

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

**Board of Trustees Regular Meeting
October 30, 2018 – 6:30 p.m. – Board Room**

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis,
Diane Ruscitti, Victoria Suriano
- B. Mission Statement: We enrich peoples' lives by providing
opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian
Prairie Public Library District as a vital and trusted resource for
achieving personal goals and enhancing quality of life. With a
welcoming environment and state-of-the-art services, the library
is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
1. Padalik to Bukovac re: Thank you for Venue for Candidate
Forum Page 3
- E. Omnibus Consent Agenda Action
1. Minutes of Budget and Appropriations Hearing Page 5
and Regular Board Meeting, September 19, 2018
2. Treasurer's Report Page 8
3. Action on Bills/Additional Bills Page 12
4. 2019 Days Closed Calendar Page 25
5. Request to Dispose of Furniture Page 26
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Page 27 Information
- H. Department Reports Informaiton
1. Assistant Director Page 30
2. Marketing Page 32
3. Adult Page 33
4. Circulation Page 37
5. Technology and Technical Services Page 40
6. Youth Page 43
- I. Staff Report
None

Board Meeting – October 30, 2018 - page 2

- J. Reports
 - 1. Chamber of Commerce Reports (Jensen) Page 57 Information
 - 2. RAILS Page 58 Information
 - 3. Building and Grounds (none)
 - 4. Finance Committee (none)
 - 5. Planning/Outreach Committee (none)
 - 6. Policy Committee (none)

- K. Unfinished Business
 - None

- L. New Business
 - 1. Food in the Youth Services Department Page 67 Discussion
 - 2. Exception in Notary Service Fees Page 80 Action
 - 3. Request to Donate Painting Action
 - 4. FY 2017-2018 Audit Page 81 Information
 - 5. Draft of Levy for FY 2018-2019 Page 131 Discussion
 - 6. Resolution #2018-C To Determine Estimate of Funds Needed For 2018-2019 Fiscal Year Page 135 Action
 - 7. Notice of Proposed Property Tax Increase for Indian Prairie Page 136 Action
 - 8. Review of Chapter 8, "Public Services: Reference and Reader's Advisory Services" of "Serving Our Public 3.0: Standards for Illinois Public Libraries for Per Capita Grant Requirements" Page 137 Information

- M. Schedule Meetings

- N. Community Events

- O. Library Events

- P. Adjournment



Darien Chamber of Commerce

YOUR CONNECTION TO BUSINESS SUCCESS

October 22, 2018

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

Dear Jamie,

On behalf of Chamber 630 and the Darien Chamber of Commerce, please accept our sincere thanks and appreciation to you and all your staff for their assistance and in providing the venue for our DuPage County Public Candidate Forum held on October 20, 2018. The room you provided was perfect for this event and helped in making this forum a success!

Sincerely,

April Padalik

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

1702 Plainfield Road
Darien, IL 60561
Phone: (630) 968-0004
Email: www.darienchamber.com

DuPage County Board Districts 2 & 3 PUBLIC CANDIDATE FORUM

Meet the candidates for

DUPAGE COUNTY BOARD

Districts 2 & 3

Saturday, October 20th

10:00 AM - 11:30 AM

Indian Prairie Public Library

2nd Floor Meeting Room

401 Plainfield Rd., Darien, IL

Moderated by: Ed Momkus & Ron Sandack

FREE REGISTRATION ONLINE AT:

Chamber630.com & DarienChamber.com



Darien Chamber
of Commerce
YOUR CONNECTION TO BUSINESS SUCCESS

ALL ARE WELCOME TO ATTEND!



Liz Chaplin



Pete DiCianni



Greg Hart



Steve Nero



Julie Renahan



Martin T. Tully

Indian Prairie Public Library
Board of Trustees Minutes

**Budget & Appropriations Hearing
September 19, 2018 – 7 p.m.**

- A. Call to Order and Statement of Purpose –Vice-President Damon called the hearing to order at 7 p.m. Present were Donald Damon, Beena Deshmukh, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano (attended by phone), Jamie Bukovac, Laura Birmingham and Maria Wlosinski. Absent: None. Damon stated that the purpose of the hearing was to provide the opportunity for public comment on the Budget and Appropriations Ordinance and reviewed the Legal Notice of Public Hearing that was published in the Doings on August 2, 2018.
- B. Public Questions/Comments – none
- C. Closing of Hearing – Damon closed the hearing at 7:10 p.m.

**Board of Trustees Regular Meeting
September 20, 2017 – 7:10 p.m.**

- A. Roll Call
Vice-President Damon called the meeting to order at 7:10 p.m. Secretary Deshmukh called the roll.
Present: Beena Deshmukh, Donald Damon, Marian Krupicka, Crystal Megaridis, Diane Ruscitti, Victoria Suriano (attended by phone)
Absent: none
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski
Others:

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

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

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

- C. Public Comment
- D. Communications and Announcements
 - 1. Klemm and Bukovac re: Darien Arts Council
 - 2. Bitto to Birmingham re: IPPL as Evacuation Site

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, August 22, 2018
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Building and Grounds Committee Minutes, August 22, 2018
5. Ordinance 2018-8 Providing for the Budget & Appropriations for FY 2018/19
6. Estimate of Revenues FY 2018/19

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

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

Megaridis asked about the panic buttons that were installed at the service desks. Birmingham said a silent alarm goes to our alarm company and they immediately contact the authorities. The buttons will only be used in life-threatening situations such as an active shooter.

I. Staff Report – none

J. Reports

1. Chamber Reports – backup in packet.
2. RAILS – backup in packet.
3. Building and Grounds Committee – Minutes from the August 22 meeting were approved in the Omnibus.
4. Finance Committee – no report.
5. Planning/Outreach Committee – no report.
6. Policy Committee – no report.

K. Unfinished Business - none

L. New Business

1. Proposed Landscape Projects – Bukovac said the work involves replacing dying plants and trees, filling in areas where dead plants and trees have been removed, and identifying areas where grass doesn't grow. An extensive walk-around the building was done by the Building and Grounds Committee. The money will come out of reserves. Krupicka moved, Megaridis seconded to approve the landscaping improvements in the sum of \$7,290.00. Ayes: Damon, Deshmukh, Krupicka, Megaridis, Ruscitti. Nays: none. Absent: none
2. Open Trustee Position – Bukovac checked with the attorney regarding requirement for filling a trustee vacancy. He said it should be filled forthwith but it is perfectly reasonable if the Board wants to wait until the upcoming election is over. The Board discussed the matter. They decided to wait to see if candidates file in December for the April 2019 election.
3. Update on Parking Lot Project – Bukovac reported that the first half of the parking lot will be asphalted on Friday and striped on Saturday. At that point the entire lot will be open. On Monday or Tuesday the second phase will begin and the remaining portion of the lot will be

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closed off. During the second phase the book drop will be closed. The project is going well. In the South lot there were two areas where they had to undercut the gravel. They also found that the original amount of asphalt that was poured back when the building was built is not equal – some areas have 3 inches while other areas have 6 or 8 inches.

4. Update on Exterior/Masonry Project – Bukovac reported that the work started today and is expected to take 15 days. The book drop is closed from 7-3:30 while they work on the west side of the building.
5. Review Chapters 6-10 of *Trustee Facts File* – The review is a requirements for the Per Capita Grant. The Board reviewed the chapters. Bukovac said that another grant requirement is for the Trustees and staff to watch a video about serving patrons with challenges and disabilities. She will send the link to the Trustees and discussion will take place at the November Board meeting.

M. Scheduled Meetings

N. Community Events

O. Library Event

P. Adjournment

At 8:10 p.m. Deshmukh moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 9/30/2018

Balance on hand as of August 31, 2018.....	3,757,397.57
Cash Receipts for September.....	721,858.27
Cash Disbursements for September.....	273,122.29
Cash on hand as September 30, 2018.....	4,206,133.55

Investments

Illinois Funds (Money Market) - Average Monthly Rate 2.023%

General.....	1,993,821.25
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,684.77
Children's Endowment.....	2,960.70
Endowment.....	11,461.12
MPI Investment (Corporate Fund).....	2,058,866.93

MB - Checking

General.....	4,724.89
Hinsdale Bank & Trust - Checking.....	8,562.98
MB - Savings - Rate 1.60%	
General.....	100,680.17
Petty Cash/Circulation.....	404.00
Balances as of September 30, 2018.....	4,206,133.55

FUND BALANCES AS OF 09/30/2018

Corporate Fund.....	4,037,110.46
Building & Maintenance Fund.....	68,187.87
I.M.R.F. Fund.....	8,314.37
Liability Fund.....	(1,153.37)
Social Security Fund.....	22,900.76
Special Reserve Fund.....	5,684.77
Current Liabilites.....	65,088.69
Grand Total All Funds.....	4,206,133.55

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**Indian Prairie Public Library District
Consolidated Revenue Report for September 2018**

Percent of Year: 25.00

	RECEIVED September 18	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	700,429.07	3,417,017.11	95.93%	3,562,098.00	145,080.89
41150 · Non-current Property Taxes	0.00	5.09	0.00%	0.00	-5.09
43100 · Interest-Tax Levy	0.00	8.59	0.00%	0.00	-8.59
TOTAL PROPERTY TAX & LEVY INTEREST	700,429.07	3,417,030.79	95.93%	3,562,098.00	145,067.21
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
TOTAL INTERGOVERNMENTAL	0.00	53,161.25	100.00%	53,161.00	-0.25
INTEREST					
43500 · Interest - Investment	3,374.85	7,665.59	153.31%	5,000.00	-2,665.59
TOTAL INTEREST	3,374.85	7,665.59	153.31%	5,000.00	-2,665.59
DESK MONIES					
45100 · Copier	290.75	1,068.07	23.22%	4,600.00	3,531.93
45120 · Computer Copies	1,086.77	3,849.05	25.66%	15,000.00	11,150.95
45200 · Fines/Fees	3,294.95	13,313.45	24.66%	54,000.00	40,686.55
45250 · Gifts/Donations	0.00	0.00	0.00%	100.00	100.00
45300 · Lost Materials	372.57	1,612.32	20.15%	8,000.00	6,387.68
45350 · Non-Resident Fees	8,021.61	26,223.74	30.49%	86,000.00	59,776.26
45400 · DVD Fines	23.00	281.25	23.44%	1,200.00	918.75
45450 · Top Picks	39.00	60.75	30.38%	200.00	139.25
45550 · Meeting Room Rental	37.50	232.50	116.25%	200.00	-32.50
45600 · ILL Fees	295.96	605.96	75.75%	800.00	194.04
45650 · 3D Printing	31.50	64.20	21.40%	300.00	235.80
45660 · Carvey	0.00	9.00	9.00%	100.00	91.00
45700 · Passport Fees	1,435.00	4,725.00	23.63%	20,000.00	15,275.00
45750 · Notary Fees	87.00	362.00	36.20%	1,000.00	638.00
TOTAL DESK MONIES	15,015.61	52,407.29	27.37%	191,500.00	139,092.71
OTHER INCOME					
46500 · OCLC Refund	0.00	880.00	125.71%	700.00	-180.00
46700 · Miscellaneous	10.00	258.11	12.91%	2,000.00	1,741.89
46800 · Collection Agency Fee	0.00	30.00	15.00%	200.00	170.00
* 49000 · Operating Transfer In	7,454.00	18,009.00	0.00%	0.00	-18,009.00
TOTAL OTHER INCOME	7,464.00	19,177.11	661.28%	2,900.00	-16,277.11
GRAND TOTAL	726,283.53	3,549,442.03	93.05%	3,814,659.00	265,216.97

Operating Transfer In reflects \$18,009.00 from Corporate Reserves

69150 · Parking Lot Rehab - Independent Construction Services - \$3,080.00

69150 · Parking Lot Rehab - Manhard Consulting - \$12,625.00

70000 · Operating Transfer Purchases - Self Checks - \$2,304.00

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

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Percent of Year: 25.00

	September 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	162,774.78	459,228.60	20.54%	2,236,300.00	1,777,071.40	2,258,663.00	20.33%
61310 · Benefits - Medical / Life Ins.	1,980.58	24,669.29	15.75%	156,600.00	131,930.71	166,600.00	14.81%
61330 · Benefits - IMRF	16,247.56	43,853.42	21.55%	203,487.00	159,633.58	277,000.00	15.83%
61340 · Benefits - FICA	12,190.51	34,263.36	20.07%	170,722.00	136,458.64	230,000.00	14.90%
61400 · Staff Development	1,152.35	5,415.44	31.86%	17,000.00	11,584.56	19,000.00	28.50%
61600 · Board Development	250.00	325.00	32.50%	1,000.00	675.00	2,000.00	16.25%
61710 · Workers Compensation	-94.00	6,006.00	98.46%	6,100.00	94.00	10,000.00	60.06%
61720 · Unemployment Insurance	119.19	394.14	14.36%	2,744.00	2,349.86	3,800.00	10.37%
TOTAL PERSONNEL	194,620.97	574,155.25	20.55%	2,793,953.00	2,219,797.75	2,967,063.00	19.35%
MATERIALS							
62100 · Books	23,522.12	45,316.68	20.58%	220,250.00	174,933.32	234,000.00	19.37%
62200 · Periodicals	54.20	8,687.65	27.91%	31,125.00	22,437.35	33,000.00	26.33%
62300 · Audio	4,312.63	9,404.12	19.61%	47,950.00	38,545.88	50,000.00	18.81%
62400 · Video	5,943.99	13,881.39	18.52%	74,950.00	61,068.61	82,000.00	16.93%
62500 · Multi-Media	156.31	1,327.12	12.95%	10,250.00	8,922.88	13,000.00	10.21%
62600 · Electronic Reference Resources	0.00	61,970.33	96.02%	64,540.00	2,569.67	65,000.00	95.34%
62700 · Software	290.81	1,214.85	17.36%	7,000.00	5,785.15	8,000.00	15.19%
62800 · ESL	9.60	-335.62	-33.56%	1,000.00	1,335.62	1,300.00	-25.82%
62900 · Materials Supplies	2,877.22	5,678.80	28.11%	20,200.00	14,521.20	24,000.00	23.66%
TOTAL MATERIALS	37,166.88	147,145.32	30.83%	477,265.00	330,119.68	510,300.00	28.84%
BUILDING							
63200 · Cleaning Service	7,422.86	17,095.72	23.91%	71,500.00	54,404.28	78,000.00	21.92%
63300 · Utilities (1-8-11 · Gas)	1,048.47	2,507.86	20.90%	12,000.00	9,492.14	16,000.00	15.67%
63300 · Utilities (1-8-12 · Electric)	0.00	6,752.95	10.72%	63,000.00	56,247.05	68,000.00	9.93%
63300 · Utilities (1-8-13 · Telephone)	307.53	700.22	15.91%	4,400.00	3,699.78	6,000.00	11.67%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	770.93	10.28%	7,500.00	6,729.07	10,000.00	7.71%
63300 · Utilities (1-8-15 · Garbage Disposal)	307.71	924.15	30.81%	3,000.00	2,075.85	4,000.00	23.10%
63400 · Maintenance Supplies	1,151.16	3,718.84	21.88%	17,000.00	13,281.16	22,000.00	16.90%
63500 · Security System Monitoring	184.50	184.50	23.06%	800.00	615.50	1,200.00	15.38%
63600 · Property Maintenance	3,785.00	10,331.00	41.32%	25,000.00	14,669.00	34,000.00	30.39%
63800 · Building Maintenance/Repair	4,814.90	19,208.60	34.93%	55,000.00	35,791.40	65,000.00	29.55%
TOTAL BUILDING	19,022.13	62,194.77	24.00%	259,200.00	197,005.23	304,200.00	20.45%
OPERATIONS							
64200 · Supplies - Office	881.09	2,676.69	20.05%	13,350.00	10,673.31	16,000.00	5.51%
64300 · Photocopy Supplies	332.93	540.15	10.80%	5,000.00	4,459.85	6,000.00	9.00%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	87.10	415.87	18.08%	2,300.00	1,884.13	4,000.00	0.00%
64500 · Postage	77.90	3,263.53	74.17%	4,400.00	1,136.47	5,000.00	65.27%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	68.13	245.82	37.82%	650.00	404.18	900.00	27.31%
64800 · Organizational Memberships	0.00	0.00	0.00%	3,000.00	3,000.00	4,000.00	0.00%
64900 · Bank Fees	281.04	863.03	28.77%	3,000.00	2,136.97	4,000.00	21.58%
TOTAL OPERATION	1,728.19	8,005.09	23.34%	34,300.00	26,294.91	43,900.00	18.23%
AUTOMATION							
65100 · Supplies-Public Toner	434.84	2,136.61	30.52%	7,000.00	4,863.39	8,500.00	25.14%
65150 · Supplies-Staff Toner	633.37	2,147.10	30.67%	7,000.00	4,852.90	8,500.00	25.26%
65160 · Supplies-Maker	0.00	0.00	0.00%	800.00	800.00	1,200.00	0.00%
65200 · Technology-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	595.54	9,303.10	66.45%	14,000.00	4,696.90	20,000.00	46.52%
65400 · Automation Equip Mnt/Repair	114.87	2,399.18	51.05%	4,700.00	2,300.82	6,000.00	39.99%
65500 · Software	809.67	2,035.11	15.92%	12,787.00	10,751.89	20,000.00	10.18%
65600 · SWAN	0.00	10,584.50	24.97%	42,388.00	31,803.50	43,000.00	24.62%

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

Percent of Year: 25.00

	September 18	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	842.85	1,959.22	29.52%	6,638.00	4,678.78	8,000.00	24.49%
TOTAL AUTOMATION	3,431.14	30,564.82	30.47%	100,313.00	69,748.18	123,200.00	24.81%
CONTRACTUAL SERVICES							
66100 · General Professional Services	25.00	1,445.00	18.06%	8,000.00	6,555.00	20,000.00	7.23%
66200 · Credit Bureau	35.80	98.45	10.94%	900.00	801.55	1,200.00	8.20%
1-10-22 · Equip-Photocopier Maint Cont	0.00	1,169.17	0.00%	0.00	-1,169.17	0.00	0.00%
66300 · Copier	0.00	541.03	18.03%	3,000.00	2,458.97	5,000.00	10.82%
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	220.00	220.00	1,500.00	0.00%
TOTAL CONTRACTUAL SERVICES	60.80	3,253.65	26.85%	12,120.00	8,866.35	27,700.00	11.75%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,797.00	100.00%	10,797.00	0.00	17,000.00	63.51%
67200 · Bonding	34.00	1,370.00	97.86%	1,400.00	30.00	1,500.00	91.33%
67300 · Officers & Directors Liability	0.00	2,511.00	86.59%	2,900.00	389.00	9,000.00	27.90%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	8,500.00	25.29%
TOTAL INSURANCE	34.00	16,828.00	97.57%	17,247.00	419.00	36,000.00	46.74%
MARKETING							
68110 · Marketing Newsletter	6,508.43	8,658.43	24.74%	35,000.00	26,341.57	37,000.00	23.40%
68111 · eNewsletter	1,788.50	1,788.50	89.43%	2,000.00	211.50	2,200.00	81.30%
68210 · Marketing Advertising	96.25	115.00	23.00%	500.00	385.00	1,800.00	6.39%
68310 · Marketing Supplies	0.00	0.00	0.00%	500.00	500.00	1,000.00	0.00%
68410 · Marketing-Information Printing	490.84	681.59	30.98%	2,200.00	1,518.41	5,000.00	13.63%
68500 · Legal Notices	0.00	428.69	28.58%	1,500.00	1,071.31	2,000.00	21.43%
68600 · Programming	1,595.73	3,335.61	13.13%	25,400.00	22,064.39	30,000.00	11.12%
TOTAL PUBLIC INFORMATION	10,479.75	15,007.82	22.37%	67,100.00	52,092.18	79,000.00	19.00%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	870.00	0.00%	49,161.00	48,291.00	100,000.00	0.00%
69150 · Parking Lot Rehab	5,150.00	15,705.00	0.00%	0.00	-15,705.00	0.00	0.00%
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	700,000.00	0.00%
* 69800 · Operating Transfer Out	7,454.00	18,009.00	0.00%	0.00	-18,009.00	0.00	0.00%
69900 · Contingency	0.00	0.00	0.00%	4,000.00	4,000.00	20,000.00	0.00%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	2,304.00	2,304.00	0.00%	0.00	-2,304.00	0.00	0.00%
GRAND TOTAL	281,451.86	894,042.72	23.44%	3,814,659.00	2,920,616.28	5,011,363.00	17.84%

* Operating Transfer Out reflects \$18,009.00 from Corporate Reserves

69150 · Parking Lot Rehab - Independent Construction Services - \$3,080.00

69150 · Parking Lot Rehab - Manhard Consulting - \$12,625.00

70000 · Operating Transfer Purchases - Self Checks - \$2,304.00

ACTION ON BILLS September 2018

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
MB-Bills for Approval	2285 thru 2401	\$ 85,707.79
MB-Salaries for September	372 thru 394	\$ 7,357.59
Hinsdale Bank-Direct Deposits	& 26788 thru 26984	\$ 109,897.25
MONTH'S TOTAL:		\$ 202,962.63

Indian Prairie Public Library District Account QuickReport - Vendors

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As of September 1, 2018

Type	Date	Num	Name	Amount
10122 - MB Checking				
Bill Pmt Check	09/01/2018	2285	Allard, Jamie	16.35
Bill Pmt Check	09/01/2018	2286	Art Excursions, Inc.	310.00
Bill Pmt Check	09/01/2018	2287	Baker & Taylor	2,984.22
Bill Pmt Check	09/01/2018	2288	Baker & Taylor (video)	64.41
Bill Pmt Check	09/01/2018	2289	Bukey, Beth	41.75
Bill Pmt Check	09/01/2018	2290	Case Lots Inc.	523.70
Bill Pmt Check	09/01/2018	2291	Center Point Large Print	150.62
Bill Pmt Check	09/01/2018	2292	Colonial Life	82.53
Bill Pmt Check	09/01/2018	2293	Estrada, Heidi	78.22
Bill Pmt Check	09/01/2018	2294	Findaway World, LLC	41.94
Bill Pmt Check	09/01/2018	2295	Ingram Library Services	129.74
Bill Pmt Check	09/01/2018	2296	Jensen, Kelly	100.00
Bill Pmt Check	09/01/2018	2297	Kamm Insurance Group	34.00
Bill Pmt Check	09/01/2018	2298	Manhard Consulting	3,750.00
Bill Pmt Check	09/01/2018	2299	Medicom Reimbursement Spec., Ltd.	21.25
Bill Pmt Check	09/01/2018	2300	Midwest Tape	951.12
Bill Pmt Check	09/01/2018	2301	NCPERS Group Life	80.00
Bill Pmt Check	09/01/2018	2302	OverDrive	1,321.73
Bill Pmt Check	09/01/2018	2303	Panola College M.P. Baker Library	50.00
Bill Pmt Check	09/01/2018	2304	Potoma, Belinda	50.00
Bill Pmt Check	09/01/2018	2305	Principal Life Insurance Company	750.73
Bill Pmt Check	09/01/2018	2306	Recorded Books, LLC	280.20
Bill Pmt Check	09/01/2018	2307	Runco	279.12
Bill Pmt Check	09/01/2018	2308	Williams, Meagan VOID	0.00
Bill Pmt Check	09/01/2018	2309	Williams., Natalie	34.98
Bill Pmt Check	09/05/2018	2310	Armstrong, Mike	72.62
Bill Pmt Check	09/05/2018	2311	Better Business Planning, Inc.	165.43
Bill Pmt Check	09/05/2018	2312	CareerBuilder Employment Screening, LLC	25.00
Bill Pmt Check	09/05/2018	2313	City of Darien	50.00
Bill Pmt Check	09/05/2018	2314	Fire & Security Systems	112.50
Bill Pmt Check	09/05/2018	2315	Jensen, Heather Forster	4.91
Bill Pmt Check	09/05/2018	2316	Stephens Plumbing & Heating, Inc.	166.00
Bill Pmt Check	09/05/2018	2317	Suburban Door Check & Lock Service	177.48
Liability Check	09/06/2018	2318	Nationwide Retirement	660.00
Liability Check	09/06/2018	2319	Vantagepoint	1,206.21
Bill Pmt Check	09/05/2018	2320	Laura Birmingham	41.05
Bill Pmt Check	09/13/2018	2321	Allcomm Systems, Inc.	2,625.00
Bill Pmt Check	09/13/2018	2322	Asimakopoulos, Jennifer	41.90
Bill Pmt Check	09/13/2018	2323	Baker & Taylor	8,592.61
Bill Pmt Check	09/13/2018	2324	Baker & Taylor (video)	277.60
Bill Pmt Check	09/13/2018	2325	Bal Industries	1,080.00
Bill Pmt Check	09/13/2018	2326	Blackstone Audio, Inc.	93.97
Bill Pmt Check	09/13/2018	2327	Creekside Printing	6,508.43
Bill Pmt Check	09/13/2018	2328	Dell Marketing L.P.	1,454.52

Indian Prairie Public Library District Account QuickReport - Vendors

As of September 1, 2018

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Type	Date	Num	Name	Amount
Bill Pmt Check	09/13/2018	2329	DEMCO	456.06
Bill Pmt Check	09/13/2018	2330	Faye, Michael	11.50
Bill Pmt Check	09/13/2018	2331	Gale/CENGAGE Learning	263.03
Bill Pmt Check	09/13/2018	2332	Groot Industries, Inc.	307.71
Bill Pmt Check	09/13/2018	2333	ID Label	331.63
Bill Pmt Check	09/13/2018	2334	Independent Construction Services	1,400.00
Bill Pmt Check	09/13/2018	2335	Ingram Library Services	1,274.40
Bill Pmt Check	09/13/2018	2336	Jaworski, Thomas Joseph	100.00
Bill Pmt Check	09/13/2018	2337	Kroeschell Service	1,697.00
Bill Pmt Check	09/13/2018	2338	Layman, Jez	39.00
Bill Pmt Check	09/13/2018	2339	LexisNexis Matthew Bender	138.43
Bill Pmt Check	09/13/2018	2340	Lynch, Terrence	275.00
Bill Pmt Check	09/13/2018	2341	Midwest Tape	3,717.13
Bill Pmt Check	09/13/2018	2342	Neviol Inc.	4,990.00
Bill Pmt Check	09/13/2018	2343	OverDrive	954.78
Bill Pmt Check	09/13/2018	2344	Penguin Random House LLC	210.00
Bill Pmt Check	09/13/2018	2345	PitneyBowes	165.00
Bill Pmt Check	09/13/2018	2346	Recorded Books, LLC	253.95
Bill Pmt Check	09/13/2018	2347	Runco	126.94
Bill Pmt Check	09/13/2018	2348	Salo, Kathryn	22.49
Bill Pmt Check	09/13/2018	2349	Scholastic Library Publishing	421.20
Bill Pmt Check	09/13/2018	2350	Sebert Landscaping	3,785.00
Bill Pmt Check	09/13/2018	2351	Sergiyenko, Gennady	150.00
Bill Pmt Check	09/13/2018	2352	Speciality Mat Service	102.86
Bill Pmt Check	09/13/2018	2353	Thomson Reuters West	72.21
Bill Pmt Check	09/13/2018	2354	Uline	276.55
Bill Pmt Check	09/13/2018	2355	Unique Management	35.80
Liability Check	09/20/2018	2356	Nationwide Retirement	660.00
Liability Check	09/20/2018	2357	Vantagepoint	1,206.21
Bill Pmt Check	09/20/2018	2358	Allard, Jamie	16.35
Bill Pmt Check	09/20/2018	2359	Case Lots Inc.	220.40
Bill Pmt Check	09/20/2018	2360	Comcast	339.85
Bill Pmt Check	09/20/2018	2361	DEMCO	285.92
Bill Pmt Check	09/20/2018	2362	Fortress Data Management	143.00
Bill Pmt Check	09/20/2018	2363	Garvey's Office Products	42.85
Bill Pmt Check	09/20/2018	2364	Ingram Library Services	18.56
Bill Pmt Check	09/20/2018	2365	Johnson, Gail	8.32
Bill Pmt Check	09/20/2018	2366	Penworthy Company, The	138.90
Bill Pmt Check	09/20/2018	2367	Salo, Kathryn	37.96
Bill Pmt Check	09/20/2018	2368	VISOgraphic	352.98
Bill Pmt Check	09/20/2018	2369	VSP Vision	154.67
Bill Pmt Check	09/20/2018	2370	Wlosinski, Maria	35.43
Bill Pmt Check	09/19/2018	2371	Gale/CENGAGE Learning	460.64
Bill Pmt Check	09/19/2018	2372	Midwest Tape	1,327.44
Bill Pmt Check	09/19/2018	2373	Runco	21.22

Indian Prairie Public Library District
 Account QuickReport - Vendors
 As of September 1, 2018

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Type	Date	Num	Name	Amount
Bill Pmt Check	09/19/2018	2374	Sheehan, Debbie	19.08
Bill Pmt Check	09/26/2018	2375	Alarm Financial	72.00
Bill Pmt Check	09/26/2018	2376	American Girl	24.95
Bill Pmt Check	09/26/2018	2377	Baker & Taylor	6,042.22
Bill Pmt Check	09/26/2018	2378	Baker & Taylor (video)	230.13
Bill Pmt Check	09/26/2018	2379	Bank of America	8,874.64
Bill Pmt Check	09/26/2018	2380	Blackstone Audio, Inc.	311.23
Bill Pmt Check	09/26/2018	2381	Call One	111.18
Bill Pmt Check	09/26/2018	2382	Case Lots Inc.	126.25
Bill Pmt Check	09/26/2018	2383	Center Point Large Print	148.02
Bill Pmt Check	09/26/2018	2384	Darien Woman's Club	75.00
Bill Pmt Check	09/26/2018	2385	Dell Marketing L.P.	41.38
Bill Pmt Check	09/26/2018	2386	DEMCO	26.30
Bill Pmt Check	09/26/2018	2387	Easy English NEWS	45.00
Bill Pmt Check	09/26/2018	2388	Garvey's Office Products	31.44
Bill Pmt Check	09/26/2018	2389	Home Depot	126.92
Bill Pmt Check	09/26/2018	2390	Illinois Library Association	75.00
Bill Pmt Check	09/26/2018	2391	Ingram Library Services	180.78
Bill Pmt Check	09/26/2018	2392	Jet Steam Corp	1,250.00
Bill Pmt Check	09/26/2018	2393	Midwest Tape	1,464.30
Bill Pmt Check	09/26/2018	2394	National Geographic Little Kids	18.00
Bill Pmt Check	09/26/2018	2395	OverDrive	1,815.01
Bill Pmt Check	09/26/2018	2396	Penguin Random House LLC	67.50
Bill Pmt Check	09/26/2018	2397	Principal Life Insurance Company	639.03
Bill Pmt Check	09/26/2018	2398	Quill	264.22
Bill Pmt Check	09/26/2018	2399	Recorded Books, LLC	122.99
Bill Pmt Check	09/26/2018	2400	Roy, Nancy	61.97
Bill Pmt Check	09/26/2018	2401	Runco	913.04

Total 10122 · MB Checking
TOTAL

85,707.79
85,707.79

Bills for approval – Electronic Payments & Automatic Withdrawals

September 2018

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	09/07/2018	19,416.20
ILDOR-State	Payroll taxes	09/07/2018	3,672.71
EFTPS-Federal	Payroll taxes	09/21/2018	18,427.42
ILDOR-State	Payroll taxes	09/21/2018	3,430.57
IMRF	Payroll Pension	09/28/2018	21,695.75
DAC	Deposit to HRA	09/10/2018	2,187.50
Nicor	Gas	09/11/2018	1,048.47
INB Bank/MB	Credit Card Fee	09/05/2018	256.04
Hinsdale Bank	Fee-Direct Deposit	09/05/2018	25.00

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

Quarterly Report

9/30/2018

Account

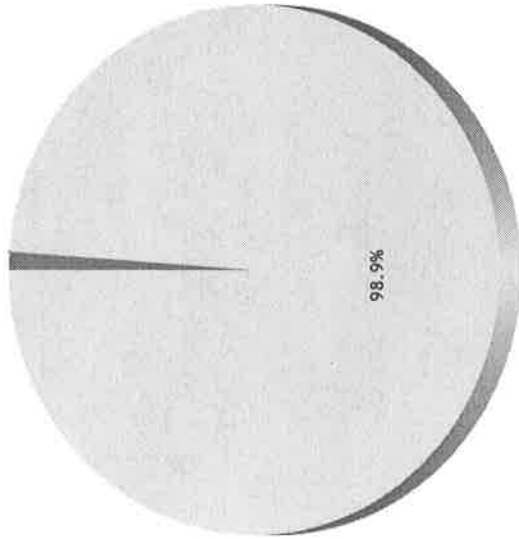
Indian Prairie Public Library District
Corporate Account
Schwab Acct# 6415-7790

Holdings Overview

US Dollar
9/30/2018

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

Portfolio Allocation as of 9/30/2018



Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	22,917.30	1.1	1.1
Fixed Income	2,053,545.49	98.9	98.9
Equity Total	2,076,462.79	100.0	100.0

Top 10 Holdings

Symbol	Security	Market Value	% Assets
3135g0a78	Federal Natl Mtg Assn 1.625% Due 1/21/2020	148,332.54	7.1
313376br5	Federal Home Loan Banks 1.750% Due 12/14/2018	125,523.35	6.0
3137eaca5	Federal Home Loan Mtg Corp 3.750% Due 3/27/2019	100,683.75	4.8
912828y20	United States Treas Nts 2.625% Due 7/15/2021	99,857.85	4.8
3130a1e53	Federal Home Loan Banks 2.050% Due 4/28/2020	99,703.66	4.8
3136g4ju8	Federal Natl Mtg Assn 1.580% Due 12/30/2019	98,876.40	4.8
3134g3wc0	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020	98,740.86	4.8
3135g0f73	Federal Natl Mtg Assn 1.500% Due 11/30/2020	97,689.90	4.7
3136ft5h8	Federal Natl Mtg Assn 2.000% Due 3/27/2020	80,051.06	3.9
912828ws5	United States Treas Nts 1.625% Due 6/30/2019	74,800.76	3.6
Top 10 Holdings Total		1,024,260.12	49.3

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Performance by Asset Class

Net of Allocated Fees | US Dollar
12/31/2017 - 9/30/2018

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

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2017	170,342.15	0.00	2,389,558.17	0.00	2,559,900.32
Accrued Interest	0.00	0.00	8,197.97	0.00	8,197.97
Purchases/Contributions	889,555.34	0.00	532,065.68	0.00	0.00
Sales/Withdrawals	-1,032,065.68	0.00	-889,555.34	0.00	-500,000.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00	0.00	0.00
Realized Gains	0.00	0.00	-5,987.82	0.00	-5,987.82
Unrealized Gains	0.00	0.00	-20,280.54	0.00	-20,280.54
Interest Income	113.47	0.00	40,529.87	0.00	40,643.34
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	-982.49	0.00	-982.49
Management Fees	-206.78	0.00	-4,821.20	0.00	-5,027.98
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
Market Value on 9/30/2018	22,917.30	0.00	2,046,330.02	0.00	2,069,247.32
Accrued Interest	0.00	0.00	7,215.48	0.00	7,215.48
Average Capital Base	90,548.90	0.00	2,111,249.03	0.00	2,201,797.93
Total Fees	-206.78	0.00	-4,821.20	0.00	-5,027.98
Total Gain after Fees	-93.31	0.00	8,457.81	0.00	8,364.50
IRR for 0.75 Years	-0.10%	0.00%	0.40%	0.00%	0.38%

Portfolio Appraisal

US Dollar
9/30/2018

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

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
GOVERNMENT AGENCY ISSUES(USD)							
125,000	Federal Home Loan Banks 1.750% Due 12/14/2018	100.10	125,128.04	99.90	124,879.25	6.0	2.2
40,000	Federal Home Loan Banks 1.500% Due 3/8/2019	100.00	40,000.00	99.63	39,852.52	1.9	2.3
100,000	Federal Home Loan Mtg Corp 3.750% Due 3/27/2019	101.30	101,301.74	100.65	100,652.50	4.8	2.4
50,000	Federal Home Loan Mtg Corp 1.375% Due 8/15/2019	99.76	49,880.75	98.96	49,478.80	2.4	2.6
100,000	Federal Natl Mtg Assn 1.580% Due 12/30/2019	99.95	99,946.39	98.48	98,481.40	4.7	2.8
150,000	Federal Natl Mtg Assn 1.625% Due 1/21/2020	100.18	150,274.55	98.58	147,865.35	7.1	2.7
81,000	Federal Natl Mtg Assn 2.000% Due 3/27/2020	101.14	81,923.20	98.81	80,037.56	3.9	2.8
100,000	Federal Home Loan Banks 2.050% Due 4/28/2020	101.45	101,451.30	98.84	98,838.10	4.8	2.8
60,000	Federal Home Loan Banks 4.625% Due 9/11/2020	105.80	63,480.91	103.35	62,012.94	3.0	2.8
75,000	Federal Natl Mtg Assn 1.750% Due 9/11/2020	98.11	73,582.20	97.91	73,432.95	3.5	2.9
100,000	Federal Natl Mtg Assn 1.500% Due 11/30/2020	100.47	100,471.54	97.19	97,189.90	4.7	2.8
100,000	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020	100.86	100,863.93	98.14	98,135.30	4.7	2.9
75,000	Federal Natl Mtg Assn 1.250% Due 5/6/2021	98.95	74,210.97	95.94	71,952.45	3.5	2.9
50,000	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	103.79	51,896.66	98.27	49,136.25	2.4	2.9
	Accrued Interest				4,489.47	0.2	
			1,214,412.18		1,196,434.74	57.6	2.7
GOVERNMENT BONDS(USD)							
50,000	United States Treas Nts 0.875% Due 6/15/2019	99.28	49,638.25	98.85	49,425.80	2.4	2.5
75,000	United States Treas Nts 1.625% Due 6/30/2019	99.80	74,848.58	99.33	74,496.08	3.6	2.5
100,000	United States Treas Nts 2.625% Due 7/15/2021	99.72	99,715.23	99.31	99,308.60	4.8	2.9
	Accrued Interest				981.84	0.0	
			224,202.06		224,212.32	10.8	2.7

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Portfolio Appraisal

US Dollar
9/30/2018

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

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
GOVERNMENT BONDS - VARIABLE RATE(USD)							
50,000	Federal Home Loan Banks 2.217% Due 10/5/2018	100.00	50,000.39	100.00	50,001.05	2.4	2.1
65,000	Federal Farm Credit Banks 2.304% Due 11/14/2019 Accrued Interest	100.10	65,062.43	100.24	65,156.78	3.1	2.1
			115,062.82		115,486.16	5.6	2.1
TIPS(USD)							
50,000	United States Treas Nts 0.125% Due 1/15/2023 Accrued Interest	100.61	54,923.84	96.81	52,845.33	2.5	0.9
			54,923.84		52,859.60	2.5	0.9
TREASURY BILLS(USD)							
75,000	United States Treas Bills 0.000% Due 1/3/2019 Accrued Interest	99.44	74,577.21	99.43	74,569.65	3.6	2.2
			74,577.21		74,569.65	3.6	2.2
CMO's(USD)							
140,000	FNMA REMIC Trust 2010-117 3.000% Due 5/25/2025	105.63	20,024.14	99.96	18,950.46	0.9	0.8
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	14,535.98	100.64	13,544.92	0.7	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	2,116.09	107.01	2,094.68	0.1	3.0
125,000	GNMA REMIC Trust 2012-57 3.000% Due 3/20/2039 Accrued Interest	105.66	33,815.66	99.35	31,798.58	1.5	1.7
			70,491.86		66,563.84	3.2	1.6
FHLMC's(USD)							
1,220,000	FHLMC PC Gold Cash 15 5.000% Due 10/1/2018	106.69	318.18	101.03	301.33	0.0	1.2
2,087,789	FHLMC PC Gold Comb 15 4.500% Due 1/1/2020	104.47	45,706.33	101.29	44,317.16	2.1	2.0
375,000	FHLMC PC Gold Comb 15 5.500% Due 5/1/2020	108.96	2,875.84	100.76	2,659.16	0.1	1.8

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Portfolio Appraisal

US Dollar
9/30/2018

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

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
210,000	FHLMC PC Gold Comb 15 5.500% Due 6/1/2020	108.13	1,177.46	101.04	1,100.34	0.1	1.3
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	45,357.40	102.93	43,279.76	2.1	3.6
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	4,703.62	102.99	4,487.98	0.2	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	13,882.65	106.51	13,503.40	0.7	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	15,465.70	100.59	14,881.66	0.7	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	56,896.86	102.47	54,329.96	2.6	3.2
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	23,163.35	102.30	22,106.76	1.1	1.7
	Accrued Interest				727.22	0.0	
			209,547.40		201,694.73	9.7	2.5

FNMA's(USD)

140,000	FNMA Pass-Thru Int 15 Year 4.500% Due 12/1/2018	102.84	129.16	101.19	127.08	0.0	-5.0
145,000	FNMA Pass-Thru Short 10 Year 4.500% Due 4/1/2019	105.89	676.66	101.28	647.21	0.0	1.1
165,000	FNMA Pass-Thru Short 10 Year 4.500% Due 8/1/2019	106.29	1,555.63	101.28	1,482.27	0.1	1.2
170,000	FNMA Pass-Thru Short 10 Year 4.000% Due 12/1/2019	105.90	2,294.14	102.06	2,210.94	0.1	0.6
60,000	FNMA Pass-Thru Int 15 Year 4.500% Due 3/1/2021	107.36	1,177.76	101.55	1,113.94	0.1	1.6
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 2/1/2022	104.00	4,084.32	97.89	3,844.13	0.2	0.8
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	15,213.12	103.04	14,381.87	0.7	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	21,457.13	102.09	20,544.01	1.0	3.5
420,000	FNMA Pass-Thru Long 30 Year 7.000% Due 3/1/2037	111.50	12,457.36	113.87	12,722.40	0.6	2.6
	Accrued Interest				216.62	0.0	
			59,045.28		57,290.49	2.8	2.3

GNMA's(USD)

75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	5,735.72	103.82	5,365.79	0.3	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	13,742.65	103.72	13,197.58	0.6	2.6

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Portfolio Appraisal

US Dollar
9/30/2018

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

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	17,125.98	107.88	16,506.25	0.8	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	6,768.34	107.22	6,658.83	0.3	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	4,545.03	108.58	4,528.12	0.2	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	4,745.95	107.24	4,668.95	0.2	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	2,231.51	108.66	2,221.69	0.1	1.8
187,300	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2035	105.80	6,836.62	107.69	6,958.63	0.3	2.1
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	2,714.53	109.02	2,759.66	0.1	2.3
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	1,295.94	108.10	1,285.96	0.1	2.5
	Accrued Interest				282.50	0.0	
			65,742.28		64,433.96	3.1	2.6

CASH AND EQUIVALENTS(USD)

	Cash Account Balance		22,917.30		22,917.30	1.1	0.0
			22,917.30		22,917.30	1.1	0.0
Total Portfolio			2,110,922.22		2,076,462.79	100.0	2.5

Disclaimer & Terms

9/30/2018

A Note About This Report

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

Performance

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

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2019 Days Closed

New Year's Day	Tuesday, January 1, 2019
Easter	Sunday, April 21, 2019
Memorial Day Sunday	Sunday, May 26, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day Sunday	Sunday, September 1, 2019
Labor Day	Monday, September 2, 2019
DarienFest	Friday, September 6, 2019 (closed from 6 p.m. to 9 p.m.)
DarienFest	Saturday, September 7, 2019 (closed from 1 p.m. to 5 p.m.)
DarienFest	Sunday, September 8, 2019
Thanksgiving	Thursday, November 28, 2019
Christmas Eve	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019
New Year's Eve	Tuesday, December 31, 2019

Request to Dispose of Youth Services Study Furniture to
Public Libraries, School Libraries and Pre-Schools

2 tables 60" x 34" x 30"h

5 tables 42" diameter, 27" h

1 table 42" diameter, 30" h

1 table 36" x 36" x 30" h

1 table 36" x 36" x 27" h

34 chairs, seat height 16", upholstered seat and back

4 chairs, seat height 18", upholstered seat and back

Director's Report
October 2018

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Agenda

New Business:

There is a memo regarding food in the Youth Services Department.

There is a memo regarding a requested exception to the \$1.00 per signature notary fee.

Local artist Fanny Moy was an artist in residence this summer and she created a painting that she would like to donate to the library. The painting is titled "Beloved, Yet Fleeting" and represents animals on the endangered species list. The painting is 5' high x 4' wide. I'll have the painting at the meeting.

The full audit is in the electronic packet and I have also put a paper copy in each mailbox if you prefer that format. The auditor will not be at the meeting but could attend the November meeting if the trustees would like him to.

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. 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 tax monies we received last year to the current year. We never get the levy amount requested because the county reduces our levy so that it falls within the tax cap guidelines.

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.

I'll present a review of chapter 8 of "Serving Our Public" as part of the state per capita grant requirements.

Trustee Vacancy

We've had one resident pick up a candidate's packet for the April election. The resident lives in Darien.

Mini-Golf Fundraiser

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Since we currently don't have a Communications Coordinator Laura and I have scheduled the mini-golf fundraiser for Saturday, March 9.

Publicity and Promotion

Laura is doing a great job writing newsletters and sending them out in a timely manner. She is also supervising Theresa, the Graphic Designer and Media Services Associate. Laura and I have decided that she will continue to supervise Theresa rather than having the Communications Coordinator supervise her. I'm managing the editing of the newsletter and working with the printer as well as overseeing Theresa as she does the newsletter layout. I also worked with Theresa to update the Foundation & Friends website.

I met with the printer to discuss the newsletter process and costs. I had budgeted three 16 page newsletters and a 12 page newsletter for the winter edition. However there is just a \$200.00 difference between the 16 page newsletter and the 12 page newsletter so the winter edition will be 16 pages.

Visioning

As part of the visioning discussions with the department heads and assistant department heads, we were each assigned to visit two libraries. Libraries visited were Barrington, Algonquin, Glen Ellyn, Elmhurst, Addison, and Des Plaines. This is what I wrote to them regarding the visits:

As you visit these libraries

1. Think big. Don't limit your thinking because our library is smaller or you can't imagine how we could possibly do (fill in the blank).
2. Take photos or notes of things you like in the building. It can be anything at all.
3. Look at how they offer their services. Think about what your department does and compare how those services are offered at these other libraries.
4. Do they offer services we don't offer? What are those?
5. Are there services we offer that they don't offer?
6. What are they doing, or not doing, that ties into the trends we discussed in our meetings?
7. Does anything strike as unusual?
8. Does anything inspire you?

We're meeting October 30 and I've asked them to each share key points and great ideas sparked by their visits. I've scheduled a half day retreat December 4 where we'll take all the information from our three discussions and do some scenario planning around services and the building.

Darien Arts Council

Cindy Kline and Heidi Estrada met with Nancy Urban and Kellie Kerfin to discuss the arts council. They stated their current interest in the library is to have a place to meet. The first goal seems to be to start a children's theater.

Staff

Christopher Franklin has been hired as a Circulation Services Page starting October 2. Amy Pearson has been hired as a Circulation Services Associate starting October 12. Kathleen Sherlock has been hired as an Adult Services Page starting October 16.

Nancy attended three workshops/webinars:

- Autism Spectrum Presentation
- Atlas Business Managers Meeting
- Unconscious Bias Webinar

Maria trained Jamie A. on invoices

Maria trained Jamie A. on LibCal, the room reservation and program registration software.

Jamie received additional training from Ann

Meetings

Two one-on-ones with Tony

Three one-on-ones with Debbie

Four one-on-ones with Natalie

Two one-on-one with Ann

Four one-on-ones with Laura

Meeting with printer re newsletter

Website Committee meeting

SWAN Board meeting

SWAN strategic planning meeting

Visited Algonquin and Glen Ellyn libraries

Nancy attended an IMRF Authorized Agent Workshop

Jamie Bukovac

Assistant Director's Report October 2018

Building & Grounds:

The pine tree by the staff entrance has been removed.

The fountain by the Reading Garden has been shut down for the winter.

Social Media:

As of October 1st:

- 1,646 likes on Facebook (+17)
- 1,620 followers on Facebook (+18)
- 215 followers on Instagram (+35)
- 1,010 followers on Twitter (+29)

IPPL Foundation and Friends:

The Book Nook made \$360.83 in September. The parking lot work definitely slowed our Book Nook sales down.

The September edition of the Foundation and Friends enews had a 40% open rate. Jamie and I are working on the October enews and it will be sent out next week.

Marketing and Promotion:

Here are the statistics for the weekly enews. We have 19,902 current subscribers.

<u>Date</u>	<u>Day</u>	<u>Open Rate</u>	<u>Click Rate</u>
9/12	Wed	17%	3%
9/18	Tues	21%	8%
9/24	Mon	16%	4%
10/2	Tues	18%	5%
10/8	Mon	16%	7%
10/16	Tues	20%	6%
10/23	Tuesday	17%	4%

I have been experimenting with the content of the enews to see what gets people's attention. Links to new releases, photos of events and activities and helpful links (such as voter information) are popular. Adult programs always get some interaction, while youth programs tend to have very little interaction.

I have also been experimenting with send times. As you can see from the chart above, Tuesdays get a higher open rate than Mondays and the earlier I send it, the higher the engagement.

I have also begun working with staff to plan 2019 events. I have started a library-wide calendar that we will use going forward.

Theresa's report is attached.

Continuing Education:

9/26 Unconscious Bias: Beyond Awareness (Webinar by HR Source)

10/4 Highlights in Patron Engagement using Hoopla (Webinar)

Meetings:

9/25 One-on-one with Jamie

10/2 Department Head Meeting

10/4 One-on-one with Theresa

10/9 One-on-one with Jamie

10/11 One-on-one with Theresa

10/18 One-on-one with Theresa

Just a note, I will be traveling abroad and away from the library from October 29th through November 14th.

Submitted by: Laura Birmingham, Assistant Director



Graphics and Media Services Report - October 2018

PROJECTS

Winter 2018 newsletter
Teen Margin Project stickers (graphic below)
Write-On marketing
Created URL redirect for socialstory.ippl.info
Library card Ippo stickers for kids (below)
Family Roku marketing
eLibrary Takeout logo (below)
Updated A/V signs
Record/photograph artist in residence, Fanny Moy

MEETINGS

September 10: AS Subject Signs meeting with Laura and Tony
September 18: Multicultural Fest poster/flyer meeting with Natalie
September 20: IPPL F&F site changes with Jamie
September 24: Website Committee
October 3: Winter Read marketing meeting with Natalie

CLASSES:

I taught the following classes:
October 2: Create a Personal Logo
October 4: Create a Personal Logo, Part 2



Submitted by: Theresa Papaurelis

Adult Services Monthly Report

September 2018

Adult Services programming was severely curtailed this month due to the parking lot reconstruction – for example, we did not have any of our popular Thursday Afternoon Movies that normally draw 30-60 people per showing. However, I was able to coordinate with the Darien Park District use of meeting space at the SportsPlex and Community Center to host programs off-site (J. Jill Stress Free Wardrobe at the Sportsplex and Job Week Programs at the Darien Community Center). Cindy & Jez both planned some programs that took place elsewhere – Pub Trivia at Ballydoyle in Downers Grove and #LibSocial: Woodfired Pizza & Beer Pairing at Sticks & Stones in Burr Ridge.

Shirley planned and hosted a Darien Chamber of Commerce Networking Breakfast at the library on September 11. She enlisted the aid of Ann & T.J. to present technology the library has to offer for businesses. As an example, we knew in advance that the owner of a dental practice was coming, so T.J. made a sign on the Carvey for the practice. Shirley received rave reviews from those who attended and looks forward to planning other events at the library for chamber members.

Shifting of the subject areas of the collection was done over the course of the parking lot reconstruction and was completed in early October. Collections were reorganized to move things of similar interest nearer to each other. For example, Fitness and Cooking were moved together because books about particular diets were in Fitness while the corresponding cookbooks for those diets were in Cooking; non-fiction audiobooks are now after the fiction audiobooks; and Crafts is now next to the magazine collection (where non-fiction audio had been) because we have so many magazines that correspond to what we have in the crafts area.

I finished weeding the Dewey 300s. I continue to find that I was withdrawing from 1 1/4 to 1 1/2 shelves of books for every three shelves of materials I examined due to age, condition or lack of use. I am also finding that there are many areas where there is very little that has been recently published. I had to withdraw many of our using eBay books as they were six or more years old and the most recent publication available was a 2015 that we already owned. I also came across a book that had gotten back to the shelves that still had a Willowbrook Public Library barcode and stamps in it that had a publication date of 1976 and was no longer in the catalog!

Mary Schueren and I attended a SWAN meeting to examine the possibility of using a new (to SWAN) Sirsi/Dynix module for homebound patron outreach. The module tracks individual patron interests, checkouts, and can be set up to put patrons into delivery routes to make pulling and delivery of materials more efficient. It looks promising and I will continue to attend such meetings in the future to see if the library can make use of the module.

Page Corinne Strasky's final day at Indian Prairie was September 15. Shirley and I interviewed two candidates for the open Page position and selected one to reference check.

Monthly Highlights

- Tony, Shirley and Jennifer took part in a discussion of future planning of space and services with the rest of the library leadership team.
- Mary K. met with Natalie to help Kids & Teens prepare for their Family Genealogy Program in October. She continues to weed the Dewey 700s.

- Jez worked with Anna Marie from Goodwill Workforce Development to change the job club for next year. Starting in January, we will alternate months between general job club meetings and small workshops that would be of interest for job hunters.

Community

- Shirley was busy this month helping the Darien Chamber with Darien Fest preparations. She also volunteered, as part of the Darien Chamber Board duties, to work the Darien Fest.
- Jennifer and the Associates provided resources to 15 local book clubs (eight via e-mail, seven by print pick up) on seven new titles and eight titles previously requested by other clubs. This is the first time duplicate requests has exceeded new title requests since the program was established.
- Mary K. has been working with members of the local historical societies on updates for the author of *DuPage Roots*. She also attended the Darien Historical Society's St. John Lutheran Cemetery Walk and portrayed Josephine Smart Madden.

Contributing to the Profession

- Tony answered questions from Kathleen Longacre, head of adult services at Naperville Public Library, about how we handle substitute staff.
- Jennifer answered Overdrive questions from two eMedia Library members. She also participated in ARRT Popular Fiction List (Romance) meeting and the ARRT Steering Committee meeting.

User Experience

- Tony introduced the department to the concepts around space and services planning. He talked about the library as a source of discovery and asked staff to pay attention when they visited newly remodeled libraries or retail locations to see how they deliver products and services to their patrons/customers. We will have this on our agenda for monthly department meetings to report back observations and discuss what we have seen.
- Weeding continues in many areas of the collection: mysteries; Dewey 700s and 900s. Dewey 300s is now complete.

Meetings

Date	Meeting	Staff
5-Sep	Training with Debbie Sheehan	Jennifer
5-Sep	Training on Library Aware, Twitter & Digital Screen	Jez & Emily
5-Sep	Training on Posting to Shows 'n' Tunes Blog	Jez & Mary S.
6-Sep	ILA Preparation Meeting	Jennifer & Jez
6-Sep	Training on LibCal & Library Aware	Jez & Kathy
6-Sep	ARRT Meetings	Jennifer
7-Sep	Darien Women in Business Meeting	Shirley
7-Sep	One-on-One	Jennifer & Kathy
10-Sep	One-on-One with Jamie	Tony
11-Sep	Training on Databases	Jennifer, Kathy & Emily
12-Sep	Department Head/Leadership Team Meeting	Tony, Shirley & Jennifer

17-Sep	One-on-One with Ann	Tony
18-Sep	Department Head Meeting	Tony
19-Sep	Adult Services Monthly Department Meeting	All Librarians & Associates
20-Sep	Family Genealogy Program Meeting with Natalie	Mary K.
21-Sep	Darien Women in Business Meeting	Shirley
24-Sep	One-on-One with Jamie	Tony
24-Sep	Website Committee Meeting	Tony
25-Sep	ARRT Collection Development Workshop	Tony
25-Sep	Darien Chamber Coffee Connection Networking	Shirley
26-Sep	Interviews for Page Position (2)	Tony & Shirley
27-Sep	One-on-One	Tony & Mary K.
28-Sep	Simplified Dewey in Genealogy Meeting with Ann	Mary K.

Programs

Date	Time	Program	Organizer	Attendance
1-Sep	10:00 a.m.	ESL Conversation Group	Joe	5
5-Sep	7:00 p.m.	Novel Idea Book Club	Mary P.	15
5-Sep	7:00 p.m.	#LibSocial: Woodfired Pizza & Beer Pairing	Jez	8
7-Sep	7:00 p.m.	Opera Lovers Lecture: <i>La Boheme</i>	Cindy	7
8-Sep	10:00 a.m.	ESL Reading Group	Joe	0
10-Sep	6:00 p.m.	Chess Club	Denise	11
10-Sep	7:00 p.m.	Current Events	Denise	9
11-Sep	8:00 a.m.	Darien Chamber Networking Breakfast	Shirley	11
12-Sep	10:00 a.m.	Goodwill Job Club	Jez	0
15-Sep	10:00 a.m.	ESL Conversation Group	Joe	9
17-Sep	6:00 p.m.	Chess Club	Denise	12
18-Sep	7:00 p.m.	Pub Trivia at Ballydoyle	Cindy	39
19-Sep	6:30 p.m.	GenLit Book Club	Jennifer	10
20-Sep	6:30 p.m.	Crime Readers Book Club	Kathy	14
22-Sep	10:00 a.m.	ESL Reading Group	Joe	0
24-Sep	6:00 p.m.	Chess Club	Denise	4
24-Sep	7:00 p.m.	Current Events	Denise	7
24-Sep	7:00 p.m.	Resume Reviews	Jez	5
25-Sep	7:00 p.m.	J. Jill Stress Free Wardrobe	Cindy	21
25-Sep	7:00 p.m.	Preparing for an Interview	Jez	14
27-Sep	11:30 a.m.	Mahjong Playing Group	Denise	3
27-Sep	7:00 p.m.	Navigating Online Job Applications	Jez	13
29-Sep	10:00 a.m.	Job Hunting Resources	Jez	6
29-Sep	11:30 a.m.	Job Hunting with BrainFuse JobNow!	Jez	4
			Total:	227

Select comments:Volunteers

- Fourteen volunteers completed 163 hours of service.
 - Court Ordered/Community Service: 15 volunteers performed 154.25 hours of service.
 - Regular volunteers: two volunteers completed 5.5 hours of service.
 - Veterans History Project: one volunteer did 3.25 hours of service.

Proctoring

- Shirley proctored one exam.

Social Media & e-Newsletter Reach

- #LibSocial eNewsletter – 7635 sent; 1529 opened; 230 clickthroughs.
- Audiobook eNewsletter – 177 sent; 74 opened; 50 clickthroughs. Six people checked out all of our social media platforms using links from the newsletter.
- Jobs & Careers eNewsletter
 - 152 sent; 50 opened; 41 click throughs. Sent on 9/22 to advertise programs during Job Prep Week.
 - 157 sent; 45 opened; 9 click throughs. Sent on 9/29 to share slides from the 9/29 Job Hunting Resources program.
- Twitter – 257 profile visits; 13k impressions; 9 mentions; 999 followers (+8)
 - Most popular tweets have been sharing news about the ongoing Sterigenics situation. The Village of Willowbrook's Twitter hasn't been updated in years, so for a few weeks, the library was the only source of information on Twitter sharing news on this topic.
- Meetup
 - #LibSocial – 608 members (+17)
 - Indian Prairie Public Library – 165 members (+8)
 - Board Game Group – 145 members (+7)
- Instagram – 196 followers (+19). Most popular posts with 20 likes each were a Titanic made out of Legos on the Lego wall and a Kids & Teens Coding Class.

Circulation Services
September 2018

Due to several weeks of parking lot construction, our checkouts and renewals were considerably lower than last year. This year we circulated 40,505 as compared to 48,001 last year. This is about a 16% decrease. However, electronic circulation was up 24%! We had 5,813 circulations this year while we had 4,669 last year.

ILL's processed were lower this year. We processed 7,518 this year and 8,337 last year.

Not surprising, patron visits were also lower this year – by 16%. (27,604 this year compared to 33,046 last year).

A total of 6,531 holds were placed in September. Patrons placed 5,075 (78%) holds while staff placed 1,456 (or 22%) holds.

11,424 items were checked out or renewed by staff at the desk. This is **28%** of total checkouts/renewals. 21,643 items were checked out or renewed by patrons at one of our self-check machines, 1,625 items were renewed by patrons through Enterprise or BookMyne and 5,813 items were electronically checked out by patrons – for a total of 29,081 items checked out through some sort of self service. This is **72%** of total checkouts/renewals

Desk Statistics

Patron Assistance

Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	Fax/Copier Help
1855	97	129	329	46	43

As you are all aware the parking lot was under construction for over 2 weeks. In addition, the building was being tuck pointed which resulted in 3 extra days of the outdoor book return being inaccessible from 7am – 3pm. In order to accommodate our patrons, we extended our due dates so that very little would be due during the construction. This, of course, resulted in less people coming into the building and a much lower circulation during that period.

Ann Stovall and I visited Naperville Library (95th Street) on September 13. They recently had new self-checks installed and used the same vendor we are using. To see their set up and how they are using the software gave us a better idea of what we can expect.

Community

Passports: The circulation staff accepted 46 passports in September. Even with the parking lot construction, we accepted more passports than last year (39).

Notary Public: We notarized 84 documents in September. We are now charging \$1.00 for each document that is notarized.

User Ex

The Circulation Staff worked extra hard to help our users have a good experience – even with the major construction going on outside. For instance, there were several times when wheel chair bound patrons were helped into the building by walking them around to the receiving room door, because they couldn't get their chairs up on the curb. We also renewed items that had reached their limits because patrons could not get into the building to return them. We did whatever we could to make our patrons happy during this time.

We hired a new page – Christopher Franklin.

Workshops and Meetings Attended:

Sept. 5	Meeting with Jennifer A.(LibCal)
Sept. 6	Meeting with Ann
Sept. 7	Phone call with mkSolutions (Ann & Jamie)
Sept. 10	One on One with Jamie
Sept. 12	Leadership Meeting
Sept. 12	Department Head Meeting
Sept. 18	Department Head Meeting
Sept. 19	Circulation Advisory (RAILS)
Sept. 19	Demond Crawley-mkSolutions/Ann Stovall
Sept. 24	One on One with Jamie
Sept. 25	2 Circulation Page interviews

I am once again substituting at the Adult Ask Us Desk.

Sept. 11 1 hour

Debbie Sheehan
Head of Circulation Services

Month	Circ Stats											
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	
July	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,595	59,767	61,849		
Aug.	80,592	77,314	84,118	80,915	77,621	72,824	67,971	63,720	56,603	58,027		
Sept.	69,066	71,475	70,089	67,864	65,873	64,241	57,006	53,375	48,001	40,505		
Oct.	75,131	42,400	71,702	74,123	70,857	65,894	60,141	56,236	51,829			
Nov.	71,373	53,470	67,626	71,019	68,912	64,203	59,906	53,280	51,105			
Dec.	64,351	67,699	67,864	66,499	62,642	62,656	56,512	50,932	48,477			
Jan.	76,341	77,035	74,604	78,554	71,590	69,608	64,231	58,950	53,767			
Feb.	71,385	69,341	73,132	70,512	65,225	60,286	60,625	54,369	52,259			
Mar.	81,058	83,103	79,502	78,612	74,816	64,857	65,904	61,856	58,144			
Apr.	72,010	68,953	73,470	71,161	68,376	71,904	60,424	54,820	52,453			
May	67,337	72,416	69,927	67,429	61,687	62,018	58,528	54,893	51,329			
June	87,748	87,635	83,339	79,392	74,986	71,702	71,568	60,867	60,743			
Renewals through the webpack not included before April												
E/E 3,852												
Yearly												
Total	905,151	855,777	901,674	893,296	850,187	810,215	758,241	690,893	644,477	160,381		
*Parking lot construction												

Technology & Technical Services Board Report September 2018

Improvements for Public, User Experience & Strategic Goals

- Enhanced Catalogs – Dave redesigned/configured the enhanced public catalog so we can host it on our website instead of with Communico. Having it as part of our website will streamline the process of updating it and it will have the same look and feel of our website.

Search The Catalog

PRINT



- Tech Takeout- A Bluetooth speaker was added to our collection of media devices. Users can connect their Bluetooth enabled device to listen to audiobooks and music from our eLibrary or use it as an assistive device for higher quality sound for hearing.
- Stem Kit Laptop- Brett repurposed an older laptop to be used with Stem Kits that require specific software.
- Barcode projects Update- Barcodes are now on the front cover for the Teen manga and graphic novels collections making them easier to checkout.
- Magazine Display- Anna improved discovery of digital magazines by creating signs for those titles we also have in print, which is about 25% of our collection. Each sign features a colorful photo, a brief topic summary & description, plus a more visible note for digital access. The goal is to have signs for the entire collection to improve circulation and shelf appearance by March 2019.
- DVD Dividers- Genre label divider where added to the adult DVD collection to improve browsing.

Maker (DIY)

- 3D Printer- 8 print requests were processed. Interesting prints: Golem figure, James Bond logo, full-size crown, Game of Thrones chair, Ghostbusters logo.
- Carvey- 1 request processed. Carved “The O’Brien’s” sign.

Public Technology Programs & Classes

- Program attendance totals: 81
- 1-on-1 patron assistance: 2

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Thurs. 9/6 (1:30 PM)	iPad/iPhone: Camera & Photos	Dave	15
Thurs. 9/6 (6:30 PM)	iPad/iPhone: Personalize Device	Dave	6
Tues. 9/11 (1:30 PM)	PowerPoint Basics	T.J.	9
Tues. 9/11 (6:30 PM)	Excel Basics: Part 1	Ron	15
Wed. 9/12 (10 AM)	Intermediate Word	T.J.	7
Thurs. 9/13 (6:30 PM)	Excel Basics: Part 2	Ron	15
Thurs. 9/20 (2 PM)	iPad/iPhone: Personalize Device	Dave	7
Thurs. 9/20 (7 PM)	iPad/iPhone: Camera & Photos	Dave	7

Training & Continuing Education

- Brett: Attended “Wi-Fi vulnerabilities and what WPA3 means for you” webinar by Aerohive; watched “Hybrid Exchange: Making it easier and faster to move to the cloud” session by Microsoft during Ignite 2018 conference and “JJ’s List Disability Awareness Training” video through RAILS.
- Ann: September 10, started a 4-week ALA online course titled Website Design Basics; Also attended “Unconscious Bias: Beyond Awareness” workshop at IPPL.
- All Technology Services staff watched “JJ’s List Disability Awareness” video.

Sharing

- On September 7, T.J. and I gave a presentation at the library during the Women in Business Chamber breakfast meeting on the technology services we provide for business.
- On September 24, Tony and I gave a library tour to three staff members from Champaign Public Library who were interested in the various ways we display/catalog items.
- T.J. shared information with Jack Bower at Arlington Heights library about Roku circulation.

- Anna shared information with Scott from SWAN regarding a streamlined process to update magazine call number with the new standards.

Personnel/Staff Meetings

- 9/4 & 9/27 - 1-On-1 meetings with T.J.
- 9/6- Met with Debbie S. to go over MK Solutions self-check documentation
- 9/7- Debbie S. and I met with MK solutions rep. regarding new self-check system
- 9/10 & 9/24- 1-On-1 meetings with Anna
- 9/10- 1-On-1 meetings with April
- 9/11 & 9/25 - 1-On-1 meetings with Jamie
- 9/12- T.J. and I –Department Head/Assistant Dept. Heads joint meeting
- 9/13- Debbie S. and I went to Naperville Library to look at MK solution self-check system.
- 9/17- Meeting with Tony
- 9/18- Technology Services Desk Meeting
- 9/18 - Department Head Meeting
- 9/20- I attended the SWAN Tech Users Group meeting
- 9/24- I attended the Website Committee Meeting
- 9/25- T.J. met with Dave to go over video projects and winter classes
- 9/28- Met with Mary K. to go over simplifying Dewey for the genealogy collection

Ann M. Stovall, Head of Technical & Computer Services, October 15, 2018

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

Programs

In September, Youth Services presented nine programs at IPPL with 84 people in attendance. We also participated in three events out in the community serving 127 people.

Date	Description	K&T Staff	Attendance
10-Sep	Open MIDI Music Lab	Jimmy	4
14-Sep	StageLight Demo Day	Jimmy	5
15-Sep	Teen Advisory and Service Committee	Heidi	14
19-Sep	Scratch Jr.	Jack	8
20-Sep	Scratch	Jack	7
26-Sep	Genealogy Drop-in	Natalie	10
27-Sep	Talking About Autism	Monica	9
27-Sep	Genealogy Drop-in	Natalie	6
28-Sep	Mini-Scientists Academy - Slime 101	Monica	21
		TOTAL:	84

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

Teen Advisory and Service Committee

Heidi Estrada held her first TASC meeting for the school year. Fourteen members returned from last year, and seven new members signed up for this year. Led by a teen peer, the group discussed and decided on agreed rules and expectations for behavior and discussion. The group discussed projects they would like to take on for the next year and created committees: Make Program, spring reader's theater, life size board game, Shriner's Hospital, and Craft for a Cause. Some of our teens will also help the Darien Historical Society take pictures for a "Then & Now" project.

StageLight/MIDI Music

Jimmy led the first two MIDI music programs at IPPL. The Open MIDI Lab allowed patrons to come in and meet the music production software we now have available at the library. A few patrons dropped in and were so impressed with the technology that Jimmy extended the program time by 15 minutes to allow them to experiment with the programs more.

The StageLight Demo Day, which featured the MIDI keyboards and the new StageLight recording software, was also a success, as only two patrons had registered but three patrons stopped in part way through the event and were able to participate as well. Each patron was able to make a roughly 10-second song in under an hour, and had these songs excitedly emailed to their parents.

Community

Date	Description	K&T Staff	Attendance
6-Sep	Whole Foods Kids Club Storytime	Katie	36
10-Sep	Harvesting with patron Donna and Cynthia from Good Worx	Natalie	3
11-Sep	New Library Tour at District 180 and discussion with Jamie, Superintendent Tom Schneider, and new librarian Steve Braband	Monica, Natalie	4
11-Sep	Dinner meeting with Uma Nori, Head of Youth Services at Thomas Ford Library	Natalie	2

17-Sep	Here We Are: Tell Your Story!	Heidi	5
26-Sep	Burr Ridge Village Center: "If You Give a Mouse a Cookie" Event	Katie	86
27-Sep	Darien Arts Council	Heidi	
TOTAL:			136

(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.)

Darien Art Council

Heidi Estrada met with Cindy Kline and representatives from the newly forming Darien Arts Council: Nancy Urban and Kellie Kerfin. The council is in its beginning stages. They have met with the mayor and Darien City Council for approval. They have yet to meet as a whole group, and are currently seeking a space to meet. At this time, they would like to use the library space for meetings. Heidi connected them with Jamie Allard and Maria Wlosinski so they can book a meeting space. Heidi also spoke about potential partnerships for existing and new programs with Kids & Teens. Nancy seems interested in the possibility of working together once the group meets and is able to formalize a set of goals and create a plan of action.

If You Give a Mouse a Cookie

Katie Salo brought a "milk, cookies, and mice" themed storytime to the Burr Ridge Village Center in support of their "If You Give a Mouse a Cookie" celebration. After the storytime, she assisted the employees from Burr Ridge Village Center by calling the pictures for their BINGO game and announcing raffle ticket winners. Patrons loved this program and were very thankful; Burr Ridge Village Center employees expressed gratitude for a successful program.

Meeting with D180

Monica Dzierzbicki, Natalie Williams, and Jamie Bukovac met with the District 180 Superintendent, Tom Schneider, and new librarian, Steve Braband, to tour the community focused renovations at Anne M. Jeans Elementary. In October, Steve will be touring the Kids and Teens Department with Monica and Natalie. We also discussed possible future collaborative programs and services that we may be able to provide to this underserved area.

Here We Are: Tell Your Story!

Here We Are: Tell Your Story! was a writing workshop for teens led by author and editor Kelly Jensen. In the workshop, Kelly had participants work through an exercise to brainstorm ideas to write about: favorite things, things that make them angry, memories, and something that they would change. Kelly then had them discuss and brainstorm a variety of written non-fiction mediums. Some of the ideas were recipes/instructions, newspapers, blogs, resumes, and scripts. The participants were then given time to write on a topic in a medium of their choice, followed by sharing. Two of the works shared were step-by-step instructions for surviving high school and a script of a day in marching band practice. The focus of the workshop was telling personal or information stories, but Kelly discussed how this method of brainstorming can be used in developing an idea for fictional stories as well. Kelly finished by providing information about where teens can have their work published. Rob Villaume from the Gift of Carl was also in attendance. He spoke with the teens about the Gift of Carl, and took part in the brainstorming session. Hinsdale South High School was generous enough to allow us the use of their library for this workshop during our parking lot construction.

WouldShop & LittleShop

In the LittleShop, Heather Forster Jensen rolled out two of the fall activities this month. The first activity, a dot sticker worksheet, provided a visual for younger children about the three states of matter - solid, liquid, and gas. The second activity, a caramel apple craft, will continue into October. With the caramel apple craft, Heather also provided an apple match game with early literacy applications.

In the WouldShop, Jack Schultz has been working with Dave Bunn to create videos demonstrating the equipment in the WouldShop, to teach kids how to use each device and what software they will need to run the devices. In September, we offered two projects in the WouldShop, catapults and magnetic slime. The catapults were made with tongue depressors, rubber bands, and plastic spoons. The catapults could launch a cotton ball about six feet. The magnetic slime was extremely popular and involved mixing starch, glue, and iron oxide to create a slime that could be moved with magnetic force.

Collections & Kits

STEM Kits & Games

Jack created two new STEM kits this month. The first focusses on playground engineering and teaches children 5 and up about planning ideas and working with simple machine. The second kit is a magnetic animal cell that teaches kids the structure and purpose of each cell part.

Jack also added a Nintendo Entertainment System (NES) Classic to the video game collection. The device will allow patrons (teens especially) to play the retro games for which we have received requests.

New Kits

Katie Salo introduced three new kits to the public this month: Braille Language toys, Puzzles, and Story Kits. Braille Language toys focus on concepts such as numbers, alphabet, shapes, and lacing patterns and have been generously funded by the Darien Woman's Club. Puzzles contain 9-12 piece puzzles that will teach young children basic problem solving skills as well as reinforce familiar concepts and were funded by the Darien Woman's Club. Language Story Kits feature two copies of a classic children's book -- one in English and one in another language -- and a flannel board or puppet to re-tell the story using words in both languages. Languages featured in Story Kits are Bengali, Chinese, French, Japanese, Panjabi, Polish, Spanish, and Urdu.

IPPL's Social Story

Katie Salo wrote a social story entitled "Me and My Library" for patrons using the library. Social stories are social learning tools, designed to help readers prepare for a certain task or activity. By including pictures and brief statements, social stories can minimize anxiety/uncertainty and help set expectations. The IPPL social story will allow all young patrons -- but especially those attending Sensory Storytimes -- to prepare for a visit to the library. The Social Story will be available in our book collection and on our website.

Seed Library

Number of Checkouts: 2

Number of Seed Packets Checked Out: 4

Number of Donations: 0

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

Continuing Education

Date	Description	K&T Staff
13-Sep	Let's Get Moving at the Library: Circulating Recreation Kits	Katie
20-Sep	The Land: Adventure Playground Documentary	Katie, Natalie, Jack, Monica, Jimmy, Heather, Heidi, Jane
20-Sep	Genealogy training with Mary Krekelberg	Natalie
25-Sep	JJ's List Disability Awareness Training video	Heidi
26-Sep	Unconscious Bias: Beyond Awareness webinar	Natalie

Adventure Playground Discussion

As part of our September Department Meeting, K&T staff watched a short documentary called, "The Land," which is about "adventure playgrounds," which are emerging alternatives to the current, "safe," and structured play areas for kids—particularly in the U.S. and the U.K. These are spaces that look like scrap yards, with loose tires, blocks of wood, rope, and tools like hammers and nails, where children are free to build and destroy their surroundings as they choose. As a team, we talked about learning through failure/disappointment, self-directed learning, developing critical thinking skills, conditions that lead to innovative ideas, and the benefits/risks to this type of environment. Some of the memorable quotes that stuck out to us from the film were:

"We watch the children that we work with to see what they're interested in and then provide."

"We don't build what we want to build. We build with the child in mind."

Youth Pages

All Youth Pages attended a meeting of at the end of September to go over changes in shelving procedures and to discuss any departmental issues. The Page meeting extended into the K&T staff meeting, which allowed the Pages to connect with other staff and ask questions about the changes in shelving procedures or other issues that affect their work.

Contributing to the Profession

Date	Description	K&T Staff
7-Sep	LACONI Board meeting at Chicago Public Library HWLC	Natalie
21-Sep	LACONI meeting and Early Literacy Music training with Old Town School of Folk Music at Chicago Public Library HWLC	Natalie

STEM Kits Consultant

Jack Schultz was contacted by Ryan Cox the Director of Berkley Public Library and Marissa Elera, a Youth Services Librarian from the Berwyn Public Library about our STEM collection. He was able to give them information about our circulation conditions, check-in policies, and equipment maintenance along with other helpful hints.

Meetings & Planning

Date	Description	K&T Staff
4-Sep	Planning WouldShop videos with Dave	Jack
4-Sep	Multicultural Fest Committee Meeting	Katie, Natalie
5-Sep	One on One	Monica, Natalie
6-Sep	WouldShop meeting with Jamie	Jack, Natalie
7-Sep	Video voice-over taping with Dave Bunn	Monica
10-Sep	One-on-one with Jamie	Natalie
10-Sep	One-on-one	Natalie, Jack
11-Sep	One-on-one	Natalie, Heidi
12-Sep	Department Heads/Supervisors Visioning Meeting	Jack, Natalie
13-Sep	Technology Committee	Jack
13-Sep	Youth Room Closet Cleaning	Katie, Jane
13-Sep	One-on-One	Katie, Natalie
14-Sep	Youth Room Closet Cleaning	Katie, Jane, Heather
14-Sep	K&T Department Meeting	Katie, Natalie, Jack, Monica, Heidi, Jane, Heather, Jimmy

14-Sep	Jamie RE: Dept. Meeting	Natalie
14-Sep	One-on-one with Jimmy	Natalie
17-Sep	One-on-one with Jamie	Natalie
17-Sep	One-on-one	Natalie, Heather
17-Sep	One-on-one	Natalie, Jack
18-Sep	Marketing meeting with Theresa for Multicultural Fest	Natalie
18-Sep	Dept. Heads	Natalie
18-Sep	Phone meeting with Jamie and Nancy	Natalie
20-Sep	One-on-One	Katie, Natalie
20-Sep	One-on-one	Natalie, Jane
24-Sep	Website Committee	Jack
24-Sep	Filming WouldShop videos with Dave	Jack
24-Sep	One on One Meeting with Natalie	Heather, Natalie
24-Sep	One-on-one with Jamie	Natalie
24-Sep	One-on-one	Natalie, Jack
24-Sep	One-on-one	Natalie, Heather
25-Sep	One on One	Monica, Natalie
26-Sep	Page Meeting	Jack, Natalie, Heather, Heidi, Sandi, Barb, Yulia, Pam, Mary Lynn
26-Sep	K&T Department Meeting	Katie, Natalie, Jack, Monica, Heidi, Jane, Heather, Jimmy, Mary Lynn, Sandi, Yulia, Barb, Pam
27-Sep	Mid-Kid Cubes, collaborative Winter programs and the November LACONI presentation.	Monica, Jack, Natalie

Submitted by Natalie Williams, Head of Youth Services 10/8/2018

ALSC Blog

Pursuing excellence for library service to children

[Blogger Katie Salo](#)

Scarves in Storytime

August 12, 2018 | [Katie Salo](#)

If you don't use scarves in storytime, I'm going to (hopefully) change your mind with this blog post. But first! Read Abby Johnson's [2016 ALSC blog post](#) Scarves in Storytime to get a scarves primer down.

Welcome back! (You did go read Abby's post, right?)

Abby did an amazing job covering the basics of using scarves in storytime, answering questions like: "How do you hand scarves out?", "What do you do with them?", and "How do you put scarves?". But what about questions regarding Using Scarves in Storytime 201?

1. How do you keep scarves clean?

A time-honored, important question to ask. After every storytime, our scarves are washed in a washing machine. Here at the library, our washing machine is a top-loader, so I do use a delicates bag to protect the delicate fabric of our scarves. After a wash, they're line-dried on a clothesrack. If your library doesn't have a washing machine, you could take scarves home to wash (which I used to do, as evidenced by the picture) or buy a fabric disinfectant spray.



courtesy of the author.]

Scarves in a washing machine. [Photo

2. How do you store scarves?

I've stored scarves a myriad of different ways at my libraries over the years. Our current storage method is folding them up and storing them in a fabric bin. But I've also kept them in

a zippered freezer bag (this is especially good for outreach visits), a plastic storage container, and a file folder.

3. Have your scarves held up over the years?

Our scarves at my current library have been going strong since I purchased them in 2014. We've only lost two to our storytime crowds.

Abby gives great suggestions for where to find scarf rhymes and songs, but I would be remiss if I didn't mention what works for me:

Peek-a-Boo Games

One of the easiest way to use scarves during baby storytime is by playing peek-a-boo. Our scarves from Lakeshore Learning are transparent enough that most babies are not frightened by losing sight of their caregiver. My favorite songs include...

"Peek-a-Boo" Tune: Frere Jacques

Peek-a-boo, peek-a-boo

I see you, I see you!

I see your button nose and your tiny toes

Peek-a-boo! I see you!

"Colors Over You" Tune: Twinkle, Twinkle

Red and yellow, green and blue, these are the colors over you

Red as a flower, green as a tree

Yellow as the sun, and blue as the sea

Red and yellow, green and blue, these are the colors over you

(Can be done with scarves OR a parachute)

Thanks to [Kendra at Read Sing Play](#) for both of these rhymes!



Me, demonstrating how a scarf turns into a butterfly.

[Photo courtesy of the author.]

Scarves as...

I love to encourage kids to use their imaginations to make scarves in storytime become other things! By pinching the scarf in its middle, it can become a butterfly. Tucking it around our shoulders makes it a superhero cape.

In the air, a scarf can become a writing utensil to draw shapes. Or throwing it can make it look like popcorn or fireworks. And if you have a shoo fly around, swat that fly away with your flyswatter!

I also like to encourage scarves as a social-emotional development tool. I'll play a song on the CD player and call out "Switch!" and see if my friends can find someone to switch scarves with.

Scarves are so versatile in what they can become...the possibilities are endless. Could they be falling snow or leaves? Carpet scarves to show kids where to sit? Up to you!

Recorded Music

Some of my favorite songs to use with scarves:

Colors

All My Colors – [Ralph Covert](#)

Mixing Up Colors – [Yo Gabba Gabba](#)

De Colores – [José Luis Orozco](#) or [Lucky Diaz](#)

Movement

There's a Little Wheel a'Turnin' in My Heart – [Laurie Berkner](#)

Twist and Shout – [Songs for Wiggleworms](#) or [Fresh Beat Band](#)

Wave Your Ribbons in the Air – [The Wiggles](#)

Imagination

Butterfly – [Laura Doherty](#) or [Bari Koral](#)

Roller Coaster – [Bari Koral](#) (waving our scarves as we go up and down)

Popcorn – [Mr. Jon & Friends](#) or [Joanie Leeds](#)

Seabreeze – [Milkshake](#) (turning our scarves into the ocean waves)



Children in storytime with scarves. [Photo courtesy of the author.]

Songs from Jbrary

And where would I be without mentioning the scarf songs I've learned from [Jbrary](#)?

My favorites:

- [We Wave Our Scarves Together](#)
- [One Bright Scarf](#)
- [Jack in the Box](#)
- [Popcorn Kernels](#)
-

Have I convinced you? Or do you have tips to share with others regarding scarves in storytime? Let me know in the comments! And be sure to check back next month when I dive into the wonderful world of egg shakers in storytime.

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

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[programming, storytime](#)

STATISTICS FOR	Sept. 2018	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Circulation					
Adult	22,782	28,869	89,726	95,169	-5.72%
Teen	1,456	1,897	7,594	8,142	-6.73%
Kids	10,454	12,566	46,427	45,899	1.15%
TOTAL	34,692	43,332	143,747	149,210	-3.66%
Electronic Circulation	5,813	4,669	16,634	15,161	9.72%
GRAND TOTAL CIRC.	40,505	48,001	160,381	164,371	-2.43%
% Reciprocal Borrowing	13%	13%	14%	14%	
Patron Visits	27,604	33,046	104,668	118,078	-11.36%
Current Cards					
Resident	145	168	22,954	20,460	12.19%
Non-Resident	70	70	1,081	1,050	2.95%
TOTAL	215	238	24,035	21,510	11.74%
Non-Resident Households	43	43	512	448	14.29%
Patron Assistance					
Adult - Reference	2,399	2,769	8,835	9,631	-8.26%
Kids - Reference	720	859	3,556	3,668	-3.05%
Technology - Reference	890	971	3,422	3,037	12.68%
TOTAL REFERENCE	4,009	4,599	15,813	16,336	-3.20%
Adult - Other	480	692	1,972	2,927	-32.63%
Kids - Other	777	1,601	3,718	7,184	-48.25%
Technology - Other	49	107	257	326	-21.17%
TOTAL OTHER	1,306	2,400	5,947	10,437	-43.02%
GRAND TOTAL ASST.	5,315	6,999	21,760	26,773	-18.72%
ILL/Reserves					
Holds	6,531	7,292	22,959	22,686	1.20%
ILLs Sent	3,461	3,376	10,499	10,944	-4.07%
ILLs Checked Out	3,066	3,710	11,768	11,648	1.03%
ILLs Received	3,585	4,142	13,331	13,220	0.84%
Programs - Adult					
# Programs	10	17	32	40	-20.00%
Attendance	117	431	556	920	-39.57%
Technology Classes					
# Programs	7	7	19	24	-20.83%
Attendance	66	76	206	147	40.14%
Individual Technology Training					
# of Patrons	35	48	132	264	-50.00%
Groups					
# Programs	13	11	39	30	30.00%
Attendance	98	127	357	365	-2.19%
Others					
#Programs	1	0	1	0	
Attendance	11	0	11	0	
Programs - Teen					
# Programs	4	10	22	25	-12.00%
Attendance	24	111	533	383	39.16%
Programs - Kids					
# Programs	11	13	108	116	-6.90%
Attendance	194	812	2,824	5,227	-45.97%
GRAND TOTAL ATT.	545	1,605	4,619	7,306	-36.78%

STATISTICS FOR	Sept. 2018	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	2,732	2,842	9,624	9,887	-2.66%
Kids Computers	466	897	2,644	3,921	-32.57%
Teen Laptop	66	114	309	440	-29.77%
Adult Laptop	82	176	298	470	-36.60%
TOTAL PATRON USE	3,346	4,029	12,875	14,718	-12.52%
Hours Used					
Adult Computers	2,170	2,252	7,421	7,708	-3.72%
Kids Computers	343	532	1,768	2,599	-31.97%
Teen Laptop	77	116	341	415	-17.83%
Adult Laptop	141	270	542	809	-33.00%
TOTAL HOURS USED	2,731	3,170	10,072	11,531	-12.65%
Wireless Total Connections	7,717	8,450	26,643	26,824	-0.67%
IPPL Total Web Site Access	14,809	26,494	50,026	87,244	-42.66%
IPPL Total Page Views	39,852	38,390	132,839	127,830	3.92%
Subscription Database Logins	2,478	4,655	8,211	10,363	-20.77%
Outreach-Homebound					
Items Delivered	124	153	376	391	-3.84%
Volunteers					
Number Active	52	52			
Hours Worked	319.50	285	1,231.25	1,147	7.35%
Staff Training Hours	53.50	73.50	223.50	189.50	17.94%
Room Use					
Youth Room					
Library	7	8	25	32	-21.88%
Non-Library	8		14		
Meeting Room					
Library	8	28	83	104	-20.19%
Non-Library	12	3	23	15	53.33%
Conference Rooms	400	342	1,327	1,116	18.91%
Lobby Programs	4	2	21	6	250.00%
Board Room					
Library	28	14	73	36	102.78%
Non-Library	13	18	54	52	3.85%
Clavinova	0	0	0	1	-100.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - September 2018

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BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	478	1	3	476	10	11	11	14
Non-Fiction	45537	260	1017	44780	418	823	678	1840
Fiction	38079	351	177	38253	726	1149	1077	1326
ADULT TOTALS	84094	612	1197	83509	1154	1983	1766	3180
KIDS								
Non-Fiction	13278	97	277	13098	89	1014	186	1291
Fiction	23578	332	457	23453	362	761	694	1218
KIDS TOTALS	36856	429	734	36551	451	1775	880	2509
TEEN								
Non-Fiction	603	17	97	523	1	0	18	97
Fiction	3593	63	173	3483	71	33	134	206
TEEN TOTALS	4196	80	270	4006	72	33	152	303
BOOK TOTALS	125146	1121	2201	124066	1677	3791	2798	5992

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audiobooks on CD	6283	41	1	6323	83	30	124	31
Music CDs	8060	38	8	8090	65	171	103	179
Playaway	359	0	0	359	14	3	14	3
DVDs (DVD & Blu-ray)	20317	160	42	20435	282	236	442	278
ADULT TOTALS	35019	239	51	35207	444	440	683	491
KIDS								
Audiobooks on CD	601	9	3	607	0	3	9	6
Music CDs	784	0	1	783	9	5	9	6
Playaway	96	0	1	95	0	0	0	1
DVDs (DVD & Blu-ray)	4186	26	142	4070	73	161	99	303
KIDS TOTALS	5667	35	147	5555	82	169	117	316
TEEN								
Audiobooks on CD	200	2	2	200	2	23	4	25
Playaway	27	0	1	26	0	6	0	7
DVDs (DVD & Blu-ray)	561	0	3	558	12	11	12	14
TEEN TOTALS	788	2	6	784	14	40	16	46
AUDIOVISUAL TOTALS	41474	276	204	41546	540	649	816	853

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Console Games	102	2	4	100	5	2	7	6
Tech Takeout (except digital content devices)	65	0	0	65	5	0	5	0
CD-ROMs	58	0	0	58	0	0	0	0
ADULT TOTALS	225	2	4	223	10	2	12	6
KIDS								
Kits (STEM, Book bundles, etc.)	113	13	0	126	5	0	18	0
Puzzles (New Aug. 2018)	16							
Playaway Launch Pads	24	0	0	24	6	0	6	0
KIDS TOTALS	153	13	0	150	11	0	24	0
TEEN								
Equipment (CD Players, etc.)	2	0	0	2	0	0	0	0
Console Games	675	2	6	671	21	14	23	20
Board Games	53	0	0	53	21	0	21	0
TEEN TOTALS	730	2	6	726	42	14	44	20
OTHER TOTALS	1108	17	10	1099	63	16	80	26
COLLECTION TOTALS	167728	17	10	167735	63	16	80	26

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- September 2018

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BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla- Year (ebooks & comics)	199,198	69,927		269,125				
Reference- Year	573	0	31	542				
eRead Illinois (Canceled July 2018)	29506	0	29506	0	0	0	0	29506
TOTALS FOR ALL AGES	229,277	69,927	29506	269,667	0	0	0	29506
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,803	23		2,826	41	0	64	0
eMedia (Overdrive Advantage)	918	15		933	20	0	35	0
Fiction								
eMedia (Overdrive Consortium)	11,723	68		11,791	181	0	249	0
eMedia (Overdrive Advantage)	3,932	57		3,989	135	0	192	0
Preloaded eReaders	6			6				
ADULT TOTALS	19,376	163		19,539	377	0	540	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	92	1		93	0		1	
eMedia (Overdrive Advantage)	27	0		27	1		1	
Fiction								
eMedia (Overdrive Consortium)	1,709	10		1,719	30	0	40	0
eMedia (Overdrive Advantage)	258	0		258	4	0	4	
KIDS TOTALS	2,086	11		2,097	34	0	46	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	128	1		129	0		1	
eMedia (Overdrive Advantage)	15	0		15	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,623	10		2,633	27	0	37	0
eMedia (Overdrive Advantage)	497	4		501	16	0	20	
TEEN TOTALS	3,263	15		3,278	43	0	58	0
BOOK TOTALS	254,002	70,116		294,581	454	0	644	29506

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	43,952	14354		58,306				
Music	281,004		15489	265,515				
Movies/TV Episodes	31,741	0	18265	13,476				
eRead Illinois Audiobooks (Cance	9,397	0	9397	0	0	0	0	9397
Yearly Total for All Ages	366,094	14354	43151	337,297	0	0	0	9397
ADULT								
Audiobooks								
eMedia (Overdrive Consortium)	4,034	25	0	4,059	44		69	0
eMedia Advantage (Overdrive)	715	11		726	29		40	0
Preloaded Audiobook iPods	15	4		19	15		19	
Movies								
Preloaded Roku Titles	975	11		986	23		34	
ADULT TOTALS	5,739	51		5,790	111	0	162	18794
KIDS								
Audiobooks								
eMedia Library (Overdrive)	282	2		284	4		6	
eMedia Advantage (Overdrive)	23	0		23	1		1	
Movies								
Preloaded Roku Titles	137	1		138	1		2	
KIDS TOTALS	442	3		445	6	0	9	0
TEEN								
Audiobooks								
eMedia Library (Overdrive)	235	3		238	6		9	0
eMedia Advantage (Overdrive)	39	0		39	2		2	0
TEEN TOTALS	274	3		277	8	0	11	0
AUDIOVISUAL TOTAL	372,549	57		343,809	125	0	182	28191
COLLECTION TOTALS	626,551	70,173		638,390	579	0	826	57697

Chamber Report

Darien:

The month started off with quite a bit of excitement as DarienFest took place September 7-9. Because we put on the event, expectations for board members included our presence at the Fest as much as possible, so I volunteered all three days. I worked at the ID booth alongside Darien Women's Group and Eisenhower school parent volunteers as well as other board members. I made a point of checking on the business expo participants who had a much better location than last year. We had a good fest; the rainy, cold weather Friday night put a damper on the financials but not the enthusiasm of crowds who enjoyed the food and entertainment. Things picked up considerably the following two days. Unfortunately, I could not make it to the regular board meeting later in the month due to a date change.

On September 21, I attended the regular Women in Business meeting at First American Bank. It focused on the upcoming Paint the Town Pink cancer awareness event, one of the big ones of the year. The following Tuesday, I went to the Darien Coffee Connection and met two new people including Matt Weberling who works in the area for Wealthbridge Financial Advisors and whom I connected with Cindy regarding his interest in doing a general interest program. (This regularly happens when I meet new business people.) I will use him as a resource for coworking space ideas. As she often does, Carole Kempf of Hudson Energy and the chamber board spoke positively of her experiences with our databases after I gave my library spiel during the introductions.

Willowbrook/Burr Ridge:

Just before DarienFest and the start of the parking lot work, I held a networking breakfast here (publicized as "sponsored by Women in Business" since I belong to that focus group). It began at 8:30, so one of my staff monitored the entry doors. The 11 attendees enjoyed networking and refreshments before they heard a presentation by Ann and T.J. on the technology resources of interest to small businesses. The program got very good reviews. Denise Marchetti, my contact with the chamber, recommended having Ann and T.J. do the program at one of their regular meetings. I contacted the programming coordinator, which resulted in scheduling them for February 2019. I think our networking activity will bring great word-of-mouth promotion, too.

Shirley Pride Jensen
Assistant Head of Adult Services and Business Liaison
October 2, 2018



E-News October 24, 2018

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Current RAILS News

RAILS Board Meeting October 26

The [RAILS Board will meet](#) on Friday, October 26, at 1 p.m., in person at the RAILS Coal Valley service center and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See [agenda/supporting documents](#).

All members in the Coal Valley area on October 26 are invited to a [networking event](#) prior to the board meeting. See [more networking information](#) below.

The location and date for the October 26 RAILS Board Meeting were incorrectly listed in the October 17 *RAILS E-News*. Please refer to the correct information above.

Reminder: Required Delivery Count November 12-16

All RAILS member libraries, except for libraries that are members of CARLI (Consortium of Academic and Research Libraries in Illinois), are required to count all outgoing items being picked up for delivery between Monday, November 12 and Friday, November 16. Outgoing items are those being delivered from your library to another location, including items being sent to fill interlibrary loan requests and items you are returning to other libraries.

Beginning on Friday, November 9, after your delivery items have been picked up for that day, please count all items in each delivery container, complete [this form](#), and place it on top of the items in each container. Please use this same procedure through Friday, November 16. See [more information](#).

Update on Automated Delivery Fine Count Pilot Program

During the last fine count, with great success, 41 libraries volunteered to pilot a new fine count process that will allow libraries to input their information online. So with the next fine count scheduled for November 12-16, we are expanding the pilot to all of the libraries within the Geneva and Shorewood service areas. RAILS will send additional information to these libraries. We will

required to complete the online form.

October 18 Member Update Recording Available

If you missed the October 18 Member Update, a [recording is now available](#) on the [RAILS YouTube page](#). Topics discussed include RAILS' revised strategic plan and new logo, system membership standards, partnership grants, [Find More Illinois](#) (the overlay project), and more.

Save the date for the next member update on January 17, 2019.

ILA Strategic Planning Focus Groups

The Illinois Library Association (ILA) is planning a series of focus groups to understand what creates value for its members and stakeholders. The first of these sessions is on November 14 at the RAILS Burr Ridge service center. Reservations to attend the focus groups will open on Monday, November 5, 2018.

ILA Members, non-members, and others interested in offering their input are encouraged to attend any (or all) of the focus groups. Dates, locations, and [additional information](#) can be found on the ILA website. Please contact [Tamara Jenkins](#), ILA Communication and Engagement Manager, at 312.644.1896 with questions.

New RAILS Podcast on Library Building Project

In the [latest episode of Sparks](#), RAILS Executive Director Deirdre Brennan talks with Lynn Stainbrook, Executive Director at Rockford Public Library, about the library's building project, including its unusual origins and envisioning sessions held with different community groups, including teenagers and the homeless. Lynn also offers advice for other libraries going through a building project.

[Subscribe to Sparks](#) to automatically download this and future episodes to your smartphone or mobile device, or visit railslibraries.info/sparks to listen via your computer/laptop.

Continuing Education (CE)

RAILS Continuing Education

Library Accessibility for Public Library Trustees Webinar December 10

Renee Grassi, Dakota County (MN) Library, will discuss strategies and tools public library trustees need to be more effective accessibility advocates for their library communities. This webinar will be held on Monday, December 10, 9:30–10:30 a.m. See L2 for [more information/registration](#).

Developing Diverse Children's And Young Adult Collections Webinar November 13

Tuesday, November 13, 9:30–11:00 a.m. Learn how to find quality materials and keep up with new publications. Log into L2 for [more information/registration](#).

Usability Testing Webinar November 14

Brodie Austin, Northbrook Public Library, will discuss easy ways to incorporate usability testing and patron feedback into your work in this webinar on Wednesday, November 14, 9:30-11 a.m. Learn how to create a testing plan and implement what you discover in the results. Log into L2 for [more information/registration](#).

Other RAILS CE Opportunities

[Succession Planning Workshop October 30](#)

[Managing Ill or Injured Employees Workshop November 1](#)

[Library Director Bootcamp Series Begins November 5](#)

[Writing Effective Grant Proposals Webinar November 7](#)

ADDITIONAL CE...

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

LACONI CSS Improvising your way to success: Thursday, November 15

Performers from the famed iO Theater will teach valuable customer service skills such as communication and listening, thinking on your feet, conflict resolution, collaboration and team building, and creative thinking through the use of long-form improvisation. This LACONI Circulation Services Section (CSS) program was made possible through a RAILS Continuing Education Event Grant. The session will be held Thursday, November 15, 9:30 a.m.–noon, at Morton Grove Public Library. [Register](#).

LACONI Service Design for Libraries: Friday, November 16

If you have dedicated resources to innovation but don't know where to start, this workshop is for you. Service Design weaves human, digital, and physical interactions into a meaningful library experience for staff and patrons alike. Jackie Flowers and Stephanie Nemcsok of Calgary Public Library will provide practical knowledge and exercises to help you integrate the designer's mindset and empower staff to take the lead. The session will be held Friday, November 16, 9:00 a.m.–2:30 p.m., at Oakton Community College, Des Plaines campus. [Register](#).

LACONI Stuck in the Middle!: Programming for Tweens in Your Library November 16

The tween years are hard for the kids and the librarians who program for

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tweens and their families. Discuss other program models and what you've tried at your library. Cost is \$30 for LACONI members and \$40 for non-members. Log into L2 for [more information](#). [Register here](#).

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ATLAS Multi-Library Staff Day December 7

ATLAS is holding its Multi-Library Staff Day on Friday, December 7, 9 a.m.-noon. The topic is "Serving Patrons with Different Ability Levels with the Disability Awareness Players." Registration for the event is on [Eventbrite](#). See [details on L2](#). This program is being funded with a [RAILS Continuing Education Grant](#).

Online with the Cataloging Maintenance Center (CMC)

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

- [November 15, 2018](#) - But Wait, There's More!: Added Titles
- [December 20, 2018](#) - The Fix Is In: MARC Fixed Fields
- [January 17, 2019](#) - Peering into a Cloudy Crystal Ball: The Future of Cataloging

CMC Recording available for [It's a Date: Publication and Copyright Dates](#)

Other Opportunities

[Free Webinar: Building Relationships with Legislators and their Staff October 31](#)

[2018 Teen Services Summit November 6](#)

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

Conferences

RAILS at Conferences, Other Library-Related Conferences

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

Visit the RAILS booth #404, find out what's new, spin our famous wheel, and enjoy the Friday dessert reception in the exhibit hall sponsored by RAILS.

For 1-on-1 discussions regarding [Find More Illinois](#), [BiblioBoard](#) and [eRead Illinois](#), visit the RAILS booth on Friday, November 2, 8-9 a.m., 12:45-1:45 p.m., or Saturday, November 3, 12:15-1:15 p.m. If you'd like to schedule a meeting outside of these times, please contact the following RAILS staff members before the conference:

Illinois.

In addition, you may [schedule a RAILS member visit at the AISLE conference](#), November 2 or 3: 30-minute, 1-on-1 discussion with RAILS Member Engagement Manager, Dan Bostrom.

Other Library-Related Conferences...

[Special Libraries Association, Charlotte, NC, June 6-9, 2020](#)

[Illinois Youth Services Institute Proposals Due November 2](#)

[2018 Upper Midwest Digital Collections Conference November 8-9](#)

Networking Opportunities

Moline Area Meetup December 4

Join Moline area library staff to hear the latest RAILS news and connect over ideas and opportunities. Register for the next RAILS Member Meetup on Tuesday, December 4, 3:15-4:45 p.m., at Franklin Elementary School in Moline. Light refreshments will be served. This will be the first RAILS Member Meetup to take place at a school library. Any library staff from any type of library is welcome. Please [register on L2](#).

Networking Event in Coal Valley October 26

Take this opportunity to talk with other library colleagues and share ideas over lunch. The event will be held October 26, 11:30 a.m.-12:45 p.m., at the RAILS Coal Valley service center. All library staff from all types of libraries are welcome. You will also have an opportunity to talk with RAILS staff and board members. [Please register](#).

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

Networking Event for Academic Libraries at NU in Evanston November 6

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

This event is open to all academic librarians and will feature more information on RAILS and IACRL programs and services, as well as a structured discussion, and a tour of the Northwestern University Library. Coffee and refreshments will be served. Log into L2 [to register](#).

Prairie State College Networking Event November 12

Connect with academic library colleagues in your area! On Monday, November

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Chicago Heights, Illinois.

This event is open to all academic librarians and will feature more information on RAILS and IACRL programs and services, as well as a structured discussion and a tour of the Prairie State College library. Coffee and refreshments will be served. Please [register on L2](#).

Special Library Networking Event at Caterpillar November 15

RAILS and the Special Library Association (SLA)-Illinois Chapter will co-host a networking event at Caterpillar's engineering library, Technical Information Center, in Mossville, IL, on Thursday, November 15, 11 a.m.-3 p.m.

All special library staff are invited to this event to network and connect with each other and to learn more about RAILS and SLA-Illinois programs and services of interest to special libraries. You will also have the opportunity to tour the Caterpillar facilities. Lunch will be served. Log into L2 for [information/registration](#).

E-Resources

See You at AISLE!

School library professionals - do you have any burning questions about BiblioBoard? Do you want to learn more about eRead Illinois? Visit the RAILS booth #404 at the Association of Illinois School Library Educators (AISLE) annual conference from 8-9 a.m. or 12:45-1:45 p.m. on November 2 and from 12:15-1:15 p.m. on November 3. RAILS' E-Content Specialist [Anna Behm](#) will be on hand to answer questions about the e-content services available to you and your students through RAILS. Learn more about [BiblioBoard](#) and [eRead Illinois](#), try out each platform on a variety of devices, or request training materials for you and your staff.

Through RAILS' partnership with BiblioLabs, any Illinois resident has access to thousands of other e-resources free of charge and without needing a login or library card. Items on the [BiblioBoard](#) platform have no holds or waiting for titles and can be read by multiple users at the same time. [See more information](#) on all our BiblioBoard offerings.

Deals, Discounts, Grants

RAILS CE Event Grants Available to Libraries, Networking Groups, and Consortia

Do you have a great idea for a continuing education event but don't know where to get the funding to make your idea a reality? Are you willing to offer

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A big part of RAILS' mission is to offer continuing education (CE) to staff at our member libraries of all types (academic, public, school, and special). To help us provide additional CE opportunities, RAILS provides grants to individual RAILS libraries, RAILS networking groups, and RAILS consortia to offer CE events that are made available to all RAILS member libraries and are of interest to a wide range of library staff. The deadline for the next grant award period is November 30. See [more information](#) and [grant conditions](#).

In FY2018, RAILS awarded grants for 10 events and 1,206 RAILS members attended these events. Examples of award-winning grant projects include:

- Librarians Working Together networking group staff development day, featuring sessions on safety and difficult patrons, collection development, programming, and technology
- RSA Day, featuring keynote speaker, Miguel Figueroa from ALA's Center for the Future of Libraries, and other breakout sessions
- Library UX Chicago workshop on effective storytelling with data
- LACONI program: Strengthening the Virtuous Circle: Why Diversity and Cultural Competence are Important to Library Service

If you are from a RAILS library, networking group, or consortia and have an idea for a CE event that you can make available to other RAILS library staff, apply for a grant today! If you have questions about this grant offering, contact [Joe Filapek](#), RAILS Director of Consulting and Continuing Education, 630.734.5132.

Apply for a RAILS Partnership Grant by November 16

RAILS is offering grants to encourage RAILS members to pursue partnerships featuring creative solutions that address community needs and further RAILS goals and strategic initiatives. RAILS member libraries of all types (academic, public, school, and special) can apply for up to \$5,000 for programs and services that involve a collaboration with other libraries, businesses, nonprofits, and/or government agencies.

Applications are due on Friday, November 16. For more information and conditions, please see the [RAILS Partnership Grant site](#).

Medical Informatics Section/Medical Library Association Career Development Grant

The Medical Informatics Section (MIS) awards one individual up to \$1,500 to support a career development activity that will contribute to the advancement of the field of medical informatics. If you have been wanting to take a course or attend a conference related to informatics but haven't had the funds, then this is an opportunity worth exploring! MIS membership is preferred, but not a requirement. The application deadline is December 1, 2018. For further information or to apply, see the [grant information page](#).

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Letters About Literature Contest

Letters About Literature is an annual national reading and writing competition. The contest invites students to read a book, poem or play of their choice and write a letter to the author about how the work changed their life or view of the world. Students can enter on their own or through their schools, libraries, or other youth organizations.

One Illinois winner will be selected in three grade levels to receive a \$200 cash award. Teachers/librarians of the winning students will receive a \$100 cash award to purchase materials for their school/public library. Winners and teachers/librarians will be invited to an awards ceremony in Springfield. The state winners' letters will be forwarded for national judging.

This year online entries will be accepted for all students beginning November 1. The entry deadline is December 14, 2018. State winners will be announced in May 2019. [More information.](#)

Try-It Illinois Available October 1-November 30

The 19th annual database trial, [Try-It! Illinois](#), will be available October 1 through November 30, 2018. Try-It! Illinois offers library staff and users an excellent opportunity to survey and evaluate a wide variety of electronic resources for possible purchase. Thanks to the partnerships between the Illinois State Library and participating electronic resource vendors, there is no charge for accessing these databases.

The Illinois State Library sent a letter to directors at RAILS libraries on October 1 with the login and password for Try-It! Illinois. Libraries can share this information with users, but please do not post the login or password on the internet, on websites, or in publicly archived e-newsletters. If you have any questions, contact [Gwen Harrison](#) at the Illinois State Library, 217.785.7334.

Other Library News

Nominations Open for Funk Award for Medical Librarian

The Carla J. Funk Governmental Relations Award recognizes a medical librarian who has demonstrated outstanding leadership in the area of governmental relations at the federal, state, or local level, and who has furthered the goal of providing quality information for improved health.

The recipient receives a certificate at the annual meeting and a cash award of \$500 after the annual meeting. Nominees must be current members of the Medical Library Association (MLA) and a MLA member at the time the governmental relations activities occurred. [More information and the nomination form.](#) Nominations are due by November 1, 11:59 p.m. Questions

New Library Days and Dates Now Available

The [Library Days and Dates to Remember 2019-20](#), prepared by attorney Phillip Lenzini, are once again available for library use. This is a helpful calendar of key dates for filing public notices and/or various actions required by municipal (city, village, and incorporated town) libraries. The list contains preliminary dates as well as deadlines and deals with such things as electing trustees, budget filings, annual reports, and numerous other required filings.

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Member News

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

RAILS Library Director News

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

Brenda Weinberg is the new director at South Beloit Public Library.

Lexie Walsh is the new director at Washington District Library.

Nick Sutton is the new director and superintendent of schools for Stark County CUSD #100.

Kathleen Helsabeck is the new director of Quincy Public Library.

Lydia Pelphrey is the new director for Midland CUSD #7.

Library News

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

- [Laura Ingalls Wilder and Her Prairie Exhibit at the Chicago Botanic Garden's Lenhardt Library](#)
- [Mini Therapy Ponies Win Hearts at the Arlington Heights Memorial Library](#)

Fast Facts Surveys

- [Quick Picks/Hot Picks Collection](#)
- [Packaging for Toys/Games](#)
- [Website Committees](#)
- [Fine Free Libraries](#)
- [Tattle-tape \(EM\) Security for Materials](#)
- [Laptop Security Software](#)

Food in the Kids & Teens Department

Attached is an email from Steve Leopoldo expressing concern having witnessed children (toddlers in particular) eating in the various play areas while engaging with toys.

Natalie Williams, the Head of Youth Services, will attend the meeting to discuss this and answer questions. Staff have researched if other libraries have created food-free zones and have not found this to be true. Instead library policies state that the library cannot ensure an allergy free environment. Staff suggest that the library stock epinephrine and train staff on how to use it. Also, that signs are posted reminding caregivers that some children visiting the library have food allergies and that they consider this as they select a snack to bring to the library. Staff will also evaluate our cleaning procedures.

Key points:

Currently the laws related to food allergens do not cover libraries and other public spaces.

It is hard to ban a substance in a public place. Even on airplanes or trains people could have items they do not know contains nuts or other allergens. Those people can interact with a spot or person and leave a trace amount large enough to cause anaphylactic shock.

The open design of the Kids & Teens Department means that older children may be touching the same toys, materials, shelving and furniture that younger children touch and contamination can occur that way.

Materials returned to the library and re-shelved may be contaminated.

How can we be certain that clothing, strollers, diaper bags, etc., would not have these allergens?

If we say that we are removing all food from the department and we suggest it is because of allergens, does it present a false sense of security and does it make us legally responsible if an allergic reaction does occur?

When there was a policy banning food from the library patrons ignored it. There is no way to prevent patrons from bringing food into the library.

Stating that all food must be eaten in the café – there isn't enough room in the café to accommodate this. Also, people will continue to eat in the other areas of the library.

The practicality of caring for young children (and older children) is that they do require/want food while they are at the library or other public places. Forbidding food in certain areas doesn't guarantee that parents will follow that policy.

Ultimately, this is a public space and there are so many variables, we cannot promise an allergen-free space.

I've attached an article from the Illinois Department of Health website and a copy of Public Act 099-0711.

Jamie Bukovac

From: Steve Leopoldo <steve.leopoldo@gmail.com>
Sent: Thursday, October 04, 2018 11:01 AM
To: Jamie Bukovac; trustees
Cc: Laura Birmingham; Natalie Williams
Subject: IPPL Food Policy

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Director Bukovac & Board of Trustees,

I am a parent of a child with severe food allergies. I am deeply concerned having witnessed children (toddlers in particular) eating in the various play areas while engaging with toys. Per the Use of Facilities document, section 604 appears to allow the eating of snacks and beverages in the library. I urge you to escalate reconsideration of this policy to safeguard the health of patrons with life threatening food allergies.

Permitting children to handle food and toys / surfaces / books at the same time greatly increases the probability that someone with food allergies will experience a reaction in the library due to contaminated surfaces. Peanut residue and nut residues are particularly insidious and hard to contain.

Please let me know what I can do to help IPPL update its policies regarding food allergens, the eating of food in the library, and establishing procedures for if someone experiences a life threatening anaphylactic reaction in the library.

Thank you,

Steve Leopoldo
312-772-6158



(L)

Epinephrine Auto-Injector and Anaphylaxis

Allergic Emergency – If you think you are having a serious allergic reaction, use your epinephrine auto-injector and call 911.

Anaphylaxis

Anaphylaxis is a serious allergic reaction that is rapid in onset and may cause death.

What are the Symptoms of Anaphylaxis?

Symptoms usually involve more than one organ system (part of the body), such as the skin or mouth, the lungs, the heart, and the gut. Symptoms may include:

- Skin rashes, itching or hives
- Swelling of the lips, tongue or throat
- Shortness of breath, trouble breathing or wheezing (whistling sound during breathing)
- Dizziness and/or fainting
- Stomach pain, bloating, vomiting or diarrhea
- Uterine cramps
- Feeling like something awful is about to happen

Ask your health care provider for a complete list of symptoms and an anaphylaxis action plan. Without immediate treatment, anaphylaxis may cause death.

What causes Anaphylaxis?

Anaphylaxis occurs when the body's immune system is triggered by something as harmful and reacts. Your immune system tries to remove or isolate the trigger. The result is symptoms such as vomiting or swelling. The most common triggers of anaphylaxis are allergens. Medicines, foods, insect stings and bites, and latex most often cause severe allergic reactions.

- **Medicines** - Common culprits are penicillin and other antibiotics, aspirin and aspirin-related products and insulin.
- **Foods** - Common food allergies are peanuts, tree nuts, shellfish, fish, milk, eggs, soy and wheat. In children, the most common food allergies are milk, eggs, peanuts, soy and wheat. In adults, the most common food allergies are shellfish, tree nuts and peanuts.
- **Insect stings and bites**
Stinging insects such as bees, wasps, hornets, yellow jackets and fire ants can cause anaphylaxis. Certain

tick bites can cause a person to develop severe allergic reactions to meat. Bites from the "kissing bug" and deer fly also cause a local allergic reaction.

- **Latex**

Natural rubber latex may cause a mild skin irritation or it can trigger a severe allergic reaction. Direct contact with latex items (latex gloves, condoms and balloons) can cause a reaction. Inhaling small latex particles that have become airborne can trigger latex allergy. Putting on and removing latex gloves can release small latex particles into the air.

- **Physical activity**

Exercise-induced anaphylaxis is a rare allergic reaction that occurs after vigorous physical activity. Temperature, seasonal changes, drugs, alcohol or eating certain foods before exercise may be co-factors. In other words, both exercise and this other factor have to be present for a person to have the severe allergic reaction.

With proper evaluation, allergists can identify most causes of anaphylaxis. People with asthma often have allergies as well. This puts them at higher risk of developing anaphylaxis, which also can cause breathing problems. For that reason, it is important to manage your asthma well. Some of the symptoms of a severe allergic reaction or a severe asthma attack may seem similar.

What is Epinephrine?

Epinephrine (adrenaline), a self-injectable medication, is the first-line treatment for severe or life-threatening allergic reactions (anaphylaxis). Epinephrine is a highly effective medication that can reverse severe symptoms. However, it must be administered promptly during anaphylaxis to be most effective. Delayed use of epinephrine during an anaphylactic reaction has been associated with deaths.

Tips for Speaking to Your Healthcare Provider about Auto-Injectors

Epinephrine auto-injectors operate in different ways, so it is important to discuss your options with your doctor and be properly trained to use the device.

1. Talk with your doctor about which product is best for you
2. Make sure you are trained on your chosen device before leaving your doctor's office
3. Ask your doctor to write your prescription specifically for the product you chose, either one of the brand names or the generic
4. Talk to your pharmacist about the epinephrine auto-injector you want when dropping off your prescription
5. Before leaving the pharmacy, double-check the product you were given to make sure it is the one that you wanted and that was prescribed by your doctor.

Using an Epinephrine Auto-injector

Ask your healthcare provider for training on how to use the auto-injector that has been prescribed for you. In addition, the manufacturers' websites provide detailed information, including instructions for using the device. It's important to become familiar with these instructions. Practice using the auto-injector until the process becomes second nature. Teach family members and caregivers how to use it as well.

An injection of epinephrine should be given in the outer thigh. Injecting the medication intravenously or into the buttocks is not recommended. Auto-injectors can usually be used through clothing. Be sure to check the manufacturer's instructions for details.

Once the device is injected, follow the instructions provided by the manufacturer regarding how long to hold the device in place to ensure all of the medication has been delivered.

Once epinephrine is administered, you should call 911 immediately and advise dispatchers that you have just used epinephrine for a suspected anaphylactic reaction. Make arrangements to be transported to an emergency room for additional treatment and for observation.

Carrying and Storing Epinephrine

Epinephrine is sensitive to light and should be stored at room temperature. Do not refrigerate epinephrine, and take precautions to prevent the device from freezing. Epinephrine should never be stored in a vehicle, where temperatures can climb to triple digits, causing the medication to become less effective.

Periodically check the epinephrine solution for discoloration. If the solution becomes slightly pinkish in color, or darker than slightly yellow, the medication may be less effective; call your doctor for a replacement device.

Public Act 099-0711 – Epinephrine Auto-Injector Act

Public Act 099-0711 or the *Epinephrine Auto-Injector Act* (<http://www.ilga.gov/legislation/publicacts/fulltext.asp?name=099-0711>) allows a health care practitioner to prescribe epinephrine auto-injectors in the name of an authorized entity for use in accordance with the Act. Pharmacists and health care practitioners may dispense epinephrine auto-injectors pursuant to a prescription issued in the name of an authorized entity.

An authorized entity, meaning any entity or organization other than a school covered under the School Code (Section 5), may acquire and stock a supply of undesignated epinephrine auto-injectors for immediate administration on someone experiencing anaphylaxis. The epinephrine auto-injector may be provided to a parent, guardian, or caregiver and may be administered to any individual regardless of whether the individual has a prescription for or has been previously diagnosed with an allergy.

Auto-Injector Epinephrine and Anaphylaxis Training

Public Act 099-0711 (<http://www.ilga.gov/legislation/publicacts/fulltext.asp?name=099-0711>) allows an authorized entity to identify employees or agents or other individuals who have completed training (subsection d of the Act) to provide or administer an epinephrine auto-injector. Employees, agents or other authorized individuals must complete an anaphylaxis training program before they are able to provide or administer an epinephrine auto-injector under the provisions of the Act. Training shall be valid for a period of two years and shall meet the following requirements:

- Is conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment;

- Is conducted either online or in person;
- Includes, but is not limited to:
 - How to recognize signs and symptoms of an allergic reaction, including anaphylaxis;
 - Standard procedures for storage and administration of epinephrine auto-injector;
 - Steps to take to prevent exposure to allergens;
 - Emergency follow-up procedures; and
 - A test demonstrating competency of knowledge required to recognize anaphylaxis and administer an epinephrine auto-injector.

Authorized entities may include a review and understanding of high-risk areas on the authorized entity's property and its facilities as part of the training curriculum.

If there is a training program which meets the criteria listed and it is not included here, please email information about the program to DPH.EpiPen@illinois.gov (<mailto:DPH.EpiPen@illinois.gov>).

The following training programs meet the requirements of Public Act 099-0711 :

- American Red Cross: Anaphylaxis and Epinephrine Auto-Injector - Online Course
(<http://www.redcross.org/take-a-class/course-dowbt000000000011096>)
- American Heart Association: Heartsaver® Pediatric First Aid CPR AED
(http://cpr.heart.org/AHA/ECC/CPRAndECC/Training/HeartsaverCourses/HeartsaverPediatric/UCM_473178_CPR-Heartsaver-Pediatric-First-Aid-CPR-AED.jsp)
- American Heart Association's Heartsaver First Aid/CPR/AED course
(http://cpr.heart.org/AHA/ECC/CPRAndECC/Training/HeartsaverCourses/HeartsaverFirstAidCPRAED/UCM_476848_Heartsaver-First-Aid-CPR-AED.jsp)

The training organization will provide a certificate of completion to each participant. There is no required form for the training certificate, but each certificate should contain at least the following information:

1. Name of the trainer or training organization.
2. Date training completed.
3. The topics covered in the training.

The following training programs meet the requirements of the Act and contain training components which are specific to school-based settings:

- National Association of School Nurses – GET TRAINED
(<https://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis/GetTrained>)
- AllergyReady.com – Ready, Set, Go (<http://www.allergyready.com/product/course-access/>)!
- Schools.AllergyHome.org – Food Allergies & Anaphylaxis in School: What School Staff Need to Know (<http://www.allergyhome.org/schools/>)

Where can organizations get epinephrine auto-injectors?

A health care practitioner may prescribe epinephrine auto-injectors in the name of an authorized entity for use in accordance with the Act. Pharmacists and health care practitioners may dispense epinephrine auto-injectors pursuant to a prescription issued in the name of the authorized entity. Such prescriptions shall be valid for a period of two years.

How should the epinephrine auto-injectors be stored?

An authorized entity should store the epinephrine auto-injectors in a location readily accessible in an emergency and in accordance with the device's instructions. The authorized entity shall designate employees or agents who have completed required training to be responsible for the storage, maintenance, and control of epinephrine auto-injectors obtain and possessed by the authorized entity.

- Check the expiration date of the epinephrine auto-injectors every month, and replace units once they have expired.
- Do not store the auto-injector in a refrigerator. Keep it at room temperature.
- Epinephrine auto-injectors should not be exposed to extreme hot or cold temperatures and should be protected from light. Do not store the auto-injector in a vehicle glove box or trunk.
- The liquid medicine in the auto-injector should be clear. If it is discolored or has floating specks, get a new one.
- When disposing an epinephrine auto-injector, do not throw it into the household trash. Instead, take the used or expired auto-injector to a hospital, pharmacy or healthcare provider for proper disposal.

Are limitations for organizations or individuals who administer epinephrine auto-injectors?

The use of an undesignated epinephrine auto-injector in accordance with the requirements of the Act does not constitute the practice of medicine or any other profession that required licensure.

Do entities or organizations need to get on a list in order to possess the epinephrine auto-injectors?

No. The state health department is not keeping a list of organizations choosing to obtain epinephrine auto-injectors. If your organization is one of the authorized entity types listed in the Act, you can designate persons, get them trained, submit the training certificates to an authorized wholesale pharmacy and obtain the epinephrine auto-injectors.

Protecting health, improving lives.

AN ACT concerning public health.

**Be it enacted by the People of the State of Illinois,
represented in the General Assembly:**

Section 1. Short title. This Act may be cited as the Epinephrine Auto-Injector Act.

Section 5. Definitions. As used in this Act:

"Administer" means to directly apply an epinephrine auto-injector to the body of an individual.

"Authorized entity" means any entity or organization, other than a school covered under Section 22-30 of the School Code, in connection with or at which allergens capable of causing anaphylaxis may be present, including, but not limited to, independent contractors who provide student transportation to schools, recreation camps, colleges and universities, day care facilities, youth sports leagues, amusement parks, restaurants, sports arenas, and places of employment. The Department shall, by rule, determine what constitutes a day care facility under this definition.

"Department" means the Department of Public Health.

"Epinephrine auto-injector" means a single-use device used for the automatic injection of a pre-measured dose of epinephrine into the human body.

"Health care practitioner" means a physician licensed to

practice medicine in all its branches under the Medical Practice Act of 1987, a physician assistant under the Physician Assistant Practice Act of 1987 with prescriptive authority, or an advanced practice nurse with prescribing authority under Article 65 of the Nurse Practice Act.

"Pharmacist" has the meaning given to that term under subsection (k-5) of Section 3 of the Pharmacy Practice Act.

"Undesignated epinephrine auto-injector" means an epinephrine auto-injector prescribed in the name of an authorized entity.

Section 10. Prescription to authorized entity; use; training.

(a) A health care practitioner may prescribe epinephrine auto-injectors in the name of an authorized entity for use in accordance with this Act, and pharmacists and health care practitioners may dispense epinephrine auto-injectors pursuant to a prescription issued in the name of an authorized entity. Such prescriptions shall be valid for a period of 2 years.

(b) An authorized entity may acquire and stock a supply of undesignated epinephrine auto-injectors pursuant to a prescription issued under subsection (a) of this Section. Such undesignated epinephrine auto-injectors shall be stored in a location readily accessible in an emergency and in accordance with the instructions for use of the epinephrine auto-injectors. The Department may establish any additional

requirements an authorized entity must follow under this Act.

(c) An employee or agent of an authorized entity or other individual who has completed training under subsection (d) of this Section may:

(1) provide an epinephrine auto-injector to any individual on the property of the authorized entity whom the employee, agent, or other individual believes in good faith is experiencing anaphylaxis, or to the parent, guardian, or caregiver of such individual, for immediate administration, regardless of whether the individual has a prescription for an epinephrine auto-injector or has previously been diagnosed with an allergy; or

(2) administer an epinephrine auto-injector to any individual on the property of the authorized entity whom the employee, agent, or other individual believes in good faith is experiencing anaphylaxis, regardless of whether the individual has a prescription for an epinephrine auto-injector or has previously been diagnosed with an allergy.

(d) An employee, agent, or other individual authorized must complete an anaphylaxis training program before he or she is able to provide or administer an epinephrine auto-injector under this Section. Such training shall be valid for a period of 2 years and shall be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment. The Department shall include links to

training providers' websites on its website.

Training shall include, but is not limited to:

(1) how to recognize signs and symptoms of an allergic reaction, including anaphylaxis;

(2) how to administer an epinephrine auto-injector; and

(3) a test demonstrating competency of the knowledge required to recognize anaphylaxis and administer an epinephrine auto-injector.

Training may also include, but is not limited to:

(A) a review of high-risk areas on the authorized entity's property and its related facilities;

(B) steps to take to prevent exposure to allergens;

(C) emergency follow-up procedures; and

(D) other criteria as determined in rules adopted pursuant to this Act.

Training may be conducted either online or in person. The Department shall approve training programs and list permitted training programs on the Department's Internet website.

Section 15. Costs. Whichever entity initiates the process of obtaining undesignated epinephrine auto-injectors and providing training to personnel for carrying and administering undesignated epinephrine auto-injectors shall pay for the costs of the undesignated epinephrine auto-injectors.

Section 20. Limitations. The use of an undesignated epinephrine auto-injector in accordance with the requirements of this Act does not constitute the practice of medicine or any other profession that requires medical licensure.

Nothing in this Act shall limit the amount of epinephrine auto-injectors that an authorized entity or individual may carry or maintain a supply of.

Section 85. Rulemaking. The Department shall adopt any rules necessary to implement and administer this Act.

Section 87. The State Police Act is amended by adding Section 40 as follows:

(20 ILCS 2610/40 new)

Sec. 40. Training; administration of epinephrine.

(a) This Section, along with Section 10.19 of the Illinois Police Training Act, may be referred to as the Annie LeGere Law.

(b) For the purposes of this Section, "epinephrine auto-injector" means a single-use device used for the automatic injection of a pre-measured dose of epinephrine into the human body prescribed in the name of the Department.

(c) The Department may conduct or approve a training program for State Police officers to recognize and respond to anaphylaxis, including, but not limited to:

Exception in Notary Service Fees

Marian has requested an exception to the \$1.00 fee charged per notary signature. The exception would be in the case of candidates running for office because they are performing a civic duty.

One question to consider – would this apply to everyone or only to people running for positions for municipal and governmental agencies in our three towns? If someone is running for a position in Downers Grove- would the exception apply? If someone is running for a position with the county – would the exception apply? If someone is running for a state office – would the exception apply?

MEMORANDUM

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

From: Joseph Martin, CPA, MST

Date: October 18, 2018

Re: Independent Auditors Report Summary

The fiscal year ended June 30, 2018 was a quality year for the Indian Prairie Public Library District from a financial perspective and financial reporting perspective.

Revenues:

Total revenues increased compared to the prior year by \$99,557 dollars. This increase was primarily due to a larger amount of property tax revenue.

Expenditures:

Material expenditures decreased from the prior year by \$7,688. Total expenditures in the General Fund increased by \$16,957 over the prior year. The total General Fund revenues were \$94,207 more than total expenditures. Overall expenditures were \$38,678 more than the previous fiscal year. Overall revenues for the year were \$66,075 more than the expenditures.

Balance Sheet:

The district remains in a solid cash position with just under \$3.5 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, 2018 the district has approximately 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.

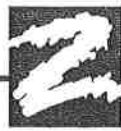
**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
DARIEN, ILLINOIS**

ANNUAL FINANCIAL REPORT

**For the Year Ended
June 30, 2018**

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
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Brian Zabel & ASSOCIATES P.C.

CERTIFIED PUBLIC ACCOUNTANTS

1040 West Route 6 • Morris, IL 60450

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INDEPENDENT AUDITOR'S REPORT

To the President and Board of Trustees
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 District) as of and for the year ended June 30, 2018, and the related notes to the financial statements which collectively comprise the District's 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 from 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 District'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 District'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, 2018, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Indian Prairie Public Library District's basic financial statements. The combining fund financial statements and supplementary information, are presented for purposes of additional analysis and are not a required part of the financial statements.

The combining fund financial statements 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. Such 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 basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor fund financial statements are fairly stated in all material respects in relation to the financial statements as a whole.

The supplementary information 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 & Assoc. P.C.
BRIAN ZABEL & ASSOCIATES, P.C.
Certified Public Accountants

Morris, Illinois
October 17, 2018

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT’S DISCUSSION AND ANALYSIS
June 30, 2018**

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, 2018. 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, 2018 by \$6,492,146 (net position). Of this amount, \$306,822 (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 \$228,274.
- At June 30, 2018, the Library’s governmental funds reported combined ending fund balances of \$1,492,168 an increase of \$66,075 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, 2018

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 one 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.

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 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, 2018**

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, 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 \$6,492,146 at June 30, 2018.

A significant portion of the Library's net position (95%) 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 2018	FY 2017
Current and Other Assets	\$ 5,227,933	\$ 5,036,763
Capital Assets	6,171,910	6,347,660
Total Assets	<u>11,399,843</u>	<u>11,384,423</u>
Deferred Outflows of Resources	388,636	543,398
Total Deferred Outflows of Resources	<u>388,636</u>	<u>543,398</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 11,788,479</u>	<u>\$ 11,927,821</u>
Current Liabilities	\$ 54,228	\$ 30,101
Noncurrent Liabilities	888,585	1,689,398
Total Liabilities	<u>942,813</u>	<u>1,719,499</u>
Deferred Inflows of Resources	4,353,520	3,487,902
Total Deferred Inflows of Resources	<u>4,353,520</u>	<u>3,487,902</u>
Total Liabilities and Deferred Inflows of Resources	<u>5,296,333</u>	<u>5,207,401</u>
Net Position		
Invested in Capital Assets, Net of Related Debt	6,171,910	6,347,660
Restricted	13,414	27,184
Unrestricted	306,822	345,576
Total Net Position	<u>\$ 6,492,146</u>	<u>\$ 6,720,420</u>

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2018**

The majority portion of the Library's net position (95%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position (\$306,822) may be used to meet the Library's ongoing obligations to citizens and creditors.

At June 30, 2018, 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 \$228,274 during the year ended June 30, 2018.

Governmental Activities - Governmental activities decreased the Library's net position by \$228,274

Indian Prairie Public Library District's Change in Net Position

	Governmental Activities	
	FY 2018	FY 2017
Revenues		
Program Revenues		
Charges for Services	\$ 196,967	\$ 180,126
Grants and Contributions	43,261	46,179
General Revenues		
Property Taxes	3,475,035	3,397,575
Interest	18,404	11,371
Miscellaneous	5,104	3,963
Total Revenues	3,738,771	3,639,214
Expenses		
General Government	3,967,045	3,980,683
Total Expenses	3,967,045	3,980,683
Increase in Net Position	(228,274)	(341,469)
Net Position-Beginning	6,720,420	7,061,889
Net Position-Ending	\$ 6,492,146	\$ 6,720,420

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, 2018 the Library's governmental funds reported combined ending unrestricted fund balances of \$1,478,754.

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**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2018**

The General Fund is the chief operating fund of the Library. At June 30, 2018, unrestricted fund balance of the General Fund was \$1,478,838. The fund balance of the General Fund increased by \$79,929 during the year ended June 30, 2018.

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 \$44,515 (favorable).
- The difference between the estimated expenditures and the actual expenditures was \$251,948 (favorable).

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets – The Library’s investment in capital assets for its governmental activities as of June 30, 2018 amount to \$6,171,910 (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, 2018 was \$175,750 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	
	6/30/2018	6/30/2017
Land	\$ 491,400	\$ 491,400
Building and Improvements	5,659,726	5,815,130
Furniture, Fixtures, and Equipment	20,784	41,130
Total	\$ 6,171,910	\$ 6,347,660

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, 2018, 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 2017 is \$2,022,681,576. That represents an increase in EAV of \$110,205,698 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, 2018

ASSETS	
Cash and Investments	\$ 3,497,666
Property Taxes Receivable	1,696,586
Per Capita Grant Receivable	33,681
Capital Assets (net of accumulated depreciation)	6,171,910
Total Assets	<u>11,399,843</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Outflow, IMRF	388,636
Total Deferred Outflows of Resources	<u>388,636</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 11,788,479</u>
LIABILITIES	
Current Liabilities	
Accounts Payable	\$ 3,358
Accrued Payroll	50,870
Total Current Liabilities	<u>54,228</u>
Noncurrent Liabilities	
Net Pension Liability	799,041
Compensated Absences	89,544
Total Noncurrent Liabilities	<u>888,585</u>
Total Liabilities	<u>942,813</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred Inflow, IMRF	761,527
Unearned Property Taxes	3,591,993
Total Deferred Inflows of Resources	<u>4,353,520</u>
Total Liabilities and Deferred Inflows of Resources	<u>5,296,333</u>
NET POSITION	
Invested in Capital Assets	6,171,910
Restricted for:	
Future Projects	5,657
Special Revenue	7,757
Working Cash	-
Unrestricted	306,822
Total Net Position	<u>6,492,146</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	<u>\$ 11,788,479</u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF ACTIVITIES

June 30, 2018

FUNCTIONS/PROGRAMS	Program Revenues			Total
	Expenses	Charges for Services	Operating Grants and Contributions	
Governmental Activities				
Current				
General Government	\$ 3,967,045	\$ 196,967	\$ 43,261	\$ (3,726,817)
TOTAL PRIMARY GOVERNMENT	<u>\$ 3,967,045</u>	<u>\$ 196,967</u>	<u>\$ 43,261</u>	<u>(3,726,817)</u>
General Revenues				
Property Taxes				3,475,035
Interest Income				18,404
Miscellaneous Income				<u>5,104</u>
Total				<u>3,498,543</u>
CHANGE IN NET POSITION				(228,274)
NET POSITION, JULY 1				<u>6,720,420</u>
NET POSITION, JUNE 30				<u>\$ 6,492,146</u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

BALANCE SHEET
GOVERNMENTAL FUNDS

June 30, 2018

	Governmental Fund Types			Total Governmental Funds
	General Fund	Special Reserve Fund	Non-Major Governmental Funds	
ASSETS				
Cash and Investments	\$ 3,381,274	\$ 5,657	\$ 110,735	\$ 3,497,666
Property Taxes Receivable	1,607,219	-	89,367	1,696,586
Per Capita Grant Receivable	33,681	-	-	33,681
TOTAL ASSETS	\$ 5,022,174	\$ 5,657	\$ 200,102	\$ 5,227,933
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
LIABILITIES				
Accounts Payable	\$ 3,358	\$ -	\$ -	\$ 3,358
Accrued Payroll	50,870	-	-	50,870
Compensated Absences	89,544	-	-	89,544
Total Liabilities	143,772	-	-	143,772
DEFERRED INFLOWS OF RESOURCES				
Unavailable Property Taxes	3,399,564	-	192,429	3,591,993
Total Deferred Inflows of Resources	3,399,564	-	192,429	3,591,993
Total Liabilities and Deferred Inflows of Resources	3,543,336	-	192,429	3,735,765

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
 June 30, 2018

	Governmental Fund Types			Total Governmental Funds
	General Fund	Special Reserve Fund	Non-Major Governmental Funds	
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	(continued)			
FUND BALANCES				
Restricted				
Future Projects	-	5,657	-	5,657
Special Revenue	-	-	7,757	7,757
Working Cash	-	-	-	-
Unrestricted				
Unassigned	1,478,838	-	(84)	1,478,754
Total Fund Balances	<u>1,478,838</u>	<u>5,657</u>	<u>7,673</u>	<u>1,492,168</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 5,022,174</u>	<u>\$ 5,657</u>	<u>\$ 200,102</u>	<u>\$ 5,227,933</u>

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, 2018

FUND BALANCES OF GOVERNMENTAL FUNDS	\$ 1,492,168
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	6,171,910
Net pension liabilities are not current financial resources and, therefore, are not reported in the governmental funds	(799,041)
Deferred outflows of resources related to pensions are not current financial resources and, therefore, are not reported in the governmental funds	(372,891)
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ 6,492,146</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, 2018

	Governmental Fund Type			Total Governmental Funds
	Major	Non-major		
	General	Special Reserve Fund	Special Revenue Funds	
REVENUES				
Property taxes	\$ 3,277,492	\$ -	\$ 197,543	\$ 3,475,035
Grants	34,139	-	-	34,139
IL Historical Records Preservation	1,405	-	-	1,405
Service Fees	196,967	-	-	196,967
Gifts and Donations	9,122	-	-	9,122
Interest	64,945	95	-	65,040
Realized/Unrealized Gain/(Loss)	(46,636)	-	-	(46,636)
Collection Agency Fee	190	-	-	190
Miscellaneous	3,509	-	-	3,509
	<u>3,541,133</u>	<u>95</u>	<u>197,543</u>	<u>3,738,771</u>
Total Revenues				
EXPENDITURES				
Current				
Personnel	2,584,422	-	-	2,584,422
Materials	469,172	-	-	469,172
Building	169,796	-	-	169,796
Automation	102,936	-	-	102,936
Operations	38,194	-	-	38,194
Contractual Services	11,317	-	-	11,317
Insurance	2,150	-	14,483	16,633
Public Information	61,111	-	-	61,111
Maintenance, repair and service	-	-	78,080	78,080
IMRF	-	-	55,795	55,795
Social security	-	-	48,594	48,594
Capital Outlay	2,810	16,671	12,147	31,628
Debt Service:				
Principal	-	-	-	-
Interest	-	-	-	-
Bond Fees	-	-	-	-
Contingencies	5,018	-	-	5,018
	<u>3,446,926</u>	<u>16,671</u>	<u>209,099</u>	<u>3,672,696</u>
Total Expenditures				

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, 2018

	Governmental Fund Type			Total Governmental Funds
	Major	Non-major		
	General	Special Reserve Fund	Special Revenue Funds	
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	94,207	(16,576)	(11,556)	66,075
OTHER FINANCING SOURCES (USES)				
Transfers in (out)	(14,278)	-	14,278	-
Total other financing sources (uses)	(14,278)	-	14,278	-
NET CHANGE IN FUND BALANCES	79,929	(16,576)	2,722	66,075
FUND BALANCES, JULY 1	1,398,909	22,233	4,951	1,426,093
FUND BALANCES, JUNE 30	\$ 1,478,838	\$ 5,657	\$ 7,673	\$ 1,492,168

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, 2018

NET CHANGE IN FUND BALANCES		
TOTAL GOVERNMENTAL FUNDS	\$	66,075
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		-
The change in the net pension liability is reported as an expense on the statement of activities		797,690
The change in the deferred outflow/inflow is reported as an expense on the statement of activities		(916,289)
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>(175,750)</u>
CHANGES IN NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<u><u>(228,274)</u></u>

See accompanying notes to financial statements.

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INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION
June 30, 2018

	<u>Deferred Compensation Plan</u>
ASSETS	
Cash and Cash Equivalents	\$ -
Deferred Compensation Plan	<u>1,527,295</u>
TOTAL ASSETS	<u><u>\$ 1,527,295</u></u>
LIABILITIES	
Accounts Payable	<u>\$ -</u>
Total Liabilities	<u>-</u>
NET POSITION HELD IN TRUST FOR DEFERRED COMPENSATION	<u><u>\$ 1,527,295</u></u>

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
Year Ended June 30, 2018

	<u>Deferred Compensation Plan</u>
ADDITIONS	
Contributions	
Member contributions	\$ 46,562
Investment Income	
Net Appreciation (Depreciation) in Fair Value of Investments	166,417
Less: Investment Expenses	<u>(5,603)</u>
Net Investment Income	<u>160,814</u>
TOTAL ADDITIONS	<u>207,376</u>
DEDUCTIONS	
Withdrawals	4,007
Miscellaneous	<u>-</u>
TOTAL DEDUCTIONS	<u>4,007</u>
NET INCREASE	203,369
NET POSITION - JULY 1, 2017	<u>1,323,926</u>
NET POSITION - JUNE 30, 2018	<u><u>\$ 1,527,295</u></u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

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, 2018

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, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

The Library reports unearned/unavailable revenue on its financial statements. Unearned/unavailable revenues arise when potential revenue does not meet the measurable, 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.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

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:

Assets	Years
Buildings and improvements	20-50
Furniture, fixtures and equipment	5-10

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

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.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

j. Deferred Outflows/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.

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.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

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 operates 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.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**NOTES TO FINANCIAL STATEMENTS**

June 30, 2018

2. DEPOSITS AND INVESTMENTS (Continued)**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, 2018, the Library had invested \$1,306,965, 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 2017 attach as an enforceable lien on January 1, 2017, 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, 2018 and September 1, 2018. 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 2017 tax levy as it is intended to fund operations of the 2018 fiscal year.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

4. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2018 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
GOVERNMENTAL ACTIVITIES				
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	371,962	-	-	371,962
Total capital assets being depreciated	<u>8,142,230</u>	<u>-</u>	<u>-</u>	<u>8,142,230</u>
Less accumulated depreciation for				
Building improvements	1,955,138	155,405	-	2,110,543
Furniture, fixtures, and equipment	330,832	20,345	-	351,177
Total accumulated depreciation	<u>2,285,970</u>	<u>175,750</u>	<u>-</u>	<u>2,461,720</u>
GOVERNMENTAL ACTIVITIES CAPITAL ASSETS, NET	<u>\$ 6,347,660</u>	<u>\$ (175,750)</u>	<u>\$ -</u>	<u>\$ 6,171,910</u>

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

GOVERNMENTAL ACTIVITIES	
General Government	<u>\$ 175,750</u>

5. LONG-TERM DEBT

The following is a summary of changes in long-term liabilities during the year ended June 30, 2018:

	Balances July 1	Additions	Reductions	Balances June 30	Current Portion
GOVERNMENTAL ACTIVITIES					
Compensated absences	\$ 92,667	\$ 89,544	\$ 92,667	\$ 89,544	\$ -
TOTAL GOVERNMENTAL ACTIVITIES	<u>\$ 92,667</u>	<u>\$ 89,544</u>	<u>\$ 92,667</u>	<u>\$ 89,544</u>	<u>\$ -</u>

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INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

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	\$ -	\$ 14,278
Building Fund	14,278	-
TOTAL ALL FUNDS	<u>\$ 14,278</u>	<u>\$ 14,278</u>

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.

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.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

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, 2017, IMRF membership consisted of:

Retirees and beneficiaries	63
Inactive, non-retired members	34
Active plan members	31
TOTAL	128

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.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

10. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Benefits Provided (Continued)

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 2017 was 13.22% 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, 2017 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.

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INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

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

Illinois Municipal Retirement Fund (Continued)

Actuarial Assumptions (Continued)

Actuarial valuation date	December 31, 2017
Actuarial cost method	Aggregate Entry Age Normal
Assumptions	
Inflation	2.75%
Salary increases	3.75% to 14.50%
Investment rate of return	7.50%
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 MP-2014 (base year 2012). 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 2012). 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 2012). IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

Discount Rate

The discount rate used to measure the total pension liability was 7.50%. 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.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

10. DEFINED BENEFIT PENSION PLAN (Continued)

Illinois Municipal Retirement Fund (Continued)

Discount Rate (continued)

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, 2017	\$ 8,557,431	\$ 6,960,700	\$ 1,596,731
Changes for the period			
Service cost	164,587	-	164,587
Interest	633,677	-	633,677
Difference between expected and actual experience	45,908	-	45,908
Changes in assumptions	(273,145)	-	(273,145)
Employer contributions	-	202,413	(202,413)
Employee contributions	-	68,901	(68,901)
Net investment income	-	1,242,933	(1,242,933)
Benefit payments and refunds	(381,397)	(381,397)	-
Other	-	(145,530)	145,530
Net changes	189,630	987,320	(797,690)
Balances at December 31, 2017	\$ 8,747,061	\$ 7,948,020	\$ 799,041

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

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INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

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, 2018 The Library recognized pension expense of \$324,711. At June 30, 2018, 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	\$ 54,702	\$ -
Changes in assumption	-	177,154
Net difference between projected and actual earnings on pension plan investments	229,250	584,373
Contributions after measurement date	104,684	-
TOTAL	<u>\$ 388,636</u>	<u>\$ 761,527</u>

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

<u>Year Ending December 31</u>	<u>Net Deferred Outflows of Resources</u>
2018	\$ (67,430)
2019	(76,233)
2020	(109,305)
2021	(119,923)
2022	-
Thereafter	-
TOTAL	<u>\$ (372,891)</u>

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INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

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 7.50% 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 (6.50%) or 1 percentage point higher (8.50%) than the current rate:

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Net pension liability (asset)	\$ 1,880,953	\$ 799,041	\$ (101,701)

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, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
REVENUES			
Property Taxes	\$ 3,274,118	\$ 3,274,118	\$ 3,277,492
Per Capita Grant	32,000	32,000	33,920
Other Grants	-	-	219
IL Historical Records Preservation	700	700	1,405
Service Fees:			
Copier	4,800	4,800	4,522
Computer Copies	15,000	15,000	14,379
Fines/Fees	49,000	49,000	55,910
Lost Materials	12,000	12,000	7,776
Non-Resident Fees	84,000	84,000	91,717
Video Rental	1,000	1,000	1,520
Book Rental	-	-	191
Meeting Room Rental	200	200	425
Passport Fees	15,000	15,000	20,105
Other Service Fees	800	800	422
Gifts/Donations	500	500	9,122
Collection Agency Fee	300	300	190
Interest	1,500	1,500	64,945
Realized/Unrealized Gain/(Loss) on Investment	-	-	(46,636)
Miscellaneous	5,700	5,700	3,509
Total Revenues	<u>3,496,618</u>	<u>3,496,618</u>	<u>3,541,133</u>
EXPENDITURES			
Current			
Personnel:			
Salaries	2,186,000	2,186,000	2,148,695
Medical/Life Insurance	145,000	145,000	131,795
Staff Development	16,300	16,300	17,244
Recruitment	-	-	-
Benefits - IMRF	206,771	206,771	161,495
Benefits - FICA	167,214	167,214	113,775
Workers Compensation	9,000	9,000	7,717
Unemployment Insurance	3,070	3,070	3,266
Employee Assistance Program	-	-	-
Board Development	1,000	1,000	435
Total Personnel	<u>2,734,355</u>	<u>2,734,355</u>	<u>2,584,422</u>

(See independent auditor's report.)

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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, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
EXPENDITURES (cont)			
Current (cont)			
Materials:			
Books	231,000	231,000	221,155
Periodicals	33,425	33,425	29,937
Audio	46,150	46,150	45,456
Video	65,200	65,200	72,269
Story Boxes	-	-	-
Electronic Reference Resources	62,400	62,400	59,026
Software	7,000	7,000	9,262
Kits	8,000	8,000	7,522
Life Skills/ESL	2,000	2,000	2,510
Processing Supplies	21,200	21,200	22,035
Total Materials	<u>476,375</u>	<u>476,375</u>	<u>469,172</u>
Building:			
Cleaning Service	71,500	71,500	67,916
Maintenance Supplies	17,000	17,000	14,559
Building Maintenance/Repairs	45,000	43,510	43,091
Utilities	92,700	101,200	13,181
Security System Monitoring	800	800	723
Property Maintenance	19,000	19,000	30,326
Total Building	<u>246,000</u>	<u>253,010</u>	<u>169,796</u>
Automation:			
Supplies	13,500	13,500	13,843
Automation-Prof Services	13,800	13,800	2,251
Purchase of Equipment	14,000	13,400	15,528
Automation Equipment Maintenance	4,700	5,660	5,428
Software	14,485	14,485	17,086
SWAN Maintenance	45,620	45,620	45,480
New Technologies	5,000	5,000	-
Telecommunications	2,880	2,880	3,320
Total Automation	<u>113,985</u>	<u>114,345</u>	<u>102,936</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, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
EXPENDITURES (cont)			
Current (cont)			
Operations:			
Office Supplies	-	-	12,342
Photocopy Supplies	5,000	5,000	4,498
Patron Cards	600	600	451
Postage	7,200	7,200	6,282
Non-Payment Reimbursements	2,000	2,000	945
Travel	500	500	699
Bank and Investment Fees	2,500	2,500	10,429
Organizational Membership	1,900	1,900	2,548
Total Operations	<u>19,700</u>	<u>19,700</u>	<u>38,194</u>
Contractual Services:			
Professional Services	-	-	-
Legal Services	3,000	3,000	2,358
Credit Bureau	1,200	1,200	582
Audit	3,800	3,800	3,850
Equipment Maint./Repair	-	-	-
Equipment Maint. Contracts	-	-	-
Photocopy Maint. Contracts	4,720	4,720	4,527
Total Contractual Services	<u>12,720</u>	<u>12,720</u>	<u>11,317</u>
Insurance:			
Multi-peril Physical Assets	10,305	10,305	-
Bonding & Liability	6,450	6,450	2,150
Total Insurance	<u>16,755</u>	<u>16,755</u>	<u>2,150</u>
Public Information			
Legal Notices	1,000	1,000	904
Marketing	40,200	40,200	37,571
Information Supplies	-	-	-
Special Events	25,400	25,400	22,636
Information Printing	-	-	-
Total Public Information	<u>66,600</u>	<u>66,600</u>	<u>61,111</u>

(See independent auditor's report.)

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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, 2018

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
EXPENDITURES (cont)			
Current (cont)			
Capital Outlay	-	-	2,810
Contingencies	5,014	5,014	5,018
Total Expenditures	<u>3,691,504</u>	<u>3,698,874</u>	<u>3,446,926</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(194,886)	(202,256)	94,207
OTHER FINANCING SOURCES (USES)			
Transfers In (Out)	-	-	(14,278)
NET CHANGE IN FUND BALANCE	<u>\$ (194,886)</u>	<u>\$ (202,256)</u>	79,929
FUND BALANCE, JULY 1			<u>1,398,909</u>
FUND BALANCE, JUNE 30			<u>\$ 1,478,838</u>

(See independent auditor's report.)

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

December 31, 2017*

	2017	2016	2015	2014
Actuarially determined contribution	\$ 203,560	\$ 204,630	\$ 192,777	\$ 177,173
Contributions in relation to the actuarially determined contribution	202,413	204,629	192,776	181,305
CONTRIBUTION DEFICIENCY (Excess)	<u>\$ 1,147</u>	<u>\$ 1</u>	<u>\$ 1</u>	<u>\$ (4,132)</u>
Covered-employee payroll	\$ 1,539,791	\$ 1,501,320	\$ 1,494,393	\$ 1,324,166
Contributions as a percentage of covered-employee payroll	13.15%	13.63%	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 27 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, 2017; therefore information above is presented for the calendar year ended December 31, 2017.

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

December 31, 2017*

	2017	2016	2015	2014
TOTAL PENSION LIABILITY				
Service cost	\$ 164,587	\$ 157,471	\$ 143,721	\$ 146,819
Interest	633,677	594,598	552,904	498,958
Changes of benefit terms	-	-	-	-
Differences between expected and actual experience	45,908	126,969	176,829	84,098
Changes of assumptions	(273,145)	(30,692)	9,805	289,894
Benefit payments, including refunds of member contributions	(381,397)	(343,985)	(300,190)	(276,015)
Net change in total pension liability	<u>189,630</u>	<u>504,361</u>	<u>583,069</u>	<u>743,754</u>
TOTAL PENSION LIABILITY - BEGINNING	<u>8,557,431</u>	<u>8,053,070</u>	<u>7,470,001</u>	<u>6,726,247</u>
TOTAL PENSION LIABILITY - ENDING	<u>\$ 8,747,061</u>	<u>\$ 8,557,431</u>	<u>\$ 8,053,070</u>	<u>\$ 7,470,001</u>
PLAN FIDUCIARY NET POSITION				
Contributions - employer	\$ 202,413	\$ 204,629	\$ 192,776	\$ 181,305
Contributions - member	68,901	69,224	67,248	60,977
Net investment income	1,242,933	434,886	31,989	368,428
Benefit payments, including refunds of member contributions	(381,397)	(343,985)	(300,190)	(276,015)
Other	(145,530)	109,406	76,845	26,510
Net change in plan fiduciary net position	<u>987,320</u>	<u>474,160</u>	<u>68,668</u>	<u>361,205</u>
PLAN FIDUCIARY NET POSITION - BEGINNING	<u>6,960,700</u>	<u>6,486,540</u>	<u>6,417,872</u>	<u>6,056,667</u>
PLAN FIDUCIARY NET POSITION - ENDING	<u>\$ 7,948,020</u>	<u>\$ 6,960,700</u>	<u>\$ 6,486,540</u>	<u>\$ 6,417,872</u>
EMPLOYER'S NET PENSION LIABILITY (ASSET)	<u>\$ 799,041</u>	<u>\$ 1,596,731</u>	<u>\$ 1,566,530</u>	<u>\$ 1,052,129</u>
Plan fiduciary net position as a percentage of the total pension liability (asset)	90.87%	81.34%	80.55%	85.92%
Covered-employee payroll	\$ 1,539,791	\$ 1,501,320	\$ 1,494,393	\$ 1,324,166
Employer's net pension liability as a percentage of covered-employee payroll	51.89%	106.36%	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, 2017; therefore information above is presented for the calendar year ended December 31, 2017.

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2018

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, 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 September 20, 2017 and amended on June 20, 2018.

NON-MAJOR GOVERNMENTAL FUNDS

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
COMBINING BALANCE SHEET
NON-MAJOR GOVERNMENTAL FUNDS
 June 30, 2018

	Special Revenue					Totals
	IMRF	Social Security	Liability Insurance	Building Maintenance	Working Cash	
ASSETS						
Cash and investments	\$ 29,309	\$ 25,268	\$ 8,000	\$ 48,158	\$ -	\$ 110,735
Property tax receivable	25,408	21,904	7,009	35,046	-	89,367
TOTAL ASSETS	\$ 54,717	\$ 47,172	\$ 15,009	\$ 83,204	\$ -	\$ 200,102
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES						
LIABILITIES						
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Liabilities	-	-	-	-	-	-
DEFERRED INFLOWS OF RESOURCES						
Unavailable Property Taxes	54,710	47,164	15,093	75,462	-	192,429
Total Deferred Inflows of Resources	54,710	47,164	15,093	75,462	-	192,429
Total Liabilities and Deferred Inflows of Resources	54,710	47,164	15,093	75,462	-	192,429
FUND BALANCES						
Restricted						
Special Revenue	7	8	-	7,742	-	7,757
Working Cash	-	-	-	-	-	-
Unrestricted	-	-	(84)	-	-	(84)
Total Fund Equities	7	8	(84)	7,742	-	7,673
TOTAL LIABILITIES AND FUND BALANCES	\$ 54,717	\$ 47,172	\$ 15,009	\$ 83,204	\$ -	\$ 200,102

(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, 2018

	Special Revenues					Totals
	IMRF	Social Security	Liability Insurance	Building Maintenance	Working Cash	
REVENUES						
Property Taxes	\$ 55,671	\$ 48,488	\$ 14,365	\$ 79,019	\$ -	\$ 197,543
Interest	-	-	-	-	-	-
Gain/(Loss) on Investments	-	-	-	-	-	-
Total Revenues	55,671	48,488	14,365	79,019	-	197,543
EXPENDITURES						
General Government						
Insurance premiums	-	-	14,483	-	-	14,483
Building maintenance	-	-	-	78,080	-	78,080
IMRF	55,795	-	-	-	-	55,795
FICA	-	48,594	-	-	-	48,594
Capital Outlay	-	-	-	12,147	-	12,147
Investment Expense	-	-	-	-	-	-
Total Expenditures	55,795	48,594	14,483	90,227	-	209,099
NET CHANGES IN FUND BALANCES	(124)	(106)	(118)	(11,208)	-	(11,556)
Other financing sources (uses):						
Transfers from (to) general fund	-	-	-	14,278	-	14,278
FUND BALANCES, JULY 1	131	114	34	4,672	-	4,951
FUND BALANCES, JUNE 30	\$ 7	\$ 8	\$ (84)	\$ 7,742	\$ -	\$ 7,673

(See independent auditor's report.)

SUPPLEMENTARY INFORMATION

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INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
PROPERTY TAX ASSESSED VALUATIONS, RATES, EXTENSIONS, AND COLLECTIONS
 June 30, 2018

Tax Levy Year	2017				2016			
	DuPage County		Cook County		DuPage County		Cook County	
Assessed Valuation	1,886,539,864		136,141,712		1,798,960,805		113,515,073	
	Rate	Amount	Rate	Amount	Rate	Amount	Rate	Amount
Tax Extensions								
Corporate	0.1675	\$ 3,159,955	0.1752	\$ 239,610	0.1714	\$ 3,083,419	0.1813	\$ 206,597
I.M.R.F.	0.0029	54,710	0.0000	-	0.0031	55,768	0.0000	-
Social Security	0.0025	47,164	0.0000	-	0.0027	48,572	0.0000	-
Liability Insurance	0.0008	75,462	0.0000	-	0.0008	14,392	0.0000	-
Building Maintenance	0.0040	15,092	0.0000	-	0.0044	79,154	0.0000	-
	<u>0.1777</u>	<u>3,352,383</u>	<u>0.1752</u>	<u>239,610</u>	<u>0.1824</u>	<u>3,281,305</u>	<u>0.1813</u>	<u>206,597</u>
Total DuPage Co Extension		\$ 3,352,383				\$ 3,281,305		
Total Cook Co Extension		<u>239,610</u>				<u>206,597</u>		
Total Extensions		\$ 3,591,993				\$ 3,487,902		
Tax Collections:								
year ended June 30, 2018		\$ 1,895,407				\$ 1,669,083		
Previous years		<u>-</u>				<u>1,805,952</u>		
Total Collected		<u>\$ 1,895,407</u>				<u>\$ 3,475,035</u>		
Percent Collected		<u>52.77%</u>				<u>99.63%</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 #2018-9

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ORDINANCE LEVYING AND ASSESSING TAXES OF THE INDIAN PRAIRIE
PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR
FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

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, Nine Hundred Forty Three Thousand, Eight 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 2018. Said taxes are hereby levied for the current fiscal year of said Library District commencing July 1, 2018 and ending June 30, 2019 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 19, 2018 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
A. PERSONNEL		
Salaries	2,258,663	2,255,000
Medical/Life Insurance	166,600	165,900
IMRF	217,000	155,000
FICA	178,000	130,000
Staff Development	19,000	17,500
Board Development	2,000	1,100
Workers Compensation	10,000	6,500
Unemployment Compensation	3,800	3,000
B. MATERIALS		
Books	234,000	230,000
Periodicals	33,000	32,900
Audio	50,000	49,000
Video	82,000	78,000
Multi-Media	13,000	11,000
Electronic Reference Resources	65,000	64,900
Software/Games	8,000	7,200
Life Skills/ESL	1,300	1,200
Processing Supplies	24,000	23,000
C. BUILDING		
Cleaning Service	78,000	77,000
Water/Sewer	10,000	9,000
Gas	16,000	0
Electric	68,000	0
Telephone	6,000	0
Maintenance Supplies	22,000	20,000
Building Maintenance Repairs	65,000	60,000
Security System Monitoring	1,200	900
Property Maintenance	34,000	30,000
Garbage Disposal	4,000	3,100
D. OPERATIONS		
Office Supplies	16,000	13,700

Photocopy Supplies	6,000	5,100
Patron Cards	1,000	700
Passport Postage	4,000	2,400
Postage	5,000	4,500
Non-Payment Reciprocal Reimbursement	3,000	2,100
Travel	900	700
Organizational Memberships	4,000	3,300
Bank Fees	4,000	3,200
E. AUTOMATION		
Supplies - Public Toner	8,500	7,200
Supplies - Staff Toner	8,500	7,200
Maker Supplies	1,200	1,000
Automation-Professional Services	8,000	7,000
Purchase of Equipment	20,000	18,000
Automation-Equipment Repairs	6,000	4,900
Software	20,000	16,000
System Wide Automated Network (SWAN)	43,000	42,500
Telecommunications	8,000	7,000
F. CONTRACTUAL SERVICES		
Professional Services	10,000	5,000
Legal Services	5,000	4,200
Audit	5,000	4,200
Credit Bureau	1,200	1,000
Photocopier Maintenance Contracts	5,000	3,100
G. INSURANCE		
Insurance	18,000	0
Bond	1,500	1,400
H. PUBLIC INFORMATION		
Marketing Supplies	1000	600
Advertising	1800	600
Marketing Newsletter	37,000	36,500
Enewsletter	2,200	2,100
Informational Printing	5,000	2,400
Legal Notices	2,000	1,600
Programs	30,000	26,000
I. CAPITAL OUTLAY		
Equipment/Furnishings	700,000	55,000
J. CONTINGENCY		
	20,000	5,500
TOAL CORPORATE FUND EXPENDITURES	4,681,363	3,726,900

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
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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	100,000	90,000
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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	60,000	59,000
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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
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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	52,000	51,900
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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
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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
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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

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

SUMMARY:		
CORPORATE FUND EXPENDITURES	4,681,363	3,726,900
AUDIT EXPENDITURES	0	0
BUILDING/MAINTENANCE FUND	100,000	90,000
ILLINOIS MUNICIPAL RETIREMENT FUND	60,000	59,000
LIABILITY INSURANCE	18,000	16,000
SOCIAL SECURITY	52,000	51,900
SPECIAL RESERVE FUND	100,000	0
BOND RETIREMENT FUND	0	0
WORKING CASH FUND	0	0
GRAND TOTAL	5,011,363	3,943,800

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 28th day of November, 2018, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 28th day of November, 2018.

ATTEST:

Victoria Suriano, President

Beena Deshmukh, Secretary

RESOLUTION #2018-C

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED
FOR 2018-2019 FISCAL YEAR

WHEREAS, the Indian Prairie Public Library District must file on or before December 25, 2018 its Levy Ordinance for the 2018-2019 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 2018-2019 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 2018-2019 fiscal year upon the taxable property in said Library District is \$3,943,800 comprised of corporate and special purpose property taxes of \$3,943,800 and a bond retirement tax of \$0.

FURTHER RESOLVED that the corporate and special purpose property taxes extended for 2017 were \$3,591,990 and the proposed corporate and special purpose property taxes to be levied for 2018 are \$3,943,800 representing a 9.8% increase over the previous year.

FURTHER RESOLVED that the property taxes extended for debt service for 2017 were \$0 and the proposed debt service levy for 2018 is \$0 representing an increase/decrease of 0%.

FURTHER RESOLVED that the estimated total property taxes to be levied for 2018 are \$3,943,800 which represents a 9.8% increase over the total of \$3,591,990 which was extended in 2017.

ADOPTED this 30th day of October, 2018.

Ayes:
Nays:
Absent:

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 2018 (2018-19 fiscal year) will be held on November 28, 2018 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 2017 were \$3,591,990.

The proposed corporate and special purpose property taxes to be levied for 2018 are \$3,943,800. This represents a 9.8% increase over the previous year.

3. The property taxes extended or abated for debt service and public building commission leases for 2017 were \$0.

The estimated property taxes to be levied for debt service and public building commission leases for 2018 are \$0. This represents an increase/decrease of 0%.

4. The total property taxes extended or abated for 2017 were \$3,591,990.

The estimated total property taxes to be levied for 2018 are \$3,943,800. This represents a 9.8% increase over the previous year.

This notice is to be published in The Doings newspaper on November 15, 2018.

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.

Through public services, a library offers assistance to patrons in the use of its collections and resources. The library also provides patrons with resources beyond those owned by the library through interlibrary loan and other resource-sharing arrangements. Basic public services include reference and reader's advisory. These services should be provided to all age groups.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 11, 16, 17, 18, 19, 22, and 24 in Chapter 1.

REFERENCE SERVICES

Reference service is the provision of information in response to a patron's question. All Illinois public libraries should provide reference service for their patrons.

REFERENCE SERVICES STANDARDS

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access.
2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially. (See Appendix R)
3. The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information/resource files.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library has telephone books for the local calling area and any other frequently requested areas.
15. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement. (See Appendix T)
16. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
17. Staff members are encouraged to attend at least one relevant continuing education event each year.
18. The library accepts and responds to reference requests received in all formats, including electronic, print, and phone.
19. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease. (See Appendix S)

READER'S ADVISORY SERVICES

Reader's Advisory Services is a patron-oriented service that promotes and encourages recreational reading. It is a service that offers advice, suggestions, recommendations, and selections to library users regarding authors, titles, and genres. It is a service that strives to respond to the recreational reading tastes of individual readers using the resources of the library to link readers and books.

All Illinois public libraries should provide some sort of reader's advisory service to their patrons. This can be done formally with a separate designated service desk, through conversation with a librarian, or informally at the library's circulation desk where library staff members get to know the library patron's reading preferences and are able to suggest similar titles that the patron might enjoy reading.

READER'S ADVISORY STANDARDS

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
4. The library is aware of the importance of accuracy in reader's advisory service and relies on information sources of demonstrated currency and authority.
5. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
6. Staff members who are responsible for reader's advisory services in their library should attempt to stay current with community events by participating in community organizations, clubs, or councils.
7. Staff members who are responsible for reader's advisory services in their library should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.
8. The library accepts and responds to reader's advisory requests received via e-mail, IM (instant messaging), texting, and/or virtual reference.

READER'S ADVISORY SERVICES CHECKLIST

- All basic services are available when the library is open.
- The library has competently trained staff that has thorough knowledge of popular authors and titles.
- The library maintains a well-rounded collection of both fiction and nonfiction titles.
- The library has a reader's advisory services policy.
- The library promotes the importance of leisure reading to its community members.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- The library maintains a basic collection of reader's advisory reference materials.
- All staff members attend at least one relevant continuing education event each year.
- Staff members who are responsible for reader's advisory services in their library join at least one community organization, club, or council.
- Staff members who are responsible for reader's advisory services in their library attend at least one workshop, reading roundtable, or continuing education event.
- The library accepts and responds to reader's advisory requests received via e-mail, IM (instant messaging), texting, and/or virtual reference.

NATIONAL PUBLIC LIBRARY DEFINITION

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the "PLSC Public Library Definition" as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

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

INTRODUCTION

The *Serving Our Public 2.0* Task Force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the task force is that a "one-size-fits-all" document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word "library" signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library's strategic plan. The staff and boards of libraries that meet basic standards might pose the query, "What makes a library effective?" and consider ways of enhancing the library's effectiveness in serving its community. After reviewing the federal library standards and other states' library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;*
2. have an organized collection of information;
3. have written library policies approved by the library's governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

**Illinois law does also recognize contractual libraries.*

In addition to these essential standards, listed below are standards that have been enhanced and defined.

ILLINOIS PUBLIC LIBRARY CORE STANDARDS

- * **Core 1** The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2** The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4** The library complies with all other state and federal laws that affect library operations. (See Appendix F)
- Core 5** The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices A, B, and C)

- Core 6** The library adopts and adheres to the *Public Library Trustee Ethics Statement*. The library adopts and adheres to the *Code of Ethics of the American Library Association*. (See Appendices D and E)
- Core 7** The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix H)
- Core 8** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (*For the purposes of this document, a qualified librarian is a person holding a Masters of Library Science (MLS) degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an MLS from an ALA-accredited institution.*)
- Core 9** The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10** The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- * **Core 11** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12** The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13** The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation. (See Appendices J, L, M, O, P, and R)
- Core 14** The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15** The board of trustees annually reviews the performance of the library administrator.
- * **Core 16** The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- * **Core 17** The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- * **Core 18** The library utilizes a variety of methods to communicate with its community.
- * **Core 19** The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20** A library is open a minimum of fifteen hours per week according to the *Illinois Compiled Statutes*. Ideally, a library should be open twenty-five hours per week. The hours are scheduled for the convenience of the community the library is serving. (See Appendix N)
- Core 21** As a baseline, the library appropriates monies to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- * **Core 22** The library board and staff promote the collections and services available to its community.
- Core 23** At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.
- Core 24** At least every five years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the need.
- Core 25** The library board shall be in compliance with the *Open Meetings Act*.

Some of the factors that affect the quality of reference service are staff approachability and expertise in conducting a reference interview; the accuracy, usefulness, and completeness of information; hours of service; and ease with which patrons can use the facility.

It is important to determine what is being evaluated and then structure the questions accordingly.

EVALUATING THE QUALITY OF THE INFORMATION

Did you receive accurate, complete, and usable information in response to your question?

EVALUATING THE ABILITY OF THE LIBRARIAN TO CONDUCT A REFERENCE INTERVIEW

- Was the librarian approachable?
- Was the librarian patient and encouraging in determining what information you needed?
- Did the librarian provide the source of the information?
- Did the librarian ask if the information answered your question?

The library may also wish to determine if there are significant changes in the number of reference questions that are asked from year to year or from month to month. This type of data is useful to determine if additional staff is needed or to assess if measures taken to increase patron use of reference service have been successful.

An annual count, using marks on a grid that may be divided into columns for days and hours, and rows for phone and in-person, will yield a variety of data.

If comparing the quantity of library patrons' reference questions with those asked in another library, "Reference Transactions per Capita" is the best measure. However, there must be verification that XYZ and ABC library use the same criteria for a reference question and have similar service points. (See Nancy Van House, et al., *Output Measures for Public Libraries*. 2nd ed. Chicago: ALA, 1987, pp. 65-66.)

Circulation

A teen patron was at the checkout desk and noticed a BOB books box on the cart behind me. She said to her friend, "Look!! They still make BOB books! That's how I learned to read."

This is really a nice service. I never realized you offered this here. (A patron was commenting about our notary service.)And you have scanning services too? This is wonderful!

A patron renewing items at the checkout desk commented that Jason was very very helpful while she was printing back at the computer desk.

A patron complained about not having pencil sharpener available.

A patron was upset that information about the parking lot was not posted on the entrance doors. For the past several weeks, he said that we post the Holiday closings and that this is just as important. He also said that he uses the facility but rarely comes to the desk so how would he have known about the lot?

Patron wanted to let us know that her bank notarized her paper for no charge rather than charging \$1 per stamp. Also she wasn't happy to be told that her paperwork didn't include "notary language" and that she could write it out on a separate page.

A patron complained that there was no consideration for handicap parking during the parking lot reconstruction.

A patron wanted to know if she could just come in through the Clarendon Hills entrance and park in the gravel. She said the way it is set up is just an accident waiting to happen

A patron complained that there was not enough advertising about the parking lot construction.

A patron said that he was told there would be handicap parking during the construction and wanted to know where it was. He said it was against the law not to have handicap parking. I told him where it was and he said it wasn't very well marked.

Mary P. brought a DVD suggestion to a patron who was checking out. She was so happy and commented "Everyone is lovely here!"

A Westmont patron said that Downers Grove library is actually his favorite because of their computer (internet) area. "At Downers Grove anyone can use their computers. At IPPL you can use just the 2 for 15 minutes if you can get at them."

Kids & Teens

Dad talking to his kids in the WouldShop "This is my favorite place in the library, it is so cool."

A grown-up was walking their child reading all the signs to them in the library. When they got to the "All Gender" restroom sign, the grown-up said, "All Gender. That means that both boys and girls can use this bathroom. Isn't that neat?"

"I really like these all, they are all really sciencey" Young lady referring to the STEM Kits.

Adult

A man was disappointed that the library does not own more classics on audiocd.

Patron commented how much she loved Bingo summer reading--she took another card just for fun.

Patron complained about the noise in the quiet area due to the tuck pointing work going on outside. Asked if there wasn't some other time they could do it that wouldn't disrupt patrons.

Technology

Administration

A mom & her 2 young kids were leaving Kids & Teens. The mom asked if they had fun & they both said yeah. She then asked if this library was better than the one they tried yesterday & they both agreed that it was much better & they really wanted to come back here.



Meeting Ground Rules

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