704.80	132,000.00	16.51%
61330 · Benefits - IMRF	31,007.51	45,391.12	21.93%	207,000.00	161,608.88	225,000.00	20.17%
61340 · Benefits - FICA	11,682.54	32,393.83	19.81%	163,500.00	131,106.17	175,000.00	18.51%
61400 · Staff Development	1,003.53	2,507.80	15.39%	16,300.00	13,792.20	20,000.00	12.54%
61600 · Board Development	0.00	75.00	7.50%	1,000.00	925.00	3,000.00	2.50%
* 61710 · Workers Compensation	0.00	8,941.00	89.34%	9,000.00	59.00	13,000.00	68.78%
61720 · Unemployment Insurance	132.72	492.65	14.58%	3,380.00	2,887.35	6,000.00	8.21%
<b>TOTAL PERSONNEL</b>	<b>200,653.00</b>	<b>569,077.15</b>	<b>21.32%</b>	<b>2,669,680.00</b>	<b>2,100,602.85</b>	<b>2,753,740.00</b>	<b>20.67%</b>
<b>MATERIALS</b>							
62100 · Books	19,947.40	46,808.35	19.74%	237,175.00	190,366.65	250,000.00	18.72%
62200 · Periodicals	1,591.58	9,314.07	29.38%	31,700.00	22,385.93	35,000.00	26.61%
62300 · Audio	3,365.29	9,669.11	19.83%	48,750.00	39,080.89	50,000.00	19.34%
62400 · Video	6,569.22	12,464.27	21.42%	58,200.00	45,735.73	60,000.00	20.77%
62500 · Multi-Media	435.62	707.59	8.85%	8,000.00	7,292.41	10,000.00	7.08%
62600 · Electronic Reference Resources	1,500.00	58,376.52	90.79%	64,300.00	5,923.48	68,000.00	85.85%
62700 · Software	284.95	1,166.22	16.66%	7,000.00	5,833.78	8,000.00	14.58%
62800 · ESL	0.00	52.19	2.61%	2,000.00	1,947.81	3,000.00	1.74%
62900 · Materials Supplies	1,347.33	5,189.19	24.14%	21,500.00	16,310.81	25,000.00	20.76%
<b>TOTAL MATERIALS</b>	<b>35,041.39</b>	<b>143,747.51</b>	<b>30.03%</b>	<b>478,625.00</b>	<b>334,877.49</b>	<b>509,000.00</b>	<b>28.24%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	6,641.86	16,595.58	23.21%	71,500.00	54,904.42	80,000.00	20.74%
63300 · Utilities (1-8-11 · Gas)	597.47	990.29	7.62%	13,000.00	12,009.71	70,000.00	1.41%
63300 · Utilities (1-8-12 · Electric)	6,406.11	12,739.16	19.60%	65,000.00	52,260.84	100,000.00	12.74%
63300 · Utilities (1-8-13 · Telephone)	1,431.29	2,139.09	30.56%	7,000.00	4,860.91	9,000.00	23.77%
63300 · Utilities (1-8-14 · Water/Sewer)	1,613.69	2,187.40	31.25%	7,000.00	4,812.60	15,000.00	14.58%
63300 · Utilities (1-8-15 · Garbage Disposal)	384.93	851.09	28.37%	3,000.00	2,148.91	15,000.00	5.67%
63400 · Maintenance Supplies	1,649.09	3,640.47	21.42%	17,000.00	13,359.53	20,000.00	18.20%
63500 · Security System Monitoring	177.00	177.00	14.75%	1,200.00	1,023.00	3,000.00	5.90%
63600 · Property Maintenance	767.00	1,741.76	6.97%	25,000.00	23,258.24	30,000.00	5.81%
* 63800 · Building Maintenance/Repairs	9,273.68	18,304.32	36.61%	50,000.00	31,695.68	60,000.00	30.51%
<b>TOTAL BUILDING</b>	<b>28,942.12</b>	<b>59,366.16</b>	<b>22.86%</b>	<b>259,700.00</b>	<b>200,333.84</b>	<b>402,000.00</b>	<b>14.77%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	1,639.51	3,186.14	22.76%	14,000.00	10,813.86	18,000.00	17.70%
64300 · Photocopy Supplies	399.72	873.66	17.47%	5,000.00	4,126.34	6,000.00	14.56%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	3,800.00	0.00%
64500 · Postage	15.30	2,017.05	50.43%	4,000.00	1,982.95	8,000.00	25.21%
64600 · Non-Payment Reimbursement	72.00	72.00	2.40%	3,000.00	2,928.00	5,000.00	1.44%
64700 · Travel	22.14	92.34	18.47%	500.00	407.66	1,000.00	9.23%
64800 · Organizational Memberships	226.00	266.00	14.78%	1,800.00	1,534.00	2,200.00	12.09%
64900 · Bank Fees	251.46	706.98	28.28%	2,500.00	1,793.02	3,000.00	23.57%
<b>TOTAL OPERATION</b>	<b>2,626.13</b>	<b>7,214.17</b>	<b>22.98%</b>	<b>31,400.00</b>	<b>24,185.83</b>	<b>47,000.00</b>	<b>15.35%</b>
<b>AUTOMATION</b>							
65100 · Supplies-Public Toner	0.00	821.46	11.74%	7,000.00	6,178.54	8,000.00	10.27%
65150 · Supplies-Staff Toner	393.04	1,641.72	27.36%	6,000.00	4,358.28	8,000.00	20.52%
65160 · Supplies-3D Printer	65.00	65.00	9.29%	700.00	635.00	1,100.00	5.91%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	775.84	1,459.83	11.68%	12,500.00	11,040.17	18,000.00	8.11%
65400 · Automation Equip Mnt/Repair	898.51	937.84	25.69%	3,650.00	2,712.16	5,000.00	18.76%
65500 · Software	2,249.03	2,848.93	14.32%	18,500.00	15,851.07	27,000.00	9.81%
65600 · SWAN	7,500.00	18,905.00	41.44%	45,620.00	26,715.00	47,000.00	40.22%
65700 · Telecommunications	389.70	579.55	24.15%	2,400.00	1,820.45	4,000.00	14.49%

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**Indian Prairie Public Library District  
Consolidated Expenditures Report for September 2016**

Percent of Year: 25.00

	September 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>TOTAL AUTOMATION</b>	12,271.12	27,059.33	26.69%	101,370.00	74,310.67	126,100.00	21.46%
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	487.50	575.50	8.85%	6,500.00	5,924.50	17,000.00	3.39%
66200 · Credit Bureau	73.70	181.10	12.07%	1,500.00	1,318.90	2,000.00	9.06%
66300 · Equipment-Maintenance Repair	0.00	1,212.42	20.21%	6,000.00	4,787.58	8,000.00	15.16%
66900 · Fees - Bond Registrar	10.00	90.00	90.00%	100.00	10.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	571.20	2,059.02	14.60%	14,100.00	12,040.98	27,000.00	7.63%
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	10,479.00	100.00%	10,479.00	0.00	10,000.00	104.79%
67200 · Bonding	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 · Officers & Directors Liability	0.00	2,842.00	98.00%	2,900.00	58.00	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%
<b>TOTAL INSURANCE</b>	0.00	16,807.00	99.28%	16,929.00	122.00	19,500.00	86.19%
<b>MARKETING</b>							
68110 · Marketing Newsletter	6,650.88	8,634.31	24.94%	34,619.00	25,984.69	37,000.00	23.34%
68111 · eNewsletter	0.00	0.00	0.00%	1,700.00	1,700.00	2,000.00	0.00%
68210 · Marketing Advertising	93.75	126.25	25.25%	500.00	373.75	2,000.00	6.31%
68310 · Marketing Supplies	246.45	265.46	53.09%	500.00	234.54	2,000.00	13.27%
68410 · Marketing-Information Printing	0.00	229.81	9.19%	2,500.00	2,270.19	8,000.00	2.87%
68500 · Legal Notices	21.89	182.76	13.05%	1,400.00	1,217.24	2,000.00	9.14%
68600 · Special Events	1,328.98	4,282.79	17.41%	24,600.00	20,317.21	28,000.00	15.30%
<b>TOTAL PUBLIC INFORMATION</b>	8,341.95	13,721.38	20.85%	65,819.00	52,097.62	81,000.00	16.94%
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69800 · Operating Transfer Out	0.00	4,000.00	0.00%	0.00	0.00	0.00	0.00%
69900 · Contingency	0.00	3,836.54	54.38%	7,055.00	3,218.46	50,000.00	7.67%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>GRAND TOTAL</b>	288,446.91	846,888.26	23.24%	3,644,678.00	2,801,789.74	4,115,340.00	20.58%

\* Operating Transfer Out reflects \$4,000.00 from Liability Reserve Fund:

\$1,030.00 for 61710 - Workmans Compensation and \$182.90 from 63800 - Building/Maint. Repairs - Fox Valley Fire & Safety

ACTION ON BILLS September 2016

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	48839 thru 48949	\$ 92,551.21
Chase Bank-Salaries for September	36706 thru 36729	\$ 6,364.21
Hinsdale Bank-Direct Deposits	& 22578 thru 225733	\$ 105,728.62

MONTH'S TOTAL: \$ 204,644.04

Indian Prairie Public Library District  
Account QuickReport  
As of September 30, 2016

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Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Bill Pmt Check	09/06/2016	48839	Home Depot	551.51
Bill Pmt Check	09/06/2016	48840	Illinois Library Association	200.00
Bill Pmt Check	09/07/2016	48841	Baker & Taylor	6,034.16
Bill Pmt Check	09/07/2016	48842	Baker & Taylor (video)	293.78
Bill Pmt Check	09/07/2016	48843	Bal Industries	1,080.00
Bill Pmt Check	09/07/2016	48844	Better Business Planning, Inc.	135.00
Bill Pmt Check	09/07/2016	48845	Blackstone Audio, Inc.	397.93
Bill Pmt Check	09/07/2016	48846	Call One	701.67
Bill Pmt Check	09/07/2016	48847	Case Lots Inc.	305.55
Bill Pmt Check	09/07/2016	48848	Colonial Life	82.53
Bill Pmt Check	09/07/2016	48849	Current Technologies	2,187.32
Bill Pmt Check	09/07/2016	48850	Darien Woman's Club	75.00
Bill Pmt Check	09/07/2016	48851	Dow Theory Forecasts	159.00
Bill Pmt Check	09/07/2016	48852	Dynegy Energy Services	6,406.11
Bill Pmt Check	09/07/2016	48853	Easy English NEWS	42.00
Bill Pmt Check	09/07/2016	48854	Fire & Security Systems	105.00
Bill Pmt Check	09/07/2016	48855	Gale/CENGAGE Learning	658.16
Bill Pmt Check	09/07/2016	48856	Hinsdale Humane Society	50.00
Bill Pmt Check	09/07/2016	48857	Ingram Library Services	171.01
Bill Pmt Check	09/07/2016	48858	Jensen, Shirley P	80.00
Bill Pmt Check	09/07/2016	48859	Kroeschell Service	3,860.19
Bill Pmt Check	09/07/2016	48860	Lucarelli, Anthony	126.00
Bill Pmt Check	09/07/2016	48861	Midwest Tape	2,308.77
Bill Pmt Check	09/07/2016	48862	NCPERS Group Life	64.00
Bill Pmt Check	09/07/2016	48863	Neviol Inc.	585.00
Bill Pmt Check	09/07/2016	48864	OverDrive	1,229.76
Bill Pmt Check	09/07/2016	48865	Penguin Random House LLC	190.00
Bill Pmt Check	09/07/2016	48866	Peregrine, Stime, Newman, Ritzman & Bruck	487.50
Bill Pmt Check	09/07/2016	48867	Phillip's Interior Plants	215.00
Bill Pmt Check	09/07/2016	48868	Quality Books Inc.	163.18
Bill Pmt Check	09/07/2016	48869	Quality Integrated Solutions, Inc.	371.00
Bill Pmt Check	09/07/2016	48870	Quill	330.05
Bill Pmt Check	09/07/2016	48871	Recorded Books, LLC	48.65
Bill Pmt Check	09/07/2016	48872	Regent Book Company	16.06
Bill Pmt Check	09/07/2016	48873	Rivistas Subscription Services	1,080.34
Bill Pmt Check	09/07/2016	48874	Runco	521.11
Bill Pmt Check	09/07/2016	48875	Sage Publications, Inc.	227.02
Bill Pmt Check	09/07/2016	48876	Scholastic Library Publishing	184.60
Bill Pmt Check	09/07/2016	48877	Stephens Plumbing & Heating, Inc.	1,737.80
Bill Pmt Check	09/07/2016	48878	Team One Repair, Inc.	741.00
Bill Pmt Check	09/07/2016	48879	Trapp, Sandra	225.00
Bill Pmt Check	09/07/2016	48880	Vernon Library Supplies, Inc.	105.75
Bill Pmt Check	09/07/2016	48881	VISOgraphic	6,310.88
Liability Check	09/08/2016	48882	Nationwide Retirement	610.00

Indian Prairie Public Library District  
Account QuickReport  
As of September 30, 2016

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Type	Date	Num	Name	Amount
Liability Check	09/08/2016	48883	Vantagepoint	943.19
Bill Pmt Check	09/16/2016	48884	ALLDATA	1,500.00
Bill Pmt Check	09/16/2016	48885	Barrett, Kathryn	50.00
Bill Pmt Check	09/16/2016	48886	Call One	729.62
Bill Pmt Check	09/16/2016	48887	Case Lots Inc.	528.70
Bill Pmt Check	09/16/2016	48888	Chicago Tribune	318.24
Bill Pmt Check	09/16/2016	48889	Chicago Tribune Media Group	21.89
Bill Pmt Check	09/16/2016	48890	Clarendon Courier, Inc.	20.00
Bill Pmt Check	09/16/2016	48891	DuPage County Clerk	10.00
Bill Pmt Check	09/16/2016	48892	FedEx	9.78
Bill Pmt Check	09/16/2016	48893	Fox Valley Fire & Safety	182.90
Bill Pmt Check	09/16/2016	48894	Garvey's Office Products	15.12
Bill Pmt Check	09/16/2016	48895	Groot Industries, Inc.	384.93
Bill Pmt Check	09/16/2016	48896	Kroeschell Service	1,600.00
Bill Pmt Check	09/16/2016	48897	Medicom Reimbursement Spec., Ltd.	18.75
Bill Pmt Check	09/16/2016	48898	Midwest Tape	2,105.85
Bill Pmt Check	09/16/2016	48899	Neviol Inc.	4,490.00
Bill Pmt Check	09/16/2016	48900	Niestrom, Kathy	200.00
Bill Pmt Check	09/16/2016	48901	O'Leary, Joan	6.80
Bill Pmt Check	09/16/2016	48902	OverDrive	1,676.44
Bill Pmt Check	09/16/2016	48903	Owl Hill Media, LLC	29.99
Bill Pmt Check	09/16/2016	48904	Palmisano, Stacy	27.76
Bill Pmt Check	09/16/2016	48905	Roy, Nancy	35.12
Bill Pmt Check	09/16/2016	48906	Runco	235.15
Bill Pmt Check	09/16/2016	48907	Samuel, Scott	24.60
Bill Pmt Check	09/16/2016	48908	Sebert Landscaping	767.00
Bill Pmt Check	09/16/2016	48909	Sheehan, Debbie	67.96
Bill Pmt Check	09/16/2016	48910	Speciality Mat Service	96.86
Bill Pmt Check	09/16/2016	48911	ThyssenKrupp Elevator	812.79
Bill Pmt Check	09/16/2016	48912	Unique Management	53.70
Bill Pmt Check	09/16/2016	48913	Waterlogic East LLC	121.40
Liability Check	09/22/2016	48914	Nationwide Retirement	610.00
Liability Check	09/22/2016	48915	Vantagepoint	943.19
Bill Pmt Check	09/22/2016	48916	Assurant Employee Benefits	551.83
Bill Pmt Check	09/22/2016	48917	Bank of America	5,836.09
Bill Pmt Check	09/22/2016	48918	Banks, Ollie	30.00
Bill Pmt Check	09/22/2016	48919	Comcast	379.70
Bill Pmt Check	09/22/2016	48920	Lincoln National Life	133.92
Bill Pmt Check	09/22/2016	48921	OverDrive	715.38
Bill Pmt Check	09/22/2016	48922	Pack, William	300.00
Bill Pmt Check	09/22/2016	48923	RAILS	7,500.00
Bill Pmt Check	09/22/2016	48924	Runco	15.25
Bill Pmt Check	09/22/2016	48925	Willowbrook/Burr Ridge Chamberof Commerce	20.00
Bill Pmt Check	09/26/2016	48926	Alarm Financial	72.00
Bill Pmt Check	09/26/2016	48927	American Library Association	31.50

Indian Prairie Public Library District  
Account QuickReport  
As of September 30, 2016

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Type	Date	Num	Name	Amount
Bill Pmt Check	09/26/2016	48928	Baker & Taylor	6,795.18
Bill Pmt Check	09/26/2016	48929	Baker & Taylor (video)	113.00
Bill Pmt Check	09/26/2016	48930	Bal Industries	390.00
Bill Pmt Check	09/26/2016	48931	Cavendish Square	474.21
Bill Pmt Check	09/26/2016	48932	CCI Solutions	61.05
Bill Pmt Check	09/26/2016	48933	Center Point Large Print	241.50
Bill Pmt Check	09/26/2016	48934	City of Darien	50.00
Bill Pmt Check	09/26/2016	48935	DuPage County Public Works	1,613.69
Bill Pmt Check	09/26/2016	48936	Gale/CENGAGE Learning	498.24
Bill Pmt Check	09/26/2016	48937	Ingram Library Services	194.75
Bill Pmt Check	09/26/2016	48938	Kroeschell Service	444.00
Bill Pmt Check	09/26/2016	48939	Lucarelli, Anthony	50.45
Bill Pmt Check	09/26/2016	48940	Midwest Tape	2,339.31
Bill Pmt Check	09/26/2016	48941	Penguin Random House LLC	337.50
Bill Pmt Check	09/26/2016	48942	Penworthy Company, The	269.80
Bill Pmt Check	09/26/2016	48943	Quality Books Inc.	2,262.49
Bill Pmt Check	09/26/2016	48944	Recorded Books, LLC	107.60
Bill Pmt Check	09/26/2016	48945	Salo, Kathryn	139.93
Bill Pmt Check	09/26/2016	48946	Scholastic Library Publishing	304.20
Bill Pmt Check	09/26/2016	48947	Thomson Reuters West	63.07
Bill Pmt Check	09/26/2016	48948	VSP Vision	112.65
Bill Pmt Check	09/26/2016	48949	Wlosinski, Maria	10.80

Total 10121 - Checking JP Morgan Chase  
TOTAL

92,551.21  
92,551.21

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

## September 2016

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	09/09/2016	19,803.80
ILDOR-State	Payroll taxes	09/09/2016	2,616.45
EFTPS-Federal	Payroll taxes	09/23/2016	18,973.88
ILDOR-State	Payroll taxes	09/23/2016	2,487.46
IMRF	Payroll Pension	09/01/2016	20,503.79
IMRF	Payroll Pension	09/30/2016	20,741.05
DAC	Deposit to HRA	09/09/2016	1,700.00
Nicor	Gas	09/20/2016	597.47
Chase/US Bank	Credit Card Fee	09/02/2016	226.46
Hinsdale Bank	Fee-Direct Deposit	09/02/2016	25.00

**2017 Days Closed**

New Year's Day	Sunday, January 1, 2017
Staff Institute	Friday, March 31, 2017
Easter	Sunday, April 16, 2017
Memorial Day Sunday	Sunday, May 28, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day Sunday	Sunday, September 3, 2017
Labor Day	Monday, September 4, 2017
DarienFest	Friday, September 8, 2017 (closed from 6 p.m. to 9 p.m.)
DarienFest	Saturday, September 9, 2017 (closed from 1 p.m. to 5 p.m.)
DarienFest	Sunday, September 10, 2017
Thanksgiving	Thursday, November 23, 2017
Christmas Eve	Sunday, December 24, 2017
Christmas Day	Monday, December 25, 2017
New Year's Eve	Sunday, December 31, 2017

Resolution #2016-D

*A Resolution Honoring Alex Bland*

**WHEREAS,** Alex Bland has participated in the Boy Scouts of America, a national organization founded in 1910 for the purpose of assisting young boys develop character, citizenship and physical and mental fitness through training in wood, field and handicraft activities and community service; and

**WHEREAS,** he is an active member of Boy Scout Troop 101 of Darien which is part of the Pathway to Adventure Council; and

**WHEREAS,** he has graduated within the organization by achieving successive ranks and merit badges through his successful completion of activities intended to foster the purpose of the Boy Scouts of America, and has attained the high rank of Eagle Scout as a result; and

**WHEREAS,** he designed and constructed a mobile Lego wall for the enjoyment of all visitors to Indian Prairie Library; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Indian Prairie Public Library District that **Alex Bland** be hereby recognized and congratulated on his attainment of the high rank of Eagle Scout and his service to the community and to the Indian Prairie Public Library District; and the library wishes him success in all of his future endeavors.

Adopted this 19th day of October, 2016.

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

Resolution #2016-E

*A Resolution Honoring Kyle Ciolek*

**WHEREAS,** Kyle Ciolek has participated in the Boy Scouts of America, a national organization founded in 1910 for the purpose of assisting young boys develop character, citizenship and physical and mental fitness through training in wood, field and handicraft activities and community service; and

**WHEREAS,** he is an active member of Boy Scout Troop 101 of Darien which is part of the Pathway to Adventure Council; and

**WHEREAS,** he has graduated within the organization by achieving successive ranks and merit badges through his successful completion of activities intended to foster the purpose of the Boy Scouts of America, and has attained the high rank of Eagle Scout as a result; and

**WHEREAS,** he constructed a rain barrel system for watering the library's landscaping beds, container gardens and lawn; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Indian Prairie Public Library District that **Kyle Ciolek** be hereby recognized and congratulated on his attainment of the high rank of Eagle Scout and his service to the community and to the Indian Prairie Public Library District; and the library wishes him success in all of his future endeavors.

Adopted this 19th day of October, 2016.

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

Resolution #2016-F

*A Resolution Honoring Andrew Cole*

**WHEREAS,** Andrew Cole has participated in the Boy Scouts of America, a national organization founded in 1910 for the purpose of assisting young boys develop character, citizenship and physical and mental fitness through training in wood, field and handicraft activities and community service; and

**WHEREAS,** he is an active member of Boy Scout Troop 101 of Darien which is part of the Pathway to Adventure Council; and

**WHEREAS,** he has graduated within the organization by achieving successive ranks and merit badges through his successful completion of activities intended to foster the purpose of the Boy Scouts of America, and has attained the high rank of Eagle Scout as a result; and

**WHEREAS,** he constructed ten wooden and plexiglass posts for the "Story Stroll" installed along the green at the Burr Ridge Village Center; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Indian Prairie Public Library District that **Andrew Cole** be hereby recognized and congratulated on his attainment of the high rank of Eagle Scout and his service to the community and to the Indian Prairie Public Library District; and the library wishes him success in all of his future endeavors.

Adopted this 19th day of October, 2016.

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

Resolution #2016-G

*A Resolution Honoring  
Jack Nathaniel Cunningham*

**WHEREAS**, Jack Cunningham has participated in the Boy Scouts of America, a national organization founded in 1910 for the purpose of assisting young boys develop character, citizenship and physical and mental fitness through training in wood, field and handicraft activities and community service; and

**WHEREAS**, he is an active member of Boy Scout Troop 101 of Darien which is part of the Pathway to Adventure Council; and

**WHEREAS**, he has graduated within the organization by achieving successive ranks and merit badges through his successful completion of activities intended to foster the purpose of the Boy Scouts of America, and has attained the high rank of Eagle Scout as a result; and

**WHEREAS**, he constructed four wooden mobile book bins for the Family Center at Indian Prairie Library; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Indian Prairie Public Library District that **Jack Cunningham** be hereby recognized and congratulated on his attainment of the high rank of Eagle Scout and his service to the community and to the Indian Prairie Public Library District; and the library wishes him success in all of his future endeavors.

Adopted this 19th day of October, 2016.

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

Resolution #2016-H

*A Resolution Honoring Brian Witkowski*

**WHEREAS**, Brian Witkowski has participated in the Boy Scouts of America, a national organization founded in 1910 for the purpose of assisting young boys develop character, citizenship and physical and mental fitness through training in wood, field and handicraft activities and community service; and

**WHEREAS**, he is an active member of Boy Scout Troop 101 of Darien which is part of the Pathway to Adventure Council; and

**WHEREAS**, he has graduated within the organization by achieving successive ranks and merit badges through his successful completion of activities intended to foster the purpose of the Boy Scouts of America, and has attained the high rank of Eagle Scout as a result; and

**WHEREAS**, he and other members of Troop 101 reupholstered 40 study chairs used by many visitors to the Indian Prairie Library; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Indian Prairie Public Library District that **Brian Witkowski** be hereby recognized and congratulated on his attainment of the high rank of Eagle Scout and his service to the community and to the Indian Prairie Public Library District; and the library wishes him success in all of his future endeavors.

Adopted this 19th day of October, 2016.

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

## Agenda

### Unfinished Business:

In the packet I've included a brief memo outlining the timeline the library needs to follow if we were to go to referendum in April. I've also included information pieces from the last referendum to annex Farmingdale. A citizen's committee was formed in 1994 and I've attached the informational handout, a handout that was stuffed into mailboxes by opposition, and a newspaper article about the referendum. District 66 is holding a community meeting Oct. 24 and has scheduled school board meetings for 11/14, 11/21, and 11/28.

Regarding library fines, I have put forth a proposal based on the trustees' discussions and my discussions with the department heads with my reasoning for the proposal.

### New Business:

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

The Draft of the Levy for FY 2016-2017 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. We know that new homes are being built in Darien and construction on new homes has started along Clarendon Hills Road in Willowbrook. 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 2016-2017 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 ten 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.

## Legislative Contact

I gave a tour to Representative Olson October 7. We spent quite a bit of time touring the library and talking about our services. He was surprised to learn about a number of the services we provide. He told me to always feel free to contact him if we need assistance in any way.

**Praxair Partnership**

Tyler Works, Heidi Estrada and I met with Crystal and Megan Alroth from Praxair to discuss a possible STEM career event for girls to be held in conjunction with Hinsdale South. Praxair would offer a half day program to the girls giving a tour of Praxair, the opportunity to network with women professionals who have pursued a career in STEM and see demonstrations of some of what Praxair does. On the library's part we hope to create a follow-up program for the girls and/or a program for parents on what it takes for girls to develop a career in STEM. I've sent the information to the principal at Hinsdale South but as of this writing I have not yet heard back from the high school.

**Election Day**

The library is an election polling place this November. We have decided to have skeleton crew available and allow people to use the library starting at 6:00 am. We've had requests from people voting early in the morning to use the library so we thought we'd try this experiment and see how it goes.

**Passport Service**

Debbie Sheehan has researched providing passport services at the library and after several months of research and getting information from the government circulation staff have started training on how to process passports. We don't know yet when the service will start. The library will received \$25.00 for each passport processed. We are the only library in the immediate area to be offering this service.

**New Sick Leave Ordinance Passed by Cook County**

Cook County passed an ordinance that states an employee who works at least 80 hours for an employer within any 120-day period will earn paid sick time. It goes on to state how much sick time they may earn and the maximum they may earn. The ordinance states that this applies to employers that gainfully employ at least one Covered Employee with its principal place of business within Cook County. This is to take effect July 1, 2017. The attorney for the Illinois Library Association has given an initial opinion that if any part of a library district is in Cook County, the district would probably be required to comply as there is no general rule that an employer be totally within Cook County. So we wait for more information and interpretation of this ordinance.

**The Pew Research Center Report on Libraries 2016**

I've provided a copy of the report at the back of the packet. Pages 2 – 5 provide an overview and the rest of the pages go into more detail.

**Willowbrook Corner Coalition**

I'm working with the other executive board members to develop a grant that would provide a leadership consultant to assist in community development work within Willowbrook Corner.

**Staff**

Roxanne bishop was hired as a Circulation Services Page starting October 14 at a salary of \$9.13/hour.

Each year I hold a Department head retreat. This year it was held at the Thomas Ford Library as it's nice to get out of the library and focus on leadership development. We started working through the *Becoming the Totally Responsible Person (TRP)* workbook that we received at the seminar we all attended. We discussed behavior that is non-TRP and how to turn that behavior into TRP behavior, our ah-ah moments, and ways that want to practice and reinforce these principles such as being self-aware and in the right frame of mind, thinking before speaking, "acting as if" which means regardless of how we're feeling we act as if we are feeling positive, choosing a specific trait to work on for a period of time and tracking how we do with that, mentally rehearsing and doing visualization when we have to have a tough conversation, and using a buddy system where our buddy would give us feedback as to how we respond to others. We'll continue to work on TRP principles for ourselves and plan to introduce the concept to the supervisors in the spring. This supports our key strategic goal of practicing exceptional organizational stewardship.

At the retreat I also gave a seminar on the Harwood Institute for Public Innovation Turning Outward program based on the 8-week online lab I attended over the summer. The information included an introduction to Harwood and several of the principles they use – turning inward vs. turning outward, the value of public knowledge as opposed to just our own knowledge, and the "3 A's of Public Life" – Authority (holding deep knowledge of the community), Authenticity (reflecting the reality of peoples' lives in what we do and say), and Accountability (pursuing actions meaningful to people and setting realistic expectations about potential impact). I provided short videos and handouts from Harwood to supplement my information. We'll continue to discuss these principles in department head meetings. This supports our key strategic goal of enhancing community engagement.

### Meetings

Meeting with Crystal and Meghan to discuss Praxair partnership

Department Head retreat

Zone 1 Directors meeting

Willowbrook Corner Coalition executive board meeting

Meeting with Debbie and Ann re self check and RFID

I attended the October SWAN Board meeting as a visitor

Four one-on-ones with Tony

Three one-on-ones with Debbie

Two one-on-ones with Natalie

Two one-on-one with Ann

Two one-on-ones with Laura plus Laura and I met for a visioning discussion which we'll be sharing with the department heads at the end of October.

Nancy had a meeting with Dave to discuss how best to use Paypal on the Foundation website  
Maria and Stacy met three times to review and coordinate their projects.

# Assistant Director's Report October 2016

## Building:

Fall cleanup will be done by Sebert Landscaping by the end of the month, They will prepare all plants and shrubs for the winter season.

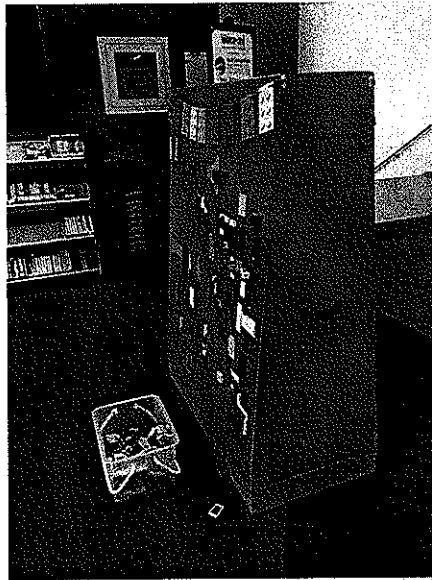
I am currently seeking quotes for HVAC maintenance.

I have requested that our neighbors, Tri-State Fire District, clear out the overgrown trees at the southwest corner of our parking lot. They will be paying for the work. We may have to temporarily block off a small section of our lot for the work to be done.

## Scout Troop 101/Eagle Scouts:

Scout Troop 101 will be earning service hours by doing some indoor and outdoor painting for us later this month.

Eagle Scout, Alex Bland (Troop 101, Darien) built an awesome moveable "Lego wall" for the Kids & Teens department:



## Miscellaneous:

The deadline for the Security Monitor position has reopened due to lack of applicants.

With Nancy at an out of town wedding, I successfully did payroll on my own the week of 10/17. I will be Nancy's backup going forward.

**Friends of the Library:**

The Book Nook made \$701.50 in September.

The Friends sponsored a special movie license to show the movie "Room" for a GenLit/LibSocial event. (\$115)

The Friends sponsored movies this month were *My Big Fat Greek Wedding 2* on October 6<sup>th</sup> and *Miracles from Heaven* on October 20<sup>th</sup>. (Annual movie license \$1300)

The Friends will be selling books by Jason Reynolds at his November 2<sup>nd</sup> Write-On Author Visit.

The Friends have two upcoming programs: *Don Quichotte* opera lecture on Thursday, November 17<sup>th</sup> at 7pm and a lecture and concert about the *Music of Hank Williams* on Sunday, November 20<sup>th</sup> at 2pm.

**Marketing:**

Marianne's monthly report is attached.

**Continuing Education:**

9/29 Webinar: The Coaching Habit

10/13 Webinar: Workplace Violence

10/18 ILA Conference (Rosemont)

**Meetings:**

9/22 One-on-one with Marianne

9/27 Department Head Retreat at Thomas Ford Library

9/28 Director's Meeting at Downers Grove Library

10/6 One-on-one with Mike

10/6 One-on-one with Marianne

10/7 One-on-one with Jamie

10/12 One-on-one with Jamie

10/19 Library Board Meeting

**Desk Time:**

9/23 Reference Desk (4 hours)

Submitted by: Laura Birmingham

## Marketing Department Report – September 2016

### Promotional Support

The Marketing Department supported and promoted several library events, programs, and services, including Library Card Sign-up Month, One Author One Community with author Elizabeth Strout, new Tech Takeout menu, Minecraft Mini-Con, Write-On Teen Literary Festival, Cool Compositions Contest, Cool Compositions Jr. Contest, Library closings for DarienFest, Library Anywhere app discontinuance, coders wanted for Dec. 10 {Day of Code} event, voter registration at the library, Chess Club, Read an eBook Day/eLibrary, Talk Like a Pirate Day/Mango Languages, Hamilton resources, September art gallery exhibits, Brainfuse JobNow, Read to the Dogs, Home School STEM, Resume Workshop, SCORE Small Business Drop-In, Simple Steps Before Starting Your Business, Random House Book Buzz, Don't Pay the College Sticker Price, Teen Writer's Workshop, Budgeting Makes Cents, and the Foundation's sale of bricks for the Reading Garden.

Marianne also took photos at Home School STEM, the summer reading trophy presentation at Concord School, the One Author One Community event, and Preschool Programmers.

### Newsletter

Production of the winter newsletter is underway, and it will be delivered to resident mailboxes by Saturday, Nov. 19.

### Library Card Sign-up Month: Library Cards Open Doors

September was Library Card Sign-up Month, and Marianne wrote about the many ways in which having a library card can open doors to exploration, inspiration, and endless possibility - plus save people money - in our weekly eNews and daily posts on Facebook. A special web page was also created. Plus, kids who signed up for their first IPPL card received a specially-designed card just for kids and a kid-sized book bag. Those who renewed their card got a temporary tattoo featuring Ippo, the library's mascot. Adults who signed up for a library card or renewed an expired one got IPPL BUCK\$ redeemable for fines and rentals.

### Darien Neighbors Magazine

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

### Willowbrook Post

Marianne wrote an article recapping the Sept. 24 One Author One Community event for the October issue and submitted several photos to accompany it.

### eNews

There are currently 17,148 (+122) email addresses on the mailing list. In addition to the regular weekly eNews, Marianne sent a special eNews on Sept. 23 to promote the Oct. 10 Minecraft Mini-Con. The link generating the most clicks in September was the link to our new Tech Takeout page from the article introducing it in the Sept. 20 eNews (170 clicks).

### Social Media

The library's organic reach on Facebook continues to grow. Four posts reached more than 1,000 people (compared to three last month), and four others reached 900+ (same as last month). The post with the largest reach was Marianne's Sept. 8 post linking to The Doings' Shout Out on adult services librarian Joe

Popowitch which reached 1,249 people and received 41 reactions and 1 comment. In addition, the total number of page likes has grown to 1,338 (+7).

### **Marianne's Meetings**

#### Meetings

Meetings w/Laura on Sept. 9, 13, 22

Meetings w/Theresa on Sept. 1, 9, 15, 22, 29

Ask Me Anything logo meeting w/Natalie, Heidi & Theresa on Sept. 12

Meeting about marketing business services w/Shirley on Sept. 12

Minecraft Mini-Con promo meeting w/Tyler on Sept. 14

#### Community

Summer reading trophy presentation pics at Concord School w/Monica on Sept. 23

One Author, One Community pics/story at Ashton Place on Sept. 24

### **Theresa's Meetings**

#### Meetings

Meetings w/Marianne on Sept. 1, 9, 15, 22, 29

Ask Me Anything logo meeting w/Natalie, Heidi & Marianne on Sept. 12

#### Continuing Education

Training on new styles for website, including Joomla components, tags, and modules, w/Ann S. on Sept. 14

Illustrator tutorial on using Extrude & Bevel filter for 3D text (<http://design.tutsplus.com/tutorials/how-to-create-a-quick-minecraft-text-effect-in-adobe-illustrator--cms-23473>)

#### **Graphics/Website**

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the new Foundation brochure, several large-scale posters (Tech Takeout, Write-on, and Kids & Teens texting service), and an "Ask Me Anything" logo for Kids & Teens.



ASK ME ANYTHING

Marianne Ryan, Marketing Coordinator  
Oct. 12, 2016

## Adult Services Monthly Report

September 2016

This is the first month we have been using the electronic schedule I put together and so far it seems to be working well. Staff can access it from anywhere they have an Internet connection, so they can check at any time what their schedule for the day, week or month will be. My plan is to have the schedule for the following month finalized by the 15<sup>th</sup> of each month.

I have instituted regular one-on-one meetings with each of my direct reports. These meetings allow me the opportunity to discuss what they are working on as well as go over any issues that need addressing. I am also meeting regularly with my assistant department heads to go over upcoming items and discuss the agenda for the monthly department meeting.

September also saw me fully take on the library's databases. I received training from Jennifer in pulling usage statistics for each of our resources. I discovered that in two of our resources we had been looking at the wrong report for usage statistics, so I went back and updated the numbers for fiscal year 2015-2016 and updated the statistics for the current fiscal year. I had a discussion with Elizabeth Kopy at Gale regarding purchasing reference ebooks to bring our existing series current. She was able to provide them to us at a 50% discount but I had to put them on standing order so that when a new one is released it is automatically added to the collection. The number of series that this covers is small and I felt it would be worthwhile to have this done for us.

I participated in the library management team retreat on September 27 at Thomas Ford Memorial Library. It was a great opportunity to get to know the team better and discuss ways to implement the Totally Responsible Person practice to the library.

The DVD collection is pressed for space so I had reports run to assist Joe in weeding this collection. He and I met to go over what needs to happen in order to free up room in the DVD collection.

This is the first month the library's new Technology Committee met. We discussed projects to ask the Foundation to fund and the coming Communico implementation as well as the new Tech Takeout program. We are also looking to do a Day of Code program sometime in December across all age groups.

I also attended SWAN Direct User Experience (DUX) Committee and the Electronic Managers Network Group (ELSUM) for the first time. Jennifer used to attend these meetings and I am taking over for her so she can better focus on her other committee assignments.

### Monthly Highlights

- Gerry Witczak, one of our department Pages, gave notice she is retiring after 20 years of service to the library.
- Shirley was able to re-establish access to a very popular eMagazine through Zinio – *US Weekly*. She came across an issue on how magazine issues were sorted in the catalog and suggested to Anna in Technical Services if there was any way to sort periodicals in proper date order. Anna was able to find a way to accomplish this and it is hoped this makes finding specific issues easier for our patrons. She also met with Marianne to discuss marketing and promotion of business services. Several ideas were discussed, including developing an e-newsletter; developing a

mailing list and sending out a letter of introduction; and possibly trying to have a large event such as a breakfast open house or fair to promote the library to chamber members.

- Jennifer attended the inaugural meeting of the Area Training for Library Administrators and Staff (ATLAS) Middle Managers Discussion Group. ATLAS was formed out of the Metropolitan Library System in 2008 when the system ran out of funding for continuing education. Fifteen supervisors attended the first meeting where they discussed various management and supervisory related issues. The group plans to meet monthly on the third Friday of the month. She also soft launched a service we will be providing to book clubs where we offer to gather discussion questions, book review and author information for the discussion leader. One patron has taken up this offer so far.
- Denise has arranged to start registration for the AARP TaxAide program on January 16. Appointments will be Mondays and Fridays from February 13 through April 10.
- Mary K. has been busy getting ready for upcoming programs. With October being Family History Month, she has been updating her Beginner's Genealogy class and has been coordinating the Genealogy Research After-Hours program.
- Jez had two off-site programs this month. The first on September 16 was *Hamiltunes*, a sing along event using the music from the play *Hamilton*. The event took place at Ballydoyle Irish Pub in Downers Grove. The other event was the culmination of the One Author, One Community program on September 24 at Ashton Place. The event was a joint endeavor among 11 area libraries to host author Elizabeth Strout. She served on the committee along with three other librarians from Thomas Ford, Lisle and Glen Ellyn to create this event. This was a project she had been working on since November of last year. She was also quoted in the most recent issue of *ILA Reporter* regarding the library's Pokemon Go! events.
- Joe was deep into preparing materials for the LEARN Workshop he was coordinating in October. He is also working on materials for his two presentations at ILA Annual in Rosemont this year. He had a Literacy DuPage drop-in the lobby, where he was able to recruit four possible tutors for the organization and four others expressed interest in becoming a tutor but did not leave their contact information.

*Community*

- Denise arranged for AARP Tax Aide registration to begin on January 16.
- Book club support services soft launched by Jennifer.
- Marky K. arranged with Darien Police Chief Greg Thomas *Coffee with a Cop* drop-in for December 12, is coordinating Socks Donation for PADS to be held January 2 through January 16, and Confirmed Flagg Creek Historical Society will be doing a display of antique toys for December.
- Jez reports #LibSocial eNewsletter sent to 5,790 people with 93 link clicks; Jobs & Careers eNewsletter sent to 80 people with 30 link clicks, most popular was for the Resume Workshop on September 22; and Audiobooks eNewsletter sent to 145 people with 35 link and title clicks.
- Jez and Jennifer worked on two personalized reader's advisory queries.
- Joe set up an interview at the veteran's home in Burr Ridge for the Veteran's History Project and gave left over book donations given to us by the Friends for the Farmer's Market to an Eagle Scout who is collecting books for charity.

*Contributing to the Profession*

- Tony attended DUX Committee to discuss catalog user experience issues and ELSUM to discuss and share information regarding electronic databases.
- Jennifer attended the ARRT Steering Committee Meeting and has taken on the responsibilities of coordinating the group's newsletter. She also spoke with Julie from Evergreen Park in regards to how we switched from BookLetters to LibraryAware.
- Jez responded to a request from Nancy Evans of the Levittown Public Library in Levittown, NY on how Jez organized the Hamiltunes event. She also answered additional questions via e-mail and in person from Tana Petrov of LaGrange Public Library in regards to our How-To Expo. She also trained Ashe in new bibliography bookmark procedures. As previous noted, she was also quoted and contributed information for an *ILA Reporter* article about Pokemon Go! events.

*Continuing Education*

- Shirley met with Ann to get training on the website.
- All department staff participated in LibraryAware training at the monthly department meeting.
- Jennifer took part in the ATLAS Middle Manager Discussion Group; received refresher training on Ingram ordering; and attended ARRT Literary Book Discussion & Leadership Training.
- Tony participated in the Management Team Retreat to discuss Total Personal Responsibility and Harwood Institute Public Innovation Training. He was also trained by Jennifer in pulling electronic database statistics and how they are reported every month.

*Meetings*

Date	Meeting	Staff
1-Sep	Introduction phone call with Elizabeth Kopy @ Gale	Tony
1-Sep	Phone call with Meagan Snavelly @ Mango	Tony
1-Sep	Technology Committee	Tony
1-Sep	Meeting with SCORE personnel	Shirley
1-Sep	Meeting with Cheryl Fortman, business librarian @ Elmhurst	Shirley
1-Sep	ARRT Steering Committee Meeting	Jennifer
2-Sep	One-on-One	Shirley & Elizabeth
6-Sep	Meeting about digital comics	Tony & Jez
6-Sep	One-on-One	Tony & Shirley
7-Sep	One-on-One	Tony & Jennifer
7-Sep	WBBR Chamber Meeting	Shirley
7-Sep	Meeting with T.J. about Digital Comics	Jez
8-Sep	Adult Services Leadership meeting	Tony, Shirley & Jennifer
12-Sep	Meeting with Marianne re: promoting business services	Shirley
13-Sep	Management Team meeting	Tony
14-Sep	SWAN DUX Committee	Tony
15-Sep	Darien Historical Society website redesign meeting	Mary K.
16-Sep	ATLAS Middle Manager Discussion Group	Jennifer
20-Sep	One-on-One	Tony & Jez

21-Sep	ELSUM Group Meeting	Tony
21-Sep	Monthly Department Meeting	All
22-Sep	One-on-One with Jamie	Tony
22-Sep	One-on-One	Shirley & Tina
27-Sep	Management Team retreat	Tony
27-Sep	After Hours WBBR Chamber Event	Shirley
27-Sep	ARRT Book Discussion & Leadership Training	Jennifer
28-Sep	One-on-One	Tony & Joe
29-Sep	One-on-One with Jamie	Tony
29-Sep	One-on-One	Tony & Mary K.
29-Sep	Call with Elizabeth Kopy @ Gale to discuss e-reference	Tony

### Programs

Date	Time	Program	Staff	Attendance
2-Sep	6:30 PM	#LibSocial: Inside the Box Board Game Night	Jez	6
3-Sep	10:00 AM	ESL Conversation Group	Joe	5
7-Sep	7:00 PM	Which Pet is Right for Your Family*	Cindy	10
7-Sep	5:30 PM	Pokemon Go!	Jez	25
7-Sep	2:00 PM	Drop-In: International Literacy Day	Joe	35
8-Sep	7:00 PM	Make It and Take It: Grandparent/Grandchild Album*	Cindy	Cancelled
8-Sep	5:00 PM	Drop-In: College of DuPage		11
12-Sep	6:00 PM	Chess Club		11
12-Sep	7:00 PM	Current Events Discussion Group		10
14-Sep	7:00 PM	Novel Idea Book Club	Mary P.	15
14-Sep	6:30 PM	SCORE Roundtable Discussion	Shirley	2
15-Sep	7:00 PM	Crime Readers Book Club		15
15-Sep	2:00 PM	Thursday Afternoon Movie: <i>My Name is Doris</i>	Joe	58
16-Sep	6:30 PM	#LibSocial: <i>Hamiltunes</i> @ Ballydoyle Irish Pub	Jez	9
17-Sep	10:00 AM	ESL Conversation Group	Joe	4
17-Sep	11:00 AM	Grandparent Memories*	Joe	10
19-Sep	6:00 PM	Chess Club		10
21-Sep	7:00 PM	Make It and Take It: Fall Wreath	Cindy	12
22-Sep	1:00 PM	Genealogy Group	Mary K.	27
22-Sep	7:00 PM	Resume Workshop	Jez	16
24-Sep	10:00 AM	One Author, One Community @ Ashton Place	Jez	65x
26-Sep	6:00 PM	Chess Club		8
26-Sep	7:00 PM	Current Events Discussion Group		Cancelled
26-Sep	6:00 PM	SCORE Small Business Drop-In	Shirley	3
27-Sep	7:00 PM	Random House Book Buzz	Cindy	19
28-Sep	2:00 PM	Drama Reading Group		4

28-Sep	6:30 PM	GenLit Book Club	Jennifer	6
28-Sep	10:00 AM	Short on Time Book Club	Shirley	2
28-Sep	1:00 PM	4th Wednesday: Medicare Made Easy	Cindy	40
			<b>Total:</b>	<b>438</b>

\* Indicates a Better Together program.

✕ Indicates estimate based on number of Indian Prairie cardholders who reserved tickets. Total attendance that day was 334 people from all 11 libraries that participated.

I asked Cindy to start providing some of the comments people have left on the evaluation forms we ask them to fill out at the end of each program. Here they are for programs that took place in September:

#### **Which Pet is Right for Your Family?**

- A very good program. It's a good place to get information before proceeding.
- The speaker was excellent. Lots of good information.

#### **Make It and Take It: Fall Wreath**

- A fun and interesting way to spend an evening and learn something at the same time.
- Super fun. The presenter was so enthusiastic and talented.

#### **Random House Book Buzz**

- I enjoyed the program immensely and can't wait for the spring program.
- Loved this! So good!

#### **4<sup>th</sup> Wednesdays: Medicare Made Easy**

- Thank you for providing an instructor that answered questions about serious issues.
- Excellent program-was very helpful.

#### **Volunteers**

- 11 volunteers completed 83.75 hours of service
  - Court Ordered/Community Service: Eight volunteers performed 77.75 hours of service.
  - Regular volunteers: Three volunteers did six hours of service.

#### **Proctoring**

- No exams were proctored this month.

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## Battling It Out in Pokémon Go: Libraries Up Their Game

September 14, 2016

Kara Kohn, Plainfield Public Library District

This summer and fall, Pokémon Go, has taken the world, and libraries, by storm. This virtual reality game with an app available for iOS and Android has led many libraries to become designated PokéStops, Pokémon. Although gaming in libraries has been around for some time, this particular game is bringing people in droves to our buildings, something that libraries have been taking advantage of through displays, pub crawls, innovative programming, and much more.

### WELCOME ALL PATRONS, PIKACHUS, AND PIDGEYS

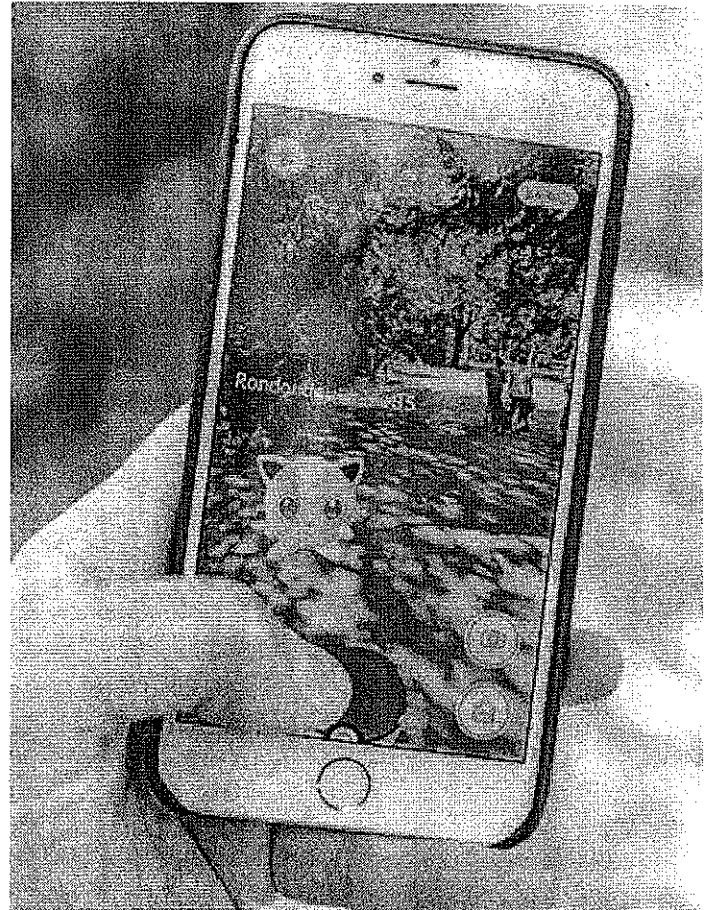
Pokémon Go players receive a warm reception at Alpha Park Public Library District, with signage to greet them as they arrive and also a board where patrons can write which Pokémon they have caught there. In the lobby at Palatine Public Library District, a Pokémon table gladly receives players and informs them of the current gym leader (for Pokémon novices, a gym is where players gather to battle). There is also an interactive display that engages patrons by asking them about the Pokémon they have captured and what team they are on.

Rockford Public Library will soon be offering an official Pokémon League, a Nintendo-authorized event where all ages come to play, battle, and earn official prizes like foil cards, online codes, badges, and key chains, all at no cost to the library. Launching an official league can take time to get off the ground but is worth it, says librarian Sarah Stumpf. After obtaining a player ID number from a nearby league event, the library needs to pass a background check and an online "Professor Game" exam where they are questioned on the intricacies of the game.

In nine short days, Homer Township Public Library District planned and executed a successful Pokémon Go program that featured team buttons, pizza, cupcakes, and raffles. Activities also included a live game of PokéBall that used ping-pong balls in cornhole-like fashion, Pin the Pokémon, PokéBall crafts, and more.

### CREATIVE PROGRAMMING THAT "LURES" PARTICIPATION

Pokémon Go Safari programs are big hits at several libraries. During these programs, like the one at Glen Ellyn Public Library, Pokémon experts take attendees through their downtown area where lures are dropped at PokéStops along the way. (If you don't know what a lure is, you need Pokémon 101). Participants are required to have the game preloaded on their device and wear comfortable clothing.



A comparable program at Barrington Area Library was dubbed a "PokéWalk," where the goal was to take patrons on a walk to various PokéStops while they interacted with each other and explored the outdoors. Besides the walk, a Pokémon shop was set up in the library's atrium where staff handed out custom pins and stickers. Karen McBride, public information manager, reports that sixty-five kids stopped by to grab swag. "For a program that was spawned by a simple e-mail and planned in the span of five days with only social media coverage, our PokéWalk was successful and enjoyable."

X Using their 3D printer, Indian Prairie Public Library created Pikachu figurines as well as buttons for their Pokémon Go meet-up, and just by being out in their community for this event, they "lured" new patrons to the library. According to Jez Layman, adult services librarian, "just before the program began, I saw someone outside obviously playing for the gym and asked if he was joining us. He didn't know about it, but was very excited and stayed for the whole meet-up. He didn't know the library did 'fun' programs like this and now plans on checking us out more often."

#### HANDS (AND DEVICE) FREE

In a unique twist, Batavia Public Library District offered a Pokémon program that did not require use of a device, for which parents expressed much gratitude. During their Pokémon Scavenger Hunt, participants picked up a hunting sheet (with tips on where to find the critters) showing silhouettes of Pokémon running loose around the library. Hunters then turned in their sheet with the number of Pokémon found in exchange for a prize.

Grace Martin, teen/tween coordinator at Malta Township Public Library, made sure that everyone could participate in their Pokémon programs, as many children in her community don't have a mobile device to play. In addition to offering up a charging station and dropping lures, the Pokémon Go parties featured non-device dependent activities such as crafts and scavenger hunts. What Martin found most fascinating about their efforts was that "many of the people who came are not regulars of our library. In fact, there were a couple of patrons I have never seen before."

Glen Ellyn Public Library is taking it one step further to offer Pokémon programming aimed specifically at adults with a "PokéCrawl." Like a pub crawl, participants stop at each restaurant or bar along the crawl to catch Pokémon and order food and drinks. The event was advertised as "BYOD" or bring your own device, and library staff were stationed at each location to interact with patrons. After the PokéCrawl, the group stopped at a nearby PokéGym to fight battles where regardless of the team, everyone was able to receive credit.

#### SOCIAL MEDIA FIT FOR A POKÉMON KING

Staff made it a priority to quickly immerse themselves in the Pokémon Go world at Deerfield Public Library once they noticed people roaming around the area. In addition to displays, they encouraged participation on social media by asking followers to vote for their favorite Pokémon Go team and have learned that Team Mystic, the blue team, is a Deerfield community favorite.

In addition to their greeter table, Palatine Public Library District also created their own gym badge. According to Kiel Cross, communications and marketing coordinator, "In the traditional Pokémon games, players travel from town to town and battle gym leaders to earn badges to show their status." Patrons can stop in and pick up a badge to show their status, and the library has also challenged other libraries to make their own badge to encourage library visits. They have given out hundreds of badges that have been tracked by their #LibraryGymBadge hashtag.

On the staff iPad at Carol Stream Public Library, librarian Allison Porch purchased lure modules to ensure Pokémon were hanging out at their stop for players to come and catch. Through a series of ads on Facebook, Twitter, and Instagram, she announced when the lures would be dropped so that gamers could get there in time to catch Pokémon, as the lure is only good for half an hour. Patrons were invited to share pictures they have taken of their Pokémon on Instagram and Twitter during a photo contest at Huntley Area Public Library District. The winners received a Pokémon-themed prize that included a trainer backpack, hat, and stuffed Pokémon friend.

#### THE POKÉMON CALL OF DUTY

Carol Stream Public Library has gone above and beyond the call of Pokémon duty to invite gamers into their building. Porch set up a "trainer refueling station" where players could recharge phones; get cold water, free WiFi, and air conditioning; and also displayed information on library materials and shared safety tips for players. What's more, library security cameras caught footage of heavy amounts of foot traffic outside their building from midnight to 2:00 A.M. with one gamer even having a pizza delivered. To take advantage of the foot traffic that occurred during closed hours, Porch created a dynamic QR code to link to library collections and services. The proof is in the pudding. Carol Stream notes that their Facebook reach and engagement are up 100 percent, adult graphic novel circulations up 5 percent, and video games up 26 percent, all due to their Pokémon Go promotions.

Time will tell if the popularity of this phenomenon will eventually wane, but credit goes to all the Illinois libraries that quickly put together services and programming dedicated to the Pokémon Go community. Their efforts have paid off, and through the Pokémon Go game, libraries have been able to extend their reach and engage a slew of new patrons that have now become library followers and users.

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33 W. Grand Ave, Suite 401 Chicago, IL 60654-6799  
(312) 644-1896 phone (312) 644-1899 fax [ila@ila.org](mailto:ila@ila.org)

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Circulation Services

September 2016

Total checkouts and renewals for September were down from last year by 3,631 or 6%. We had 53,375 this year as compared to 57,006 last year. Electronic circulation was up very slightly – 4,449 circulations this year while we had 4,430 circulations last year.

ILL's processed were up 5%. We processed 8,337 this year and 7,964 last year. Patron visits were down 1.5% from last year (34,613 this year compared to 35,150 last year)

A total of 7,579 holds were placed in August. Patrons placed 5,645 (74%) holds while staff placed 1937 (or 26%) holds.

19,715 items were checked out or renewed by staff at the desk. This is 37% of total checkouts/renewals. 23,149 items were checked out or renewed by patrons at one of our self-check machines, 6,062 items were renewed by patrons through Enterprise or BookMyne and 4,449 items were electronically checked out by patrons – for a total of 33,660 items checked out through some sort of self service. This is 63% of total checkouts/renewals.

September was National Library Card Month. We offered tattoos (IPPL-our library mascot) and special library bags to children who got a new card and \$3 in IPPL BUCKS to adult patrons who received a new library card. We issued 188 resident cards and 68 non-resident cards.

Contributing to the Profession

Vicki Brodeur and I attended a Circulation Managers meeting at Eisenhower Public Library on Wednesday, September 14. This is a quarterly meeting of Circulation Managers and Supervisors from the "North" side of SWAN. Although we do have an agenda, we often discuss issues that are occurring in our own libraries as well as with SWAN. This particular meeting much time was spent discussing delivery issues.

I also attended the bi-monthly SWAN Circulation Advisory Meeting (of which I am a member) on Wednesday, September 21.

Mary Moss, the Head of Circulation from Elmwood Park visited us, with a staff member, on Friday, September 30. They are thinking of remodeling their department and lobby and wanted to see ours. They came with a list of questions and seemed to be very impressed with our processes and procedures.

Continuing Education

I attended SWAN Blue Cloud Analytics training at RAILS on Wednesday, September 21. Although we are hopeful that using these reports will enhance the reports that we are currently able to run, we were told that we cannot create our own reports, instead we must request SWAN to create them for us.

I attended "Passport Acceptance Agent Training", along with four other members of the Circulation Department on Friday, September 23. The rest of the Circulation staff will be attending training on October

5 and 6. Once we are all trained and have submitted the appropriate paperwork, the Department of State will recognize the library as a Passport Acceptance Facility. I expect this will happen by the end of the year. There is quite a bit to the training, as well as paperwork that needs to be done for us to become an Acceptance Facility. The good news - There is a proposal to increase the amount of money the library would make, per passport issued, from \$25 to \$35.

Vicki Brodeur and I interviewed Circulation Page candidates on Thursday, September 29. We have offered the position to Roxanne Bishop and she will be starting in October.

Audra Melton has decided to return to the Technology Desk as an Associate. She will remain an Assistant Circulation Supervisor Substitute. We will be posting the position very soon.

**Workshops and Meetings Attended:**

- Sept. 13      Department Heads
- Sept. 22      Jamie & Ann - Discuss self checks
- Sept. 26      One on One with Jamie
- Sept. 27      Dept. Head Retreat

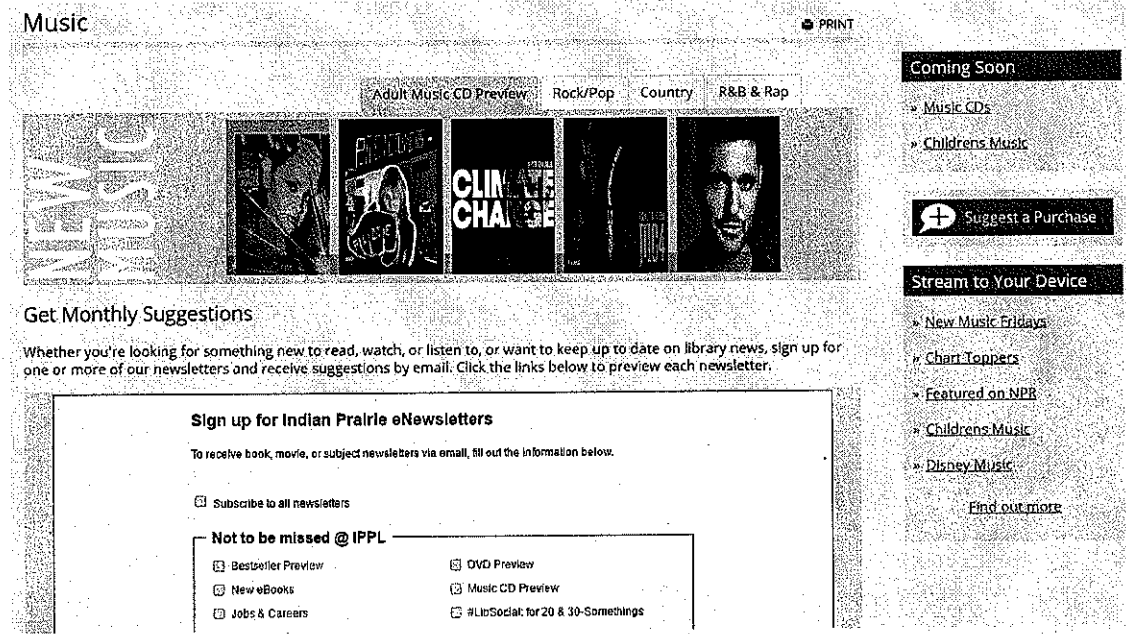
Debbie Sheehan  
Head of Circulation Services

					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	67,963
Aug.	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720
Sept.	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375
Oct.	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	
Nov.	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	
Dec.	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	
Jan.	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	
Feb.	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	
Mar.	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	64,857	65,904	
Apr.	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	60,424	
May	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	
June	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	
Renewals through the webpack not included				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	758,241	185,058
*Missing data--used an average number to get a total												
Indicates highest number for that month												
Indicates library was closed partial months for construction												

## TECHNOLOGY & TECHNICAL SERVICES BOARD REPORT September 2016

### Improvements for Public & Strategic Goals

- New Music-(Ann) – In response to a member recommendation a new web page was created to promote new music CDs. The new page is similar to the other new materials pages including the creating of a new “Music CD Preview” e-newsletter. The page can be found on the main menu under Books, Movies and More in the New Arrivals section of our Website.



- Technology Learning – We are trying out two new technology learning opportunities for adults, Tech Boomers Learning Lab and App Attack. Tech Boomers Learning Lab is an unstructured class where patrons can be introduced to helpful resources (Lynda.com, techboomers.com, etc.) and ask questions as they work. App Attack is an overview of three related apps in one sitting. This class was developed to be an introduction to popular/useful apps that may not necessitate full classes on their own. One session was on travel apps (Airbnb, Hopper and Uber and the next one is on photos/videos (Snapchat, Instagram and Vine).
- Wireless Internet- Brett upgraded wireless access points to improve support and access, so that newer and future devices can connect to our WiFi.
- Microsoft Office 2016 - To prepare to teach the patrons the latest version of Word, Excel and PowerPoint this fall Brett upgraded all laptops to Microsoft Office 2016.
- Tech Takeout- The devices listed below were added in September. A Chromecast was checked out right away by a member who wanted to use it on vacation so that he could use it along with his device to watch a football game. The GoPro cameras and DeskCycles have holds on them.  
Strategic Goal 2.4.3. -Identify and determine how to provide technology that residents want to check out for home use.

- Chrome Casts – (Dave/Ann) – A casting device by Google to display a mobile device screen on a television.
- Vornado (T.J./Ann)– A fan designed to make a room cooler or warmer by circulating the air throughout the room. By using the Vornado one can save money by turning their thermostat up or down a few degrees.
- DeskCycles (T.J./Ann) – A compact and quiet exercise bike that can be used while you work at your desk or while watching TV or reading at home.
- GoPro Camera- (Dave/Ann) – A waterproof action camera that makes it easy to document your travels and adventures by capturing and sharing pictures and video.
- Technology Committee- We held our first Technology Committee Meeting. Dave, T.J., Brett, Tyler, Tony and I are members of the committee. The committee came up with two ideas to propose to the Library Foundation. The Foundation approved the proposals for circulating five Wi-Fi hotspots and purchasing a Carvey CNC 3D carving machine.

**Technical Services Projects**

- Teen Manga Series Reclassification Anna and Sue worked with Heidi in Kids/Teens to separate and relabel the Japanese Manga series from Teen Graphic Novels to Manga. The series number was added to the spine label and in the call number on SWAN to improve shelf browsing and to easily identify the series number on SWAN. There were approx. 470 titles in this collection.
- Procedures (Ann/Anna)- Procedures have been updated for Summer Reading books and Discards with the new SWAN software.

**Technology Services Projects/Issues**

- Anti-virus Update - Brett installed and configured the new Avast for Business on all staff computers.

**3D Printing**

- Received 8 print requests and 6 of them were successfully printed.
- Most interesting objects printed: replacement quadcopter landing legs and a “motor wrench” tool.

**Wi-Fi Usage**

- 5,655 Wi-Fi total connections; 4,964 were from patrons using their own device.

**Programs/Classes**

- In September we offered 10 classes and 2 Learning Labs. Total attendance: 138
- Sept. 28 T.J. had a one-on-one with a patron to train on how to set up a website using Weebly.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Thursday 9/1/16 (6:30 PM)	Excel Basics Part 1	Ron	14
Tuesday 9/6/16 (3PM)	App Attack: Travel & Lodging	Dave	8

Tuesday 9/6/16 (6:30 PM)	Excel Basics Part 2	Ron	12
Tuesday 9/13/16 (5:30 PM)	Intro to PowerPoint	T.J.	13
Tuesday 9/13/16 (7 PM)	Intro to Word	Sandi	13
Wednesday 9/14/16 (10 AM)	Tech Boomers Learning Lab	T.J.	1
Wednesday 9/14/16 (6 PM)	One Note/One Drive	Microsoft	7
Thursday 9/15/16 (7 PM)	Tech Talk: Streaming TV	T.J.	14
Sunday 9/18/16 (2 PM)	iPad/iPhone 101	Dave	12
Wednesday 9/21/16 (10 AM)	Samsung Galaxy/Android 101	Sandi	12
Saturday 9/24/16 (10 AM)	Intro to Windows 10	Sandi	12
Wednesday 9/28/16 (10 AM)	Tech Boomers Learning Lab	T.J.	1

**Contributing to the Profession**

- Sept 21 - As part of his role on the ALA New Members Round Table TJ attended a one-hour webinar.

**Continuing Education**

- T.J. attended one-hour webinar on Sept. 8: Measurement Matters: Using Edge, Project Outcome, and the Impact Survey to Assess and Improve Community Outcomes.
- Ann trained Anna, Theresa and Shirley on updating the library's websites pertaining to their responsibilities.
- Technology Training Ann and Brett trained T.J. on Technology Services opening procedures and sharing files for the training laptops.
- New Staff Training T.J. gave a general orientation and Technology Center desk orientation to new Technology Services Associate John Trout.

**Personnel/Staff Meetings**

- Sept. 1 – Dave, Brett, T.J. and I – Technology Committee Meeting
- Sept. 6 & 26 (Ann)- One-on-one meeting with T.J.
- Sept. 6 (T.J.) - Weronika exit meeting.
- Sept. 7 (T.J.)- John Trout's first day.
- Sept. 7 (T.J.)- Carol performance review.
- Sept. 7 (T.J.)- Met with Jez to discuss comics for iPad and Kindle Fire.
- Sept. 12 (Dave, T.J., Ann)- Met to recap Senior Bootcamp and start planning for Winter classes.
- Sept. 12 & 26 (Ann) - One-on-one meetings with Anna.
- Sept. 13 (Ann) - Department Head Meetings
- Sept. 15 (Ann)- Attended SWAN catalogers' users group meeting.

- Sept. 19 (Ann)- Met with Katie to go over the processing of additional book bundles and parenting packs.
- Sept. 20 (Ann)- T.J. 3-month performance review.
- Sept. 22 (Ann)- Met with Jamie and Debbie to go over loan rules and self-check
- Sept. 23 (Ann) – Attended IT Round table at Wheaton library.
- Sept. 26 (Ann)- Met with Nancy and April to talk with Amazon to set up a business account.
- Sept. 27 (T.J.)- Met with Dave to finalize winter classes.
- Sept. 27 (Ann) – Attend all-day Department Head Retreat at Thomas Ford Library.
- Sept. 29- (Ann) One-on-one meeting with Jamie

Ann M. Stovall, Head of Technical & Computer Services, October 14, 2016

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**Youth Services  
Monthly Report to the Board  
September 2016**

**Programs**

In September, we presented 13 programs at IPPL with 321 people in attendance.

Date	Description	Staff	Attendance
7-Sep	Pokemon Go Meetup	Heidi, Jez	25
12-Sep	Crafternoon - Duct Tape Workshop	Heidi	4
13-Sep	Play to Learn (18 children + 13 adults)	Jane	31
15-Sep	Read to the Dogs night	Monica	20
16-Sep	Shake, Shimmy, & Dance	Katie	99
17-Sep	TAB	Heidi	15
19-Sep	Anime Addicts	Heidi	14
20-Sep	Home School STEM	Monica	36
23-Sep	Super Smash Bros Tournament	Tyler	15
26-Sep	Crafternoon - Magnet Tins	Heidi	5
27-Sep	Preschool Programmers	Katie, Tyler	36
28-Sep	Tech Club	Tyler	10
28-Sep	Don't Pay the College Sticker Price	Heidi	11
<b>TOTAL:</b>			<b>321</b>

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

**Home School STEM**

On September 20, Monica Dzierzbicki presented STEM materials, a STEM story, and general library information to area home schooling families. The event was attended by over thirty parents and children. Parents had an opportunity to share their home schooling questions and interact with other families. Families were able to explore the WouldShop, circulating STEM kits, Book Bundles, Parenting Packs, the Seed Library & Gardening kits, and K&T iPads with learning apps. Monica is planning additional Home School program opportunities during the Winter session.

**Preschool Programmers**

On September 27, Tyler Works and Katie Salo held their first coding/robotics event for preschool age children. Overall, the event was very successful. 100% of parents who completed the assessment indicated they would like the library to offer events like this in the future. 85% also indicated they were "more confident" or "extremely more confident" about continuing the introduced activities at home.

**Community**

Date	Description	Staff	Attendance
1-Sep	Whole Foods Storytime	Katie	21
7-Sep	Hinsdale South High School Book Club	Heidi	10
8-Sep	Story Stroll meeting with Christina	Natalie	2
12-Sep	HSHS Investment Club	Tyler	18
12-Sep	Chick-fil-A (13 children +19 adults)	Jane	32

13-Sep Phone conference with Holmes Elementary teacher. Call discussed possible alternative ideas to scheduling an in-person student visit to IPPL. Alternative ideas included real-time online tour, teacher video-taping IPPL staff conducting a tour to students and IPPL staff visiting Holmes school with materials and information to share with students. Monica 2

14-Sep	Teens for Excellence book club	Monica	5
16-Sep	St. John Lutheran's Early Learning Center Storytime	Katie	34
20-Sep	Anne M. Jeans Elementary School Family Fitness night	Monica	62
23-Sep	Concord Elementary School Summer Reading Trophy presentation	Monica, Marianne	450
30-Sep	Hinsdale South High School Class Visit	Heidi	15
TOTAL:			651

*(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.)*

### HSHS Investment club

On September 12, Tyler Works visited the Investment club at Hinsdale South High School. He demonstrated how to use the library's different investment club resources available to them as they begin to select stocks for their stock market game.

### Summer Reading Trophy Presentation

On September 20, Monica Dzierzbicki attended the Anne M. Jeans Elementary School Family Fitness event. Monica spoke with kids, parents, and teachers sharing the wide variety of materials and formats IPPL has on family and kid's fitness and nutrition. Monica also used the mobile check-out system and was able to send several patrons home with the items they were interested in. One of the items checked out was the newly created Human Head STEM kit.

### Summer Reading Trophy Presentation

On September 23, Monica Dzierzbicki presented the Summer Reading trophy to Concord Elementary School. Concord Elementary had the highest percentage of students complete the 2016 Summer Reading Challenge. Marianne Ryan also attended, taking photos of the presentation.

### New Kits

Katie Salo worked with Technical Services to complete and release two new Parenting Packs (manners and safety) and seven new Book Bundles (bedtime, calendar, clothes, construction, family, opposites, patterns).

Tyler Works created seven new STEM Kits, doubling the amount of currently available kits available for checkout (human brain, LEGO WeDo, BeeBot, Code-a-pillar, gears, Ollie Robot, and Keva Blocks).

### Staff Productivity Training

Many of the Youth staff have now watched the Public Library Association Webinar: Productivity Tips & Tricks to Help You Find More Time and Manage Your Days. Natalie Williams and Tyler Works are working together to evaluate time management and to implement a new project management tool, called Basecamp, for the Youth Department to help reduce emails and increase efficiency.

### New Staff

Natalie Williams and Tyler Works completed interviewing for the open Associate position and hired a candidate who was scheduled to start on September 21. Unfortunately, due to a conflict with her personal responsibilities, the candidate pulled out. Natalie and Tyler have reposted the position and will interview again in October.

### Pages

The Youth pages continue to excellent job shelving and maintaining collection materials. They are continuing the shelf reading project. They have just started their second run through the youth collection and are tracking shelving errors. Once we have more information, we will be able to compare if there has been a reduction in miss-shelved items from their initial shelf reading cycle and to see which areas have the highest amount of mistakes.

The Youth pages have demonstrated again their flexibility and teamwork by helping to cover extra shifts and providing additional assistance in the month of September. There was an abnormal amount of vacation requests, but we have largely been able to maintain shelving standards in spite of this.

### Seed Library

Number of Checkouts: 3

Number of Seed Packets Checked Out: 5

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

### Drop-In Activity in Teen Lounge

Heidi Estrada put together an activity for the Teen lounge for Inktober. Inktober runs through October and encourages artists to draw a new picture every day based on a single word prompt. Heidi put out a sign and materials so that teens using the space can join in. Teens that turn in art submissions will be entered into a drawing for a prize, and some art will be featured on the television in the lounge.

### Continuing Education

Date	Description	Staff
6-Sep	PLA Webinar: Productivity Tips & Tricks to Help You Find More Time and Manage Your Days	Katie
15-Sep	Webinar: Supercharged Storytimes Session 1	Katie
21-Sep	Webinar: Supercharged Storytimes Session 2	Katie
21-Sep	Young Adult Librarian Discussion Group	Heidi

*(Supporting Strategic Plan: 4.1 The library provides a collaborative, supportive workplace and staff are confident in their ability to serve guests.)*

### Meetings & Planning

Date	Description	Staff
2-Aug	Leave prep with Heather	Natalie, Heather
1-Sep	Technology Committee	Tyler
1-Sep	Meeting with Jamie	Natalie
2-Sep	Youth Associate Interview - Laura	Tyler, Natalie
7-Sep	Preschool Programmers Planning	Tyler
7-Sep	Preschool Programmers Meeting	Katie, Tyler
8-Sep	Youth Associate Interview - Janet	Tyler, Natalie
8-Sep	Burr Ridge Middle School - Tech Club with Renata	Tyler

9-Sep	Reference meeting with Lorene (Laura's reference)	Natalie
12-Sep	Marketing - AMA2 with Marianne and Theresa	Natalie, Heidi
12-Sep	Meeting with Ann Stoval	Natalie
13-Sep	Sound Equipment Training	Tyler
13-Sep	Dept Heads	Natalie
14-Sep	Minecraft and Coding Event Marketing	Tyler
16-Sep	Minecraft Classes Planning	Tyler
19-Sep	Book Bundles & Parenting Packs Meeting	Katie, Ann
21-Sep	Meeting with Jamie	Natalie
23-Sep	Maker meeting with Erika from Naperville Library	Natalie
26-Sep	STEM Event and Praxair	Tyler
27-Sep	Booksellers meeting	Monica, Katie, Heidi,
27-Sep	Meeting with Rob Innes	Katie, Monica, Heidi
27-Sep	Meeting with Children's Plus rep Rob Innes	Heidi, Katie, Monica
27-Sep	Dept Heads	Natalie
28-Sep	Community House and Coding Classes	Tyler
28-Sep	DuPage County STEM Event	Tyler, Natalie
28-Sep	Kids & Teens Department meeting	Heidi, Katie, Monica, Natalie, Jane, Tyler
29-Sep	Meeting with Jamie	Natalie

*Submitted by Natalie Williams, Head of Youth Services 10/7/2016*

STATISTICS FOR	Sep-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	31,756	32,995	105,769	112,193	-5.73%
Teen	2,302	2,530	10,123	9,980	1.43%
Kids	14,868	17,051	55,194	64,726	-14.73%
TOTAL	48,926	52,576	171,086	186,899	-8.46%
Electronic Circulation	4,449	4,430	13,604	13,503	0.75%
GRAND TOTAL CIRC.	53,375	57,006	184,690	200,402	-7.84%
% Reciprocal Borrowing	12%	13%	13%	15%	
Patron Visits	34,613	35,150	118,438	119,411	-0.81%
<b><u>Current Cards</u></b>					
Resident	188	244	20,837	21,744	-4.17%
Non-Resident	68	81	960	883	8.72%
TOTAL	256	325	21,797	22,627	-3.67%
Non-Resident Households	37	58	462	505	-8.51%
<b><u>Patron Assistance</u></b>					
Adult - Reference	3,054		9,822		
Kids - Reference	1,094	1,107	4,349	4,654	-6.55%
Technology - Reference	725		2,508		
TOTAL REFERENCE	4,873	4,397	16,679	15,402	8.29%
Adult - Other	764		2,571		
Kids - Other	2,009	1,771	7,845	5,932	32.25%
Technology - Other	141		386		
TOTAL OTHER	2,914	3,691	10,802	12,643	-14.56%
GRAND TOTAL ASST.	7,787	8,088	27,481	28,045	-2.01%
<b><u>ILL/Reserves</u></b>					
Holds	7,579	7,482	24,014	23,676	1.43%
ILLs Sent	3,713	3,348	12,293	10,606	15.91%
ILLs Checked Out	4,198	4,087	12,716	13,025	-2.37%
ILLs Received	4,624	4,616	14,213	14,663	-3.07%
<b><u>Programs - Adult</u></b>					
# Programs	15	13	26	23	13.04%
Attendance	256	257	489	597	-18.09%
<b><u>Technology Classes</u></b>					
# Programs	12	5	27	15	80.00%
Attendance	119	44	301	234	28.63%
<b><u>Individual Technology Training</u></b>					
# of Patrons	83	72	299	191	56.54%
<b><u>Groups</u></b>					
# Programs	13	15	31	35	-11.43%
Attendance	117	153	324	397	-18.39%
<b><u>Others</u></b>					
# Programs	1	0	6	2	200.00%
Attendance	65	0	147	126	16.67%
<b><u>Programs - Teen</u></b>					
# Programs	8	8	24	23	4.35%
Attendance	77	155	499	348	43.39%
<b><u>Programs - Kids</u></b>					
# Programs	8	2	104	64	62.50%
Attendance	307	65	2,869	2,467	16.30%
GRAND TOTAL ATT.	1,024	746	4,928	4,360	13.03%

STATISTICS FOR	Sep-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	3,324	3,901	11,222	12,384	-9.38%
Kids Computers	1,310	1,379	4,944	5,333	-7.29%
Teen Laptop	178	198	793	622	27.49%
Adult Laptop	194	205	430	688	-37.50%
<b>TOTAL PATRON USE</b>	<b>5,006</b>	<b>5,683</b>	<b>17,389</b>	<b>19,027</b>	<b>-8.61%</b>
<b>Hours Used</b>					
Adult Computers	2,364	2,584	7,722	8,304	-7.01%
Kids Computers	836	866	3,151	3,476	-9.35%
Teen Laptop	170	243	941	895	5.14%
Adult Laptop	369	306	768	955	-19.58%
<b>TOTAL HOURS USED</b>	<b>3,739</b>	<b>3,999</b>	<b>12,582</b>	<b>13,630</b>	<b>-7.69%</b>
<b>Wireless Total Connections</b>	<b>8,995</b>		<b>27,530</b>		
<b>IPPL Total Web Site Access</b>	<b>22,593</b>	<b>28,831</b>	<b>70,346</b>	<b>92,788</b>	<b>-24.19%</b>
<b>IPPL Total Page Views</b>	<b>34,992</b>	<b>61,711</b>	<b>111,298</b>	<b>179,938</b>	<b>-38.15%</b>
<b>Subscription Database Logins</b>	<b>2,020</b>	<b>2,528</b>	<b>6,298</b>	<b>7,401</b>	<b>-14.90%</b>
<b>Outreach-Homebound</b>					
Items Delivered	170	155	404	453	-10.82%
<b>Volunteers</b>					
Number Active	45	55			
Hours Worked	269	305.75	1,122	1,901.25	-40.99%
<b>Staff Training Hours</b>	<b>89.25</b>	<b>104</b>	<b>197</b>	<b>254.25</b>	<b>-22.52%</b>
<b>Room Use</b>					
Youth Room	3	38	35	81	-56.79%
Meeting Room					
Library	31	34	117	100	17.00%
Non-Library	4	10	19	30	-36.67%
Conference Rooms	339		1,058		
Lobby Programs	6	10	9	16	-43.75%
Board Room					
Library	18	18	57	49	16.33%
Non-Library	20	21	54	63	-14.29%
<b>Clavinova</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>-100.00%</b>

**MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - September 2016**

52

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Reference	1106	2	9	1099	7	4	9	13
Non-Fiction	52071	343	178	52236	577	827	920	1005
Fiction	39889	364	214	40039	790	166	1154	380
<b>ADULT TOTALS</b>	<b>93066</b>	<b>709</b>	<b>401</b>	<b>93374</b>	<b>1374</b>	<b>997</b>	<b>2083</b>	<b>1398</b>
<b>KIDS</b>								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	17087	64	32	17119	115	30	179	62
Fiction	30425	307	950	29782	309	270	616	1220
<b>KIDS TOTALS</b>	<b>47533</b>	<b>371</b>	<b>982</b>	<b>46922</b>	<b>424</b>	<b>300</b>	<b>795</b>	<b>1282</b>
<b>TEEN</b>								
Non-Fiction	715	13	32	696	6	76	19	108
Fiction	3648	54	178	3524	82	69	136	247
<b>TEEN TOTALS</b>	<b>4363</b>	<b>67</b>	<b>210</b>	<b>4220</b>	<b>88</b>	<b>145</b>	<b>155</b>	<b>355</b>
<b>BOOK TOTALS</b>	<b>144962</b>	<b>1147</b>	<b>1593</b>	<b>144516</b>	<b>1886</b>	<b>1442</b>	<b>3033</b>	<b>3035</b>

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Audio Books on CD	6299	55	0	6354	86	0	141	0
Music CD	10530	37	86	10481	49	14	86	100
Playaway	370	0	3	367	4	5	4	8
DVDs (DVD & Blu-ray)	19843	124	4	19963	326	104	450	108
CD-ROMs	88	0	0	88	0	2	0	2
Console Games (Feb 2016)	23	3	1	25	3	0	6	1
<b>ADULT TOTALS</b>	<b>37153</b>	<b>219</b>	<b>94</b>	<b>37278</b>	<b>468</b>	<b>125</b>	<b>687</b>	<b>219</b>
<b>KIDS</b>								
Audio Books	712	0	1	711	1	3	1	4
Music CDs	923	0	1	922	22	4	22	5
Playaway	98	0	0	98	10	0	10	0
DVDs (DVD & Blu-ray)	4766	8	9	4765	172	27	180	36
Playaway Launch Pads (New)	15	0	0	15	1	0	1	0
<b>KIDS TOTALS</b>	<b>6514</b>	<b>8</b>	<b>11</b>	<b>6511</b>	<b>206</b>	<b>34</b>	<b>214</b>	<b>45</b>
<b>TEEN</b>								
Audio Books on CD	227	1	0	228	1	1	2	1
Playaway	36	0	0	36	0	0	0	0
DVDs (DVD & Blu-ray)	587	8	1	594	10	6	18	7
CONSOLE GAMES	530	2	1	531	17	12	19	13
PC-GAMES	58	0	0	58	0	0	0	0
<b>TEEN TOTALS</b>	<b>1438</b>	<b>11</b>	<b>2</b>	<b>1447</b>	<b>28</b>	<b>19</b>	<b>39</b>	<b>21</b>
<b>AUDIOVISUAL TOTALS</b>	<b>45105</b>	<b>238</b>	<b>107</b>	<b>45236</b>	<b>702</b>	<b>178</b>	<b>940</b>	<b>285</b>
<b>COLLECTION TOTALS</b>	<b>190067</b>	<b>1385</b>	<b>1700</b>	<b>189752</b>	<b>2588</b>	<b>1620</b>	<b>3973</b>	<b>3320</b>

## MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- Sept. 2016

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	115,178	0		115,178				
Reference (Yearly for all ages)	553	0		553				
eRead Illinois (Monthly for all ages)	26594	304	0	26898	436		740	0
<b>TOTALS FOR ALL AGES</b>	142,325	304		142,629	436	0	740	0
<b>ADULT</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	2,328	22		2,350	19	0	41	0
eMedia (Overdrive Advantage)	700	4		704	21	0	25	0
Fiction								
eMedia (Overdrive Consortium)	9,681	77		9,758	169	0	246	0
eMedia (Overdrive Advantage)	2,705	56		2,761	143	0	199	0
<b>ADULT TOTALS</b>	15,414	159		15,573	352	0	511	0
<b>KIDS</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	81	1		82			1	
eMedia (Overdrive Advantage)	6	0		6			0	
Fiction								
eMedia (Overdrive Consortium)	1,364	16		1,380	37	0	53	0
eMedia (Overdrive Advantage)	150	4		154	3	0	7	
<b>KIDS TOTALS</b>	1,601	21		1,622	40	0	61	0
<b>TEEN</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	119	1		120			1	
eMedia (Overdrive Advantage)	10	0		10			0	
Fiction								
eMedia (Overdrive Consortium)	2,197	29		2,226	41	0	70	0
eMedia (Overdrive Advantage)	382	4		386	7	0	11	
<b>TEEN TOTALS</b>	2,708	34		2,742	48	0	82	0
<b>BOOK TOTALS</b>	162,048	518		162,566	876	0	1,394	0

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	35,952			35,952				
Music	283,104			283,104				
Movies/TV	12,709			12,709				
eRead Illinois Audio Books	4,698	174		4,872	241	0	415	0
<b>Yearly Total for All Ages</b>	336,463	174	0	336,637	241	0	415	0
<b>ADULT</b>								
Audio Books								
eMedia (Overdrive Consortium)	3,604	15		3,619	32		47	0
eMedia Advantage (Overdrive)	414	17		431	20		37	0
Movies								
Preloaded Roku Titles	588	8		596	22		30	
<b>ADULT TOTALS</b>	4,606	40		4,646	74	0	114	0
<b>KIDS</b>								
Audio Books								
eMedia Library (Overdrive)	240	1		241	4		5	
eMedia Advantage (Overdrive)	3	0		3	3		3	
Movies								
Preloaded Roku Titles	93	3		96	6		9	
<b>KIDS TOTALS</b>	336	4		340	13	0	17	0
<b>TEEN</b>								
Audio Books								
eMedia Library (Overdrive)	175	8		183	9		17	0
eMedia Advantage (Overdrive)	19	1		20	1		2	0
<b>TEEN TOTALS</b>	194	9		203	10	0	19	0
<b>AUDIOVISUAL TOTAL</b>	341,599	227		341,826	338	0	565	0
<b>COLLECTION TOTALS</b>	503,647	745		504,392	1214	0	1,959	0

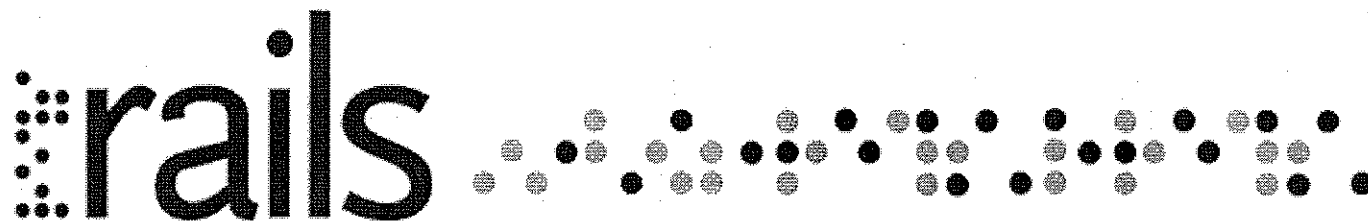
Chamber Report  
October 2016

I received a call from the Willowbrook/Burr Ridge Chamber that they had drawn our name for a free spotlight exhibit table at the October 5 meeting held at the Holiday Inn in Countryside. I set up a display that included our newly revised "Business Resources at the Library" brochure, which details information about getting a business library card, database cards, some promotional giveaway pens, and business books. In addition, I had copies of the new handout produced by T.J. on our Digital Media Equipment that businesses would find useful. Several chamber members stopped at my table during the pre-lunch networking time and one of the board members introduced me to a new Chamber member. I answered a reference question from one member.

The meeting topic was speed networking. We had about a minute for our "elevator speech" with other participants, handed out business cards and I passed out the Business Resources brochure.

I also attended the Women in Business Focus Group, a free after hours Chamber event at SCORE Sports Center on Sept 27. After they held a fitness activity, we enjoyed appetizers and I networked with the other attendees.

Shirley Pride Jensen  
Assistant Head of Adult Services and  
Business Liaison  
October 7, 2016




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 e-news
 

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**RAILS E-News Schedule**

RAILS E-News will not be published the week of October 17, due to the Illinois Library Association's "[Discovery, Advocacy, Leadership](#)" conference in Rosemont (October 18 - 20.) The next issue will publish on October 26.

**RAILS Activities at Illinois Library Association (ILA) Conference**

If you are attending the [ILA conference](#), we hope to see you at the following:

**Awards Luncheon at ILA**

The Awards Luncheon is on Tuesday, October 18, from noon - 1:30 p.m., (rooms 24-27). Executive Director Dee Brennan is among the [award recipients](#) and will receive the distinguished [Atkinson Memorial/Demco Award](#). (The luncheon is included in conference registration.)

**RAILS and Talking Books Booths at ILA**

Stop by the RAILS booth (#206) and the Illinois Talking Book Outreach Center's booth (#213) during exhibit hours:

- Wednesday, October 19, 12:15 - 5:15 p.m.
- Thursday, October 20, 9 a.m. - 2 p.m.

You can hear the latest about RAILS programs and services, pick up some awesome giveaways, and "get framed" with a photo frame and some props to show your e-book love! Be sure to use the [#LibraryEbooksRock](#) hashtag during the conference. (See the fun photos we've posted to [Facebook](#).)

Stop by the [talking book program's](#) booth (#213) to learn how you can become a talking book ambassador to promote services for Illinois residents who cannot read standard print.

**eRead Illinois Office Hours at RAILS Booth (#206) at ILA**

Natalie DeJonghe, E-Book Trainer/Coordinator, will answer your questions about [eRead Illinois](#) and have a "petting zoo" of e-book devices available on:

- October 19, 12:30-1:30 p.m.
- October 20, 10:15 -11:00 a.m., and 12:30 -1:45 p.m.

**RAILS Website Usability Testing at ILA**

RAILS continues to seek input on our [website](#) to ensure that it is easy to use and includes information of value to our members.

**October 12, 2016****RAILS Links**

[RAILS Website](#)  
[Member Directory](#)  
[Contact RAILS](#)  
[RAILS Facebook Page](#)  
[RAILS YouTube Channel](#)

**Member Resources**

[RAILS Community Email Lists](#)  
[Library News](#)  
[Continuing Education](#)  
[Jobs](#)  
[Free/For Sale/Wanted](#)

**Upcoming Meetings**

[October 28 RAILS Board Meeting](#)

[December 13 RAILS Member Update](#)

**Upcoming RAILS CE**

[October 6 Legal Aspects of Social Media](#)

[October 11 Genealogy](#)

[October 25 Meeting Adult Education Needs](#)

[October 27 Project Planning](#)

[October 27 Readers' Advisory for Adults and Teens](#)

[November 8 Fair Labor Standards](#)

[November 8 Communico](#)

convention center to run through some quick activities. We're also interested in seeing how our site works on your mobile device. Hours are:

- Tuesday, October 18, 1 - 4 p.m., (room 56)
- Wednesday, October 19, 2 - 4 p.m., (room 56)

You can schedule a 15-minute slot by contacting [Brian Smith](#), RAILS Applications and Web Developer, or just drop by! All participants will have their choice of a "special prize."

You can also visit the RAILS booth (#206) and spin our "website wheel" to participate in a quick usability game. All participants will have their choice of a "special prize."

### Face to Face Networking Breakfast at ILA

Be sure to attend our third annual "Face to Face Networking Breakfast" on Wednesday, October 19, from 8 - 9 a.m., (room 49), to network with colleagues at the talk table of your choice.

Topics include: multitype library collaboration, community engagement, user experience and assessment, and serving diverse communities. A warm breakfast will be available and is included in your conference registration fee. Please [register on L2](#).

### Learn About RAILS Grants at ILA

There will be an open forum on Tuesday, October 18, from 3:00 - 4:30 p.m., in room 34 at the convention center, for RAILS members to learn more about our:

- New [grants](#) to fund collaborative, multitype projects
- [Grants](#) to fund startup costs in a RAILS online catalog
- [Grants](#) to support RAILS networking groups that offer continuing education to our members

There will be a reception following this forum, courtesy of Ancel Glink.

### E-book Programs at ILA

Learn how to "Innovate and Dominate with E-Books for Your Library" on Wednesday, October 19, from 2 - 3 p.m. (room 40-41). We will also share exciting news on the BiblioBoard platform that is being made available to Illinois libraries through a RAILS beta project.

Attend the "E-book Innovation and Introduction to Popup Picks" Forum on Wednesday, October 19, at 3:00 - 4:15 p.m. (room 34) to learn about our new collaborative effort with BiblioLabs and the Independent Publishers Group (IPG). A reception, courtesy of BiblioLabs, will follow the program.

Be sure to visit the BiblioLabs booth (#117) at the conference as well.

### Additional RAILS Programs at ILA

RAILS staff/board members are also presenting programs on: [system membership standards](#), [gaming](#), [interlibrary loan](#), [compensation studies](#), [being an effective library board member](#), and more.

See complete details about RAILS' activities at ILA at [railslibraries.info/ila16](http://railslibraries.info/ila16).

STEM Workshops:

[November 4 - Princeton](#)  
[November 10 - Gurnee](#)

### RAILS Networking Events

[October 28 - Coal Valley](#)

[November 29 - Rockton](#)

[December 7 - Bloomington](#)

### Archives

[RAILS E-News](#)

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LEAD conference on November 3 - 5 in Tinley Park, be sure to stop by the RAILS booth (#406) to hear more about what we have to offer our school library members, including [eRead Illinois](#), the new [BiblioBoard](#) project, the [talking book program](#), and our new [collaborative, multitype grants](#). Pick up some great giveaways while you're there!

Stay tuned to the [RAILS website](#) and *RAILS E-News* for more information about how you can engage with RAILS at the ISLMA conference.

#### **RAILS Table at Health Sciences Librarians of Illinois Conference**

If you are attending the Health Science Librarians of Illinois conference on November 9 - 11, at Pheasant Run in St. Charles, don't miss the RAILS table at the November 10 reception from 6 - 9 p.m. You'll learn about the services RAILS offers specifically for health science librarians and pick up some great giveaways.

#### **RAILS and Gale Provide Online Access to Accredited High School Diplomas**

RAILS and Gale, a Cengage company, are working together to offer accredited high school diplomas and career certificates at participating public libraries across the state. Adults in these communities who have a library card can participate in the innovative Career Online High School (COHS) program. See this [press release](#).

#### **iPathways Demonstration in Joliet October 25**

There will be a presentation on [iPathways](#) on Tuesday, October 25, from 10:00 - 11:30 a.m., at Joliet Junior College. iPathways is a non-profit project providing users with the instructional resources necessary to successfully complete a high school equivalency exam.

Learn how to position and promote existing resources for adult learners studying for high school equivalency exams, identify and help patrons avoid predatory diploma sites, and work with the accredited high school equivalency exam programs, GED (General Educational Development) Testing Service, HiSET (High School Equivalency Test), and TASC (Test Assessing Secondary Completion). See [more information and registration](#).

#### **Proposals Due November 1 for Library Leadership Development Program RFI**

The Illinois Library Leadership Steering Committee, made up of members from RAILS, the Illinois State Library, the Illinois Library Association, the Illinois Heartland Library System, and other library leaders, has developed an RFI (Request for Information) to seek input on the creation of a leadership development program similar to the former Synergy program. Detailed information on how to submit a proposal can be found in the [request for information](#).

**Proposals are due by noon on Tuesday, November 1.**

#### **RAILS Member Interlibrary Loan Survey**

RAILS is conducting a survey to learn if and how RAILS libraries allow patron-initiated interlibrary loan requests, as well as the different methods used for interlibrary loan. We are especially looking for input from interlibrary loan staff, as it will complement information provided in the annual ILL traffic survey. [Access the survey here](#). Please submit one response per agency and complete the survey by Friday, October 28.

#### **New Email Lists for Illinois Libraries**

RAILS has three new email lists open to library colleagues throughout Illinois: Adult Education, Community Engagement, and Middle Managers. To join, sign into the [RAILS website](#) (with the email address and password used for [L2](#)), click on your name in the menu bar, and select My

### "Lunch and Learn" on Communico's Platform November 8

Want to learn more about managing your website, events, and room bookings or digital signage? [Communico](#) is a unified platform that lets libraries manage all these things in one place. Learn more at a "lunch and Learn" event at the RAILS Burr Ridge service center or via RAILS Live streaming on Tuesday, November 8, from 10:00 a.m. to noon. [See more information/registration.](#)

### Webinar on Welcoming LGBTQIA Community November 9

Learn how to welcome and serve the LGBTQIA community at your library in this webinar on Wednesday, November 9, from 2:00 – 3:30 p.m. The webinar will cover collection development, programming ideas, and staff training. Log into L2 for [more information/registration.](#)

### Workshops on Understanding STEM

Susan Dahl from Fermilab will demonstrate the importance of STEM (Science, Technology, Engineering, and Math) and how libraries can engage with patrons through STEM activities. Participants will gain an understanding of how people experience and learn science in informal settings. Register to attend one of these identical programs:

[Friday, November 4, 10:00 a.m. - noon, Princeton Public Library](#)

[Thursday, November 10, 10:00 a.m. - noon, Warren-Newport Public Library District \(Gurnee\)](#)

### Webinar on Fair Labor Standards Act November 8

The Management Association will discuss how to prepare for the new Fair Labor Standards Act (FLSA) overtime rules in a webinar on Tuesday, November 8, from 9:30 – 11:30 a.m. The webinar will cover which employees are exempt and which are eligible for overtime as well as communication and implementation plans. Log into L2 for [more information/registration.](#)

### Other RAILS CE Opportunities:

[Workshop on Project Planning October 27](#)

[Readers' Advisory for Adults and Teens October 27](#)

### Genealogy Workshop October 27

Learn how to help genealogists with their research at a workshop at the Fondulac Public Library, in East Peoria, on Thursday, October 27, from 9 a.m. – noon. This program is sponsored by [Renegade Reference of Central Illinois](#). RAILS is supporting this program with a RAILS networking/continuing education group grant. See [more information and registration.](#)

### Upcoming RAILS Member Networking Meetings

All RAILS members are invited to these [member networking events](#) to hear the latest RAILS news and network with colleagues:

- [Friday, October 28, 11:30 a.m. - 12:45 p.m.](#), RAILS Coal Valley service center  
Lunch is included and attendees are invited to stay for the 1 p.m. RAILS Board meeting in Coal Valley.
- [Tuesday, November 29, 4:00 - 5:30 p.m.](#), Hononegah High School (Rockton)  
A tour of the library is included and Library Director Susan Bohn will share how she

You'll also hear about [Gail's Toolkit](#), a free online portal sponsored by RAILS that offers teaching resources for library staff.

#### **Calling All Authors for 2017 Soon To Be Famous Illinois Author Project**

The Soon To Be Famous Illinois Author project is celebrating its fourth year. BiblioLabs is a new partner and benefits for the winning author now include a \$1,000 cash prize, inclusion for three months in Popup Picks (a mobile media curation service offered by RAILS), a book review in *Library Journal*, and more!

Entries are being accepted through January 7, 2017. Help spread the word with [this flyer](#) and see more information at [soontobefamous.info](http://soontobefamous.info).

#### **FY2017 Grant Application for Public School Libraries Due October 15**

The [FY2017 School District Library Grant Program](#) application is now available online. This grant is an important source of funding to help public school libraries acquire books, educational CDs and DVDs, library subscriptions, electronic resources like new computers, and to improve Wi-Fi connectivity.

The deadline for submitting the application and FY2015 Expenditure Report is **October 15, 2016**. If you have questions, contact [Pat Burg](#) at the Illinois State Library at 1.800.665.5576, option 2.

#### **All Libraries Invited to Evaluate Electronic Resources During Try-it! Illinois**

The Illinois State Library's popular Try-It! Illinois free electronic database trial will run from October 1–November 30. All RAILS libraries will have the opportunity to evaluate a variety of electronic resources. To obtain the login and password, visit [Try-It! Illinois](#).

#### **FY2017 Live & Learn Construction Grant Applications Available**

Applications for the public library FY2017 Live & Learn Construction Grant Program are now open. More information is available from the Illinois State Library's [website](#). Applications are due to the State Library by January 13, 2017.

#### **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.

Edith Craig will be the Director of the St. Charles Public Library District, effective in November.

#### **Member News**

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

[Gail Borden Public Library District's Exhibit on Robot Animals and Interactive Games](#)

[Walnut Public Library Wants Outdoor Reading Area](#)




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 e-news
 

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**New RAILS Sparks Podcast on ESSA**

In the latest [Sparks](#) podcast, RAILS Executive Director Dee Brennan talks with Sylvia Norton, Executive Director of the American Association of School Librarians, and Megan Cusick, Grassroots Specialist at the Office for Library Advocacy, about ESSA (Every Student Succeeds Act).

The [episode](#) covers the status of ESSA in Illinois and why it is critical for library staff from all types of libraries to work together to support school libraries. You can [Subscribe to Sparks](#) to automatically download this and future episodes to your smartphone or mobile device, or visit [railslibraries.info/sparks](http://railslibraries.info/sparks).

**Engage with RAILS at ILA Conference**

If you're attending the Illinois Library Association's (ILA's) "[Discovery, Advocacy, Leadership](#)" conference (October 18 - 20) at the Donald E. Stephens Convention Center in Rosemont, there are many opportunities to engage with RAILS and RAILS members, including:

- Awards Luncheon on Tuesday, October 18. RAILS Executive Director Dee Brennan and many other RAILS member are among the [award recipients](#).
- "[Face to Face](#)" networking breakfast Wednesday morning
- Programs presented by RAILS staff/board on system membership standards, e-books and e-book innovation, gaming, interlibrary loan, and many more topics
- Chance to learn about different RAILS grant opportunities

Be sure to visit the RAILS booth (#206) and the [Talking Book Center's](#) booth (#213) when the exhibit hall is open to learn more about our services and to pick up some great giveaways. The RAILS booth will also feature eRead Illinois office hours with a "petting zoo" of e-book devices and a chance to have your photo taken with our "We Love E-books" photo frame and an assortment of props.

See the [RAILS website](#) for details on all these activities and more.

**RAILS Activities at ISLMA Conference**

If you are attending the Illinois School Library Media Association's (ISLMA's) "[School Librarians LEAD](#)" conference on November 3 - 5 in Tinley Park, be sure to stop by the RAILS booth (#406) to hear more about the programs and services that RAILS offers to our school library members and to pick up some great giveaways. Stay tuned to the [RAILS website](#) and [RAILS E-News](#) for more information about how you can engage with RAILS at this conference.

**Library Leadership Development Program RFI****October 5, 2016****RAILS Links**[RAILS Website](#)[Member Directory](#)[Contact RAILS](#)[RAILS Facebook Page](#)[RAILS YouTube Channel](#)**Member Resources**[RAILS Community Email Lists](#)[Library News](#)[Continuing Education](#)[Jobs](#)[Free/For Sale/Wanted](#)**Upcoming Meetings**[October 28 RAILS Board Meeting](#)**Upcoming RAILS CE**[October 6 Legal Aspects of Social Media](#)[October 11 Genealogy](#)[October 25 Meeting Adult Education Needs](#)[October 27 Project Planning](#)[October 27 Readers' Advisory for Adults and Teens](#)[November 8 Fair Labor Standards](#)**STEM Workshops:**[November 4 - Princeton](#)[November 10 - Gurnee](#)

other library leaders, has developed an RFI (Request for Information) to seek input on the creation of a leadership development program for aspiring Illinois library leaders.

The program will be similar to the successful Synergy program that graduated many emerging library leaders and was put into hiatus due to the state's budget crisis. Detailed information on how to submit a proposal can be found in the [request for information](#). **Proposals are due by noon on Tuesday, November 1.**

#### **RAILS Member Interlibrary Loan Survey**

RAILS is conducting a survey to learn if and how RAILS libraries allow patron-initiated interlibrary loan requests, as well as the different methods used for interlibrary loan. We are especially looking for input from interlibrary loan staff, as it will complement information provided in the annual ILL traffic survey. [Access the survey here](#). Please submit one response per agency and complete the survey by Friday, October 28.

Contact Amanda Musacchio, Resource Sharing Specialist, at [amanda.musacchio@railslibraries.info](mailto:amanda.musacchio@railslibraries.info) or 630.734.5118 with questions.

#### **Reminder: Required Delivery Count October 10 - 14**

All RAILS members are required to count all outgoing items being picked up for delivery between Monday, October 10, and Friday, October 14. Visit the [delivery fine count section](#) of the RAILS website for instructions and a link to the [count form](#).

#### **Recording of September 29 RAILS Member Update**

A [recording](#) of the September 29 RAILS Member Update is available on the [RAILS YouTube channel](#). RAILS shared the latest news on new grants for collaborative multitype library projects, the status of [LINC](#) and [MAGIC](#) libraries joining [SWAN](#), an update on [system membership standards](#), [RAILS activities at ILA](#) (see above), the [RAILS website](#), and more.

#### **Save the Date for December 13 RAILS Member Update**

Mark your calendar for the next RAILS Member Update on [Tuesday, December 13, from 1:30 - 3:30 p.m.](#) The update will be held at a variety of RAILS videoconference locations and via streaming video (RAILS Live). Watch for further information on topics in future editions of this *E-News*.

#### **Workshops on Understanding STEM**

Susan Dahl from Fermilab will demonstrate the importance of STEM (Science, Technology, Engineering, and Math) and how libraries can engage with patrons through STEM activities. Participants will gain an understanding of how people experience and learn science in informal settings. Register to attend one of these two identical programs:

[Friday, November 4, 10:00 a.m. - noon, Princeton Public Library](#)

[Thursday, November 10, 10:00 a.m. - noon, Warren-Newport Public Library District](#)

#### **Meeting Adult Education Needs in Your Community October 25**

RAILS members are invited to attend a learning event on Tuesday, October 25, from 10 a.m. - noon, at Joliet Junior College. The program will be presented by national adult education expert Kathy Olesen-Tracy from the Center for the Application of Information Technologies (CAIT).

[October 26 - Coar Valley](#)

[November 29 - Rockton](#)

[December 7 - Bloomington](#)

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for high school equivalency exams. Kathy will also discuss the national changes for high school equivalency programs that impact how libraries work with adult learners.

See L2 for [more information/registration](#). Contact Amanda Musacchio, RAILS Resource Sharing Specialist, at [amanda.musacchio@railslibraries.info](mailto:amanda.musacchio@railslibraries.info) or 630.734.5118 with questions.

#### **Webinar on Readers' Advisory for Adults and Teens October 27**

Rebecca Vnuk from Booklist will present readers' advisory tips for working with teens and teen titles in this webinar on Thursday, October 27, from 1:30 – 3:00 p.m. Attendees will come away with more confidence in their ability to suggest teen titles to adult readers and adult titles to teen readers. Log into L2 for more [information/registration](#).

#### **Recording of Social Media Policy Webinar Available through October 11**

If you missed the Management Association's recent webinar, "Employees who Facebook, Tweet and YouTube: Can I Fire Them for That?," sign into the [RAILS website](#) (with the email address and password used for L2) to [view a recording and handouts](#) in the [CE Archives](#) section through October 11.

#### **Other RAILS CE Opportunities:**

[Legal Aspects of Social Media October 6](#)

[Advanced Genealogy Research for Library Staff October 11](#)

[Workshop on Project Planning October 27](#)

[Fair Labor Standards Act November 8](#)

#### **Genealogy Workshop October 27**

Learn about genealogy research and resources during this workshop at the Fondulac Public Library, in East Peoria, on Thursday, October 27, from 9 a.m. – noon. Nicole Wedemeyer Miller, co-author of *Fostering Family History Services: A Guide for Librarians, Archivists, & Volunteers*, and adjunct lecturer at University of Illinois, will also offer programming ideas and tips for working with patrons.

This program is sponsored by [Renegade Reference of Central Illinois](#). RAILS is supporting this program with a RAILS networking/continuing education group grant. See [more information and registration](#).

#### **Important FY2017 Grant Information for Public School Libraries**

The [FY2017 School District Library Grant Program](#) application is now available online. This grant is an important source of funding to help public school libraries acquire fiction and/or non-fiction books, educational CDs and DVDs, library subscriptions, electronic resources like new computers, and to improve Wi-Fi connectivity.

The deadline for submitting the application and FY2015 Expenditure Report is **October 15, 2016**. If you have questions, contact [Pat Burg](#) at the Illinois State Library at 1.800.665.5576, option 2.

**All Libraries Invited to Evaluate Electronic Resources During Try-it! Illinois**

electronic resources. To obtain the login and password, visit [Try-It! Illinois](#).

### Upcoming RAILS Member Networking Meetings

All RAILS members are invited to these [member networking events](#) to hear the latest RAILS news and network with colleagues:

- [Friday, October 28, 11:30 a.m. - 12:45 p.m.](#), RAILS Coal Valley service center  
Lunch is included and attendees are invited to stay for the 1 p.m. RAILS Board meeting in Coal Valley.
- [Tuesday, November 29, 4:00 - 5:30 p.m.](#), Hononegah High School (Rockton)  
A tour of the library is included and Library Director Susan Bohn will share how she made the library a popular place for students.
- [Wednesday, December 7, 1 - 3 p.m.](#), Bloomington Public Library  
You'll also hear about [Gail's Toolkit](#), a free online portal sponsored by RAILS that offers teaching resources for library staff.

### Roberto Sarmiento to Serve as SLA President

Roberto Sarmiento was elected by the Special Libraries Association (SLA) to serve as the association's president in 2018. Roberto is head of the Transportation Library and acting director of the Distinctive Collections Workgroup at Northwestern University. Congratulations Roberto! [See more information.](#)

### Mary M. Case to Head ARL

Mary M. Case, the University Librarian and Dean of Libraries at the University of Illinois at Chicago, became president of the Association of Research Libraries (ARL) during the association's recent fall meeting. Congratulations Mary! [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.

Megan Millen will be the Director of Joliet Public Library, effective November 7.

Victoria Tracy is now the Interim Director at Prairie State College.

### Member News

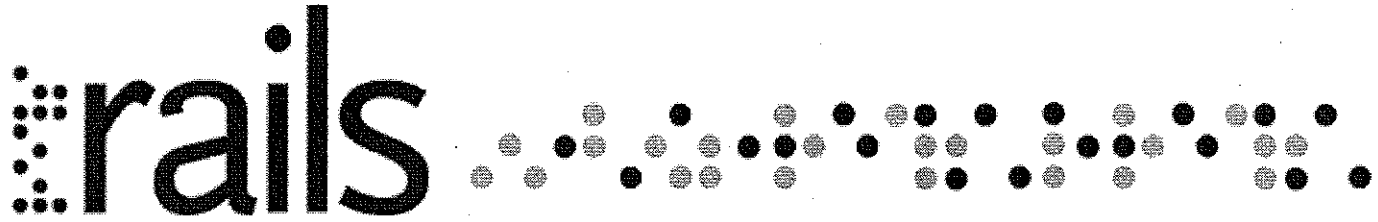
News articles and items posted to the RAILS website. (To post news, sign into the [RAILS website](#) with the email address and password used for [L2](#). Click on your name to view posting options.)

[Lillie M. Evans Library District's Groundbreaking October 11](#)

[North Suburban Library District's Open House October 15](#)

[Joliet Public Library Announces Megan Millen as New Director](#)

[Clarendon Hills Public Library's New Website](#)




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 e-news
 

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**RAILS Funding Update**

RAILS' Area and Per Capita Grant application for FY2017 (July 1, 2016 – June 30, 2017) was approved and we have been awarded \$5,842,358.40. This is the same amount awarded last fiscal year, and it reflects a 40% reduction from previous funding amounts. Any additional awards are dependent upon legislative actions to appropriate additional funds.

RAILS thanks Secretary of State and State Librarian Jesse White and colleagues at the Illinois State Library for their continued support.

**Last Chance to Register for September 29 Member Update**

On Thursday, September 29, from 10 a.m. - noon, Executive Director Dee Brennan will host the RAILS Member Update from the Illinois Library Association office in Chicago. You can also attend at another available videoconference location or via one-way streaming video (RAILS Live).

See the [meeting agenda](#) and [more information/registration](#).

**New RAILS Sparks Podcast on ESSA**

The next Sparks podcast episode will be released this week. RAILS Executive Director Dee Brennan talks with Sylvia Norton, Executive Director of the American Association of School Librarians, and Megan Cusick, Grassroots Specialist at the Office for Library Advocacy, about ESSA (Every Student Succeeds Act).

As reported in a recent edition of RAILS E-News, President Obama signed ESSA into law in December 2015. Many are working to ensure that the federal funding from ESSA that will flow through the Illinois School Board of Education (ISBE) will include mandatory allocations for school libraries.

The Sparks episode covers the status of ESSA in Illinois and why it is critical for library staff from all types of libraries to work together to support school libraries. You can Subscribe to Sparks to automatically download this and future episodes to your smartphone or mobile device, or visit [railslibraries.info/sparks](http://railslibraries.info/sparks).

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**September 28, 2016****RAILS Links**

[RAILS Website](#)  
[Member Directory](#)  
[Contact RAILS](#)  
[RAILS Facebook Page](#)  
[RAILS YouTube Channel](#)

**Member Resources**

[RAILS Community Email Lists](#)  
[Library News](#)  
[Continuing Education](#)  
[Jobs](#)  
[Free/For Sale/Wanted](#)

**Upcoming Meetings**

[September 29 RAILS Member Update](#)

**Upcoming RAILS CE**

[October 1 Trustee Workshop](#)  
[October 4 Social Media Policy and Employees](#)  
[October 6 Legal Aspects of Social Media](#)  
[October 11 Genealogy](#)  
[October 25 Meeting Adult Education Needs](#)  
[October 27 Project Planning](#)  
[October 27 Readers' Advisory for Adults and Teens](#)  
[November 8 Fair Labor Standards](#)

conference (October 18 - 20) at the Donald E. Stephens Convention Center in Rosemont, you'll find many opportunities to connect with RAILS staff and members.

[October 28 - Coal Valley](#)

We hope you will attend the Awards Luncheon on Tuesday, October 18, from noon - 1:30 p.m. (rooms 24-27). Executive Director Dee Brennan is among the [award recipients](#) and will receive the distinguished [Atkinson Memorial/Demco Award](#). (The luncheon is included in conference registration.)

[November 29 - Rockton](#)

[December 7 - Bloomington](#)

Other offerings include the "Pathway to Excellence: RAILS System Membership Standards" program on October 18, 4:15 - 5:15 p.m. (room 21). RAILS Executive Director Dee Brennan will speak about RAILS membership standards and answer your questions.

**Archives**

[RAILS E-News](#)

[Archives](#)

On Wednesday, October 19, from 8 - 9 a.m. (room 49), join us for our third annual "Face to Face Networking Breakfast" for great conversation with colleagues who share your interests. If you are registered for the conference, there is no additional charge for attending this breakfast.

**Subscriptions**

[Subscribe to RAILS communications](#)

Be sure to stop by the RAILS booth (#206) and the [Talking Book Center's](#) booth (#213) when the exhibit hall is open.

[Unsubscribe from this list](#)

[Update subscription preferences](#)

See the [RAILS website](#) for complete details.

[Forward to a friend](#)

### Midwest Tape Vendor Discount for RAILS Libraries

[Midwest Tape](#) is offering a special discount to RAILS member libraries. The company supplies audiovisual materials to libraries of all types. To take advantage of the discount and for more information, log into the [RAILS website](#) (with the email address and password used for L2), visit the [Deals and Discounts](#) section, then click on Vendor Discounts at the bottom of the page.

### Survey on SimplyE for Consortia

RAILS is a partner organization for the Institute of Museum and Library Services (IMLS) [SimplyE for Consortia: Three Clicks to All Your E-books](#) grant project. SimplyE is a library-developed e-book application designed by the New York Public Library to improve e-book discovery, check-out, and reading. It will offer single sign-on access to multiple e-book platforms (Overdrive, Axis 360, and Bibliotheca Cloud Library). The project will develop and pilot the features required for consortial use.

The project's partners have developed a short survey that will help determine which app features to develop first, sample awareness of SimplyE within the library community, and learn more about current e-book systems. Please [complete this survey](#) by Tuesday, October 4.

### Expanded Access to E-books Through BiblioBoard Library

RAILS is partnering with BiblioLabs to bring [BiblioBoard Library](#), an exciting new e-book collection, to Illinois libraries and residents. Anyone in Illinois can access the collection without a login. See [more information](#). Questions? Contact Natalie DeJonghe, E-Book Trainer/Coordinator, at [natalie.dejonghe@railslibraries.info](mailto:natalie.dejonghe@railslibraries.info).

### Upcoming RAILS Member Networking Meetings

RAILS schedules [member networking events](#) throughout our area. RAILS Member Engagement Manager Debbie Baaske will share the latest RAILS news and answer your

Upcoming events include:

- [Friday, October 28, 11:30 a.m. - 12:45 p.m.](#), RAILS Coal Valley service center  
All RAILS members are invited to this networking event and lunch. Attendees are invited to stay for the 1 p.m. RAILS Board meeting following the lunch.
- [Tuesday, November 29, 4:00 - 5:30 p.m.](#), Hononegah High School (Rockton)  
You'll have the opportunity to take a tour of the library and hear from Library Director Susan Bohn, on how she made the library a popular place for students.
- [Wednesday, December 7, 1 - 3 p.m.](#), Bloomington Public Library  
Project team members from Gail Borden Public Library District will talk about [Gail's Toolkit](#), a free online portal sponsored by RAILS that offers teaching resources for library staff.

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Rebecca Vnuk from Booklist will present readers' advisory tips for working with teens and teen titles in this webinar on Thursday, October 27, from 1:30 – 3:00 p.m. Attendees will come away with more confidence in their ability to suggest teen titles to adult readers and adult titles to teen readers. Log into L2 for more [information/registration](#).

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RAILS members are invited to attend a learning event on Tuesday, October 25, from 10 a.m. - noon, at Joliet Junior College. The program will be presented by national adult education expert Kathy Olesen-Tracy from the Center for the Application of Information Technologies (CAIT).

Attendees will learn how to position and promote existing resources for adult learners studying for high school equivalency exams. Kathy will also discuss the national changes for high school equivalency programs that impact how libraries work with adult learners.

See L2 for [more information/registration](#). Contact Amanda Musacchio, RAILS Resource Sharing Specialist, at [amanda.musacchio@railslibraries.info](mailto:amanda.musacchio@railslibraries.info) or 630.734.5118 with questions.

#### **Workshop on Project Planning October 27**

Emily Clasper, librarian and Certified Project Manager, will share project management tips on Thursday, October 27, from 9:30 a.m. – 12:30 p.m., at Addison Public Library. Log into [L2](#) for [more information/registration](#).

#### **Other RAILS CE Opportunities:**

[Running Successful Board Meetings October 1](#)

[Social Media Policy October 4](#)

[Legal Aspects of Social Media October 6](#)

[Advanced Genealogy Research for Library Staff October 11](#)

[Fair Labor Standards Act November 8](#)

#### **Literacy/English as a Second Language (ESL) Workshop October 5**

Learn about resources and strategies to improve services to English as a Second Language

marketing to non-native English speakers, funding ideas, connecting to community resources, and building partnerships.

This program is sponsored by [LEARN](#) (Libraries' English and Reading Network). RAILS is supporting this program with a RAILS networking/continuing education group grant. See lunch options and [more information and registration](#).

### **Genealogy Workshop October 27**

Learn about genealogy research and resources during this workshop at the Fondulac Public Library in East Peoria on Thursday, October 27, from 9 a.m. – noon. Nicole Wedemeyer Miller, co-author of *Fostering Family History Services: A Guide for Librarians, Archivists, & Volunteers*, and adjunct lecturer at University of Illinois, will also offer programming ideas and tip for working with patrons.

This program is sponsored by [Renegade Reference of Central Illinois](#). RAILS is supporting this program with a RAILS networking/continuing education group grant. See [more information and registration](#).

### **Designing the Future: A Design Thinking Workshop October 5**

This full-day workshop on Wednesday, October 5, at Chicago Public Library's Harold Washington Library, will explain the critical and practical steps in design thinking and its application to libraries. Tap into your creativity to understand how this human-centered design-based approach can help your organization innovate and grow.

*Library Journal* is offering a \$75 discount to RAILS members. [Register here](#) and use this promotional code: LJRAILS.

### **Finding Trending Topics and What's New on the RAILS Website**

The RAILS website has a Trending Topics section toward the bottom of the homepage with large buttons that connect you with the latest RAILS news, such as the [proposed membership standards](#), the latest *Sparks* podcast, etc.

If you would like more in-depth information on the latest RAILS happenings, see the latest [What's New at RAILS](#) page.

See [more features](#) of our new website. If you have any questions, contact [renee.anderson@railslibraries.info](mailto:renee.anderson@railslibraries.info).

### **Important FY2017 Grant Information for Public School Libraries**

The [FY2017 School District Library Grant Program](#) application is now available online. This grant is an important source of funding to help public school libraries acquire fiction and/or non-fiction books, educational CDs and DVDs, library subscriptions, electronic resources like new computers, and to improve Wi-Fi connectivity.

The deadline for submitting the application and FY2015 Expenditure Report is **October 15, 2016**. If you have questions, contact [Pat Burg](#) at the Illinois State Library at 1.800.665.5576, option 2.

### **Soon To Be Famous Illinois Author Project Seeks Judges**

Judges are needed for the 2017 [Soon To Be Famous Illinois Author](#) project. Illinois librarians

the upcoming contest. Apply before January 7, 2017. See [more information](#).

### **ALA Seeking Internationally Active Mentors for IFLA Fellowship**

The American Library Association (ALA) is seeking internationally active U.S. librarians to serve as mentors for 50 U.S. new career librarians from diverse backgrounds that received an IMLS grant to attend the 2016 IFLA (International Federation of Library Associations and Institutions) Congress. Mentors will be expected to connect at least once a month from November 2016 to August 2017 to provide advice, recommend resources, facilitate contacts, etc.

If you are interested in serving as mentor please fill out the brief [information survey](#).

### **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.

Jenny Wudtke is now the director at Rockford Lutheran High School.

### **Member News**

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

[Elgin Library to Offer High School Diploma Program for Adults](#)

[Be a Reader at Palos Park Public Library](#)

[Storytelling at Evanston Public Library District](#)

[Radio Story and Article on Princeton Public Library's Little Free Library Project](#)

[Renovation at Messenger Public Library of North Aurora](#)

[Book Fest at Morris Area Public Library](#)

[Peoria Heights Public Library Eliminates Fines](#)

### **Fast Facts Surveys**

[Volunteers](#)

### **Additional Continuing Education (CE) Opportunities**

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

[Webinar on Broadband Planning for Libraries October 20](#)

### Referendum Timeline

The referendum election certification has to be done by January 26. Prior to that there would be a court hearing. The library has to provide 30 days notice of the court hearing. There is also the time required to file the board's ordinance and get on the court calendar. Given all of this the library attorney says that the board would need to pass an ordinance by December 1 the latest and that is pushing it a bit given that the election also has to be certified in Cook County.

# Water Tower Court and Farmingdale Village In Darien

## Indian Prairie Public Library District

Annexation Referendum

Tuesday, November 8, 1994

### Why a referendum?

When the Farmingdale Village area was annexed into the City of Darien in 1991, many of the residents thought they were automatically a part of the library district. That, however, was not the case. On November 8, 1994, you will have an opportunity to vote on becoming part of the library which serves the rest of Darien. In order for Farmingdale Village and Water Tower Court to join the district, the referendum must pass independently in both the existing district and the areas to be annexed.

### What are the benefits to belonging to a library district?

Residents who belong to a library district receive a Suburban Library System card (SLS) which can be used at most Illinois public libraries. Residents who do not belong to a library district must pay \$247 per year per family to receive such a card. Also, library property taxes are deductible on your federal income tax.

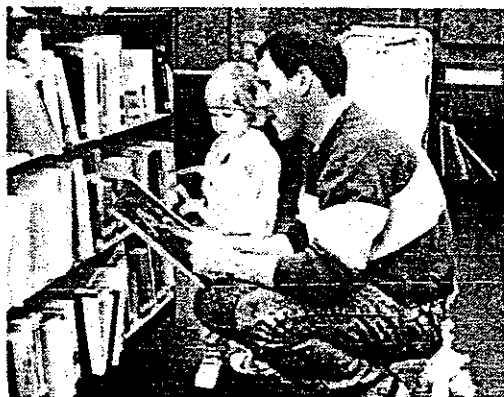
### What will I gain by joining the library district?

The benefits you gain include:

- books and magazines for leisure reading and study
- reference and research materials
- evening and weekend access to library materials for students of all ages
- through reciprocal borrowing you can obtain materials from most public libraries in Illinois
- the opportunity to vote for trustees of the Library Board or to serve as a trustee
- a comfortable, new library building in Darien, scheduled for completion in December 1995

*"Our visits to the library are like a family night out. All five of us have library cards. The library offers us entertainment as well as information."*

- Janet Caylor,  
Farmingdale Village resident



## THE QUESTION

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**Q. Why is this annexation being proposed at this time?**

- A. When the Farmingdale Village area was annexed into the City of Darien in 1991, many of the residents thought they were automatically a part of the library district. That, however, was not the case. When residents approached the library district requesting library service, library board members responded with an effort to have the area annexed by ordinance. Indian Prairie would like to provide library service to all Darien residents.

**Q. Why couldn't the library annex the area without a referendum?**

- A. Illinois law requires a referendum if 10 percent of the registered voters petition for the annexation to go to the voters. Some Farmingdale Village residents petitioned for the annexation question to be placed on the Nov. 8 ballot.

**Q: What is the library's obligation to provide service to areas not being served by a library?**

- A: Surprisingly, some areas in Illinois have no library service. In this case, Farmingdale Village and Water Tower Court residents can receive service, but must pay out of district fees via the Suburban Library System in order to obtain any benefits from neighboring libraries. In addition, in compliance with objectives of Secretary of State George Ryan and the Illinois State Library, as well as the Suburban Library System, we have a responsibility to seek that library service be provided to all unserved areas. This is one opportunity to do just that.

**Q. Why can't other libraries provide service to this area?**

- A. This area cannot be served unless it becomes part of a tax-supported library district. **Municipal library** boundaries cannot extend beyond their municipality's boundary. Examples are Downers Grove and Woodridge libraries. **Library district** boundaries can include incorporated as well as unincorporated areas. Examples are Indian Prairie, Lemont, and Fountaindale library districts. Farmingdale Village and Water Tower Court could be annexed to any contiguous library district.

Individuals, living in unserved areas, can purchase a card which is either valid at one particular library or a system card which is valid at most Illinois public libraries. A Suburban Library System (SLS) card currently costs \$247 per year per family and it can be purchased at Indian Prairie, Woodridge or Downers Grove libraries. The cost of a non-resident card valid at only Indian Prairie is based on the library's tax rate multiplied by the billing value of your home (about \$125 for a home with a market value of \$200,000). Note: Residents of Indian Prairie pay no card fee and receive an SLS card.

**Q. How many people does this annexation affect?**

- A. There are 671 households in the Farmingdale Village area, which includes the Water Tower Court Condominiums. There are about 2,000 people in the total area.

**Q. What are the benefits to belonging to a library district?**

- A. Residents who belong to a library district receive a Suburban Library System card (SLS) which can be used at all the suburban libraries in the system. Residents who do not belong to a library district must pay \$247 per year per family to receive such a card. Also, library property taxes are deductible on your federal income tax.

## THE COST

**Q. What will happen if the referendum issue does not pass?**

A. The voters will have voiced their opinions and this small area of Darien will not be a part of the library which serves the rest of Darien. You may be annexed by another library district such as Fountaindale or Lemont. Also, you will not be able to deduct library taxes on your federal income tax.

**Q. Why do we need access to a public library when we have school libraries?**

A. A public library serves all ages rather than a specific age group. A public library has longer hours to accommodate working schedules of library patrons. The public library has specialized collections for business, reference, popular materials, large print, pre-school, and periodicals. These provide a valuable supplement to the school library collection. If school libraries replaced public libraries, school taxes would have to increase to fund the additional hours open, enhanced services and space requirements.

**Q. Does belonging to a library district have an effect on property values?**

A. The quality of our public schools, parks, municipal services and library all influence the desirability, market value and resale value of homes. Many people who are forced to move frequently because of their job have stated they can measure the quality of a community by its library.

**Q. I live in Farmingdale Village, what does this possible annexation mean to me?**

A. If you are a resident of Farmingdale Village, being annexed into the Indian Prairie Library District means you will no longer be one of the 1.3 million Illinois residents without tax supported library service. You will be a member of the library that serves the rest of the City of Darien. It also means that you can enjoy all the benefits of Indian Prairie Library. Indian Prairie Library cardholders can reserve books, utilize the interlibrary loan system and can have \$20 per month worth of database services. They also have available to them videos, children's storytimes and homebound delivery. You will receive a library card valid at most Illinois libraries. In addition, your library taxes are deductible, you can run for trustee on the library board, and you can vote on all library issues.

**Q. I don't live in Farmingdale Village, why should I vote?**

A. If you are NOT a resident of Farmingdale Village, your vote on the referendum will make a difference. According to Illinois law, an annexation of this type must be approved in both the annexing area and in the existing library district in order for it to become a part of the district. As such, this referendum question will appear on the ballot in the entire library district.

**Q. How much will library service cost me as a Farmingdale Village or Water Tower Court homeowner?**

A. The additional cost on your tax bill would be approximately \$125 a year for a home with a market value of \$200,000. The tax rate will be approximately 20 cents per \$100 of assessed valuation. That rate includes the cost of the new library that is being built through the sale of \$4.95 million in bonds.

Marlboro Stuffer Nov. 7, 1994

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THE DARIEN LIBRARY REFERENDUM PROPAGANDA YOU RECEIVED  
DID NOT INCLUDE THE FOLLOWING:

1. The library is exactly 5 miles from Farmingdale Village. If it were located at 83rd and LeMont Road it might mean something to our subdivision.
2. The estimated taxes of \$125 per year will be there FOREVER. It will never go away once voted favorably. When the day comes to sell your house, the most difficult selling point will not be location, landscaping, or water bills, but **PROPERTY TAX!!** Prospective buyers will see the taxes for a library five miles away as ridiculous.
3. If you have school age children, you're still better off taking them to the Woodridge Library, which is on the way to shopping, etc. where trips can be combined. The purchase of an area library card, although more expensive, can be STOPPED when your children no longer need them. A library property tax can NEVER BE STOPPED OR REDUCED.
4. The library propagandized threat that Lemont will annex us did not explain that it too must have a voter referendum to be accomplished. To choose Lemont or any other district makes as much sense as the Darien referendum and would surely be voted down.
5. We rarely have an opportunity to control or stop property taxation in Darien. We need to stop this one. Just remember what happened when Darien voted down the new police facility. The city then went out and built it anyway, but at least they used creative means to let the new shopping center shoulder the burden rather than each Darien household.
6. It may seem heretical to say no to a library property tax, but Farmingdale Village has been here for almost 20 years without a library. The children have used the school libraries and Woodridge/Downer's Grove libraries and are well educated. The Darien library adds nothing to the value of Farmingdale Village.

VOTE NO ON PROPOSITION 12A TO ANNEX A CERTAIN PORTION OF INDIAN  
PRAIRIE PUBLIC LIBRARY DISTRICT!

# Narrow loss for library annexation

By Lara Dallmann

Residents of a Darien subdivision hoping to become a part of the Indian Prairie Library District narrowly lost their battle in Tuesday's election.

A referendum question seeking the annexation of Farmingdale Village into the district was defeated by a vote of 347-321 in the two precincts making up the subdivision.

Within the district, the measure passed by a wide margin, 8,457 to 1,946, but needed to be approved in both areas in order for the annexation to occur, according to Library Director Lee Schacht.

In May, the 671 households in Farmingdale Village received a letter from the district informing them the annexation would take place in 30 days unless 10 percent of the voters signed a petition to send the issue to a referendum.

Farmingdale resident Mike Kott and fellow petitioners collected more than double the number of signatures needed to delay the annexation.

"I'm thrilled," Kott said Thursday of Tuesday's results. "I'm quite happy we defeated it, but I'm a little disturbed by how close it is."

Petitioners said they objected to the annexation because of the tax increase that would have resulted for Farmingdale residents, Kott said. The increase would have been about \$97 for the owner of a \$150,000 house.

"Once it's on our property taxes, it's there to stay," he said.

Kott said while he didn't think the subject was closed, he hoped the annexation would not be pursued again.

"I think it's a waste of time and money," he said.

Library Director Lee Schacht said she was disappointed but not entirely surprised by the outcome.

"We thought it would be a close election," she said.

Schacht said she feels the primary benefit of library service is "having access to a whole range of information."

SUB. LIFE 11/12/94

## **Proposal to Raise Overdue Fines**

### Proposal to Revise Policy

Overdue fines for all items are \$.25 per day, per item except for new adult feature film DVDs, Playaway Views, console games, kits, Leap Pad equipment, tablets, miscellaneous equipment and devices, and e-readers for which overdue fines are \$1.00 a day.

### Revenue Projections

Raising overdue fines to 25 cents, not counting DVD feature films, would result in an approximate increase of \$72,000 over last year's fines.

Lowering the overdue fine for DVD feature films that are not on the new shelf to 25 cents would result in an approximate decrease of \$5,500 from last year's DVD overdue fines.

Total projected fines revenue is \$121,500.00 which is a surplus of \$66,500.00 based on the last fiscal year's revenue.

If circulation goes down in this fiscal year that number will be lower. Plus the increase will occur midway through the fiscal year. However, any revenue over the \$55,000.00 I projected as revenue from overdue fines for this fiscal year would go into capital reserves.

### Facts to consider

The library has not raised overdue fines since Indian Prairie was started in 1988. The rate of inflation since then is 103.6%. At that rate 10 cents is now equal to 20 cents.

In the past 11 years revenue from overdue fines and DVD rentals has gone from \$104,230 to \$54,540, a loss in revenue of \$50,000 (see attached chart). This is

due to the library removing the \$1.00 rental fee for DVDs, declining circulation, and the increased use of ebooks which have no overdue fines attached to them.

Also, you'll see that our circulation is going down but the revenue from overdue fines is declining at a faster rate. From FY14/15 to FY15/16 circulation went down 6.41% while fine revenue went down over 9.5% (see attached chart). This is most likely from the use of ebooks which have no overdue fines attached to them. However, I also think it is, as we discussed, the ability for patrons to manage their accounts online, easily seeing what they have checked out, and renewing items online.

With a low consumer price index for several years library finances are strained plus we have lost \$50,000.00 in revenue over the past 11 years from the overdue fines and DVD rentals. Raising the overdue fines means additional revenue to assist with the operating budget.

In addition, a portion of the overdue fine revenue could be moved to capital reserves to build up our reserves. Using these monies in this way could potentially mean the library would not have to go to referendum for capital expenses and still maintain healthy reserves.

Regarding DVDs

I am suggesting the trustees consider 25 cents overdue fine for DVD feature films that are not on the new shelf. This proposal would still keep new, popular films at a \$1.00 overdue fine for six months (the length of time they are on the new shelf). But older films, which are available through cable, Netflix, etc. would be 25 cents for overdue films. We have a very robust collection with a collection of over 25,000 DVDs. The majority are feature films and thus we are able to provide a fantastic browsing collection.

While DVDs are still very popular, we are completely out of room on the shelves. We add a lot of DVDs each year and it's been difficult to weed the collection and make room for the new DVDs because they all get checked out. We are putting

the overflow on the recently returned shelves. By reducing the overdue fine to 25 cents, patrons may keep a DVD out longer and thus create some space on the shelves. I am hesitant to add more shelving for DVDs because of space considerations.

We also now offer streaming movies through Hoopla which have no fines attached. These are not new titles, but older titles, the ones found on our shelves and for which we charge \$1.00 a day overdue fine. Usage of streaming movies is going up.

#### Regarding raising overdue fines to 20 cents

Raising overdue fines to 20 cents, not counting DVD feature films, would result in an approximate increase of \$47,950.

Lowering the overdue fine for DVD feature films that are not on the new shelf to 20 cents would result in an approximate decrease of \$6,000.

Total projected revenue with a 20 cents fine is \$96,950.00 with a surplus of +\$41,950.00.

Year	Fines	DVD Fines		FY Total	Circulation
15/16	\$ 47,954.00	\$ 6,586.00		\$ 54,540.00	758,241
14/15	\$ 51,925.00	\$ 8,173.00		\$ 60,098.00	810,215
13/14	\$ 54,242.00	\$ 12,388.00		\$ 66,630.00	850,187
12/13	\$ 57,165.00	\$ 10,005.00		\$ 67,170.00	896,797
11/12	\$ 62,181.00	\$ 10,716.00		\$ 72,897.00	901,674
10/11	\$ 56,572.00	\$ 8,184.00		\$ 64,756.00	855,777
09/10	\$ 65,306.00	\$ 9,340.00		\$ 74,646.00	905,151
08/09	\$ 55,531.00	\$ 7,590.00		\$ 63,121.00	857,901
07/08	\$ 68,823.00	\$ 5,966.00		\$ 74,789.00	763,920
06/07	\$ 70,497.00	\$ 20,809.00	rental fee	\$ 91,306.00	714,820
05/06	\$ 75,858.00	\$ 28,372.00	rental fee	\$ 104,230.00	710,820

## Breakdown of Fines

July 1, 2015 – June 30 2016.

21,600 fines paid for adult materials (excluding feature film DVDs) for a total of \$13,850.80

If overdue fines were 15 cents that would equal +\$6,925.00

If overdue fines were 20 cents that would equal +\$13,850.00

If overdue fines were 25 cents that would equal +\$20,774.00

2,998 fines paid for teen materials for a total of \$4,087.00

If overdue fines were 15 cents that would equal +\$2,043.00

If overdue fines were 20 cents that would equal +\$4,087.00

If overdue fines were 25 cents that would equal +\$6,130.00

20,360 fines paid for children's materials for a total of \$13,975.00

If overdue fines were 15 cents that would equal +\$6,987.00

If overdue fines were 20 cents that would equal +\$13,975.00

If overdue fines were 25 cents that would equal +\$20,962.00

Note there were miscellaneous fines that were not assigned a materials category that equal \$4,906.00

If overdue fines were 15 cents that would equal +\$2,453.00

If overdue fines were 20 cents that would equal +\$4,906.00

If overdue fines were 25 cents that would equal +\$7,359.00

### Library Fines

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Library	Adult	Childrens	AV	Population	Budget
Arlington Heights	\$0.25	\$0.25	\$0.25	75,101	9,192,208
Carol Stream	\$0.25	\$0.25	dvds & video games \$1.00	39,000	3,618,259
Lemont	\$0.25	\$0.25	dvds \$1.00	21,685	1,053,289
Lisle	\$0.25	\$0.25	dvds \$1.00	22,757	4,490,010
Naperville	\$0.25	\$0.25	dvds \$1.00	141,853	15,995,000
Wheaton	\$0.25	\$0.25	dvds & video games \$1.00	52,894	4,053,653
Addison	\$0.20	\$0.20	DVD's & video games \$2.00	36,942	4,768,128
Barrington Area	\$0.20	\$0.20	dvds & video games \$1.00	44,157	6,911,020
Deerfield	\$0.20	\$0.20	dvds & video games \$1.00	18,225	3,799,768
Glen Ellyn	\$0.20	\$0.20	\$0.20	27,450	4,030,475
Round Lake	\$0.20	\$0.20	dvds & video games \$1.00	40,400	2,300,000
Downers Grove	\$0.15	\$0.15	\$0.15	49,213	5,216,172
Eisenhower	\$0.15	\$0.15	\$0.15	23,184	3,798,609
Thomas Ford(Western Springs)	\$0.15	\$0.10	dvds \$1.00	13,171	1,214,020
Westmont	\$0.15	\$0.15	\$0.15	24,685	1,580,744
Zion-Benton	\$0.15	\$0.15	dvds \$1.00	42,403	2,152,972
Batavia	\$0.10	\$0.10	dvds & video games \$1.00	26,562	4,169,667
Crystal Lake	\$0.10 /new.25	.10/new.25	dvds/video games \$1.00; cds \$0.25	40,743	4,116,338
Elmhurst	\$0.10	\$0.10	\$0.10	44,121	6,152,856
Fountaindale (Bolingbrook)	\$0.10	\$0.10	video games \$1.00	67,683	8,100,000
Helen Plum (Lombard)	\$0.10	\$0.10	dvds & video games \$0.50	43,160	3,408,999
Hinsdale	\$0.10	\$0.10	dvds \$1.00	16,816	2,942,571
IPPL	\$0.10	\$0.10	feature film dvds, console games, kits, Leap Pad	42,529	3,637,915
LaGrange	\$0.10	\$0.10	dvds \$1.00	13,579	1,700,000
Lake Villa	\$0.10	\$0.10	dvds \$1.00	40,276	4,148,600
McHenry	\$0.10	\$0.10	dvds & video games \$0.50	42,023	2,930,479
Oak Lawn	\$0.10	\$0.10	dvds \$1.00	56,690	5,379,499
Plainfield	\$0.10	\$0.10	dvds & video games \$1.00	75,337	3,803,737
Rolling Meadows	\$0.10	\$0.10	dvds \$1.00	24,099	3,481,515
St. Charles	\$0.10	\$0.10	\$0.10	55,000	7,191,475
White Oak	\$0.10	\$0.10	\$0.10	77,893	5,100,551
Woodridge	\$0.10	\$0.10	\$0.10	32,507	3,301,957
Algonquin	\$0.00	\$0.00	\$0.00	40,809	6,300,000
Vernon Area	\$0.00	\$0.00	\$0.00	41,055	7,166,569

\$0.25 - 6 libraries  
 \$0.20 - 5 libraries  
 \$0.15 - 5 libraries  
 \$0.10 - 16 libraries  
 \$0.00 - 2 libraries

\$1.00 - DVDs - 19 libraries  
 \$0.50 - DVDs - 2 libraries  
 \$0.25 - DVDs - 2 libraries  
 \$0.20 - DVDs - 1 library  
 \$0.15 - DVDs - 3 libraries  
 \$0.10 - DVDs - 4 libraries  
 \$0.00 - DVDs - 2 libraries

## Item L1 (distributed at mtg)

### Self-checkout and RFID

I hope to have quotes from vendors for our January meeting. Please let me know by December 1 if you need more information or have any questions you would like answered before we discuss further in January.

Our plan is to add one additional self-checkout unit in the lobby. We would bring the circulation desk down to two stations instead of three using the sit-down station on the right and the standing one next to it. We would place a self-check unit where the third staff station is currently. A staff person would be available to assist patrons on the self-checks and also check items out on the self-check to show patrons how easy it is.

We are also looking at implementing a self-checkin station. This is not the conveyor belt setup some of you have seen. This would look similar to the self-checkout station and materials would be placed in a covered bin. The patron would receive a receipt for the items they returned. There are a lot of variables to figure out in this process and we're still working on that scenario.

So the question we'll need to consider is do we move to RFID or not.

Let me explain to you how security has been managed. We stopped tagging items with security tags years ago. The cost of the tags didn't make it worthwhile. The gates are actually turned off. What we did do was start using locked cases for potentially high theft DVDs and CDs. We also have the console games behind the checkout desk and various devices, laptops, etc behind desks. A review of missing items in our collections shows a loss ranging from .002 to .018

So what would RFID do?

From the checkin perspective : Currently pages check in each item one by one. As they check in the item they look at the item to see what condition it is in, is a book following apart, is there a coffee stain, is a DVD scratched, etc. If they find a problem the item is sent to Technical Services. We consider this quality control – a patron won't checkout an item, take it home and discover it is damaged in some way. We don't necessarily catch everything but we do catch a lot.

Many days we run a day behind in checking items in because of the volume so items are not immediately removed from a patron's record on the day they return the item. This sometimes causes confusion but we've done a lot of communicating about this and most of our patrons understand our process. If we are able to figure out how to set up a self checkin station this would assist with that problem.

So looking at RFID - if we had the money to purchase a sorter, it would definitely assist in speeding up checking in of items. However we would need to determine if we should continue to examine each item

as to its condition. Most libraries who get a sorter no longer do this and items in bad condition go back on their shelves.

Also the cost of a sorter would run approximately \$55,000.00. This would be a 3 bin sorter which would sort into kids & teens materials, adult materials, and exceptions such as holds and items that don't belong to us. Staff would still need to sort the items onto carts as they pulled them out of the bins.

To get a deeper sort such a sorting into adult AV and Kids & Teens AV, etc., we would need more bins. A 7 bin sorter is \$109,000.00

So if we don't purchase a sorter, does RFID speed up the check in process? If we feel we should continue to examine each item for damage, it does not. If we don't examine each item, staff could place multiple items on the RFID pad and check-in several at once. Westmont Library decided they would not examine each item and has said that check-in has become faster.

What about RFID for the patron? Because you can place more than one item on the RFID pad it would speed up checkout at the self-check and at the circulation desk. However, it is recommended that no more than 3 items be placed on the RFID pad at one time. So it does increase the speed of checkout but perhaps not as much as some would think. Also patrons have to be really careful to check the self-checkout screen to see if all three items did checkout.

One area that can be problematic is items received through interlibrary loan (ILL). Many ILL items do not have RFID. Libraries work to train their patrons to identify ILL items with barcodes and check them out by scanning the bar codes. However, two area libraries noted that patrons forget to do this and many ILL items don't get checked out.

Discussions with the two area libraries about RFID show that their patrons haven't commented on the fact of RFID and it doesn't seem to matter to them.

RFID and security gates: RFID vendors have stated that RFID is about efficiency not security. If an item is not checked out and the RFID tag desensitized, the gate will start beeping. However, as in other libraries, staff do not go running after patrons to bring them back into the library and determine what was not checked out. In fact if someone was intent on stealing an item(s) they would just keep on going and ignore staff's efforts. The beeping does alert honest patrons who usually will come back to the checkout desk and ask staff to check their items for the one that has not been checked out properly.

One thing the gates will do is give us a report of items that left the building without being checked out. Staff can check this list periodically to see if the item is returned and if it isn't they can replace it. Currently it can take quite a while before staff realize something is missing.

RFID and inventory: RFID works very well for inventory purposes although the library would need to purchase another piece of equipment in order to make use of it.

Implementing RFID: It will be quite a process to place a tag on every item we own. We would also want staff to do a complete weeding of the collection so we are not tagging items that we may discard in a year or two. We'll also need to focus on patron training once it goes live.

Security for DVDs and CDs: If we want our DVDs and CDs in locked cases we cannot match the system we have now where the software recognizes which DVDS/CDs need to be unlocked when bar codes are scanned. The vendors don't offer that type of recognition any more. The new option is to purchase RFID unlockers for DVD and CD security cases. The DVDs and CDs would need RFID tags. The unlocker would be part of the self checkout equipment. We would not have to put RFID tags on books, audio books, etc. When checking out the patron would scan the bar codes of books as they do now and would place the DVD/CD in the unlocker, one at a time. The unlocker would "read" the RFID tag, desensitize it, checkout the item to the patron and unlock the security case.

#### Estimated Costs

I've put together costs for just RFID tags and gates and not using locked security cases for DVDs and CDs and costs for purchasing locked cases for high-theft items as we do now, RFID tags for those items and purchasing new unlockers. Please note that these costs do not include costs for the actual self-checkout equipment and software we'll need to get.

These costs are projected for 5 years. There is no maintenance cost on the gates in the first year. These costs are taken from one vendor's initial proposal.

#### #1

Security gates \$8,000 + \$959.40 maintenance for 4 years = \$11,838

RFID tags for current collection = \$39,274.00

Tags for new materials \$3,725 x 5 years = \$18,625

Total \$69,737

#### #2

Locked security cases for 1,700 DVDs/CDs added each year = \$2,550 X 5 years = \$12,750

RFID tags for 18,000 items currently in collection = \$10,800

RFID tags for 1,700 items added each year = \$1,020 x 5 years = \$5,100

4 unlockers to unlock the security cases = \$8,800

Total \$37,450

Any self-check equipment and software we purchase will allow the library to add RFID to our books at a later time if we so choose.

MEMORANDUM

To: Members of the Board of Trustees  
Indian Prairie Public Library District

From: Brian Zabel, CPA

Date: October 11, 2016

Re: Independent Auditors Report Summary

---

The fiscal year ended June 30, 2016 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 in the prior year.

**Revenues:**

Total revenues increased compared to the prior year by \$45,188 dollars. This increase was primarily due to a larger amount of property tax revenue.

**Expenditures:**

Material expenditures decreased from the prior year by \$10,331. Total expenditures in the General Fund increased by \$132,918 over the prior year. The total General Fund revenues were \$34,386 more than total expenditures. The working cash fund balance was transferred into the general fund during the fiscal year. Overall expenditures were \$53,569 more than the previous fiscal year. Overall revenues for the year were \$6,918 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, 2016 the district has approximately 4.5 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.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
DARIEN, ILLINOIS**

**ANNUAL FINANCIAL REPORT**

**For the Year Ended  
June 30, 2016**

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
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## INDEPENDENT AUDITOR'S REPORT

Members of the Board of Directors  
Indian Prairie Public Library District  
Darien, Illinois

We have audited the accompanying financial statements of governmental activities, each major fund, and the aggregate remaining fund information of the Indian Prairie Public Library District, (the Library) as of and for the year ended June 30, 2016, and the related notes to the financial statements which collectively comprise the basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Library's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Indian Prairie Public Library District, as of June 30, 2016, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

**Other Matters**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The combining and individual fund financial statements and schedules and statistical section, are presented for purposes of additional analysis and are not a required part of the financial statements. The combining and individual fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole. The statistical section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

BRIAN ZABEL & ASSOCIATES, P.C.  
Certified Public Accountants

Morris, Illinois  
October 3, 2016

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2016**

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As management of the Indian Prairie Public Library District (Library), we offer readers of the Library's statements this narrative overview and analysis of the financial activities of the Library for the fiscal year ended June 30, 2016. We encourage readers to consider the information presented here in conjunction with additional information found in the notes to financial statements.

**FINANCIAL HIGHLIGHTS**

- The assets of the Library exceeded its liabilities at June 30, 2016 by \$7,061,889 (net position). Of this amount, \$522,470 (unrestricted net position) may be used to meet the Library's ongoing obligations to citizens and creditors.
- The Library's total net position decreased by \$320,610.
- At June 30, 2016, the Library's governmental funds reported combined ending fund balances of \$1,420,897 an increase of \$6,918 in comparison with the prior year.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the Library's basic financial statements. The Library's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

This Management's Discussion and Analysis is intended to explain the significant changes in financial position and differences in operation between the current and prior years.

**Government-Wide Financial Statements** - The government-wide financial statements are designed to provide readers with a broad overview of the Library's finances, in a manner similar to private-sector business.

The Statement of Net Position includes all of the Library's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position are an indicator of whether its financial position is improving or deteriorating, respectively.

The Statement of Activities presents information showing how the Library's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

The government-wide financial statements show functions of the Library that are principally supported by taxes, fees, and other revenues (governmental activities). The Library does not conduct functions intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Library include providing general library services and general governmental administrative services.

The governmental-wide financial statements can be found on pages 3 and 4 of this report.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2016

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**Fund Financial Statements** - A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Library can be allocated into two categories: governmental funds and fiduciary funds.

Governmental Funds - Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Library's near-term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Library maintains three individual major governmental funds. The General Fund (Corporate Fund) is used to account for funds received from general property taxes and other general revenue, and to account for expenditures made for general Library purposes. The Special Reserve Fund is used to accumulate monies for capital projects and improvements of the Library. The Debt Service Fund is used to accumulate monies for the payment of long-term debt.

Information is presented separately in the governmental fund Balance Sheet and in the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances for the General Fund, the Special Reserve Fund, and the Debt Service Fund, all of which are considered to be major funds.

The basic governmental fund financial statements can be found on pages 5 through 10 of this report.

Fiduciary Funds - Fiduciary funds are used to account for resources held for the benefit of parties outside the Library. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Library's own programs. The accounting used for fiduciary funds is in accordance with accounting principles generally accepted in the United States of America.

The basic fiduciary fund financial statements can be found on pages 11 and 12 of this report.

**Notes to Financial Statements** - The notes provide additional information that is essential to a full understanding of the information provided in the government-wide and fund financial statements.

The notes to financial statements can be found on pages 13 through 28 of this report.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2016

**Other Information** - In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Library's progress in meeting its obligation to provide library services to all of its residents.

The Library adopts an annual budget and appropriation ordinance that includes the General Fund, the Special Reserve Fund, the Debt Service Fund, and the Special Revenue Funds. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with the adopted budget and appropriation ordinance. The budgetary comparison statement and related notes can be found on pages 29 through 35 of this report.

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Library, assets exceeded liabilities by \$7,061,889 at June 30, 2016.

A significant portion of the Library's net position (92%) reflects investment in capital assets (e.g., land, buildings, and vehicles and equipment); less any related debt used to acquire those assets that is still outstanding. The Library uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Library's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Indian Prairie Public Library District's Net Position at Year End

	Governmental Activities	
	FY 2016	FY 2015
Current and Other Assets	\$ 4,972,466	\$ 5,025,978
Capital Assets	6,509,549	6,637,525
Total Assets	<u>11,482,015</u>	<u>11,663,503</u>
Deferred Outflows of Resources	697,973	383,124
Total Deferred Outflows of Resources	<u>697,973</u>	<u>383,124</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 12,179,988</u>	<u>\$ 12,046,627</u>
Current Liabilities	\$ 37,728	\$ 114,958
Noncurrent Liabilities	1,659,085	1,136,622
Total Liabilities	<u>1,696,813</u>	<u>1,251,580</u>
Deferred Inflows of Resources	3,421,286	3,412,548
Total Deferred Inflows of Resources	<u>3,421,286</u>	<u>3,412,548</u>
Total Liabilities and Deferred Inflows of Resources	<u>5,118,099</u>	<u>4,664,128</u>
Net Position		
Invested in Capital Assets, Net of Related Debt	6,509,549	6,637,525
Restricted	29,870	521,217
Unrestricted	522,470	223,757
Total Net Position	<u>\$ 7,061,889</u>	<u>\$ 7,382,499</u>

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2016**

The majority portion of the Library's net position (93%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position (\$522,470) may be used to meet the Library's ongoing obligations to citizens and creditors.

At June 30, 2016, the Library is able to report positive balances in all three categories of net position. The same situation held true for the prior fiscal year.

The Library's net position decreased by \$320,610 during the year ended June 30, 2016.

**Governmental Activities** - Governmental activities decreased the Library's net position by \$320,610

Indian Prairie Public Library District's Change in Net Position

	Governmental Activities	
	FY 2016	FY 2015
Revenues		
Program Revenues		
Charges for Services	\$ 170,028	\$ 177,100
Grants and Contributions	61,681	92,236
General Revenues		
Property Taxes	3,384,502	3,305,184
Interest	29,619	25,993
Miscellaneous	3,205	3,334
Total Revenues	<u>3,649,035</u>	<u>3,603,847</u>
Expenses		
General Government	<u>3,969,645</u>	<u>3,753,177</u>
Total Expenses	<u>3,969,645</u>	<u>3,753,177</u>
Increase in Net Position	(320,610)	(149,330)
Net Position-Beginning	<u>7,382,499</u>	<u>7,531,829</u>
Net Position-Ending	<u>\$ 7,061,889</u>	<u>\$ 7,382,499</u>

**FINANCIAL ANALYSIS OF THE LIBRARY'S FUNDS**

As noted earlier, the Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental Funds-** The focus of the Library's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Library's financing requirements. In particular, unrestricted fund balance may serve as a useful measure of the Library's net resources available for spending at the end of the fiscal year.

At June 30, 2016 the Library's governmental funds reported combined ending unrestricted fund balances of \$1,391,027.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2016**

The General Fund is the chief operating fund of the Library. At June 30, 2016, unrestricted fund balance of the General Fund was \$1,391,027. The fund balance of the General Fund increased by \$498,265 during the year ended June 30, 2016.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

Significant differences between the final budget and the actual revenues and expenditures are summarized as follows:

- The difference between the estimated revenues and the actual revenues was \$168,398 (unfavorable).
- The difference between the estimated expenditures and the actual expenditures was \$16,278 (unfavorable).

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital Assets** – The Library's investment in capital assets for its governmental activities as of June 30, 2016 amount to \$6,509,549 (net of accumulated depreciation). This investment in capital assets includes land, buildings, and furniture, fixtures, and equipment. The total decrease in the Library's investment in capital assets for the year ended June 30, 2016 was \$127,976 and was due to the depreciation expense being greater than the asset additions.

Indian Prairie Public Library District's Capital Assets  
(Net of Depreciation)

	Governmental Activities	
	6/30/2016	6/30/2015
Land	\$ 491,400	\$ 491,400
Building and Improvements	5,970,535	6,125,941
Furniture, Fixtures, and Equipment	47,614	20,184
Total	\$ 6,509,549	\$ 6,637,525

Additional information on the Library's capital assets can be found in Note 4 on page 21 of this report.

**Long-Term Debt** – At June 30, 2016, the Library had no debt outstanding.

Additional information on the Library's long-term debt can be found in Note 5 on page 21 of this report.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The equalized assessed valuation (EAV) for the Library for 2016 is \$1,769,285,086. That represents a decrease in EAV of \$4,624,494 over the prior year's EAV.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Library's finances for all those with an interest in the Library's finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Board of Trustees, Indian Prairie Public Library District, 401 Plainfield Rd, Darien, IL 60561.

**GENERAL PURPOSE EXTERNAL  
FINANCIAL STATEMENTS**

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

**STATEMENT OF NET POSITION**

June 30, 2016

<b>ASSETS</b>	
Cash and Investments	\$ 3,268,962
Property Taxes Receivable	1,703,504
Capital Assets (net of accumulated depreciation)	6,509,549
Total Assets	11,482,015
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred Outflow, IMRF	697,973
Total Deferred Outflows of Resources	697,973
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>\$ 12,179,988</b>
<b>LIABILITIES</b>	
Current Liabilities	
Accounts Payable	\$ 978
Accrued Payroll	36,750
Total Current Liabilities	37,728
Noncurrent Liabilities	
Bond Payable - due within one year	-
Bond Payable - due in more than one year	-
Net Pension Liability	1,566,530
Compensated Absences	92,555
Total Noncurrent Liabilities	1,659,085
Total Liabilities	1,696,813
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Unearned Property Taxes	3,421,286
Total Deferred Inflows of Resources	3,421,286
Total Liabilities and Deferred Inflows of Resources	5,118,099
<b>NET POSITION</b>	
Invested in Capital Assets	6,509,549
Restricted for:	
Future Projects	22,113
Debt Service	-
Special Revenue	7,757
Working Cash	-
Unrestricted	522,470
Total Net Position	7,061,889
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION</b>	<b>\$ 12,179,988</b>

See accompanying notes to financial statements.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

**STATEMENT OF ACTIVITIES**

June 30, 2016

	Program Revenues			
Expenses	Charges for Services	Operating Grants and Contributions	Total	
<b>FUNCTIONS/PROGRAMS</b>				
Governmental Activities				
Current				
General Government	\$ 3,969,645	\$ 170,028	\$ 61,681	\$ (3,737,936)
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>\$ 3,969,645</b>	<b>\$ 170,028</b>	<b>\$ 61,681</b>	<b>(3,737,936)</b>
<b>General Revenues</b>				
Property Taxes				3,384,502
Interest Income				29,619
Miscellaneous Income				3,205
Total				3,417,326
<b>CHANGE IN NET POSITION</b>				(320,610)
<b>NET POSITION, JULY 1</b>				7,382,499
<b>NET POSITION, JUNE 30</b>				<b>\$ 7,061,889</b>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS

June 30, 2016

	Governmental Fund Types					Total Governmental Funds
	General Fund	Special Reserve Fund	Debt Service Fund	Non-Major Governmental Funds	Total Governmental Funds	
<b>ASSETS</b>						
Cash and Investments	\$ 3,139,037	\$ 22,113	\$ -	\$ 107,812	\$ 3,268,962	
Property Taxes Receivable	1,603,065	-	-	100,439	1,703,504	
Deferred Compensation Plan	-	-	-	-	-	
<b>TOTAL ASSETS</b>	<u>\$ 4,742,102</u>	<u>\$ 22,113</u>	<u>\$ -</u>	<u>\$ 208,251</u>	<u>\$ 4,972,466</u>	

**LIABILITIES, DEFERRED INFLOWS  
OF RESOURCES, AND FUND BALANCES**

<b>LIABILITIES</b>					
Accounts Payable	\$ 978	\$ -	\$ -	\$ -	\$ 978
Accrued Payroll	36,750	-	-	-	36,750
Compensated Absences	92,555	-	-	-	92,555
Total Liabilities	<u>130,283</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>130,283</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Unavailable Property Taxes	<u>3,220,792</u>	<u>-</u>	<u>-</u>	<u>200,494</u>	<u>3,421,286</u>
Total Deferred Inflows of Resources	<u>3,220,792</u>	<u>-</u>	<u>-</u>	<u>200,494</u>	<u>3,421,286</u>
Total Liabilities and Deferred Inflows of Resources	<u>3,351,075</u>	<u>-</u>	<u>-</u>	<u>200,494</u>	<u>3,551,569</u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

BALANCE SHEET  
GOVERNMENTAL FUNDS

June 30, 2016

	Governmental Fund Types					Total Governmental Funds
	General Fund	Special Reserve Fund	Debt Service Fund	Non-Major Governmental Funds		
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES (continued)</b>						
<b>FUND BALANCES</b>						
Restricted						
Future Projects	-	22,113	-	-	-	22,113
Debt Service	-	-	-	-	-	-
Special Revenue	-	-	-	7,757	-	7,757
Working Cash	-	-	-	-	-	-
Unrestricted						
Unassigned	1,391,027	-	-	-	-	1,391,027
Total Fund Balances	1,391,027	22,113	-	7,757	-	1,420,897
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	\$ 4,742,102	\$ 22,113	\$ -	\$ 208,251	\$ -	\$ 4,972,466

See accompanying notes to financial statements.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**RECONCILIATION OF FUND BALANCES OF GOVERNMENTAL FUNDS TO THE**  
**GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION**

June 30, 2016

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FUND BALANCES OF GOVERNMENTAL FUNDS	\$ 1,420,897
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds	6,509,549
Net pension liabilities are not current financial resources and, therefore, are not reported in the governmental funds	(1,566,530)
Deferred outflows of resources related to pensions are not current financial resources and, therefore, are not reported in the governmental funds	697,973
Long-term liabilities are not due and payable in the current period and, therefore are not reported in the governmental funds	<u>-</u>
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ 7,061,889</u>

See accompanying notes to financial statements.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2016

	Governmental Fund Type					Total Governmental Funds
	General	Special Reserve Fund	Debt Service Fund	Non-major Governmental Funds		
<b>REVENUES</b>						
Property taxes	\$ 3,182,963	\$ -	\$ -	\$ 201,539	\$ -	\$ 3,384,502
Grants	58,908	-	-	-	-	58,908
IL Historical Records Preservation	-	-	-	-	-	-
Service Fees	170,028	-	-	-	-	170,028
Gifts and Donations	2,773	-	-	-	-	2,773
Interest	48,811	34	-	-	-	48,845
Realized/Unrealized Gain/(Loss)	(19,226)	-	-	-	-	(19,226)
Collection Agency Fee	420	-	-	-	-	420
Miscellaneous	2,785	-	-	-	-	2,785
<b>Total Revenues</b>	<b>3,447,462</b>	<b>34</b>	<b>-</b>	<b>201,539</b>	<b>-</b>	<b>3,649,035</b>
<b>EXPENDITURES</b>						
Current						
Personnel	2,518,041	-	-	-	-	2,518,041
Materials	463,236	-	-	-	-	463,236
Building	179,356	-	-	-	-	179,356
Automation	120,229	-	-	-	-	120,229
Operations	33,357	-	-	-	-	33,357
Contractual Services	16,813	-	-	-	-	16,813
Insurance	1,336	-	-	15,062	-	16,398
Public Information	74,797	-	-	-	-	74,797
Maintenance, repair and service	-	-	-	76,957	-	76,957

See accompanying notes to financial statements.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2016

	Governmental Fund Type				Total Governmental Funds
	General	Special Reserve Fund	Debt Service Fund	Non-major Governmental Funds	
<b>EXPENDITURES (continued)</b>					
Current (continued)					
IMRF	-	-	-	59,752	59,752
Social security	-	-	-	52,150	52,150
Capital Outlay	-	-	-	25,120	25,120
Debt Service:					
Principal	-	-	-	-	-
Interest	-	-	-	-	-
Bond Fees	-	-	-	-	-
Contingencies	5,911	-	-	-	5,911
Total Expenditures	<u>3,413,076</u>	<u>-</u>	<u>-</u>	<u>229,041</u>	<u>3,642,117</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	34,386	34	-	(27,502)	6,918
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in (out)	463,879	-	(84,812)	(379,067)	-
Total other financing sources (uses)	<u>463,879</u>	<u>-</u>	<u>(84,812)</u>	<u>(379,067)</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCES</b>	498,265	34	(84,812)	(406,569)	6,918
<b>FUND BALANCES, JULY 1</b>	892,762	22,079	84,812	414,326	1,413,979
<b>FUND BALANCES, JUNE 30</b>	<u>\$ 1,391,027</u>	<u>\$ 22,113</u>	<u>\$ -</u>	<u>\$ 7,757</u>	<u>\$ 1,420,897</u>

See accompanying notes to financial statements.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUNDS BALANCES TO THE  
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES**

For the Year Ended June 30, 2016

NET CHANGE IN FUND BALANCES		
TOTAL GOVERNMENTAL FUNDS	\$	6,918
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlay as expenditures, however, they are capitalized and depreciated in the Statement of Activities		52,389
The change in the net pension liability is reported as an expense on the statement of activities		(514,401)
The change in the deferred outflow is reported as an expense on the statement of activities		314,849
The repayment of the principal portion of long-term debt is reported as an expenditure when due in governmental funds but as a reduction or principal outstanding in the statement of activities		-
Some expenses in the Statement of Activities (e.g., depreciation) do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		<u>(180,365)</u>
CHANGES IN NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<u>(320,610)</u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET POSITION

June 30, 2016

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	Deferred Compensation Plan
ASSETS	
Cash and Cash Equivalents	\$ -
Deferred Compensation Plan	<u>1,281,818</u>
TOTAL ASSETS	<u>\$ 1,281,818</u>
LIABILITIES	
Accounts Payable	<u>\$ -</u>
Total Liabilities	<u>-</u>
NET POSITION HELD IN TRUST FOR DEFERRED COMPENSATION	<u>\$ 1,281,818</u>

See accompanying notes to financial statements.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**FIDUCIARY FUNDS**  
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**  
**Year Ended June 30, 2016**

	<u>Deferred Compensation Plan</u>
<b>ADDITIONS</b>	
Contributions	
Member contributions	\$ 50,476
Investment Income	
Net Appreciation (Depreciation) in Fair Value of Investments	7,661
Less: Investment Expenses	<u>(5,217)</u>
Net Investment Income	<u>2,444</u>
<b>TOTAL ADDITIONS</b>	<u>52,920</u>
<b>DEDUCTIONS</b>	
Withdrawals	196,618
Miscellaneous	<u>-</u>
<b>TOTAL DEDUCTIONS</b>	<u>196,618</u>
<b>NET INCREASE</b>	(143,698)
<b>NET POSITION - JULY 1, 2015</b>	<u>1,425,516</u>
<b>NET POSITION - JUNE 30, 2016</b>	<u><u>\$ 1,281,818</u></u>

See accompanying notes to financial statements.

# INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2016

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Indian Prairie Public Library District (the Library) have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The Library was organized under the laws of the State of Illinois. The Library is governed by a Board of Trustees (the Board) and the rules and regulations for library districts.

The accounting policies of the Library conform to GAAP as applicable to governmental units. The following is a summary of the more significant policies.

#### a. Reporting Entity

As defined by generally accepted accounting principles established by the GASB, the financial reporting entity consists of the primary government, as well as component units, which are legally separate organizations for which elected officials of the primary government are financially accountable. Financial accountability is defined as:

- 1) Appointment of a voting majority of the component unit's board and either (a) the ability to impose will be by the primary government or (b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government; or
- 2) Fiscal dependency on the primary government.

#### b. Fund Accounting

The Library uses funds to report on its financial position and the changes in financial position. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into the following categories: governmental and fiduciary. The Library reports only governmental funds.

# INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2016

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### b. Fund Accounting (Continued)

Governmental funds are used to account for all or most of the Library's general activities, including the collection and disbursement of earmarked monies (special revenue funds) and the acquisition or construction of capital assets (capital projects funds). The general fund is used to account for all activities of the Library not accounted for in some other fund. The Library has no fiduciary funds.

#### c. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statements of net position and the statement of activities) report information on all of the non-fiduciary activities of the Library. The effect of material interfund activity has been eliminated from these financial statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, if any, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The Library reports the following major governmental funds:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

# INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2016

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### c. Government-Wide and Fund Financial Statements (Continued)

The Special Reserve Fund is used to accumulate monies for capital projects and improvements of the Library.

The Debt Service Fund is used to accumulate monies for payment on long-term debt.

#### d. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e., intended to finance). Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become measurable, available and earned). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Library recognizes property taxes when they become both measurable and available in the year intended to finance. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as expenditures when due.

Those revenues susceptible to accrual are property taxes, interest revenue and charges for services. Fines and fees revenues are not susceptible to accrual because generally they are not measurable until received in cash. In applying susceptible to accrual concept to intergovernmental revenues (i.e., federal and state grants), the legal and contractual requirements of the numerous individual programs are used as guidelines. Monies that are virtually unrestricted as to purpose of expenditure, which are usually revocable only for failure to comply with prescribed compliance requirements, are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

# INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2016

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### d. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The Library reports unearned/unavailable revenue on its financial statements. Unearned/unavailable revenues arise when potential revenue does not meet the measureable, available, and earned criteria for recognition in the current period. Unearned/unavailable revenues also arise when resources are received by the government before it has a legal claim to them as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both the revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for unearned/unavailable revenue is removed from the financial statements and revenue is recognized.

#### e. Restricted Cash

The Library has transferred funds to the Special Reserve. Additionally, the Library's special revenue fund balances are restricted.

#### f. Prepaid Item/Expenses

Payments made to vendors for services that will benefit periods beyond the draft of this report are recorded as prepaid items/expenses.

#### g. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial, individual cost in excess of \$5,000 and an estimated useful life in excess of one year.

Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

# INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2016

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### g. Capital Assets (Continued)

Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	20-50
Furniture, fixtures and equipment	5-10

#### h. Compensated Absences

Vested or accumulated vacation, compensatory, and holiday time are reported as expenditures and a fund liability of the governmental fund that will pay it once retirement or separation has occurred. Vested or accumulated vacation, compensatory, or holiday time of proprietary funds and governmental activities are recorded as an expense and liability as the benefits accrue to employees.

In accordance with the provisions of GASB Statement No. 16, *Accounting for Compensated Absences*, no liability is recorded for nonvesting accumulating rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulating sick leave benefits that it is estimated will be taken as "terminal leave" prior to retirement.

#### i. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

# INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2016

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### j. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Library only has no items that qualify for reporting in this category. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Library has only one type of time, which arises under a modified accrual basis of accounting that qualifies for reporting in this category. The governmental funds report unavailable revenues from one source: property taxes. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

#### k. Fund Balances/Net Position

In the fund financial statements, governmental funds report nonspendable fund balance for amounts that are either not in spendable form or legally or contractually required to be maintained intact. Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose, or externally imposed by outside entities. None of the restricted fund balance result from enabling legislation adopted by the Library. Committed fund balance is constrained by formal actions of the Library's Board, which is considered the Library's highest level of decision making authority. Formal actions include ordinances approved by the Library Board. Assigned fund balance represents amounts constrained by the Library's intent to use them for a specific purpose. The authority to assign fund balance has been delegated to the Library's Administrator. Any residual fund balance of the General Fund is reported as unassigned.

The Library's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending, the Library considers committed funds to be expended first followed by assigned and then unassigned.

# INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2016

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### k. Fund Balances/Net Position (Continued)

In the government-wide financial statements, restricted net positions are legally restricted by outside parties for a specific purpose. None of the Library's restricted net positions are restricted as a result of enabling legislation adopted by the Library. Invested in capital assets, net of related debt is the book value of the capital assets less the outstanding principal balance of long-term debt issued to construct or acquire the capital assets.

#### l. Interfund Transactions

Interfund transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made that are properly applicable to another fund are recorded as expenditures/expenses in the fund that is reimbursed.

All other interfund transaction, except interfund services and reimbursements, are reported as transfers.

#### m. Accounting Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditure/expenses during the reporting period. Actual results could differ from those estimates.

### 2. DEPOSITS AND INVESTMENTS

Permitted Deposits and Investments – Statutes and the Library's investment policy authorize the Library to make deposits/invest in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States or agreements to repurchase these same obligations, repurchase agreements, short-term commercial paper rated within the three highest classifications by at least two standard rating services and Illinois Funds.

# INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2016

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### 2. DEPOSITS AND INVESTMENTS (Continued)

Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the State to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in Illinois Funds are valued at Illinois Fund's share price, which is the price for which the investment could be sold.

#### a. Deposits

To guard against credit risk for deposits with financial institutions, the Library's investment policy requires that deposits with financial institutions in excess of FDIC be collateralized with collateral in an amount of the uninsured deposits with the collateral held by a third party acting as the agent of the Library.

#### b. Investments

At June 30, 2016, the Library had invested \$566,122, which is the fair value, in Illinois Funds. These investments are liquid with no maturity date.

#### GASB 40 – Operating Funds

In accordance with its investment policy, the Library limits its exposure to interest rate risk to provide liquidity for operating funds and maximizing yields for funds not needed within a one-year period. The portfolio that is invested with Illinois Funds, which is completely liquid, is not subject to interest rate risk.

Illinois Funds is "AAA" rated and credit risk is very marginal.

### 3. RECEIVABLES – TAXES

Property taxes for 2015 attach as an enforceable lien on January 1, 2015, on property values assessed as of the same date. Taxes are levied by December 31 of the subsequent fiscal year (by passage of a Tax Ordinance). Tax bills are prepared by the County and issued on or about June 1, 2016 and September 1, 2016. The County collects such taxes and remits them periodically. Based upon actual collection experience, uncollectible property taxes are immaterial, therefore, an allowance provision has not been recorded. The Library has deferred recognition of the 2015 tax levy as it is intended to fund operations of the 2016 fiscal year.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

June 30, 2016

**4. CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2016 was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
<b>GOVERNMENTAL ACTIVITIES</b>				
Capital assets not being depreciated				
Land	\$ 491,400	\$ -	\$ -	\$ 491,400
Capital assets being depreciated				
Building and improvements	7,770,268	-	-	7,770,268
Furniture, fixtures, and equipment	298,019	52,389	-	350,408
Total capital assets being depreciated	<u>8,068,287</u>	<u>52,389</u>	<u>-</u>	<u>8,120,676</u>
Less accumulated depreciation for				
Building improvements	1,644,327	155,406	-	1,799,733
Furniture, fixtures, and equipment	277,835	24,959	-	302,794
Total accumulated depreciation	<u>1,922,162</u>	<u>180,365</u>	<u>-</u>	<u>2,102,527</u>
<b>GOVERNMENTAL ACTIVITIES CAPITAL ASSETS, NET</b>	<u><u>\$ 6,637,525</u></u>	<u><u>\$ (127,976)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 6,509,549</u></u>

Depreciation expense was charged to functions of the primary government as follows:

<b>GOVERNMENTAL ACTIVITIES</b>	
General Government	<u><u>\$ 180,365</u></u>

**5. LONG-TERM DEBT**

The following is a summary of changes in long-term liabilities during the year ended June 30, 2016:

	<u>Balances July 1</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balances June 30</u>	<u>Current Portion</u>
<b>GOVERNMENTAL ACTIVITIES</b>					
Bonds payable	\$ -	\$ -	\$ -	\$ -	\$ -
Compensated absences	84,493	8,062	-	92,555	-
<b>TOTAL GOVERNMENTAL ACTIVITIES</b>	<u><u>\$ 84,493</u></u>	<u><u>\$ 8,062</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 92,555</u></u>	<u><u>\$ -</u></u>

# INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2016

### 5. LONG-TERM DEBT (Continued)

On December 16, 1993, the Library issued \$4,950,000 in library bonds to provide financing for the construction of new library facilities. A portion of the above issue has been refunded by the issuance of \$3,840,000 General Obligation Refunding Bonds, Series 2003 dated July 1, 2003 resulting in a savings to the Library of \$478,353. These bonds mature annually in varying amounts beginning December 30, 2004 through December 30, 2014. Interest at varying rates is due in June and December of each year through December 30, 2014. As of June 30, 2015, the Library paid off the entire original issuance and the refunding issuance.

### 6. RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; illnesses of employees; and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage for the past three fiscal years.

### 7. INDIVIDUAL FUND DISCLOSURES

Transfers between funds during the year were as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ 463,879	\$ -
Debt Service Fund	-	84,812
Working Cash Fund	-	402,737
Building Fund	23,670	-
<b>TOTAL ALL FUNDS</b>	<b>\$ 487,549</b>	<b>\$ 487,549</b>

### 8. CONTINGENT LIABILITIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures, which may be disallowed by the grantor cannot be determined at this time. The Library does not expect to have any such liability if any were to arise it would be immaterial.

# INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2016

### 9. DEFERRED COMPENATION PLAN

The Library offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all government employees, permits them to defer a portion of their salary until future year. Participation in the plan is optional. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are held in Trust for the exclusive benefit of participants and their beneficiaries.

### 10. DEFINED BENEFIT PENSION PLAN

The Library's contributes to a defined benefit pension plan: the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer public employee retirement system. The benefits, benefit levels, employee contributions, and employer contributions for all plans are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly. IMRF's plan does not issue a separate report for the plan. However, IMRF does issue a publicly available report that includes financial statements and supplementary information for the plan as a whole, but not for individual employers. That report can be obtained from IMRF, 2211 York Road, Suite 500, Oak Brook, Illinois 60523.

#### Illinois Municipal Retirement Fund

##### *Plan Administration*

All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

##### *Plan Membership*

At December 31, 2015, IMRF membership consisted of:

Retirees and beneficiaries	55
Inactive, non-retired members	37
Active plan members	31
TOTAL	<u>123</u>

# INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2016

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### 10. DEFINED BENEFIT PENSION PLAN (Continued)

#### Illinois Municipal Retirement Fund (Continued)

##### *Benefits Provided*

IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011, are eligible for Tier 1 benefits. For Tier 1 employees, pension benefits vest after eight years of service. Participating members who retire at age 55 (reduced benefits) or after age 60 (full benefits) with eight years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. The final rate of earnings is the highest total earnings during one consecutive 48 months within the last 10 year of IMRF services divided by 48.

Employees hired on or after January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after 10 years of service. Participating members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with 10 years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. The final rate of earnings is the highest total earnings during any consecutive 96 months within the last 10 years of IMRF service, divided by 96.

##### *Contributions*

The Library employees participating in IMRF are required to contribute 4.5% of their annual eligible covered salary. The member rate is established by state statute. The Library is required to contribute at an actuarially determined rate. The employer rate for calendar year 2015 was 12.90% of payroll. The Library's contribution requirements are established and may be amended by the IMRF Board of Trustees.

##### *Actuarial Assumptions*

The Library's net pension liability was measured as of December 31, 2015 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of the same date using the following actuarial methods and assumptions.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

June 30, 2016

10. **DEFINED BENEFIT PENSION PLAN (Continued)**

Illinois Municipal Retirement Fund (Continued)

*Actuarial Assumptions (Continued)*

Actuarial valuation date	December 31, 2015
Actuarial cost method	Aggregate Entry Age Normal
Assumptions	
Inflation	2.75%
Salary increases	3.75% to 14.50%
Investment rate of return	7.47%
Cost of living adjustments	4.00%
Asset valuation method	5-year smoothed market

*Net Pension*

For nondisabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP2014 (base year 2014). IMRF specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience. For disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2014). IMRF specific rates were developed from the RP-2014 Disabled Retirees Mortality Table applying the same adjustment that were applied for nondisabled lives. For active members, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2014). IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

NOTES TO FINANCIAL STATEMENTS

June 30, 2016

10. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

*Discount Rate*

The discount rate used to measure the total pension liability was 7.47%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that The Library's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the IMRF's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Changes in Net Pension Liability*

	(a) Total Pension Liability	(b) Plan Fiduciary Net Position	(a) - (b) Net Pension Liability
Balances at January 1, 2015	\$ 7,470,001	\$ 6,417,872	\$ 1,052,129
Changes for the period			
Service cost	143,721	-	143,721
Interest	552,904	-	552,904
Difference between expected and actual experience	176,829	-	176,829
Changes in assumptions	9,805	-	9,805
Employer contributions	-	192,776	(192,776)
Employee contributions	-	67,248	(67,248)
Net investment income	-	31,989	(31,989)
Benefit payments and refunds	(300,190)	(300,190)	-
Other	-	76,845	(76,845)
Net changes	583,069	68,668	514,401
Balances at December 31, 2015	\$ 8,053,070	\$ 6,486,540	\$ 1,566,530

Changes in assumptions related to retirement age and mortality were made since the prior measurement date.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

June 30, 2016

10. **DEFINED BENEFIT PENSION PLAN (Continued)**

Illinois Municipal Retirement Fund (Continued)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows or Resources*

For the year ended June 30, 2016 The Library recognized pension expense of \$402,273. At June 30, 2016, The Library reported deferred outflows of resources and deferred inflows of resources related to IMRF from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 122,484	\$ -
Changes in assumption	62,404	-
Net difference between projected and actual earnings on pension plan investments	411,913	-
Contributions after measurement date	101,172	-
<b>TOTAL</b>	<b>\$ 697,973</b>	<b>\$ -</b>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to IMRF will be recognized in pension expense as follows:

Year Ending December 31	Net Deferred Outflows of Resources
2016	\$ 254,841
2017	144,557
2018	107,256
2019	90,147
2020	101,172
Thereafter	-
<b>TOTAL</b>	<b>\$ 697,973</b>

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2016

10. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

*Discount Rate Sensitivity*

The following is a sensitivity analysis of the net pension liability to changes in the discount rate. The table below presents the net pension liability of The Library calculated using the discount rate of 7.47% as well as what The Library's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.47%) or 1 percentage point higher (8.47%) than the current rate:

	1% Decrease (6.47%)	Current Discount Rate (7.47%)	1% Increase (8.47%)
Net pension liability (asset)	\$ 2,630,591	\$ 1,566,530	\$ 686,522

**REQUIRED SUPPLEMENTARY INFORMATION**

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**GENERAL FUND**

For the Year Ended June 30, 2016

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
<b>REVENUES</b>			
Property Taxes	\$ 3,395,110	\$ 3,395,110	\$ 3,182,963
Per Capita Grant	43,500	43,500	32,783
Other Grants	4,000	4,000	26,125
IL Historical Records Preservation	-	-	-
Service Fees:			
Copier	4,800	4,800	4,981
Computer Copies	12,000	12,000	13,938
Fines/Fees	50,000	50,000	47,954
Lost Materials	13,000	13,000	10,518
Non-Resident Fees	80,000	80,000	85,006
Video Rental	8,000	8,000	6,586
Book Rental	1,700	1,700	785
Meeting Room Rental	200	200	260
Gifts/Donations	1,500	1,500	2,773
Collection Agency Fee	300	300	420
Interest	250	250	48,811
Realized/Unrealized Gain/(Loss) on Investment	-	-	(19,226)
Miscellaneous	1,500	1,500	2,785
<b>Total Revenues</b>	<u>3,615,860</u>	<u>3,615,860</u>	<u>3,447,462</u>
<b>EXPENDITURES</b>			
Current			
Personnel:			
Salaries	2,099,153	2,099,153	2,116,648
Medical/Life Insurance	107,000	107,000	118,342
Staff Development	20,000	20,000	21,889
Recruitment	-	-	425
Benefits - IMRF	132,612	132,612	137,411
Benefits - FICA	107,142	107,142	110,330
Workers Compensation	8,399	8,399	8,556
Unemployment Insurance	3,542	3,542	3,503
Employee Assistance Program	2,500	2,500	-
Board Development	1,000	1,000	937
<b>Total Personnel</b>	<u>2,481,348</u>	<u>2,481,348</u>	<u>2,518,041</u>

(See independent auditor's report.)

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**GENERAL FUND**

For the Year Ended June 30, 2016

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
<b>EXPENDITURES (cont)</b>			
<b>Current (cont)</b>			
<b>Materials:</b>			
Books	241,175	241,175	231,228
Periodicals	33,250	33,250	27,140
Audio	46,250	46,250	47,591
Video	58,700	58,700	52,326
Story Boxes	8,000	8,000	8,923
Electronic Reference Resources	67,300	67,300	66,490
Circulating CD Rom	-	-	-
Kits	4,000	4,000	4,000
Life Skills/ELL	2,000	2,000	1,969
Processing Supplies	25,000	25,000	23,569
<b>Total Materials</b>	<u>485,675</u>	<u>485,675</u>	<u>463,236</u>
<b>Building:</b>			
Cleaning Service	75,000	75,000	69,853
Maintenance Supplies	16,000	16,000	19,143
Building Maintenance/Repairs	43,000	43,000	55,104
Utilities	16,000	16,000	12,492
Security System Monitoring	1,500	1,500	1,282
Property Maintenance	25,000	25,000	21,482
<b>Total Building</b>	<u>176,500</u>	<u>176,500</u>	<u>179,356</u>
<b>Automation:</b>			
Supplies	13,500	13,500	12,954
Automation-Prof Services	5,000	5,000	5,000
Purchase of Equipment	20,000	20,000	27,269
Automation Equipment Maintenance	2,000	2,000	2,160
Software	27,500	27,500	24,731
SWAN Maintenance	45,620	45,620	45,620
New Technologies	-	-	-
Telecommunications	2,255	2,255	2,495
<b>Total Automation</b>	<u>115,875</u>	<u>115,875</u>	<u>120,229</u>

(See independent auditor's report.)

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**GENERAL FUND**

For the Year Ended June 30, 2016

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
<b>EXPENDITURES (cont)</b>			
Current (cont)			
Operations:			
Office Supplies	15,900	15,900	13,072
Photocopy Supplies	5,000	5,000	4,024
Patron Cards	1,000	1,000	535
Postage	4,000	4,000	3,761
Non-Payment Reimbursements	3,000	3,000	2,215
Travel	550	550	360
Bank and Investment Fees	2,500	2,500	7,640
Organizational Membership	1,800	1,800	1,750
<b>Total Operations</b>	<u>33,750</u>	<u>33,750</u>	<u>33,357</u>
Contractual Services:			
Professional Services	7,000	7,000	8,093
Legal Services	4,300	4,300	1,463
Credit Bureau	1,500	1,500	834
Audit	3,200	3,200	3,400
Equipment Maint./Repair	6,000	6,000	3,023
Equipment Maint. Contracts	-	-	-
Photocopy Maint. Contracts	-	-	-
<b>Total Contractual Services</b>	<u>22,000</u>	<u>22,000</u>	<u>16,813</u>
Insurance:			
Multi-peril Physical Assets	-	-	-
Bonding & Liability	1,400	1,400	1,336
<b>Total Insurance</b>	<u>1,400</u>	<u>1,400</u>	<u>1,336</u>
Public Information			
Legal Notices	1,400	1,400	1,340
Marketing	47,000	47,000	45,317
Information Supplies	-	-	-
Special Events	26,900	26,900	28,140
Information Printing	-	-	-
<b>Total Public Information</b>	<u>75,300</u>	<u>75,300</u>	<u>74,797</u>

(See independent auditor's report.)

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**  
**GENERAL FUND**

For the Year Ended June 30, 2016

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
EXPENDITURES (cont)			
Current (cont)			
Capital Outlay	-	-	-
Contingencies	4,950	4,950	5,911
Total Expenditures	<u>3,396,798</u>	<u>3,396,798</u>	<u>3,413,076</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	219,062	219,062	34,386
OTHER FINANCING SOURCES (USES)			
Transfers In (Out)	-	-	463,879
NET CHANGE IN FUND BALANCE	<u>\$ 219,062</u>	<u>\$ 219,062</u>	498,265
FUND BALANCE, JULY 1			<u>892,762</u>
FUND BALANCE, JUNE 30			<u>\$ 1,391,027</u>

(See independent auditor's report.)

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS**  
**ILLINOIS MUNICIPAL RETIREMENT FUND**

December 31, 2015\*

	<u>2015</u>	<u>2014</u>
Actuarially determined contribution	\$ 192,777	\$ 177,173
Contributions in relation to the actuarially determined contribution	<u>192,776</u>	<u>181,305</u>
CONTRIBUTION DEFICIENCY (Excess)	<u>\$ 1</u>	<u>\$ (4,132)</u>
Covered-employee payroll	\$ 1,494,393	\$ 1,324,166
Contributions as a percentage of covered-employee payroll	12.90%	13.69%

Notes to Required Supplementary Information

The information presented was determined as part of the actuarial valuations as of January 1 of the prior fiscal year. Additional information as of the latest actuarial valuation presented is as follows: the actuarial cost method was entry-age normal; the amortization method was level percentage of pay, closed and the amortization period was 28 years; the asset valuation method was 5-year smoothed market; and the significant actuarial assumptions were an investment rate of return at 7.50% annually, projected salary increases assumption of 4.40% to 16.00% compounded annually and postretirement benefit increases of 3.00% compounded annually.

\*IMRF's measurement date is December 31, 2015; therefore information above is presented for the calendar year ended December 31, 2015.

(See independent auditor's report.)

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**SCHEDULE OF CHANGES IN THE EMPLOYER'S NET PENSION LIABILITY**  
**AND RELATED RATIOS - ILLINOIS MUNICIPAL RETIREMENT FUND**

December 31, 2015\*

	2015	2014
<b>TOTAL PENSION LIABILITY</b>		
Service cost	\$ 143,721	\$ 146,819
Interest	552,904	498,958
Changes of benefit terms	-	-
Differences between expected and actual experience	176,829	84,098
Changes of assumptions	9,805	289,894
Benefit payments, including refunds of member contributions	(300,190)	(276,015)
Net change in total pension liability	583,069	743,754
<b>TOTAL PENSION LIABILITY - BEGINNING</b>	7,470,001	6,726,247
<b>TOTAL PENSION LIABILITY - ENDING</b>	<u>\$ 8,053,070</u>	<u>\$ 7,470,001</u>
<b>PLAN FIDUCIARY NET POSITION</b>		
Contributions - employer	\$ 192,776	\$ 181,305
Contributions - member	67,248	60,977
Net investment income	31,989	368,428
Benefit payments, including refunds of member contributions	(300,190)	(276,015)
Other	76,845	26,510
Net change in plan fiduciary net position	68,668	361,205
<b>PLAN FIDUCIARY NET POSITION - BEGINNING</b>	6,417,872	6,056,667
<b>PLAN FIDUCIARY NET POSITION - ENDING</b>	<u>\$ 6,486,540</u>	<u>\$ 6,417,872</u>
<b>EMPLOYER'S NET PENSION LIABILITY (ASSET)</b>	<u>\$ 1,566,530</u>	<u>\$ 1,052,129</u>
Plan fiduciary net position as a percentage of the total pension liability (asset)	80.55%	85.92%
Covered-employee payroll	\$ 1,494,393	\$ 1,324,166
Employer's net pension liability as a percentage of covered-employee payroll	104.83%	79.46%

Changes in assumptions related to retirement age and mortality were made since the prior measurement date

\*IMRF's measurement date is December 31, 2015; therefore information above is presented for the calendar year ended December 31, 2015.

(See independent auditor's report.)

## INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

### NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2016

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#### LEGAL COMPLIANCE AND ACCOUNTABILITY

##### Budgets

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are adopted (at the fund level) for the General, Special Reserve, Debt Service and Special Revenue Funds. All annual appropriations lapse at fiscal year end.

The Library follows these procedures in establishing the budgetary data reflected in the financial statements.

1. The Library prepares and submits to the Board a proposed operating budget for the fiscal year. The operating budget includes proposed expenditures/expenses and the means of financing them. Annual budgets are adopted for the General Fund on a basis consistent with GAAP. The legal level of budgetary control is at the fund level.
2. The proposed operating budget is adopted by the Board at a public meeting.
3. Any amendments to the budget must be adopted by the Board at a public meeting.
4. Budgeted amounts presented in the financial statements are those as originally adopted by the Board and final budgeted amounts after amendments. The budget was approved on July 15, 2015.

**NON-MAJOR GOVERNMENTAL FUNDS**

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**COMBINING BALANCE SHEET**  
**NON-MAJOR GOVERNMENTAL FUNDS**

June 30, 2016

	Special Revenue					Totals
	IMRF	Social Security	Liability Insurance	Building Maintenance	Working Cash	
<b>ASSETS</b>						
Cash and investments	\$ 28,774	\$ 24,543	\$ 11,241	\$ 43,254	\$ -	\$ 107,812
Property tax receivable	28,940	24,684	6,810	40,005	-	100,439
<b>TOTAL ASSETS</b>	<b>\$ 57,714</b>	<b>\$ 49,227</b>	<b>\$ 18,051</b>	<b>\$ 83,259</b>	<b>\$ -</b>	<b>\$ 208,251</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>						
<b>LIABILITIES</b>						
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Liabilities	-	-	-	-	-	-
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Unavailable Property Taxes	57,769	49,274	13,593	79,858	-	200,494
Total Deferred Inflows of Resources	57,769	49,274	13,593	79,858	-	200,494
Total Liabilities and Deferred Inflows of Resources	57,769	49,274	13,593	79,858	-	200,494
<b>FUND BALANCES</b>						
Restricted						
Special Revenue	(55)	(47)	4,458	3,401	-	7,757
Working Cash	-	-	-	-	-	-
Unrestricted	-	-	-	-	-	-
Total Fund Equities	(55)	(47)	4,458	3,401	-	7,757
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 57,714</b>	<b>\$ 49,227</b>	<b>\$ 18,051</b>	<b>\$ 83,259</b>	<b>\$ -</b>	<b>\$ 208,251</b>

(See independent auditor's report.)

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES**  
**NON-MAJOR GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2016

	Special Revenues					Totals
	IMRF	Social Security	Liability Insurance	Building Maintenance	Working Cash	
<b>REVENUES</b>						
Property Taxes	\$ 54,511	\$ 47,905	\$ 14,869	\$ 84,254	\$ -	\$ 201,539
Interest	-	-	-	-	-	-
Gain/(Loss) on Investments	-	-	-	-	-	-
Total Revenues	54,511	47,905	14,869	84,254	-	201,539
<b>EXPENDITURES</b>						
General Government						
Insurance premiums	-	-	15,062	-	-	15,062
Building maintenance	-	-	-	76,957	-	76,957
IMRF	59,752	-	-	-	-	59,752
FICA	-	52,150	-	-	-	52,150
Capital Outlay	-	-	-	25,120	-	25,120
Investment Expense	-	-	-	-	-	-
Total Expenditures	59,752	52,150	15,062	102,077	-	229,041
<b>NET CHANGES IN FUND BALANCES</b>	<b>(5,241)</b>	<b>(4,245)</b>	<b>(193)</b>	<b>(17,823)</b>	<b>-</b>	<b>(27,502)</b>
Other financing sources (uses):						
Transfers from (to) general fund	-	-	-	23,670	(402,737)	(379,067)
<b>FUND BALANCES, JULY 1</b>	<b>5,186</b>	<b>4,198</b>	<b>4,651</b>	<b>(2,446)</b>	<b>402,737</b>	<b>414,326</b>
<b>FUND BALANCES, JUNE 30</b>	<b>\$ (55)</b>	<b>\$ (47)</b>	<b>\$ 4,458</b>	<b>\$ 3,401</b>	<b>\$ -</b>	<b>\$ 7,757</b>

(See independent auditor's report.)

**SUPPLEMENTARY INFORMATION**

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**  
**PROPERTY TAX ASSESSED VALUATIONS, RATES, EXTENSIONS, AND COLLECTIONS**  
 June 30, 2016

Tax Levy Year	2015			2014				
	DuPage County Rate	DuPage County Amount	Cook County Rate	Cook County Amount	DuPage County Rate	DuPage County Amount	Cook County Rate	Cook County Amount
Assessed Valuation	1,660,551,282	1,660,551,282	108,733,804	108,733,804	1,660,551,282	1,660,551,282	113,358,298	113,358,298
Tax Extensions								
Corporate	0.1774	\$ 3,014,198	0.1899	\$ 206,594	0.1802	\$ 2,992,314	0.1915	\$ 217,648
I.M.R.F.	0.0034	57,769	0.0000	-	0.0033	54,798	0.0000	-
Social Security	0.0029	49,274	0.0000	-	0.0029	48,156	0.0000	-
Audit	0.0000	-	0.0000	-	0.0000	-	0.0000	-
Liability Insurance	0.0008	13,593	0.0000	-	0.0009	14,945	0.0000	-
Building Maintenance	0.0047	79,858	0.0000	-	0.0051	84,688	0.0000	-
Debt Service	0.0000	-	0.0000	-	0.0000	-	0.0000	-
	<u>0.1892</u>	<u>3,214,692</u>	<u>0.1899</u>	<u>206,594</u>	<u>0.1924</u>	<u>3,194,901</u>	<u>0.1915</u>	<u>217,648</u>
Total DuPage Co Extension		\$ 3,214,692				\$ 3,194,901		
Total Cook Co Extension		206,594				217,648		
Total Extensions		\$ 3,421,286				\$ 3,412,549		
Tax Collections:								
year ended June 30, 2016		\$ 1,717,782				\$ 1,666,720		
Previous years		-				1,679,465		
Total Collected		<u>\$ 1,717,782</u>				<u>\$ 3,346,185</u>		
Percent Collected		<u>50.21%</u>				<u>98.06%</u>		

Property tax rates are per \$100 of assessed valuation. Assessed valuation, rates and extended amounts of property taxes levied have been presented for each of the counties for which the District files a property tax levy.

(See independent auditor's report.)

ORDINANCE LEVYING AND ASSESSING TAXES OF THE INDIAN PRAIRIE  
PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR  
FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017

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, Seven Hundred Nineteen Thousand, Nine Hundred 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 2016. Said taxes are hereby levied for the current fiscal year of said Library District commencing July 1, 2016 and ending June 30, 2017 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 21, 2016 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**

	Amount Appropriated	Amount to Be Raised by Tax Levy
<b>A. PERSONNEL</b>		
Salaries	2,179,740	2,170,000
Medical/Life Insurance	142,000	135,150
IMRF	160,000	151,980
FICA	120,000	114,750
Staff Development	20,000	16,626
Board Development	3,000	1,020
Workers Compensation	12,000	9,180
Unemployment Compensation	6,000	3,448
<b>B. MATERIALS</b>		
Books	245,000	241,919
Periodicals	35,000	32,334
Audio	50,000	49,725
Video	60,000	59,364
Multi-Media	10,000	8,160
Electronic Reference Resources	67,000	65,586
Software/Games	8,000	7,140
Life Skills/ESL	3,000	2,040
Processing Supplies	25,000	21,930
<b>C. BUILDING</b>		
Cleaning Service	80,000	72,930
Gas	0	0
Electric	0	0
Telephone	9,000	7,140
Water/Sewer	0	0
Garbage Disposal	0	0
Maintenance Supplies	20,000	17,340
Security System Monitoring	3,000	1,224
Property Maintenance	30,000	25,500
Building Maintenance Repairs	60,000	51,000
<b>D. OPERATIONS</b>		
Office Supplies	17,000	14,280

Photocopy Supplies	6,000	5,100
Patron Cards	3,800	612
Postage	8,000	4,080
Non-Payment Reciprocal Reimbursement	5,000	3,060
Travel	1,000	510
Organizational Memberships	2,200	1,836
Bank Fees	3,000	2,550
<b>E. AUTOMATION</b>		
Supplies - Public Toner	8,000	7,140
Supplies - Staff Toner	8,000	6,120
Supplies - 3D Printer	1,100	714
Automation-Professional Services	8,000	5,100
Purchase of Equipment	16,000	12,750
Automation-Equipment Repairs	5,000	3,723
Software	27,000	18,870
System Wide Automated Network (SWAN)	47,000	46,532
Telecommunications	4,000	2,448
<b>F. CONTRACTUAL SERVICES</b>		
Professional Services	5,000	4,000
Legal Services	8,000	3,600
Audit	4,000	3,900
Credit Bureau	2,000	1,530
Equipment Maintenance/Repairs	3,000	2,400
Photocopier Maintenance Contracts	5,000	4,800
<b>G. INSURANCE</b>		
Insurance	0	0
Bond	1,500	1,428
<b>H. PUBLIC INFORMATION</b>		0
Marketing Newsletter	37,000	35,311
eNewsletter	2,000	1,734
Advertising	2,000	510
Marketing Supplies	2,000	510
Informational Printing	8,000	2,550
Legal Notices	2,000	1,428
Special Events	28,000	25,092
<b>I. CAPITAL OUTLAY</b>		
Equipment/Furnishings	0	0
<b>J. CONTINGENCY</b>	50,000	7,196
<b>TOAL CORPORATE FUND EXPENDITURES</b>	<b>3,677,340</b>	<b>3,496,900</b>

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

63,000

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

16,000

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

54,000

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

86

This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2016/2017 fiscal year, of \$0. Said amount shall not be deemed a current asset available for library purposes. Neither an appropriation nor levy will be made from the working cash fund this year.

<b>SUMMARY:</b>		
CORPORATE FUND EXPENDITURES	3,677,340	3,496,900
AUDIT EXPENDITURES	0	0
BUILDING/MAINTENANCE FUND	200,000	90,000
ILLINOIS MUNICIPAL RETIREMENT FUND	65,000	63,000
LIABILITY INSURANCE	18,000	16,000
SOCIAL SECURITY	55,000	54,000
SPECIAL RESERVE FUND	100,000	0
BOND RETIREMENT FUND	0	0
WORKING CASH FUND	0	0
<b>GRAND TOTAL</b>	<b>4,115,340</b>	<b>3,719,900</b>

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 16th day of November, 2016, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 16th day of November, 2016.

ATTEST:

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

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

## RESOLUTION #2016-C

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED  
FOR 2016-2017 FISCAL YEAR

WHEREAS, the Indian Prairie Public Library District must file on or before December 27, 2016 its Levy Ordinance for the 2016-2017 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 2016-2017 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 2016-2017 fiscal year upon the taxable property in said Library District is \$3,719,900 comprised of corporate and special purpose property taxes of \$3,719,900 and a bond retirement tax of \$0.

FURTHER RESOLVED that the corporate and special purpose property taxes extended for 2015 were \$3,384,188 and the proposed corporate and special purpose property taxes to be levied for 2016 are \$3,719,900 representing a 9.92% increase over the previous year.

FURTHER RESOLVED that the property taxes extended for debt service for 2015 were \$0 and the proposed debt service levy for 2016 is \$0 representing an increase/decrease of 0%.

FURTHER RESOLVED that the estimated total property taxes to be levied for 2016 are \$3,719,900 which represents a 9.92% increase over the total of \$3,384,188 which was extended in 2015.

ADOPTED this 19th day of October, 2016.

---

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 2016 (2016-17 fiscal year) will be held on November 16, 2016 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 2015 were \$3,384,188.

The proposed corporate and special purpose property taxes to be levied for 2016 are \$3,719,900. This represents a 9.92% increase over the previous year.

3. The property taxes extended or abated for debt service and public building commission leases for 2015 were \$0.

The estimated property taxes to be levied for debt service and public building commission leases for 2016 are \$0. This represents an increase/decrease of 0%.

4. The total property taxes extended or abated for 2015 were \$3,384,188.

The estimated total property taxes to be levied for 2016 are \$3,719,900. This represents a 9.92% increase over the previous year.

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**This notice is to be published in The Doings newspaper on November 3, 2016.**

**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.

**Kids & Teens**

"This isn't the library I grew up in. This is amazing." - A grownup accompanying teens on a class tour hosted by Heidi.

**Circulation**

"I would like to register a complaint, I miss the beep. The beep lets me know that my things got checked out." A patron said at checkout.

Patron was thrilled to find so many old movies and TV shows to check out. Said, "IPPL has the best movie collection."

"You can get stamps here now, how convenient."

Patron commented that her library card is "the best card in her wallet."

A patron at the checkout desk commented that the water fountains downstairs should be colder.

Patron borrowed a pen for 3 hours and then returned it. She was very grateful. "Some libraries will only give you a little golf pencil, this place is really classy."

Patron said she attended the Ashton Place presentation of Elizabeth Strout. She described it as "fabulous, a wonderful way to spend a Saturday morning."

"Do we have a laminating machine/service for the public?"

**Adult**

Patron on the phone: The library is like the best gift to me. You have such a good collection, especially on audio and to download. Your staff is so knowledgeable--whenever you recommend books, I always love them!

"This is the most efficient library. Everyone has their job & knows exactly what to do. You all take such good care of us."

Jeze took a call from a patron who complimented the library almost nonstop for about 5 minutes and she wanted her to pass on some compliments about the readers staff. Sharon specifically mentioned that Denise always gives excellent suggestions for what to read and turned her on to David Baldacci, for which she is very thankful. Sharon also said that Christine was extremely helpful in trying to track down an audiobook and checked out of state and everything. She was very impressed at how much work Christine would put in for one title.

And all of this was after Jeze gave her the bad news about not being able to order the audiobook for her, due to the product being cancelled and unavailable everywhere (but that's another story). She said the library is "the best gift" to her.

Patron asked if we could possibly stock root beer in the soda machines in the cafe.

## September 2016 Listening Posts

90

### Technology

Overheard at breakfast on Sunday that my mother-in-law thought the iPad/iPhone class was very helpful. She thought the young man that taught the class was very good with all these seniors, some of which knew nothing about their iPad or iPhone. She is looking forward to the next class.

### Administration

“Having difficulty downloading an eBook, I phoned the library, and at adult services got some essential information about the issue, and how to open the appropriate app and download the book. It all worked...and...I couldn't have done it without her help. Besides, I picked up a new electronic skill! Thanks! Thanks!”

I was called into the meeting room because our Darien Dragons 4H Club needed chairs for their program. I introduced myself to the mother who was there with her 3 children. Then the middle child, Bryce, wrapped me up in a big hug & told his mum & I that he loved me & I was his new sister. It was super sweet.

SEPTEMBER 9, 2016

# Libraries 2016

*Trends in visiting public libraries have steadied, and many Americans have high expectations for what their local libraries should offer*

**BY** John B. Horrigan

**FOR MEDIA OR OTHER INQUIRIES:**

John B. Horrigan, Senior Researcher  
Lee Rainie, Director, Internet, Science and  
Technology Research  
Dana Page, Senior Communications Manager  
202.419.4372  
[www.pewresearch.org](http://www.pewresearch.org)

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*The findings and conclusions contained within are those of the authors and do not necessarily reflect positions or policies of the Bill & Melinda Gates Foundation.*

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## Libraries 2016

*Trends in visiting public libraries have steadied, and many Americans have high expectations for what their local libraries should offer*

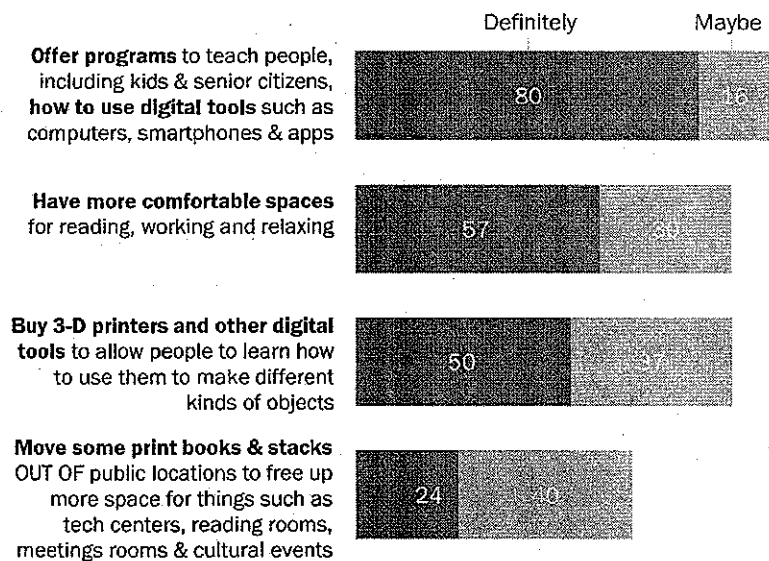
Most Americans view public libraries as important parts of their communities, with a majority reporting that libraries have the resources they need and play at least some role in helping them decide what information they can trust. When asked to think about the things that libraries could do in the future, notable numbers of Americans respond in a way that can be boiled down to one phrase: “Yes, please.”

Public libraries, many Americans say, should offer programs to teach people digital skills (80% think libraries should definitely do this) and help patrons learn how to use new creative technologies like 3-D printers (50%). At the same time, 57% of Americans say libraries should definitely offer more comfortable places for reading, working and relaxing.

Yet, Americans are also divided on a fundamental question about how books should be treated at libraries: 24% support the idea of moving books and stacks in order to make way for more community- and tech-oriented spaces, while 31% say libraries should not move the books to create such spaces. About four-in-ten think libraries should maybe consider doing so.

### Large majority says that libraries should have programs to teach digital skills; many hope they provide comfortable reading and working spaces

% of U.S. adults ages 16 and older who say libraries should definitely or maybe ...



Source: Survey conducted March 7-April 4, 2016.  
“Libraries 2016”

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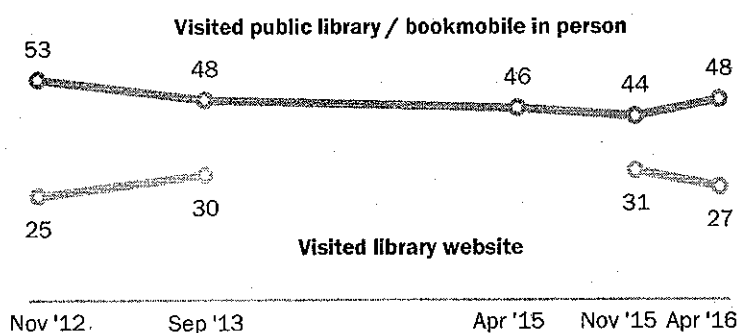
A Pew Research Center telephone survey of 1,601 Americans ages 16 and older conducted from March 7 to April 4, 2016, finds that Americans continue to express largely positive views about the current state of their local public libraries. For instance, around three-quarters (77%) say that public libraries provide them with the resources they need. And 66% say the closing of their local public library would have a major impact on their community although notably, just 33% say this would have a major impact on them personally or on their family.

There is also a growing sense that libraries can help people decide what information they can trust: 37% of Americans feel that public libraries contribute “a lot” in this regard, a 13-point increase from a survey conducted at a similar point in 2015.

A majority of Americans feel libraries are doing a good job of providing a safe place for people to hang out or spend time (69% feel libraries contribute “a lot” to their communities in this regard) as well as opening up educational opportunities for people of all ages (58%). And roughly half think their libraries contribute “a lot” to their communities in terms of helping spark creativity among young people (49%) and providing a trusted place for people to learn about new technologies (47%).

### In-person library usage fluctuates

% of U.S. adults ages 16 and older who used library services in the past 12 months



Note: No data specifically on website usage were gathered in April 2015.  
Source: Survey conducted March 7-April 4, 2016.  
“Libraries 2016”

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As in past Pew Research Center surveys of library use, the April 2016 survey also measured Americans’ usage of and engagement with libraries. Overall, 53% of Americans age 16 or older have had some interaction with a public library in the past year – either through an in-person visit, using a library website, or via a mobile app. Some 48% of adults specifically visited a library or bookmobile in the past 12 months, a modest uptick from the 44% who said that in late 2015. There was a four-point drop, though, in the number who visited library websites in the previous 12 months – falling from 31% who said they’d done so in 2015 to 27% in 2016.

### What to do with the books at the library? The public is not settled on this

Last year, Pew Research Center reported a growth in public support for libraries moving some books and stacks out of the public spaces in libraries and instead creating meeting areas or technology spaces. Nearly one-third (30%) in 2015 said libraries should definitely move books out of public spaces in favor of using that space for other purposes, an increase from 20% in 2014. However, the 2016 survey recorded another shift, as the number of people age 16 and older who said this fell six points to 24%. Correspondingly, the share saying libraries should definitely not move books increased in 2016 to 31%, up from 25% last year.

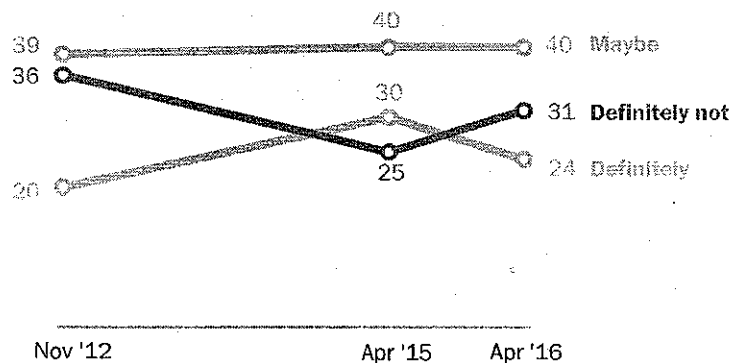
The one figure that did not change, which reflects the tentativeness people may bring to thinking about this issue, is the share of people who say libraries *maybe* should move books and stacks from public places. A plurality (40%) said this in 2016, the same share who has said this since 2012.

There are a range of findings in the survey that might be surprising to those who are not deeply versed about events in and around libraries:

- Young adults are more likely to have visited a library in the past 12 months than those ages 65 and older: 53% of those ages 18 to 29 visited a library or bookmobile in person in the past year, compared with 40% of those 65 and older.
- 19% of American adults say they have never visited a public library, including 11% of those who have college or graduate degrees. This report profiles those who say they have never in their lives been to public libraries.

### Americans do not yet have clearly fixed views about what to do with books and meeting spaces at libraries

*% of U.S. adults ages 16 and older who say libraries should \_\_\_\_\_ move books and stacks out of public spaces to free up more space for meeting and technology areas*



Source: Survey conducted March 7-April 4, 2016.  
"Libraries 2016"

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- The act of borrowing printed books is still by far the most popular activity at libraries, even compared with using computers: 64% of library users ages 16 and older checked out a book in the last 12 months, compared with 29% who used a computer at the library in the same time frame.
- An emerging library “service” is its Wi-Fi connection, which can be used separately from the hours library buildings are open: 7% of those 16 and older say they have connected to a library’s Wi-Fi system when the library building itself was closed.
- 44% of those 16 and older say their public libraries loan out e-books, while 10% say this is not true of their communities’ libraries. Researchers at the University of Maryland report that 90% of libraries have e-book lending programs. So, many of Americans are not aware of this core service available at most local libraries.
- The idea that libraries serve communities at times of crisis is now pretty well established. Some 55% of those ages 16 and older say libraries contribute a lot (19%) or somewhat (37%) when a natural disaster or major problem strikes the community. There have been dramatic examples of libraries becoming refuges and outposts, for instance after Hurricane Sandy in the Northeast in 2013.
- The idea of “outreach librarian” is taking hold: 7% of those 16 and older have been visited in some way by a librarian in the past 12 months and another 4% have had that experience, but not in the past year.

## 1. Americans' attitudes toward public libraries

Libraries have been in flux since the dawn of the digital age. They face changes in the materials they provide, in use of their services, in the composition of their patron populations, and in demands for new services. It is a set of disruptions as far-reaching and disorienting as the changes that are occurring in the news media as the nature of news is redefined and its distribution mechanisms are revolutionized.

Pew Research Center has been tracking these changes through surveys, especially in library usage patterns, since 2011.

The 2016 survey shows that, within the context of evolving library usage patterns, public attitudes are largely positive about the library's role in communities. Many Americans are interested in libraries offering a range of services – including those that help people improve their digital skills and learn how to determine what information is trustworthy. People think that libraries are a major contributor to their communities in providing a safe place to spend time, creating educational opportunities for people of all ages, and sparking creativity among young people.

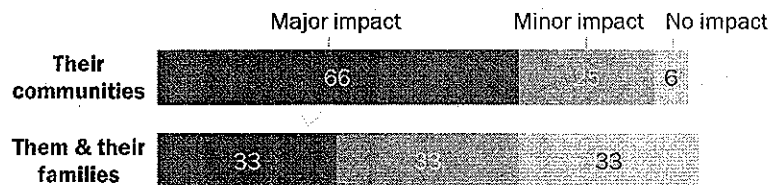
Overall, a large majority of Americans age 16 and older (77%) think libraries provide them with the resources they need. This is especially true for young people: 84% of those between the ages of 16 and 29 say this.

Similarly, two-thirds (66%) say that if their local public libraries were closed it would have a major impact on their communities as a whole. On this question, there are several notable demographic differences. Among those

most likely to say that a library closing would have a major impact on their communities: women (74%); those between the ages of 50 and 64 (73%); and college graduates (71%). Those least likely to report that a library closing would have any kind of impact on their communities: those without high school degrees (15% say a local library closing would

### People think closing their local public libraries would hurt communities

*% of U.S. adults ages 16 and older who say closing their local libraries would have the following impacts on ...*



Source: Survey conducted March 7-April 4, 2016.  
"Libraries 2016"

PEW RESEARCH CENTER

have no impact on their communities); non-internet users (15%); and those in households earning less than \$30,000 (10%).

Thinking about the impact of a library's closing specifically on them and their families, the perceived impacts are more muted. Some 33% say that a library closing would have a major impact on them or their families, and this feeling is especially prominent among Latinos (48% believe that their libraries closing would have a major impact on their families); 50- to 64-year-olds (42%); those with annual household incomes of \$30,000 or less (41%); and women (39%). Those least likely to report that a library closing would have any kind of impact on them and their families: men (37% say this would have no impact on them and their families); those ages 18 to 29 (39%); those without high school degrees (40%); and those without minor children (36%).

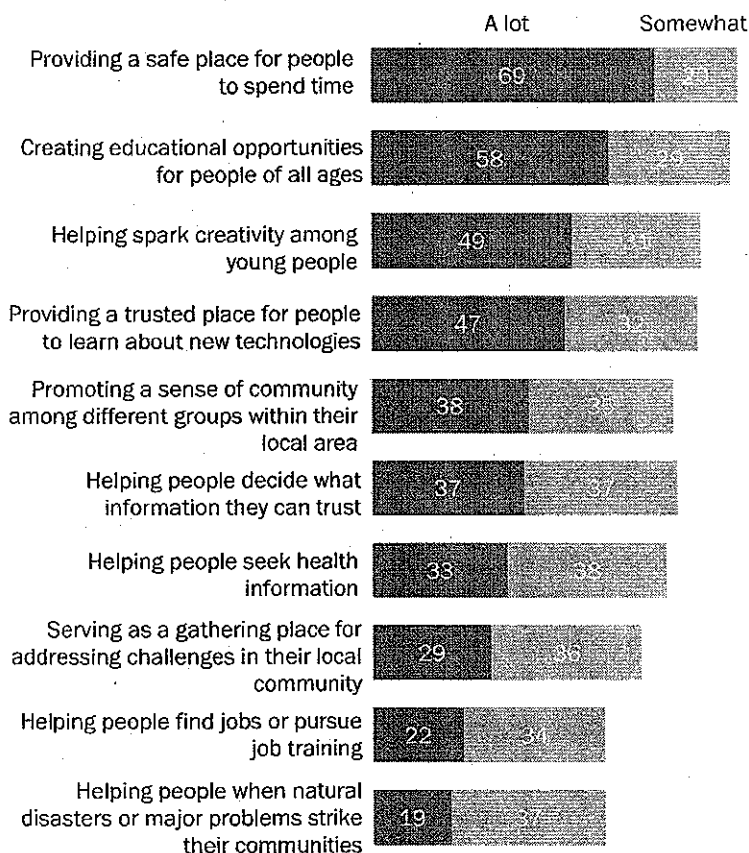
People generally say that libraries contribute, to some extent at least, to their communities in a variety of ways. Of particular note is the role libraries play in helping people decide what information they can trust. There was a large increase in people saying libraries help "a lot" in deciding what information they can trust from 2015, when the figure stood at 24%, to 2016, where it now stands at 37%.

Opportunity is also a notion that comes to people's mind in thinking about libraries – whether that means a safe place to spend time, a place to pursue educational opportunity, or a place where creative juices flow. Those ages 16 and older were asked to consider how much their local public libraries contribute to their communities:

- 69% say their local libraries contribute “a lot” to providing a safe place for people to spend time.
- 58% think they contribute “a lot” toward creating educational opportunities for people of all ages.
- 49% believe they contribute “a lot” to sparking creativity among young people.
- 47% agree libraries contribute “a lot” to providing a trusted place for people to learn about new technologies.
- 38% say they contribute “a lot” to promoting a sense of community among different groups within their local areas.
- 37% believe they contribute “a lot” to helping people decide what information they can trust.
- 33% assert they contribute “a lot” to helping people when they seek health information.
- 29% believe they contribute “a lot” to serving as a gathering place for addressing challenges in their communities.
- 22% believe they contribute “a lot” to helping people find jobs or pursue job training.
- 19% believe they contribute “a lot” to helping people when natural disasters or major problems strike their communities.

## People see libraries as a safe place, a source of educational opportunity and trusted information, as well as a place to ignite creativity in young people

% of U.S. adults ages 16 and older who say libraries contribute ‘a lot’ or ‘somewhat’ to their communities by ...



Source: Survey conducted March 7-April 4, 2016.  
“Libraries 2016”

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- 22% say they contribute “a lot” to helping people find jobs or pursue job training.
- 19% think they contribute “a lot” when natural disasters or major problems strike their communities.

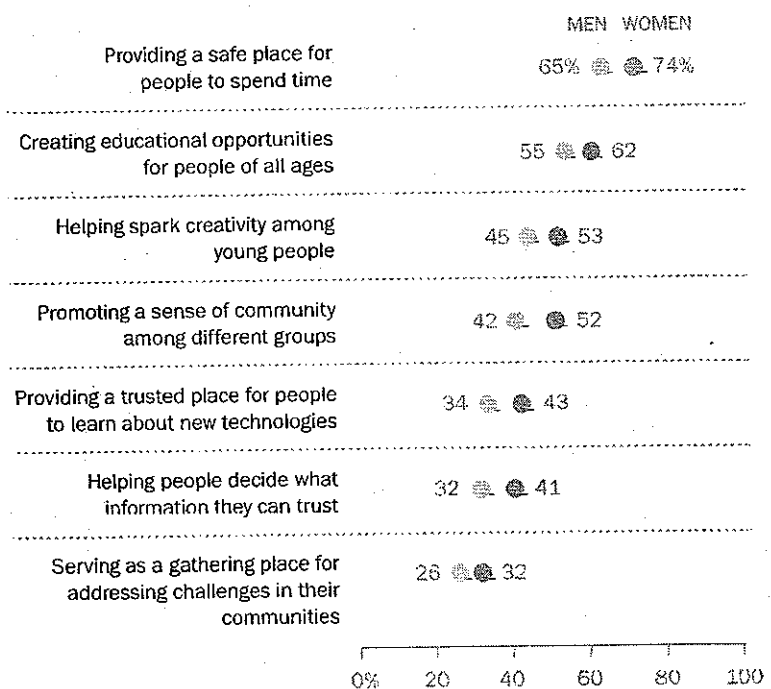
Women are more likely than men to think that libraries make several of these contributions to their communities, including providing a safe place (74% of women say libraries help do this “a lot” vs. 65% of men), providing a trusted place for helping people learn about new technologies (52% vs. 42%) and helping people decide what information they can trust (41% vs. 32%). These gender differences might result from the fact that women are more likely than men to have used libraries in the past year.

When asked to think about how libraries might change to better serve the public, Americans have a pretty clear message: help people learn digital skills without neglecting traditional functions. Specifically:

- 80% of those ages 16 and older say libraries should “definitely” offer programs to teach people, including kids and senior citizens, how to use digital tools like computers and smartphones. This is a similar pattern captured in a 2015 survey.
- 57% think libraries should “definitely” have more comfortable spaces for reading and working. This is down slightly from the 64% who said this in 2015.
- 50% believe libraries should “definitely” buy 3-D printers and other digital tools to allow people to use them. This compares with 45% who said this in 2015.

## Women are more likely to think libraries contribute a lot to communities on key activities

% of U.S. adults age 16 and older who think libraries contribute ‘a lot’ to their communities in ...



Source: Survey conducted March 7-April 4, 2016.  
“Libraries 2016”

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- 24% say libraries should “definitely” move some print books and stacks out of public locations in order to free up more space for such things as tech centers, reading rooms and meeting rooms. This is a decrease from the 30% who said this in 2015.

Blacks and Hispanics are more likely than whites to say that libraries should definitely undertake several of these acts. For instance, 69% of blacks and 68% of Hispanics think libraries should provide more comfortable spaces for working and reading, while 51% of whites say that the same. Additionally, 69% of blacks and 63% of Hispanics say libraries should definitely buy 3-D printers and other high-tech tools, compared with 44% of whites. And 37% of blacks and 34% of Hispanics say libraries should definitely move books and stacks to provide other kinds of working spaces, while only 18% of whites think that.

## 2. Library usage and engagement

Americans' use of public libraries has fluctuated in recent years, and this survey shows that just under half of all those age 16 and older (48%) say they have visited a public library or bookmobile in person in the prior year. The high-water mark for library visits in Center surveys is 53% in 2012, in the aftermath of the recession when other research showed that visits to libraries for job searches were more prevalent than they are today. The 2015 figure was 44% who had visited a library or bookmobile in the previous 12 months.

Americans with college degrees are especially likely to have visited a public library in the past year (59% have done so), as are women (57%), parents (55%), and 16- to 29-year-olds (55%). Additionally, 52% of blacks and 50% of Americans living in households with annual incomes of \$30,000 or less have visited the library in the past year.

The frequency in which library users visit libraries has also remained relatively stable since 2013. Among those who visited libraries in person in the previous year, 30% say they visit several times a month or more – which is comparable to the share of users who visited libraries that frequently in 2013 (31%) and 2015 (28%).

When it comes to accessing library websites, the survey finds that people are somewhat less likely to do this than in the past. Some 27% of respondents age 16 or older used a library's website in the previous 12 months, down modestly from 31% in 2015. Use of mobile apps to access library resources is not too common among Americans: 8% said they had used public library mobile apps in the past year, compared with 12% who said they had done this in 2015.

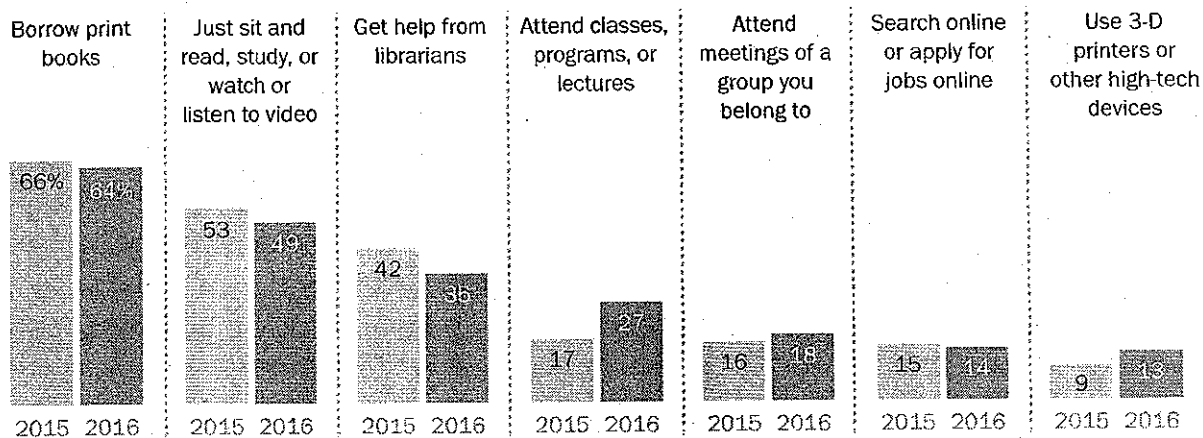
For those who do visit public library websites, mobile access plays a large role. Half (49%) of those who have visited a public library website in the past year used handheld mobile devices (such as smartphones or tablets). That is largely unchanged since the spring of 2015, when 50% said this. But it is up from 2012, when 39% of library website users visited using handheld devices.

### **Two-thirds of library visitors borrow print books; around half go to read, study or engage with media**

When asked why they visit public libraries in person, large numbers of library users cite fairly traditional reasons. These include borrowing printed books (64% of library visitors do this, down slightly from the 73% who did in 2012, but similar to the 66% who did so in 2015) or just sitting and reading, studying, or engaging with media (49%, identical to the share who did so in 2012).

## Traditional activities – borrowing books or reading – dominate library use, but people are also attending classes or other programs

% of U.S. library users ages 16 and older who say they did the following at libraries in the past 12 months



Note: 48% of those ages 16 and older used libraries or bookmobiles in the past 12 months.

Source: Survey conducted March 7-April 4, 2016.

"Libraries 2016"

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Other reasons for visiting libraries have grown more or less popular in recent years. In particular, far fewer library users are visiting libraries in order to get help from librarians: In 2012, 50% of library users had visited a library for this purpose, but that share decreased to 42% in 2015 and to 35% in 2016. On the other hand, 27% of library users have attended classes, programs or lectures at libraries in the last year – a 10-point increase from the 17% who did so in 2015. Not a lot of Americans go to their libraries to use 3-D printers or other new tech devices: 13% did this in the previous year, a figure that is not significantly different from 2015.

### People use computers and internet connections at libraries for the basics

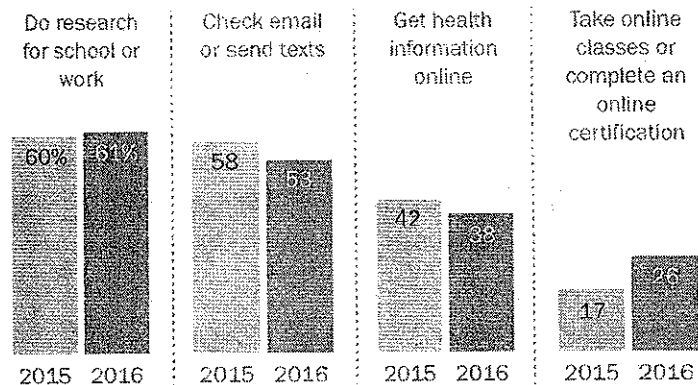
People also go to libraries to use tech resources. In this survey, 29% of library-using Americans 16 and older said they had gone to libraries to use computers, the internet, or a public Wi-Fi network. (That amounts to 23% of all Americans ages 16 and above.) The library computer user figures are essentially the same as in 2015. In this context, it is worth noting that 7% of all Americans age 16 and older have used libraries' Wi-Fi signals outside when libraries are closed.

Library users who take advantage of libraries' computers and internet connections are more likely to be young, black, female, and lower income. Specifically, compared with the 29% of all library users who use computers at the library:

- 45% of library users between the ages of 16 and 29 used computers, the internet or the library's Wi-Fi.
- 42% of black library users used libraries' computers and internet connections.
- 35% of those whose annual household incomes are \$30,000 or less used these resources.
- 33% of women used these things at the library.

### Doing research or checking email are the most frequent uses of library tech resources, but more people are using them to take classes online than last year

% of U.S. library computer users ages 16 and older who used library computers in past 12 months to ...



Note: 23% of adults ages 16 and older used library computers/internet connections in the past 12 months.

Source: Survey conducted March 7-April 4, 2016.

"Libraries 2016"

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When using tech resources at the library, most people do research for school or work (61% of library tech users did in the previous 12 months), followed by checking email or sending texts (53%). A share also get health information (38%) and 26% have taken online classes or completed a certification.

Although there have been modest changes in some activities using libraries' digital resources, there has been a boost in the share of library tech users taking some sort of class or certification online.

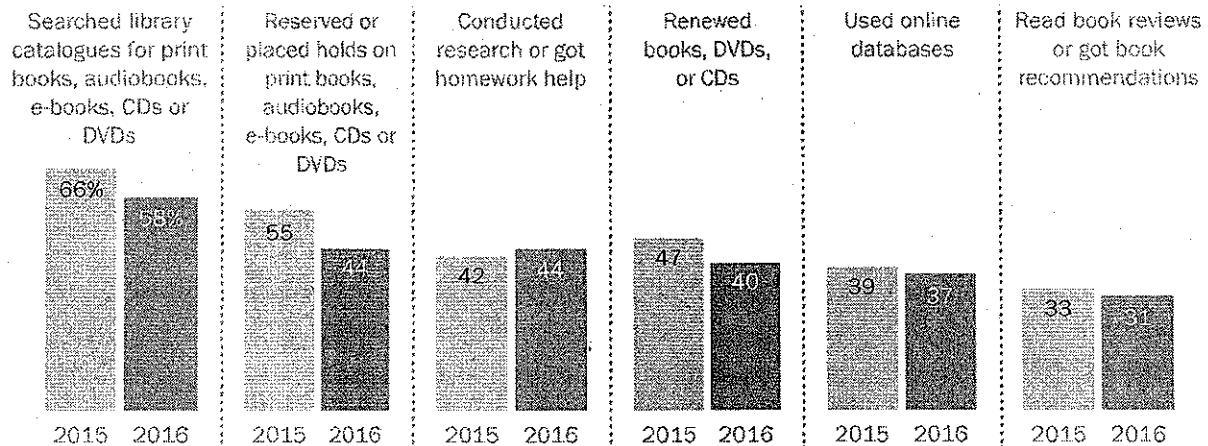
### Library websites are used for finding available resources or renewing books

For the 27% of people who have used library websites or mobile apps in the past 12 months, searching library catalogues, reserving or placing holds on items, renewing items, or doing research or homework are most prevalent. Here is what those who have used a public library's websites or apps have done using those tools in the past 12 months:

- 58% of those who have used library websites in the past 12 months to search a library's catalogue.
- 44% of those website users reserved or placed holds on printed books, audiobooks, e-books, CDs or DVDs.
- 44% conducted research or got homework help.
- 40% renewed books, DVDs or CDs.
- 37% used online databases.
- 31% read book reviews or got book recommendations.

### For Americans using libraries digital tools, searching library catalogues for content is the most prevalent activity

*% of U.S. library website users ages 16 and older who have done the following on library websites in the past 12 months*



Note: 28% of those ages 16 and older who used library websites or mobile apps in the past 12 months.

Source: Survey conducted March 7-April 4, 2016.

"Libraries 2016"

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### 3. A portrait of those who have never been to libraries

Nearly half (48%) of Americans visited libraries in the past year. Roughly a third (32%) say they have used libraries at one time or another, though not in the past 12 months. Additionally, one-in-five (19%) say they have never visited a public library or a bookmobile. This has been a persistent trend in Pew Research Center surveys for five years, and we consistently see patterns in who these non-users are and how their views about libraries differ from more recent library users.

Those who have never been to a public library are more likely to be male (24% have never been to a library), ages 65 and older (26%), Hispanic (32%), black (28%), high school graduates or less (29%), or living in households earning less than \$30,000 (27%). At the same time, the data show there are members of other demographic groups that have had no direct experience with libraries, including: 11% of those with college degrees and 12% of those in households earning \$75,000 or more. Additionally, one-in-six parents of minor children (17%) say they have never been to a public library.

#### Non-library users are more likely to be male and have lower levels of educational attainment when compared with library users

% of adults in each group who ...

	Used library in the past 12 months (48% of adults)	Never visited a library or book mobile (19% of adults)
<b>Gender</b>		
Male	40	24
Female	57	15
<b>Parental status</b>		
Parents	54	17
Non-parents	46	21
<b>Race/ethnicity</b>		
White, non-Hispanic	48	15
Black, non-Hispanic	52	28
Hispanic	41	32
<b>Age</b>		
16-29	55	17
30-49	51	16
50-64	45	21
65+	40	26
<b>Income</b>		
Under \$30K	50	27
\$30K to \$50K	44	18
\$50K to \$75K	52	12
\$75K and over	51	12
<b>Education</b>		
High school grad or less	39	29
Some college	52	13
College +	59	11
<b>Geography</b>		
Rural	45	20
Urban	50	19
Suburban	48	20

Source: Survey conducted March 7-April 4, 2016.  
"Libraries 2016"

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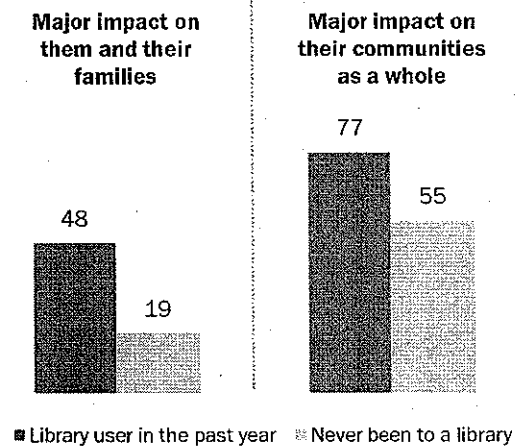
Despite the fact that they have no direct personal experience with libraries, many who have never been have relatively positive and affirming views about libraries, even though their level of enthusiasm is not as high as recent library goers. Recall that 77% of all Americans age 16 and above say libraries provide them with the resources they need. For those who have never used libraries, nearly two-thirds (65%) agree with this, possibly because other friends and family members get materials from libraries that are helpful. At the same time, 90% of those who are recent library goers say public libraries provide the resources they need.

In the same vein, more than half (56%) of those who have never been to a library say that the closing of their local libraries would have a major impact on their communities. Fully 77% of those who have visited their public libraries in the past year say that. When they consider the possibility of their local libraries closing, 19% of those who have never used libraries believe the closing would have a major impact on them and their families. That compares with 48% of recent library users who believe it would have the same impact.

As to attitudes about libraries, the main difference between library users and non-users has to do with trust and information. People who have used libraries in the past year are more likely than others to say that libraries are a resource that can help them decide what information to trust. Some 43% of library users say they agree "a lot" that libraries are a place that helps people decide what information to trust, while 29% of those who have never been say this. Again, this might stem from the possibility that non-users gain access to library resources through family and friends who are active library users.

### Americans who have never been to libraries do not see the impact of one closing with the same intensity as library users

*% of U.S. adults ages 16 and older who say closing their local library would have a ...*



Source: Survey conducted March 7-April 4, 2016.  
"Libraries 2016"

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*The findings and conclusions contained within are those of the authors and do not necessarily reflect positions or policies of the Bill & Melinda Gates Foundation.*

### Primary researchers

John B. Horrigan, *Senior Researcher*

Lee Rainie, *Director, Internet, Science and Technology Research*

### Research team

Aaron Smith, *Associate Director, Research*

Andrew Perrin, *Research Assistant*

Claudia Deane, *Vice President, Research*

### Editorial and graphic design

Margaret Porteus, *Information Graphics Designer*

### Communications and web publishing

Dana Page, *Senior Communications Manager*

Shannon Greenwood, *Associate Digital Producer*