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Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**Board of Trustees Regular Meeting  
October 16, 2019 – 6:30 p.m. – Board Room**

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

- A. Roll Call  
Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka,  
Crystal Megaridis, Victoria Suriano
  
- B. Mission Statement: We enrich peoples' lives by providing  
opportunities to explore, connect, and be inspired.  
  
Vision Statement: Lives are enriched and dreams are realized.
  
- C. Public Comment
  
- D. Communications and Announcements
  - 1. Save the Date Darien 50<sup>th</sup> Birthday Dinner Gala Page 3
  
- E. Omnibus Consent Agenda Action
  - 1. Minutes of Budget & Appropriations Hearing and  
Regular Board Meeting, September 18, 2019 Page 4
  - 2. Action on Bills/Additional Bills Page 7
  - 3. 2020 Days Closed Calendar Page 12
  - 4. Ordinance #2019-6 Amending Budget and Appropriations  
Ordinance for FY 2019-20 Page 13
  
- F. Items Deleted from Omnibus Consent Agenda Action
  
- G. Library Director's Report Page 14 Information
  
- H. Department Reports Information
  - 1. Assistant Director Page 28
  - 2. Marketing Page 30
  - 3. Adult Page 31
  - 4. Circulation Page 37
  - 5. Technology and Technical Services Page 40
  - 6. Youth Page 42
  
- I. Staff Report  
none
  
- J. Reports
  - 1. Treasurer's Report Page 53 Information
  - 2. Chamber of Commerce Reports (Jensen) Page 57 Information
  - 3. RAILS Page 58 Information
  - 4. Building and Grounds (none)
  - 5. Finance Committee (none)

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Reports (continued)

6. Planning/Outreach (none)

7. Policy Committee (none)

K. Unfinished Business

1. Approval of Architectural Firm

Distributed e mtg.

Action

L. New Business

1. Renovation Priorities

Distributed e mtg

Discussion

2. Open Trustee Position

Discussion

3. Draft of Levy for FY 2019-2020

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Discussion

4. Resolution #2019-D To Determine Estimate of Funds Needed for 2019-2020 Fiscal Year

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Action

5. Review of Chapters 11 – 14 and Appendices from *Trustee Facts File* for Per Capita Grant Requirements

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Information

M. Schedule Meetings

N. Community Events

O. Library Events

P. Adjournment



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# SAVE THE DATE

**DARIEN - Celebrating 50 Years**

**JOIN US AT THE BIRTHDAY DINNER GALA**

Friday, December 13, 2019

Carriage Greens Country Club

6:30 pm Cocktails/7:30 pm Dinner

Watch Darien's City website for further information

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Indian Prairie Public Library  
Board of Trustees Minutes

**Budget & Appropriations Hearing  
September 18, 2019 – 7 p.m.**

- A. Call to Order and Statement of Purpose –President Suriano called the hearing to order at 7 p.m. Present were Donald Damon, Taylor Frawley, Marian Krupicka, Crystal Megaridis, Victoria Suriano, Jamie Bukovac, Laura Birmingham and Maria Wlosinski. Absent: Asma Akhras. Suriano stated that the purpose of the hearing was to provide the opportunity for public comment on the Budget and Appropriations Ordinance and reviewed the Legal Notice of Public Hearing that was published in the Doings on August 1, 2019.
- B. Public Questions/Comments – none
- C. Closing of Hearing – Suriano closed the hearing at 7:10 p.m.

**Board of Trustees Regular Meeting  
September 18, 2019 – 7:10 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:10 p.m. Secretary Megaridis called the roll. Present: Donald Damon, Taylor Frawley, Marian Krupicka, Crystal Megaridis, Victoria Suriano  
Absent: Asma Akhras  
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski  
Others: Dave Pequet and Matt Pequet from MPI Investment Management regarding L1 Chinnawut Ngeunjuntr, a patron (left at 7:45 p.m.)

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

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

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

C. Public Comment

The patron in attendance this evening did not have any questions or comments for the Board.

At this point Dave Pequet and Matt Pequet spoke to the Board regarding item L1 of New Business. They left at 7:40 p.m. and the Board continued with the rest of the agenda.

D. Communications and Announcements

- 1. Illinois Adopts Single Occupancy Restroom Law
- 2. 2019 Teen Summer Intern Program YALSA Blog Article by Natalie Williams

E. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, August 21, 2019
- 2. Action on Bills/Additional Bills

3. Building and Grounds Committee Minutes, September 10, 2019
4. Ordinance #2019-5 Providing for the Budget & Appropriations for FY 2019-20
5. Estimate of Revenues FY 2019/20  
Damon moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac will be giving a presentation to each department about the new staffing model on September 30. She is working with the department heads on what the transition period will look like. Joe will begin working on the new patio tomorrow.

H. Department Reports

I. Staff Report – none

J. Reports

1. Treasurer's Report – backup in packet.
2. Chamber Reports – backup in packet.
3. RAILS – backup in packet.
4. Building and Grounds Committee – The committee met on September 10. The minutes were approved in tonight's Omnibus.
5. Finance Committee – no report.
6. Planning/Outreach Committee – no report.
7. Policy Committee – no report.

K. Unfinished Business

1. Architect Search – The Building and Grounds Committee chose three firms for the Board to interview. The interviews will take place at a special Board Meeting on October 8. We will start at 4:00 with the first presentation. The second is at 5:20 and the third at 6:40. After that the trustees will have a discussion with the goal of selecting the firm. If a selection is made that evening, Bukovac will contact the firm the next day for pricing and contract. The Building and Grounds Committee members are visiting libraries renovated by the three firms and references are being checked. Pertinent information will be shared at the October 8<sup>th</sup> meeting. Bukovac sent the interview questions and our current floor plan to the three firms.

L. New Business

1. Dave Pequet and Matt Pequet from MPI Investments reviewed the library's portfolio which included asset allocation and annual return comparisons with Illinois Funds. Their full presentation is in the packet.
2. Funding for the Renovation – Bukovac reviewed the financial forecasts she prepared with renovation budgets ranging from \$800,000 to \$1,000,000. The forecasts include capital projects. The Board discussed the maximum dollar amount to spend on the renovation. The consensus was \$950,000. Bukovac said we may want to consider doing fundraising around the renovation. It's a wonderful story that we're doing the renovation without going to a referendum.

- 3. Rebranding the Library – Bukovac noted that the library last went through a visual rebranding in 2006 which included a new logo and color palate. With the upcoming renovation and new service model she is suggesting that we look at the cost to hire a consultant to develop a new visual brand for the library. Megaridis and Krupicka suggested that we wait on rebranding until the renovation design is set. There may be a design element that we want to stress.
- 4. Resolution #2019-C Honoring Diane Ruscitti – Damon moved, Megaridis to approve Resolution #2019-C Honoring Diane Ruscitti. Ayes: Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: Akhras. Motion carried unanimously.

M. Scheduled Meetings

A Special Board Meeting to interview architectural firms is scheduled for October 8, 2019 at 4 p.m.

Suriano asked if the Trustees would like to begin the regular monthly meetings at 6:30 p.m. All said yes. We will begin at 6:30 p.m. starting with the October meeting.

N. Community Events

O. Library Event

P. Adjournment

At 8:42 p.m. Krupicka moved, Frawley seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Crystal Megaridis, Secretary

ACTION ON BILLS SEPTEMBER 2019

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	3656 thru 3754	\$ 93,473.60
Fifth Third-Salaries for September	644 thru 661	\$ 5,882.99
Hinsdale Bank-Direct Deposits	& 28921 thru 29086	\$ 113,415.82
MONTH'S TOTAL:		\$ 212,772.41

# Indian Prairie Public Library District Account QuickReport - Vendors

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As of September 30, 2019				
Type	Date	Num	Name	Amount
<b>10122 · Fifth Third Checking</b>				
Liability Check	09/05/2019	3656	Nationwide Retirement	984.94
Liability Check	09/05/2019	3657	Vantagepoint	1,300.79
Liability Check	09/05/2019	3658	State Disbursement Unit	493.94
Liability Check	09/05/2019	3659	State Disbursement Unit	95.41
Bill Pmt Check	09/06/2019	3660	Baker & Taylor	902.70
Bill Pmt Check	09/06/2019	3661	BCBS	12,175.64
Bill Pmt Check	09/06/2019	3662	Bukovac, Jamie	125.00
Bill Pmt Check	09/06/2019	3663	CareerBuilder Employment Screening, LLC	120.00
Bill Pmt Check	09/06/2019	3664	Colonial Life	82.53
Bill Pmt Check	09/06/2019	3665	Dzierzbicki, Monica	182.00
Bill Pmt Check	09/06/2019	3666	Midwest Tape	1,016.08
Bill Pmt Check	09/06/2019	3667	Quill	440.76
Bill Pmt Check	09/06/2019	3668	VSP Vision	150.71
Bill Pmt Check	09/06/2019	3669	Willowbrook/Burr Ridge Chamberof Commerce	25.00
Bill Pmt Check	09/11/2019	3699	Unique Management	35.80
Bill Pmt Check	09/11/2019	3698	Titan Image Group, Inc.	6,685.00
Bill Pmt Check	09/11/2019	3697	Tigerlily Music	500.00
Bill Pmt Check	09/11/2019	3696	Thomson Reuters West	77.27
Bill Pmt Check	09/11/2019	3695	Sebert Landscaping	805.00
Bill Pmt Check	09/11/2019	3694	Schultz., Jack	48.03
Bill Pmt Check	09/11/2019	3693	Scholastic Library Publishing	117.00
Bill Pmt Check	09/11/2019	3692	Runco	63.98
Bill Pmt Check	09/11/2019	3691	Regent Book Company	17.09
Bill Pmt Check	09/11/2019	3690	Recorded Books, LLC	243.69
Bill Pmt Check	09/11/2019	3689	PitneyBowes	165.00
Bill Pmt Check	09/11/2019	3688	OverDrive	530.55
Bill Pmt Check	09/11/2019	3687	Neviol Inc.	4,725.00
Bill Pmt Check	09/11/2019	3686	Midwest Tape	3,741.10
Bill Pmt Check	09/11/2019	3685	Lande, Joyce	240.00
Bill Pmt Check	09/11/2019	3684	Kroeschell Service	441.19
Bill Pmt Check	09/11/2019	3683	Jones, Christopher	250.00
Bill Pmt Check	09/11/2019	3682	Ingram Library Services	411.93
Bill Pmt Check	09/11/2019	3681	Hazelgrove, William	250.00
Bill Pmt Check	09/11/2019	3680	Groot Industries, Inc.	370.98
Bill Pmt Check	09/11/2019	3679	FSS Technologies	112.50
Bill Pmt Check	09/11/2019	3678	Friendly Stiches Sew & Vac	119.90
Bill Pmt Check	09/11/2019	3677	City of Darien	50.00
Bill Pmt Check	09/11/2019	3676	Children's Plus Inc.	55.35
Bill Pmt Check	09/11/2019	3675	Cengage Learning, Inc.	732.53
Bill Pmt Check	09/11/2019	3674	Case Lots Inc.	135.25
Bill Pmt Check	09/11/2019	3673	Blackstone Audio, Inc.	135.00
Bill Pmt Check	09/11/2019	3672	Baker & Taylor (video)	662.28
Bill Pmt Check	09/11/2019	3671	Baker & Taylor	3,167.15
Bill Pmt Check	09/11/2019	3670	American Library Association	65.99

## Indian Prairie Public Library District Account QuickReport - Vendors

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As of September 30, 2019

Type	Date	Num	Name	Amount
Bill Pmt Check	09/13/2019	3700	Bal Industries	1,080.00
Bill Pmt Check	09/13/2019	3701	Call One	195.43
Bill Pmt Check	09/13/2019	3702	Case Lots Inc.	82.90
Bill Pmt Check	09/13/2019	3703	Chicago Tribune	52.58
Bill Pmt Check	09/13/2019	3704	Dynegy Energy Services	6,650.66
Bill Pmt Check	09/13/2019	3705	Eskew, Joe	67.40
Bill Pmt Check	09/13/2019	3706	Jensen, Shirley P	62.93
Bill Pmt Check	09/13/2019	3707	Johnson, Raymond	150.00
Bill Pmt Check	09/13/2019	3708	Layman, Jez	22.56
Bill Pmt Check	09/13/2019	3709	Light Quest	588.00
Bill Pmt Check	09/13/2019	3710	OverDrive	919.91
Bill Pmt Check	09/13/2019	3711	Speciality Mat Service	104.86
Bill Pmt Check	09/14/2019	3712	Jennifer Asimakopoulos	44.38
Bill Pmt Check	09/14/2019	3713	Anthony Lucarelli	162.50
Bill Pmt Check	09/17/2019	3714	Marquee Movie Presentations LLC	200.00
Bill Pmt Check	09/18/2019	3715	Baker & Taylor	1,299.78
Bill Pmt Check	09/18/2019	3716	Baker & Taylor (video)	149.61
Bill Pmt Check	09/18/2019	3717	Blackstone Audio, Inc.	90.00
Bill Pmt Check	09/18/2019	3718	Canon Solutions America Inc.	221.00
Bill Pmt Check	09/18/2019	3719	Cavendish Square	431.10
Bill Pmt Check	09/18/2019	3720	Cengage Learning, Inc.	329.83
Bill Pmt Check	09/18/2019	3721	Center Point Large Print	177.86
Bill Pmt Check	09/18/2019	3722	Chicago Tribune	364.00
Bill Pmt Check	09/18/2019	3723	Ingram Library Services	720.20
Bill Pmt Check	09/18/2019	3724	Midwest Tape	3,208.36
Bill Pmt Check	09/18/2019	3725	Penguin Random House LLC	26.25
Bill Pmt Check	09/18/2019	3726	Recorded Books, LLC	100.65
Bill Pmt Check	09/18/2019	3727	Thomson Reuters West	77.27
Liability Check	09/19/2019	3728	Nationwide Retirement	984.94
Liability Check	09/19/2019	3729	Vantagepoint	1,300.79
Liability Check	09/19/2019	3730	State Disbursement Unit	493.94
Liability Check	09/19/2019	3731	State Disbursement Unit	121.61
Bill Pmt Check	09/27/2019	3732	Alarm Financial	76.50
Bill Pmt Check	09/27/2019	3733	Baker & Taylor	1,082.63
Bill Pmt Check	09/27/2019	3734	Bank of America	8,390.01
Bill Pmt Check	09/27/2019	3735	BCBS	12,175.64
Bill Pmt Check	09/27/2019	3736	Birmingham, Laura	80.39
Bill Pmt Check	09/27/2019	3737	Blackstone Audio, Inc.	180.00
Bill Pmt Check	09/27/2019	3738	Case Lots Inc.	357.00
Bill Pmt Check	09/27/2019	3739	City of Darien	50.00
Bill Pmt Check	09/27/2019	3740	DuPage County Public Works	2,646.59
Bill Pmt Check	09/27/2019	3741	Findaway World, LLC	26.94
Bill Pmt Check	09/27/2019	3742	Fortress Data Management	80.00
Bill Pmt Check	09/27/2019	3743	Game Informer	24.98
Bill Pmt Check	09/27/2019	3744	Grainger	43.71

# Indian Prairie Public Library District Account QuickReport - Vendors

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As of September 30, 2019

Type	Date	Num	Name	Amount
Bill Pmt Check	09/27/2019	3745	Kamm Insurance Group	1,160.00
Bill Pmt Check	09/27/2019	3746	Midwest Tape	650.26
Bill Pmt Check	09/27/2019	3747	NCPERS Group Life	48.00
Bill Pmt Check	09/27/2019	3748	Nichols Yehling, Michelle	150.00
Bill Pmt Check	09/27/2019	3749	OverDrive	494.96
Bill Pmt Check	09/27/2019	3750	Principal Life Insurance Company	1,100.85
Bill Pmt Check	09/27/2019	3751	Runco	693.97
Bill Pmt Check	09/27/2019	3752	Streett, Cathy	215.90
Bill Pmt Check	09/27/2019	3753	VSP Vision	163.91
Bill Pmt Check	09/27/2019	3754	Welch, Kim	50.00

Total 10122 · Fifth Third Checking  
**TOTAL**

93,473.60  
**93,473.60**

Bills for approval – Electronic Payments & Automatic Withdrawals

**September 2019**

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
ILDOR-State	Payroll taxes	09/06/2019	3,560.02
EFTPS-Federal	Payroll taxes	09/06/2019	18,827.44
ILDOR-State	Payroll taxes	09/20/2019	3,541.57
EFTPS-Federal	Payroll taxes	09/20/2019	18,695.76
IMRF	Payroll Pension	09/27/2019	18,852.77
DAC	Deposit to HRA	09/05/2019	218.31
DAC	Deposit to HRA	09/05/2019	169.66
DAC	Deposit to HRA	09/10/2019	132.61
DAC	Deposit to HRA	09/17/2019	107.37
DAC	Deposit to HRA	09/24/2019	153.77
Nicor	Gas	09/13/2019	199.05
INB Bank/5/3	Credit Card Fee	09/01/2019	198.93
Hinsdale Bank	Fee-Direct Deposit	09/01/2019	25.00

**2020 Days Closed**

New Year's Day	Wednesday, January 1, 2020
Easter	Sunday, April 12, 2020
Memorial Day Sunday	Sunday, May 24, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Saturday, July 4, 2020
Labor Day Sunday	Sunday, September 6, 2020
Labor Day	Monday, September 7, 2020
Thanksgiving	Thursday, November 26, 2020
Christmas Eve	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
New Year's Eve	Thursday, December 31, 2020

ORDINANCE AMENDING BUDGET AND APPROPRIATION  
ORDINANCE FOR THE FISCAL YEAR 2019-2020

WHEREAS, The Board of Library Trustees of the Indian Prairie Public Library District, by Ordinance 2019-5, adopted a Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2019 and ending June 30, 2020; and

WHEREAS, the Trustees have reconsidered the amount appropriated for certain line items in the Budget and Appropriation Ordinance; and

WHEREAS, applicable laws permit amendments to the Budget and Appropriation Ordinance; and

WHEREAS, the Trustees have determined that the Budget and Appropriation Ordinance should be amended in accordance with the fiscal needs of the Library District,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT as follows:

SECTION 1: Ordinance 2019-5, the Budget and Appropriation Ordinance for the fiscal year 2019-2020, be and is amended in the following respects:

- A. The appropriation for "Books" is decreased to \$180,500.00 from \$240,000.00.
- B. The appropriation for "Periodicals" is decreased to \$28,000.00 from \$33,000.00.
- C. The appropriation for "Audio" is decreased to \$40,000.00 from \$55,000.00.
- D. The appropriation for "Video" is decreased to \$48,000.00 from \$80,000.00.
- E. The appropriation for "Multi-Media" is decreased to \$12,000,000.00 from \$13,000.00.
- F. The appropriation for "Software/Games" is decreased to \$7,500.00 from \$9,000.00.
- G. The appropriation for "Electronic Reference Resources" is increased to \$180,000.00 from \$66,000.00.

SECTION 2: The foregoing adjustments to appropriations do not affect the total amount appropriated.

SECTION 3: All portions of the Budget and Appropriation Ordinance inconsistent with the foregoing are amended in the same manner and to the same extent.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED this 16th day of October, 2019, pursuant to a roll call vote as follows:

AYES:  
NAYS:  
ABSENT:

\_\_\_\_\_  
Victoria Suriano, President, Board of Library Trustees

ATTEST:

\_\_\_\_\_  
Crystal Megaridis, Secretary, Board of Library Trustees

Director's Report  
October 2019

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Agenda

New Business:

We'll talk about the trustees' priorities for the building project. I'll also share ideas developed by the department heads and assistant department heads.

The Draft of the Levy for FY 2019-2020 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.

We'll discuss chapters 11 – 14 plus the appendices from *The Trustee Facts File* to meet per capita grant requirements.

Community

I met with David Larson and Nick Keseric from Republic Bank to discuss a way to honor veterans as we approach Veteran's Day. Ultimately we decided to put a "tribute wall" – panels on which people can write the names of veterans with information about their service. These panels will be in the lobby. Republic Bank will also provide refreshments for our Veteran's day program.

Staff

On September 30 I made a presentation to each of our six departments about the new staffing model and took any questions they had at that time. I've attached my power point presentation to this report. Staff also received information about each department, the services that will be managed by each department, and their responsibilities in this new staffing model.

Brian Beisecker has been hired as a Youth Services Page starting October 7. Shelley Gale has been hired as Circulation Services Associate starting October 15. Nikki Kitley is being promoted

to Circulation Services Supervisor November 4. She is taking the place of Gail Johnson who is retiring. Mary Dames received training through September from Nancy Roy and as of October 3 is the library' Administrative Office Coordinator.

**Continuing Education**

Mary attended the HR Resource Roundtable  
I attended a webinar on merchandising.  
I attended a webinar on a new software product that makes it easy to provide financial and statistical information in an attractive manner to provide greater transparency

**Meetings**

- Two one-on-ones with Tony
- Three one-on-ones with Debbie
- One one-on-ones with Natalie
- Two one-on-one with Ann
- One one-on-ones with Laura
- Two Department Heads meeting
- SWAN Board meeting
- Two meetings with Ann and Jill to work on website changes
- Meeting with Shirley to discuss the new staffing model
- Meeting with T.J. to discuss the new staffing model
- Meeting with Jill and Laura to discuss the newsletter and enews
- Meeting with Ann and Jack to discuss ideas for the new makerspace
- Special Board meeting to interview three architectural firms

Jamie Bukovac

## A New Way

### This is what we know

We have identified areas in which we need to improve our service model

- ▶ Patrons are currently “pinballed” around the library in order to accomplish what they want.
- ▶ We don't provide uniformity of services (such as programming) to all demographics
- ▶ We need more of a presence out in the community

## This is what we know

We have to provide more programming

- ▶ More topics
- ▶ Target more demographics
- ▶ More programming evenings and weekends

## This is what we know

We need to provide more technology services

- ▶ More classes both basic and advanced
- ▶ Help people use technology
- ▶ Add more of what we have in equipment
- ▶ Add new technology as it comes along
- ▶ Provide more staff training and increase levels of knowledge

## This is what we know

Librarians at the service desks spend the majority of their time answering questions and assisting patrons in ways that do not make the best use of their education and experience.

## What is happening at the K&T Adult Ask Us Desk October 2018/March 2019

- ▶ Reference - Finding specific titles, placing holds 53%
- ▶ Technology 21%
- ▶ Directional 9%
- ▶ Program Registration/Information 7%
- ▶ Supplies 5%
- ▶ Other 4%
- ▶ Behavior 1%

## What is happening at the Adult Ask Us Desk October 2018/March 2019?

- ▶ Do You Have an Item 51.05%
- ▶ Room Registration 9.323%
- ▶ Reference Request 8.62%
- ▶ Directional 7.54%
- ▶ Identify an Item 7.06%
- ▶ Program Registration 11%
- ▶ Readers' Advisory 2.71%
- ▶ Training 1.65%
- ▶ Computer Assistance 1.06%

## This is what we know

We need to develop more relationships and get more feedback from our patrons

- ▶ Spending more time talking with residents both inside and outside the building
- ▶ Staff roaming the building and being proactive in talking with members and guests rather sitting at a desk and being reactive
- ▶ Do more surveying and use other methods for feedback

## This is what we know

We have to be out in the community more than we are

- ▶ Outreach to businesses
- ▶ Liaison with organizations
- ▶ Senior living residences
- ▶ Community events
- ▶ Being at places like Panera
- ▶ Willowbrook Corner
- ▶ Schools
- ▶ Provide programs out in the community
- ▶ Be more visible in the community

How do we do all this?  
(Without additional resources.)

1. Develop a purpose-based staffing model
  - ▶ Organize departments by their purpose rather than by types of patrons they serve
  - ▶ Streamline services
  - ▶ Provide uniformity of services to all groups
  - ▶ Provide uniformity of customer service

## How do we do all this? (Without additional resources.)

### 2. Provide a one-stop service desk and roaming staff

- ▶ Associates are trained to provide One Point of Service assisting patrons in all ways except in-depth reference questions - no more “pinballing”. Questions that go beyond basic reference and technology are handed off
- ▶ Librarians are freed up to innovate and grow services including community outreach

## Current department structure

- ▶ Administration
- ▶ Circulation Services
- ▶ Technical Services
- ▶ Youth Services - Kids, Teens, and their technology
- ▶ Adult Services
- ▶ Technology Services - for adults

Typical 20<sup>th</sup> century service model where staff are “tied “ to desks and not optimized for public engagement or program development.

## New department structure

### A Unified Service model:

- ▶ Administration
- ▶ Public Services
- ▶ Technology Services
- ▶ Programming and Community Engagement
- ▶ Materials and Information Resources

## Goals that will be accomplished

- ▶ Provide proactive customer service and improved customer experience
- ▶ Assure uniform customer service
- ▶ Assure uniformity in our delivery of services to all demographics
- ▶ Streamline and improve core services
- ▶ Improve operational functions
- ▶ Increase staff collaboration around our services and improved team building

## Goals, continued

- ▶ Provide time for librarians to develop new services
- ▶ Provide time for librarians to be out in the community
- ▶ Provide more programming and classes
- ▶ Eliminate patron confusion in where to go for services
- ▶ Improve peak shift service responses
- ▶ Reduce staff required on desk during slow shifts
- ▶ Improve productivity of off-desk responsibilities

## Who else is structured this way?

- ▶ Many academic libraries
- ▶ San Jose, CA
- ▶ Maricopa County, AZ
- ▶ Spokane, WA
- ▶ Cedar Rapids, IA
- ▶ Beloit, WI
- ▶ Houston, TX
- ▶ ...and many more!

## How will we provide services in the library?

- ▶ One main desk on the first floor to provide general services
- ▶ Technology Services Desk to provide technology assistance
- ▶ Staff will also be roaming the building proactively offering services and, at the very least, just chatting with our members and guests
- ▶ Service kiosks scattered around the building for staff to use with patrons if needed
- ▶ Staff who provide public services will be trained on how to approach patrons and how to assist them with circulation functions, holds, finding items, readers advisory and basic reference questions
- ▶ Staff will also be trained on how to “hand-off” patrons to librarians or technology specialists for questions that go beyond basic

## Some staff will provide services for multiple departments

- ▶ All staff will have a “home” department
- ▶ Some staff will also provide services in another department
- ▶ For example - no librarians have the Public Services Department as their home department but they will work shifts providing reference services
- ▶ For some associates their home department is Programming and Community Engagement but they will also work shifts in the Public Services Department
- ▶ Librarians who don't work in the Materials and Information Services Department will be given the option of retaining one or two collections to select

## Two new positions added

- ▶ A new assistant department head position for the Public Services Department
- ▶ A new administration position that will be focused on providing support for innovation and projects, gathering and evaluating data about our services and our community, and ensuring great user experience by incorporating design thinking into development of services

## What changes will occur for you?

- ▶ For some staff there will be no changes
- ▶ For some they will have the same responsibilities but a new supervisor
- ▶ Some will be adding additional responsibilities and working with some new staff but have the same supervisor
- ▶ Others will be changing responsibilities and supervisor

## When will this occur?

- ▶ “Day One” of this new model will occur at the same time as the renovation is completed.
- ▶ The transition is starting. The Department Heads are...
  - ▶ Studying and planning for their new responsibilities
  - ▶ Discussing new processes to be into place
  - ▶ Determining needed training for staff
  - ▶ Identifying and planning training for themselves
  - ▶ Identifying how the renovation can support the new model

## What's next?

- ▶ Review the handouts and bring questions to your next department meeting, or feel free to discuss questions, concerns, and ideas with your supervisor
- ▶ A Q and A will be put on the Molding the Clay blog this week which will provide more information
- ▶ The department heads will be developing training and will be communicating more information to you

## Thriving

- ▶ Libraries who are not geared toward change create an environment in which the library may atrophy
- ▶ We can't operate in an automatic mode but in a reflective mode
- ▶ The key is not to just survive but to thrive
- ▶ The library's vision for the work that we do is that "Lives are enriched and dreams are realized"
- ▶ This new model will help us discover fresh perspectives on the potential of our library and our community and move us toward our vision

## Assistant Director's Report: October 2019

### Building:

Joe has been working on our new addition to the patio. He has completed the sod removal and the installation of the base stone and sand. The City of Darien will be coming out to inspect the base at the end of this week and Joe will begin brick installation after the inspection is complete.

Sebert Landscaping has completed the winterization of the plant beds and sprinkler system.

### IPPL Foundation & Friends:

In August, the Book Sale made \$604.16, movie donations brought in \$50.70 and tote bag sales were \$100.

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

10/3	<i>Front Runner</i>
10/17	<i>The Upside</i>
10/31	<i>Five Feet Apart</i>

Items from the Book Nook were donated to Morton College's Family Book Swap in September.

### Programming:

Cindy planned and hosted two programs for adults in September:

Date	Program	Attendance
Sept. 4 <sup>th</sup>	Artisanal Preserves	23
Sept. 11 <sup>th</sup>	Aging Care Connections (Lobby Visit)	10
Sept. 11 <sup>th</sup>	Opera Lovers lecture: The Barber of Seville	12
Sept. 17 <sup>th</sup>	Beyond the Doors of Downton Abbey	60
Sept. 18 <sup>th</sup>	An Evening with Chris Jones	60
Sept. 25 <sup>th</sup>	Aging Care Connections (Lobby Visit)	13
Sept. 25 <sup>th</sup>	Madam President	39

Cindy has four adult programs planned in October:

Oct. 2	Historic Pullman: The Man, the Town, & the Neighborhood of Today
Oct. 3	Opera Lovers Lecture: Luisa Miller
Oct. 23	4 <sup>th</sup> Wednesdays: Cut the Cable Cord
Oct. 30	Introduction to Sky Watching

I also have adult programs planned in October:

Oct. 18 & 25	Custom Collage (This 5 week series starts Oct. 18)
Oct. 20	Superhero Next Door
Oct. 22	Create Your Collage: Animal Art
Oct. 29	DNA Kits and Your Family Tree

Dave taught an iPhone/iPad Basics on September 28<sup>th</sup> and seven people attended.

**Marketing:**

Dave has been working with Ann and Jill to update the library's homepage and give it a cleaner look. The current go live date is December 2<sup>nd</sup>.

Dave, working with Jill, created a new "Business Resources" page which will go live in November.

Jill's marketing report is attached.

**Contributing to the Profession:**

I continue to serve as President of the LACONI (Library Administrator's Conference of Northern Illinois) Administrator's Section Board. We recently joined forces with the Middle Manager's Section as the two groups have similar interests in topics and presenters.

As President, one of my tasks is to plan LACONI's annual trustee banquet in spring 2020. I am currently researching speakers for the event. If you have any ideas or suggestions for a topic that you would like to hear more about, please let me know.

**Continuing Education:**

This month, I am taking an online course "Equity in Action" presented by Library Journal. Over the course of 4 weeks, I will learn how to better diversify our library collections and address gap areas for our library users and the services we provide. I look forward to sharing what I have learned.

**Meetings:**

10/9 LACONI Administrator's Board Meeting

Submitted by: Laura Birmingham

**Jill Yott, Communications Coordinator, Report for Board of Trustees  
September 1-30**

**Continuing Education**

**Sept. 10:** Webinar, "Using Social Media Effectively at Year-End"

**Sept. 12:** Webinar, "Giving Tuesday Game Changers"

**Sept. 13:** Webinar, "Marketing on a Shoestring Budget"

**Sept. 13:** Webinar, "8 Ways to Get Gen Z and Millennials to Give"

**Sept. 18:** Webinar, "The Art of Stewardship: Inspiring Donors with Your Mission"

**Sept. 26:** Webinar "Why Nonprofits Should Embrace a Marketing Mindset"

**Sept. 26:** RAILS Workshop: "What Does a Library Plan Look Like and What Does it Do for You"

**Enews**

**Thursday, Sept. 5:** 16 percent open; 5 percent click

**Thursday, Sept. 12:** 19 percent open; 6 percent click

**Thursday, Sept. 19,** 15 percent open; 5 percent click

**Thursday, Sept. 26, Foundation & Friends:** 57 percent open; 4 percent click

**Thursday, Sept. 25, Teen Audience, Write-On:** 19 percent open; 16 percent click

Note: For the first time ever, we sent enews to a teen audience regarding the Write-On competition.

**Social Media Followers through September 30.**

Facebook Likes: 1,807 (+24)

Instagram: 467 (+ 14)

Twitter: 1,068 (+7)

**Advertising**

An ad was placed in the Hinsdale South High School newspaper, The Stinger, for the teen *Write-On* Competition

**Social Media Featured Posts**

The posts we did on Facebook regarding the Macmillin Publishers received the most engagement this month. Several followers commented they signed the ALA petition.

We did several posts about the art that was featured in the gallery from Inklude studios. The engagement was high with the posts that included both the visits from a few artists as well as the pieces themselves.

## Adult Services Monthly Report

September 2019

We began our work at Anne M. Jeans Elementary School on September 10. Joe attended a community information night to promote our presence at the Community Library beginning Thursday, September 12. The first couple of Thursdays we did not have anyone from the community come in, but it gave Joe and Shirley time to get the lay of the land and a handle on what was offered in the library. The very first Thursday in October, the school had signs outside letting people know the library was open and Joe had a few people come in. We are working to see if we can provide more materials for the adult population in that area. Our laptop offers us access to WorkFlows, so we do have the ability to check out items to people or issue cards on site.

I had Adult Services librarians and associates do a communication styles analysis to get a better handle on how people I oversee want information delivered to them. The analysis broke people out into four distinct categories – What (Action); Who (People); How (Process); and Why (Idea). Most of the staff were strongest in the How (Process) category, meaning they want all the facts and a handle on how things will be done. People can float between categories, but in times of crisis they will land in the area of their strength. My own strengths were evenly split between What (Action) and Why (Idea), which makes me someone who can come up with solutions on the fly and wants to be presented a couple of options with a recommendation on a course of action and why that is the best solution.

The staff were presented the new staffing model and have taken it in stride. The department had a very good conversation at our October department meeting about the new model and are starting to express some excitement about the coming changes.

LinkedIn decided to put on hold the transition from Lynda.com to LinkedIn Learning. No other information about when to expect a transition has been announced.

The SWAN Direct User Experience Committee has been discussing better ways to present item status in the Enterprise catalog. You will see a couple of new things coming soon, as shown below.

3. **Where the crawdads sing**  
 First Author value, for Searching Owens, Delia, author, author  
 Publication Date 2018  
 Book  
 Holds: 854 Copies at All Libraries: 544

On Shelf

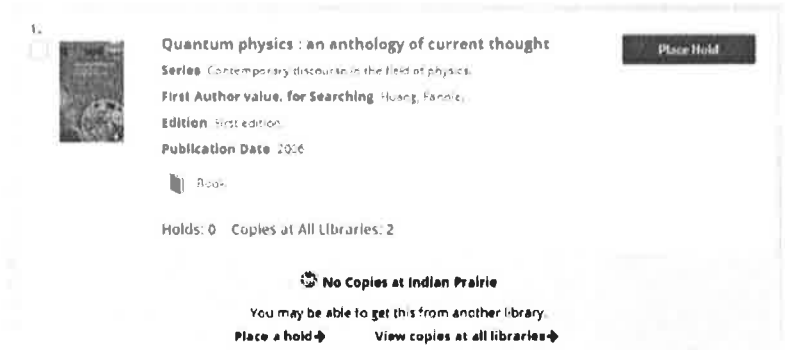
Call #	Location	Type
HOT PICKS NOVEL OWENS	1st Floor - Hot Picks	Book - Special Collection 2

[View all copies](#)

*Library owns, copy available – green check symbol*



*Library owns, no copies available – orange exclamation point symbol and statement encourages patron to place a hold*



*Library owns no copies of the item – orange minus symbol and statement to try to get from another library*

Lastly, when clicking on an item title and going to the item’s full record screen, a change is being made to how items that are on shelf are being emphasized in the holdings list through a circle with a green check and the words “on shelf” in green, as shown below.

Copies On Shelf (All Libraries): 4					
Library	Shelf Number	Shelf Location	Material Type	Status	
Indian Prairie Public Library District	530.12 HUMPHREY	1st Floor - Subjects	Book	On Shelf	●
Eisenhower Public Library District	530.12 HUM	Stacks	Paperback	On Shelf	●
Oak Lawn Public Library	530.12 HUMPHREY	Stacks	Book	Checked Out	
South Holland Public Library	530.12 HUM	Stacks	Book	On Shelf	●
Woodridge Public Library	530.12 Hum	Stacks	Book	On Shelf	●

DUX is currently surveying the SWAN membership to see if people want the due dates of items displayed. We find that many people, when they see the due date, will decide that they will just wait for an item to be returned and come back to get the item that day and they won’t place a hold on the item, but then are disappointed when the item is not back on time or has gone on hold for another patron. However, some people in the group expressed that taking the due date off may increase queries to staff on when items are due. The survey will close on October 11 and all changes will be applied to Enterprise then.

I spot weeded the beginning of the Dewey 300s as space was growing tight. I removed nearly 160 items which has made some breathing room on the shelves.

Substitute Adult Services Associate Kathy Buckley resigned.

### Monthly Highlights

- Shirley created a mailing to go out to business card holders as a Small Business Saturday incentive to use the library. She will be sending these letters with IPPL bucks and entry into a raffle. She had two local business people contact her directly and she determined that a referral to a SCORE mentor was appropriate. She followed with one of the people and he has met with the mentor and begun the project he wanted to undertake. She has completed weeding the 500s.
- Jennifer has spent the majority of her time weeding the fiction collection. She has completed S through Z and is now working on the R section.
- Jez hosted Jobs Week programs the week of September 22. She received very positive responses from all who attended. She has also completed weeding of sci-fi hardcovers and paperbacks and went through the audiobook collection to remove duplicates of titles.
- Joe had the moderator of the ESL Conversation group ask if we could acquire 15 copies of the book *This I Believe*, which is a collection of short stories that the moderator is hoping to use through the year as discussion material. He ordered used copies – in excellent condition – and the moderator is very appreciative.

### Community

- Shirley attended a WBBR Chamber Women in Business meeting; Darien Chamber Board meeting; and a ribbon cutting for a new business. She also was our on-site librarian at Anne M. Jeans on 9/12 and 9/26.
- Jennifer and the Associates produced book club resource materials for 14 groups (nine via e-mail; five by print pick up) on eight new titles and six titles that had been previously requested by other groups. She also completed a Books Just for You request.
- Jez hosted Community Service Day. Two blankets, 13 paracord survival bracelets, 32 paper flowers, and 6 cards were made.
- Joe attended Community Information Night at Anne M. Jeans on 9/10 and spoke about library services and about the on-site librarian on Thursday nights. He was the on-site librarian on 9/19.

### Contributing to the Profession

- Jennifer attended the Adult Reading Roundtable Steering Committee meeting as chair of the committee.
- Joe had a patron from Burr Ridge who works at Morton College reach out to us for help. She had put aside books for an event and someone accidentally took them. She came to us looking for books in a hurry and, after reaching out to Laura for permission, collected some of our donations for the patron. A few week's later the patron's boss at Morton College sent us a letter thanking us for the assist.

### Continuing Education

- All librarians and associates took part in a genre study around psychological thrillers.
- Jez walked the department through using display users to check items out to various displays.

Meetings

Date	Meeting	Staff
4-Sep	Adult Services Department Meeting - Genre Study: Psychological Thrillers	All Librarians & Associates
5-Sep	ARRT Steering Committee Meeting	Jennifer
10-Sep	WBBR Chamber Women in Business Meeting	Shirley
10-Sep	Visioning Committee Meeting - Staffing Model	Tony, Shirley & Jennifer
10-Sep	Anne M. Jeans Community Information Night	Joe
12-Sep	Anne M. Jeans Community Library	Shirley
17-Sep	Visioning Committee Meeting – Staffing Model Final	Tony, Shirley & Jennifer
19-Sep	ELSUM Meeting	Tony
19-Sep	Call with Citizen Film re: American Creed wrap-up	Tony
19-Sep	Darien Chamber Board Meeting	Shirley
19-Sep	Darien Chamber Ribbon Cutting for new business	Shirley
24-Sep	Department Head Meeting - Staffing Model Final	Tony
26-Sep	DUX Meeting	Tony
26-Sep	Anne M. Jeans Community Library	Shirley
30-Sep	Adult Services Department Meeting re: Staffing Model	Librarians, Associates & Pages

Programs

Date	Time	Program	Organizer/ Presenter	Attendance
4-Sep	7:00 p.m.	Artisanal Preserves	Cindy	23
5-Sep	2:00 p.m.	Thursday Afternoon Movies: <i>First Man</i>	Joe	24
5-Sep	7:00 p.m.	#LibSocial - Harry Potter Illustrations - Drawing Workshop	Jez	18
7-Sep	10:00 a.m.	ESL Conversation Group	Joe	8
9-Sep	6:00 p.m.	Chess Club	Denise	9
9-Sep	7:00 p.m.	Current Events	Denise	9
10-Sep	6:30 p.m.	Knot Just Knitting	Jez	4
11-Sep	10:00 a.m.	Job Club - Resume Reviews	Jez	Cancelled*
11-Sep	10:00 a.m.	Drop-in: Aging Care Connections	Cindy	10
11-Sep	1:00 p.m.	Opera Lecture: <i>The Barber of Seville</i>	Cindy	12
11-Sep	7:00 p.m.	Novel Idea Book Club	Mary P.	16
15-Sep	1:30 p.m.	Community Service Day	Jez	10
16-Sep	6:00 p.m.	Chess Club	Denise	10
17-Sep	7:00 p.m.	Behind the Doors of Downton Abbey	Cindy	60
18-Sep	6:30 p.m.	GenLit Book Club	Jennifer	14
18-Sep	7:00 p.m.	An Evening with Chris Jones	Cindy	60
19-Sep	2:00 p.m.	Thursday Afternoon Movies: <i>A Dog's Purpose</i>	Joe	27
19-Sep	6:30 p.m.	Crime Readers Book Club	Denise	14

19-Sep	6:30 p.m.	BizConnection Roundtable - Getting Started	Shirley	4
20-Sep	7:00 p.m.	#LibSocial - Cooking for 1 or 2	Jez	24
21-Sep	10:00 a.m.	ESL Conversation Group	Joe	15
23-Sep	4:30 p.m.	Jobs Week Drop-In: Goodwill Workforce Services	Jez	4
23-Sep	6:00 p.m.	Chess Club	Denise	10
23-Sep	7:00 p.m.	Current Events	Denise	6
24-Sep	7:00 p.m.	Jobs Week - Phone & Skype Interviews	Jez	6
25-Sep	10:00 a.m.	Drop-in: Aging Care Connections	Cindy	13
25-Sep	1:00 p.m.	4th Wednesday: Madam President	Cindy	39
25-Sep	5:30 p.m.	Crafterworks - Cactus Rock Garden	Jez	0
25-Sep	7:00 p.m.	Jobs Week - The Compensation Conversation	Jez	9
26-Sep	11:30 a.m.	Mahjong Club	Denise	6
26-Sep	1:00 p.m.	Genealogy Group	Denise	18
26-Sep	7:00 p.m.	Jobs Week - Mock Interviews	Jez	7
30-Sep	6:00 p.m.	Board Game Group	Jez	7
			<b>Total</b>	<b>496</b>

\*Due to emergency situation on the part of contracted presenter

### Volunteers

- Fifteen volunteers completed 216 hours of service.
  - Court Ordered/Community Service: 12 volunteers performed 202 hours of service.
  - Regular Volunteers: two volunteers did 9 hours of service.
  - Veteran's History Project: one volunteer did 5 hours of service.

### Proctoring

- No exams were proctored this month.

### Social Media & e-Newsletter Reach

- Twitter – 74 profile visits; 13.7k impressions; 6 mentions; 1068 followers (+4)
  - Top tweet:

**Top Tweet** earned 1,203 impressions

RT If you've ever found a great book through a library's eBook collection.

#eBooksForAll pic.twitter.com/FAg3Z44f7B



2 8

○ Top Mention:

**Top mention** earned 14 engagements



**FlanneryLiteraryAssociate**

@FlanneryLitera1 · Sep 6

Thanks @ipplinfo for hosting a Harry Potter illustration class last night! I had a blast and a half!

#libsocial #libraries #librarylove  
#harrypotterforever #Hogwarts  
pic.twitter.com/Oexk3qPhgB



👍 1 ❤️ 2

● Meetup

- #LibSocial – 761 followers (+16)
- Indian Prairie Public Library – 223 followers (+4)
- Board Game Group – 246 followers (+12)
- BizConnection eNewsletter – sent to 291 addresses, had 70 opens (24% open rate) and 31 clicks.
- New eBooks eNewsletter – sent to 175 addresses. Had 94 opens (54% open rate) and 53 clicks.
- Bestseller Preview eNewsletter– sent to 489 addresses. Had 188 opens (38% open rate) and 95 clicks.
- #LibSocial eNewsletter – sent to 7642 addresses. Had 1518 opens (20% open rate) and 91 clicks.
- Audiobooks eNewsletter – sent to 124 addresses. Had 60 opens (35% open rate) and 14 clicks.
- Jobs & Careers eNewsletter (09/09) – sent to 181 addresses. Had 54 opens (30% open rate) and 5 clicks.
- Jobs & Careers eNewsletter: Jobs Week (09/16) – sent to 180 addresses. Had 59 opens (33% open rate) and 5 clicks.

Book Display Restocking & Collaboration Station Use

Area	# of Items
Windowing	202
Endcap	142
Display	286

One hundred and eleven people were observed using the collaboration station this month. The activity was community puzzle solving.

Circulation Services  
September 2019

Checkouts and renewals this year were significantly higher than last year. This makes sense due to the parking lot construction that happened in September last year. This year we circulated 55,404 items as compared to 43,966 items last year (this is an increase of 26%). This is the first year since FY15/16 that our September circulation was over 55,000. Electronic circulation continues to grow. We circulated 6,821 this year compared to 5,813 last year. This is a 17% increase.

ILL's processed were slightly higher than last year. We processed 7,700 this year and 7,046 last year.

A total of 7,581 holds were placed in September. Patrons placed 5,987 (79%) holds while staff placed 1,594 (21%) holds.

12,784 items were checked out or renewed by staff at the desk. This is 23% of total checkouts/renewals. 25,786 items were checked out or renewed by patrons at one of our self-check machines, 6,912 items were renewed by patrons through Enterprise or BookMyne, or the Mobile App and 6,821 items were electronically checked out by patrons – for a total of 36,519 items checked out through some sort of self service. This is 77% of total checkouts/renewals. In addition we sent out 3,098 items to other SWAN libraries for a grand total of 55,401 items circulated in September.

**Desk Statistics**

Patron Assistance

Number of items checked in at the front desk	Café FOL Bags & Booknook Giving change	Phone calls answered at front desk	Directional Do you have? Lost & Found Book Donations Job applications Selling stamps	Self Check Help	*Fax Copier Help	Passport Questions	Notary Questions	Other
3646	145	201	433	121	76	160	65	635

\*Please note that we no longer have a fax machine in the lobby

**Express Checkout Statistics**

Station #1 (1 <sup>st</sup> floor)	6,888
Station #2 (1 <sup>st</sup> floor)	4,940
Station #3 (1 <sup>st</sup> floor-ADA)	4,656
Station #4(1 <sup>st</sup> floor – Hot Picks)	1,296
Station #5 (2 <sup>nd</sup> floor – K&T)	8,002

**Community**

**Passports:** The circulation staff accepted 51 passports in August. We accepted 46 in August last year.

**Notary Public:** We notarized 138 documents in August.

**Customer Service and Hospitality**

Our new “healthy” vending machines are proving to be a hit! We have gotten many positive comments from patrons and the vendor himself is very happy.

**Willow Springs Cards Issued**

We issued 3 new family card and renewed 1 family card in September..

**Staffing**

Nikki Kitley (former Circulation Associate) has been promoted to Assistant Circulation Supervisor effective November 4.

**Workshops and Meetings Attended:**

On September 18 I attended a special Circulation Advisory Meeting at Thomas Ford Library. The meeting was also attended by 7 members of SWAN. The committee was led through several activities intended to help with Circulation Policy Planning.

Debbie Sheehan  
Head of Circulation Services



## Technology & Technical Services Board Report September 2019

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

- Fax Service- Patrons can now fax from the scan station located by the Technology Center desk. The new faxing service is easier to use than fax 24, which was removed. There is a \$1.00 charge per page, no extra charge for 1<sup>st</sup> page or faxing internationally unlike fax 24 that charged more. Patrons simply scan, put in the fax number and pay using a credit card. Staff are available to assist and can override credit card payment to accept cash if needed.
- Translation/Image Enhancement- Patrons can now use the scan station near the Technology Center desk to translate documents and enhance images. The multilingual translation service to text & audio converts scanned text from one of over 60 supported languages to another language. Converted files are sent to the user as a PDF or Word file, with subset of languages for MP3 Audio file translation. The image enhancing is a fast, simple way to enhance digital photos, documents, newspapers articles and more with its 1-click technology.
- Tech Takeout- Purchased a second NES Classic and a Super Nintendo Classic as these preloaded console games are popular and usually have holds.

### Technology Services

#### Statistics

##### Maker (DIY)

- 3D Printer- 1 print request was processed. Printed: helmet piece
- Carvey- 2 print requests were processed. Carved: name signs

##### Technology Help Desk

- Technology Reference: 1,100
- Technology Other: 33
- Individual Training: 198

##### Tech Takeout Checkouts

- 94 unique users
- 138 checkouts

## Public Technology Programs & Classes

- 5 classes offered with total attendance: 42
- 1-on-1 Assistance
  - Two individual 30 min. training sessions on our new 8MM film converter.
  - Tech Tutor: 11 sessions (10.5 hours)

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor</u>	<u>Attendance</u>
Tue., Sep. 10, 6:30 pm	World Basics	T.J.	12
Thur. Sep. 12, 3 pm	Slide to Digital Converter	T.J.	5
Thur. Sep. 12, 6:30 pm	Android Basics	Ann	13
Wed., Sept. 18, 1:30 pm	Flyers and Invitations with Word	T.J.	5
Sat. Sep. 28, 11 am	iPhone/iPad Basics	Dave	7

## Projects

OneDrive – Researching and testing moving staff to Microsoft’s cloud service OneDrive. This will free up space on our internal servers as well as give access to files from any computer.

Office 365 Back-up - Implemented cloud-to-cloud backup to Barracuda cloud services, which performs daily back-ups for email, OneDrive and SharePoint online.

## Continuing Education

- I learned about various services that materials vendors offer at the LACONI Technical Services Acquisitions Vendor Presentation .
- T.J. and I attended a webinar on Space Planning as part of the preparation for the building project.

## Meetings

- Jamie presented the new staffing model to staff on September 30.

Ann M. Stovall, Head of Technical & Computer Services, September Oct 10, 2019

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

## Programs

In September, Youth Services presented 49 programs at IPPL with 747 people in attendance. We also participated in 10 events out in the community serving 216 people.

Date	Description	K&T Staff	Attendance
4-Sep	Prairie Patch Harvest with Joe Sadowski and Lynn Van Kanegan (harvested 8 pounds, 1 oz)	Natalie	3
4-Sep	Garden Giveaway	Natalie	38
5-Sep	Mixed Media Canvas	Megan	30
5-Sep	Bike Safety for Back to School	Monica	5
5-Sep	Staffed WouldShop Session	Kelli	3
6-Sep	Private Story Time for DuPage Child & Family Connections	Megan	10
6-Sep	Dungeons and Dragons	Jimmy	6
7-Sep	Dadurday: Star Wars	Heather	50
9-Sep	Open Play	Jack	30
9-Sep	After-School Homework Club	Jimmy	2
11-Sep	Prairie Patch Harvest with Joe Sadowski (harvested 8 pounds, 1 oz and donated 10 pounds, 8 oz)	Natalie	3
11-Sep	Garden Giveaway	Natalie	48
12-Sep	Mixed Media Canvas	Megan	33
12-Sep	Sew Mighty Mid-Kids	Monica, Kelly	10
12-Sep	After-School Homework Club	Jimmy	2
13-Sep	Fortnite Fridays	Jimmy	8
14-Sep	Baby Sign Language Class	Lexy	25
14-Sep	Staffed WouldShop Session	Kelli	13
15-Sep	Harry Potter LED Wand	Jack	12
16-Sep	Babysitting Basics	Natalie	5
16-Sep	Parent Advisory Board Meeting	Lexy, Natalie	4
16-Sep	After-School Homework Club	Jimmy	1
16-Sep	Open Play	Heather	19
17-Sep	LEGO Robotics: programming	Jack	3
17-Sep	Prairie Patch Harvest with Joe Sadowski (harvested 11 pounds, 4 oz and donated 4 pounds, 8 oz)	Natalie	3
17-Sep	Garden Giveaway	Natalie	42
19-Sep	Mixed Media Canvas	Megan	30
19-Sep	After-School Homework Club	Jimmy	3
19-Sep	Staffed WouldShop Session	Kelli	4
20-Sep	Mini-Scientists Academy: Shaking and Quaking	Monica	14
20-Sep	Dungeons and Dragons	Jimmy	5
20-Sep	Números y Letras (Spanish-English Bilingual Storytime)	Heather	8
21-Sep	Sign Language for Babies	Monica	13
21-Sep	Practice ACT	Jimmy	19
21-Sep	Teen Advisory and Service Committee	Jimmy, Natalie	15
22-Sep	Wendy + DB Peace Concert	Lexy	32

23-Sep	Open Play	Jack	32
23-Sep	After-School Homework Club	Jimmy	1
24-Sep	Homeschooling SMART: Exploring Space	Monica, Jack	15
25-Sep	Brush bot	Jack	5
25-Sep	Prairie Patch Harvest with Joe Sadowski and Elise and Mason (harvested 20 pounds of food and 20 pounds, 14 oz of plants)	Natalie	3
25-Sep	Garden Giveaway	Natalie	53
26-Sep	Mixed Media Canvas	Megan	40
26-Sep	Homework Club	Jack	0
26-Sep	Staffed WouldShop Session	Kelli	0
27-Sep	Scratch Jr.	Jack	7
30-Sep	Open Play	Lexy	28
30-Sep	After-School Homework Club	Jimmy	1
30-Sep	Five Strategies to College Application Success	Jimmy	11
		TOTAL:	747

*Parent Advisory Board*

Lexy Twidell is creating a new Parent Advisory Board. On September 16, she held an informational meeting about the new board, which will be active throughout this year. The goal of this board is to build relationships with parents to support the well-being of children and families. Those in attendance expressed interest in having an opportunity to share ideas and feedback with this goal in mind. Lexy is continuing to promote this and gather applications. The board will be selected at the beginning of November.

*Prairie Patch Harvest and Giveaway*

Because food is still growing in the Prairie Patch, Natalie Williams expanded the Garden Giveaway through the month of September. Every Wednesday, Natalie worked with volunteers to harvest and weigh food in before giving it away to the community. This month, we have harvested and given away 47 pounds and 6 ounces of produce from the Prairie Patch. We also gave away 15 pounds of produce grown by our neighbors and donated to the library. This year, we have given away, 118 pounds of food! We also gave away almost 21 pounds of edible plants and herbs that were grown in the patch for families to plant at home.

*Dadurday*

Heather Forster Jensen facilitated the first Dadurday, a monthly Saturday program series geared toward dads, male caregivers, and their children, in order to enhance family relationships, as well as their relationship with the library. A combination of activities were provided, including crafts, activity pages, and storytimes to accommodate all ages and to practice skills such as fine motor development, following directions, active sharing, and listening to an adult in a teacher role. Fifty patrons attended this Star Wars themed Dadurday, and multiple caregivers stated they would return for future Dadurday events.

*Fantasy Football for Families*

Jimmy Doane launched the Fantasy Football for Families series at the beginning of September. The program was introduced to promote basic math skills through the lens of football, and to encourage parents to work with their children on completing the math problems each week. Jimmy creates new resource packets weekly and works with Jack Schultz to promote these packets through the website and behind the Kids and Teens desk. 22 packets were taken from the 'Ask Us' desk in September.

*Teen Advisory and Service Committee (TASC)*

Jimmy Doane collaborated with Natalie Williams to organize the first Teen Advisory and Service Committee (TASC) meeting of the 2019-2020 school year. The first meeting was attended by 13 teens, with at least four other teens planning to attend future meetings. During the meeting, Jimmy and Natalie worked with teens to meet new TASC members, set expectations for the committee going forward, and make sure future Kids and Teens events have volunteers covering them. Jimmy created a Remind group in order to more easily stay in touch with TASC members, and has been working with Jack Schultz and Natalie to digitize TASC and teen volunteer records going forward.

*College Readiness Events*

Jimmy worked with two outside presenters to put on college readiness programs aimed at teens. College Tutors in Wheaton provided the Practice ACT, and the Five Strategies to College Application Success workshop was presented by My College Planning in Downers Grove. The former program gave teens a chance to take a practice ACT under similar conditions to the actual test, while the latter provided tips and resources to teens entering or exploring the college application process. In total, 30 patrons attended these programs.

*International Peace Day Concert and Story Stroll*

To celebrate International Peace Day, Lexy Twidell created a temporary 'Story Stroll' so that patrons could read the book "Dreamers" by Yuyi Morales as they walked through the picture book section. Patrons could also enter their name in a drawing to win a copy of the book, signed by the author. Lexy also had children's performers Wendy + DB for a concert. About 75 people participated in these activities.

*Staffed WouldShop Sessions*

Kelli Dunn began the first staffed session in the WouldShop on Thursday, September 5. She taught an 8-year old patron how to sew a pencil pouch. The patron said she could not believe she made it herself! Kelli is hosting the staffed hours every Thursday from 6-8pm. So far, she has assisted with poster printing, button making, and using the Silhouette Cameo vinyl cutter.

**Community**

Date	Description	K&T Staff	Attendance
3-Sep	Dance lessons for Chamber event	Jack	
4-Sep	Write on Meeting with Char Vuillaume	Natalie	
4-Sep	Hinsdale South High School volunteer orientation	Jack	
5-Sep	Willowbrook Corner Early Childhood Subcommittee Meeting	Lexy	
5-Sep	Whole Foods-Willowbrook Storytime	Heather	35
9-Sep	Dance lessons for Chamber event	Jack	
12-Sep	Lakeview Junior High School Lunchtime STEAM	Monica	16
12-Sep	Met with School District #66 Librarian	Monica	
13-Sep	Anne M. Jeans 1,000 Books Storytimes	Lexy	45
13-Sep	Barbara's Bookshop Storytime	Lexy	15
17-Sep	Dance lessons for Chamber event	Jack	
17-Sep	Met with School District #66 Librarian and library staff from Elizabeth Ide Elementary	Monica	
17-Sep	Provided a tour and activity visit of IPPL for area Montessori students (grades 1-6) & teachers.	Monica, Kristina	34
17-Sep	Met with Hinsdale South Writing Club	Monica	8
18-Sep	SASED Class tour of Prairie Patch and garlic planting	Natalie	12
19-Sep	Our Lady of Peace school visit teaching TinkerCAD	Jack	18

20-Sep	Self-Check meeting with Uma Nori from Thomas Ford, Ann, and Debbie	Natalie	
21-Sep	Attended Willowbrook Mecca Center Community Open House	Monica, Natalie	
24-Sep	Dance lessons for Chamber event	Jack	
25-Sep	SASED Class visit: Ozobot orientation	Jack	18
28-Sep	Make Your Own Garden at Whole Foods	Kristina	15
		TOTAL:	216

*Seton Montessori Visit*

On September 17, Monica Dzierzbicki and Kristina Guchenia presented a visit of the Kids & Teens area with 1st-6th students and faculty from the Seton Montessori School. Monica gave a tour of the department to students & teachers from grades 3-6. Along with the department tour, students were given hands-on training on how to use the SWAN catalog and a few of Indian Prairie's database systems, like Novelist. The hands-on training was a specific request by the Montessori teacher when scheduling this visit. The 3rd-6th grade teachers will actively include the catalog and database skills in their future lesson planning. While the older students were completing their training and tour, Kristina presented a storytime and craft for the first to third graders. Kristina read a story called "The Quiltmaker's Gift." For the craft, the children each designed into their own quilt piece. They later taped together their individual pieces to make a giant paper quilt for their classroom. Kristina intentionally prepared a project focused on collaboration.

*Make Your Own Garden at Whole Foods*

Kristina Guchenia presented a storytime at Whole Foods for their "Make Your Own Garden" event. For the event, Kristina created a garden and plant-themed storytime. Whole Food will also be donating their left over seeds from their event to Seed Library.

SASED Class Visits

The SASED (School Association for Special Education in DuPage) students have been visiting the library to engage on various topics. On September 18, Natalie Williams gave them a tour of the Prairie Patch and taught them how to plant garlic. On September 25, Jack Schultz taught them how to use Ozobots. The class will return in October to learn about coding.

**Learning Spaces**

*WouldShop*

Jack Schultz picked up a free poster-sized laminator for the library. Jack learned how to use it and has been teaching other staff how to use it. This machine compliments our poster printers, as we can now preserve and reuse sign, posters, and more.

Jack repaired a broken handle on the embosser with parts made of the 3D printer. It is one more practical application of the 3D printer that we can show to patrons.

We have started offering after school gaming. Kids and teens can come in and play the Nintendo Switch in the WouldShop. Since offering the option starting in mid-September, we have seen 30 uses of the system.

*LittleShop*

In the LittleShop, Heather Forster Jensen began the fall activities with tactile texture sticks. Heather utilized a variety of textiles and supplies to attach to popsicle sticks. These sticks then provided an opportunity for children and their caregivers to discuss adjectives for the various textures, expanding their vocabulary. The second activity of September was transportation sensory play. Three bins were filled with materials to represent land (road), air (clouds), and sea (water), with colored vehicles

corresponding to each. This activity provided a sorting activity as a mental development exercise to learn or reinforce vehicle and color identification, as well as linking each type of vehicle to its appropriate setting.

*LittleTown*

Lexy Twidell updated the toys in the Little Town play space to include Laundromat furniture and dramatic play cleaning toys. Signs reading "Part of Play is Putting Things Away" were added as part of an initiative to provide fresh opportunities for play within a framework for parents to reinforce positive behaviors.

*Prairie Patch*

The Prairie Patch is alive with activity this fall. It is producing food and flowers for visitors to enjoy. Natalie Williams continued to harvest the garden with various volunteers. She also presented a tour and garlic-planting event with SASSED students. Monica has been providing weekly assistance making sure that the space is growing and healthy. We still have a couple of events coming up in the Prairie Patch. We are beginning to harvest seeds for the seed library and to plant in the Patch next year. We are pulling and composting plants that are done for the season. And we are making plans to close and winterize the garden by November 1.

**Seed Library**

- Number of Checkouts: 7
- Number of Seed Packets Checked Out: 8
- Number of Donations: 0

**Collection Changes**

Jack created several new kits this month. The topics include embroidery, hand knitting, knitting machine, Moss bot, and a LEGO Drone. Drones are currently very popular, and the LEGO drone kit allows kids to build their own to develop a better understanding of how drones function and to gain skill in engineering and the physical sciences related to electricity, lift, drag, and thrust.

**Continuing Education**

Date	Description	K&T Staff
23-Sep	Music in Storytime RAILS Workshop	Lexy
27-Sep	YSS LACONI Learning as Play Workshop at DuPage Children's Museum	Lexy, Natalie, Heather

*DuPage Children's Museum*

Lexy Twidell, Natalie Williams, and Heather Forster Jensen attended a full day training workshop at the DuPage Children's Museum in order to gain more insight into creating developmentally stimulating play spaces and opportunities for children. They attended a 'Learning as Play' session that focused on using constructivist learning theory to create activities that encourage developmental growth as well as a 'Forces, Motion, and Work' session full of hands on examples of how to play with scientific concepts. They also toured the facility, gathering ideas for the library's future play space.

**Contributing to the Profession**

Date	Description	K&T Staff
13-Sep	YSS LACONI Board Meeting at Gail Borden	Natalie
19-Sep	Planned LACONI training for librarians with Marilyn Brink, Early Childhood Manager at Chicago Zoological Society/ Brookfield Zoo	Natalie

*Early Literacy Team Meeting*

Lexy Twidell and Natalie Williams have been putting together an Early Literacy Team within the K&T department. The team consists of Lexy, Natalie, Heather Forster Jensen, Megan Lawrence, and Kristina Guchenia. All were in attendance at the first meeting on September 9, during which we established goals, discussed the books and articles read last month, and shared best practices for Storytime. We also discussed ideas for incorporating mindfulness into programming and storytimes and using Montessori principles of learning into the Kid's & Teen space.

*Page Interviews*

Natalie Williams and Jack Schultz interviewed three candidates for the Kids and Teens Page position. While they were impressed by all of the candidates, Ben Beisecker stood out because of his previous volunteer work at the library helping our Kids and Teens Pages and his ability to quickly pick up on new tasks. Ben will start with us this October.

*Submitted by Natalie Williams, Head of Youth Services 10/3/2019*

STATISTICS FOR	Sep-19	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	28,029	22,782	90,973	89,726	1.39%
Teen	1,875	1,456	7,266	7,594	-4.32%
Kids	15,578	10,454	50,998	46,427	9.85%
ILLs Sent	3,098	3,461	10,024	10,499	-4.52%
TOTAL	48,580	38,153	159,261	154,246	3.25%
Electronic Circulation	6,821	5,813	21,281	16,634	27.94%
GRAND TOTAL CIRC.	55,401	43,966	180,542	170,880	5.65%
% Reciprocal Borrowing	13%	13%	13%	14%	
Patron Visits	24,032	27,604	80,930	104,668	-22.68%
<b><u>Current Cards</u></b>					
Resident	125	145	23,095	22,954	0.61%
Non-Resident	76	70	1,098	1,081	1.57%
TOTAL	201	215	24,193	24,035	0.66%
Non-Resident Households	42	43	496	512	-3.13%
<b><u>Patron Assistance</u></b>					
Adult - Reference	2,429	2,399	8,143	8,835	-7.83%
Kids - Reference	1,454	720	6,364	3,556	78.97%
Technology - Reference	1,100	890	3,644	3,422	6.49%
TOTAL REFERENCE	4,983	4,009	18,151	15,813	14.79%
Adult - Other	467	480	1,577	1,972	-20.03%
Kids - Other	93	777	399	3,718	-89.27%
Technology - Other	33	49	174	257	-32.30%
TOTAL OTHER	593	1,306	2,150	5,947	-63.85%
GRAND TOTAL ASST.	5,576	5,315	20,301	21,760	-6.70%
<b><u>ILL/Reserves</u></b>					
Holds	7,581	6,531	23,738	22,959	3.39%
ILLs Sent	3,098	3,461	10,024	10,499	-4.52%
ILLs Checked Out	4,184	3,066	13,368	11,768	13.60%
ILLs Received	4,602	3,585	14,830	13,331	11.24%
<b><u>Programs - Adult</u></b>					
# Programs	18	10	38	32	18.75%
Attendance	350	117	913	556	64.21%
<b><u>Technology Classes</u></b>					
# Programs	5	7	18	19	-5.26%
Attendance	42	66	146	206	-29.13%
<b><u>Individual Technology Training</u></b>					
# of Patrons	257		1,248		
<b><u>Groups</u></b>					
# Programs	14	13	37	39	-5.13%
Attendance	146	98	383	357	7.28%
<b><u>Others</u></b>					
#Programs	0	1	0	1	-100.00%
Attendance	0	11	0	11	-100.00%
<b><u>Programs - Teen</u></b>					
# Programs	5	4	14	22	-36.36%
Attendance	65	24	148	533	-72.23%
<b><u>Programs - Kids</u></b>					
# Programs	62	11	214	108	98.15%
Attendance	963	194	5,007	2,824	77.30%
GRAND TOTAL ATT.	1,823	510	7,845	4,487	74.84%

STATISTICS FOR	Sep-19	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	2,644	2,732	8,776	9,624	-8.81%
Kids Computers	461	466	2,440	2,644	-7.72%
Teen Laptop	42	66	197	309	-36.25%
Adult Laptop	64	82	221	298	-25.84%
<b>TOTAL PATRON USE</b>	<b>3,211</b>	<b>3,346</b>	<b>11,634</b>	<b>12,875</b>	<b>-9.64%</b>
<b>Hours Used</b>					
Adult Computers	2,130	2,170	6,929	7,421	-6.63%
Kids Computers	280	343	1,778	1,768	0.57%
Teen Laptop	45	77	191	341	-43.99%
Adult Laptop	103	141	337	542	-37.92%
<b>TOTAL HOURS USED</b>	<b>2,558</b>	<b>2,731</b>	<b>9,235</b>	<b>10,072</b>	<b>-8.32%</b>
<b>Wireless Total Connections</b>	<b>9,462</b>	<b>7,717</b>	<b>28,392</b>	<b>26,643</b>	<b>6.56%</b>
<b>IPPL Total Web Site Access</b>	<b>44,916</b>		<b>98,750</b>		
<b>IPPL Total Page Views</b>	<b>49,019</b>		<b>145,132</b>		
<b>Subscription Database Logins</b>	<b>2,916</b>	<b>2,637</b>	<b>8,706</b>	<b>8,756</b>	<b>-0.57%</b>
<b>Outreach-Homebound</b>					
Items Delivered	136	124	407	376	8.24%
<b>Volunteers</b>					
Number Active	54	52			
Hours Worked	367.75	319.50	1,337.50	1,231.25	8.63%
<b>Staff Training Hours</b>	<b>244.25</b>	<b>53.50</b>	<b>379.50</b>	<b>223.50</b>	<b>69.80%</b>
<b>Room Use</b>					
Youth Room					
Library	18	7	65	25	160.00%
Non-Library	7	8	18	14	28.57%
Meeting Room					
Library	37	8	103	83	24.10%
Non-Library	16	12	32	23	39.13%
Conference Rooms	439	400	1,384	1,327	4.30%
Lobby Programs	4	4	8	21	-61.90%
Board Room					
Library	34	28	79	73	8.22%
Non-Library	20	13	57	54	5.56%
<b>Clavinova</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS -September 2019

50

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Reference	488	1	0	489	4	2	5	2
Non-Fiction	41630	249	486	41393	550	733	799	1219
Fiction	35302	488	996	34794	942	2037	1430	3033
<b>ADULT TOTALS</b>	<b>77420</b>	<b>738</b>	<b>1482</b>	<b>76676</b>	<b>1496</b>	<b>2772</b>	<b>2234</b>	<b>4254</b>
<b>KIDS</b>								
Non-Fiction	11266	37	8	11295	266	24	303	32
Fiction	21934	87	112	21909	257	235	344	347
<b>KIDS TOTALS</b>	<b>33200</b>	<b>124</b>	<b>120</b>	<b>33204</b>	<b>523</b>	<b>259</b>	<b>647</b>	<b>379</b>
<b>TEEN</b>								
Non-Fiction	539	8	2	545	6	14	14	16
Fiction	3843	57	11	3889	74	20	131	31
<b>TEEN TOTALS</b>	<b>4382</b>	<b>65</b>	<b>13</b>	<b>4434</b>	<b>80</b>	<b>34</b>	<b>145</b>	<b>47</b>
<b>BOOK TOTALS</b>	<b>115002</b>	<b>927</b>	<b>1615</b>	<b>114314</b>	<b>2099</b>	<b>3065</b>	<b>3026</b>	<b>4680</b>

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Audiobooks on CD	6582	48	41	6589	94	34	142	75
Music CDs	7196	30	718	6508	60	860	90	1578
Playaway	370	3	4	369	0	4	3	8
DVDs (DVD & Blu-ray)	20602	118	80	20640	233	103	351	183
<b>ADULT TOTALS</b>	<b>34750</b>	<b>199</b>	<b>843</b>	<b>34106</b>	<b>387</b>	<b>1001</b>	<b>586</b>	<b>1844</b>
<b>KIDS</b>								
Audiobooks on CD	512	0	2	510	2	107	2	109
Music CDs	313	10	56	267	24	519	34	575
Playaway	91	0	0	91	0	9	0	9
DVDs (DVD & Blu-ray)	4324	17	14	4327	107	53	124	67
<b>KIDS TOTALS</b>	<b>5240</b>	<b>27</b>	<b>72</b>	<b>5195</b>	<b>133</b>	<b>688</b>	<b>160</b>	<b>760</b>
<b>TEEN</b>								
Audiobooks on CD	209	3	0	212	4	2	7	2
Playaway	30	1	0	31	0	0	1	0
DVDs (DVD & Blu-ray)	495	1	53	443	7	64	8	117
<b>TEEN TOTALS</b>	<b>734</b>	<b>5</b>	<b>53</b>	<b>686</b>	<b>11</b>	<b>66</b>	<b>16</b>	<b>119</b>
<b>AUDIOVISUAL TOTALS</b>	<b>40724</b>	<b>231</b>	<b>968</b>	<b>39987</b>	<b>531</b>	<b>1755</b>	<b>762</b>	<b>2723</b>

Other	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
<b>ADULT</b>								
Console Games	131	3	1	133	5	2	8	3
Tech Takeout (except digital content devices)	107	1	0	108	9	0	10	0
CD-ROMs	44	0	1	43			0	1
<b>ADULT TOTALS</b>	<b>282</b>	<b>4</b>	<b>2</b>	<b>284</b>	<b>14</b>	<b>2</b>	<b>18</b>	<b>4</b>
<b>KIDS</b>								
Kits (STEM, Book bundles, etc.)	149	8	0	157	6	1	14	1
Puzzles (New Aug. 2018)	16	0	0	16			0	0
Playaway Launch Pads	24	0	1	23			0	1
<b>KIDS TOTALS</b>	<b>189</b>	<b>8</b>	<b>1</b>	<b>196</b>	<b>6</b>	<b>1</b>	<b>14</b>	<b>2</b>
<b>TEEN</b>								
Equipment (CD Players, etc.)	6	0	0	6			0	0
Console Games	687	6	3	690	8	10	14	13
Board Games	91	3	0	94	5	0	8	0
<b>TEEN TOTALS</b>	<b>784</b>	<b>9</b>	<b>3</b>	<b>790</b>	<b>13</b>	<b>10</b>	<b>22</b>	<b>13</b>
<b>OTHER TOTALS</b>	<b>1255</b>	<b>21</b>	<b>6</b>	<b>1270</b>	<b>33</b>	<b>13</b>	<b>54</b>	<b>19</b>
<b>COLLECTION TOTALS</b>	<b>156981</b>	<b>21</b>	<b>6</b>	<b>156996</b>			<b>3842</b>	<b>7422</b>

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- September 2019

51

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla- Year (ebooks & comics)	269,125	54,553		323,678				
Reference- Year	542	7	0	549				
<b>TOTALS FOR ALL AGES</b>	269,667	54,560	0	324,227	0	0	0	0
<b>ADULT</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	3,304	19	0	3,323	39	0	58	0
eMedia (Overdrive Advantage)	1,016	6	0	1,022	21	0	27	0
Fiction								
eMedia (Overdrive Consortium)	13,919	66	0	13,985	168	0	234	0
eMedia (Overdrive Advantage)	4,728	51	0	4,779	139	0	190	0
Preloaded eReaders	81	7	0	88	0		7	
<b>ADULT TOTALS</b>	22,967	149	0	23,109	367	0	509	0
<b>KIDS</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	125	0	0	125	0	0	0	
eMedia (Overdrive Advantage)	31	0	0	31	0		0	
Fiction								
eMedia (Overdrive Consortium)	2,719	19	0	2,738	21	0	40	0
eMedia (Overdrive Advantage)	328	0	0	328	0	0	0	
<b>KIDS TOTALS</b>	3,203	19		3,222	21	0	40	0
<b>TEEN</b>								
Non-Fiction								
eMedia (Overdrive Consortium)	96	0	0	96	1		1	
eMedia (Overdrive Advantage)	17	0	0	17	0		0	
Fiction								
eMedia (Overdrive Consortium)	3,373	11	0	3,384	24	0	35	0
eMedia (Overdrive Advantage)	521	0	0	521	0	0	0	
<b>TEEN TOTALS</b>	4,007	11		4,018	25	0	36	0
<b>BOOK TOTALS</b>	299,844	54,739		354,576	413	0	585	0

AUDIOVISUAL	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	58,306	10966		69,272				
Music	265,515		23811	241,704				
Movies/TV Episodes	13,476	1561	0	15,037				
<b>Yearly Total for All Ages</b>	<b>337,297</b>	<b>12527</b>	<b>23811</b>	<b>326,013</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ADULT</b>								
Audiobooks								
eMedia (Overdrive Consortium)	5,224	25	0	5,249	44		69	0
eMedia Advantage (Overdrive)	990	10		1,000	35		45	0
Preloaded Audiobook iPods	45	0	0	45	3	0	3	0
Movies								
Preloaded Roku Titles	1,113	9		1,122	15		24	
<b>ADULT TOTALS</b>	<b>7,372</b>	<b>44</b>		<b>7,416</b>	<b>97</b>	<b>0</b>	<b>141</b>	<b>0</b>
<b>KIDS</b>								
Audiobooks								
eMedia Library (Overdrive)	352	4		356	1		5	
eMedia Advantage (Overdrive)	40	0	0	40	0		0	
Movies								
Preloaded Roku Titles	169	2		171	7		9	
<b>KIDS TOTALS</b>	<b>561</b>	<b>6</b>		<b>567</b>	<b>8</b>	<b>0</b>	<b>14</b>	<b>0</b>
<b>TEEN</b>								
Audiobooks								
eMedia Library (Overdrive)	625	3		628	0		3	0
eMedia Advantage (Overdrive)	57	0		57	0		0	0
<b>TEEN TOTALS</b>	<b>682</b>	<b>3</b>		<b>685</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
<b>AUDIOVISUAL TOTAL</b>	<b>345,912</b>	<b>53</b>		<b>334,681</b>	<b>105</b>	<b>0</b>	<b>158</b>	<b>0</b>
<b>COLLECTION TOTALS</b>	<b>645,756</b>	<b>54,792</b>		<b>689,257</b>	<b>518</b>	<b>0</b>	<b>743</b>	<b>0</b>

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 9/30/2019

Balance on hand as of August 31, 2019.....	3,473,813.43
Cash Receipts for September.....	865,556.64
Cash Disbursements for September.....	277,454.67
Cash on hand as September 30, 2019.....	4,061,915.40

Investments

Illinois Funds (Money Market) - Average Monthly Rate 2.122%	
General.....	1,320,348.88
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,808.98
Children's Endowment.....	3,025.55
Endowment.....	11,711.75
MPI Investment (Corporate Fund).....	1,984,765.54

Fifth Third - Checking	
General.....	2,409.23
Hinsdale Bank & Trust - Checking.....	4,745.93
Fifth Third - Savings - Rate 1.57%	
General.....	195,005.44
Petty Cash/Circulation.....	404.00
Balances as of September 30, 2019.....	3,547,192.04

FUND BALANCES AS OF 09/30/2019

Corporate Fund.....	3,996,869.97
Building & Maintenance Fund.....	54,466.17
I.M.R.F. Fund.....	13,757.93
Liability Fund.....	(1,156.47)
Social Security Fund.....	13,840.02
Special Reserve Fund.....	5,819.11
Current Liabilites.....	(536,404.69)
Grand Total All Funds.....	3,547,192.04

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**Indian Prairie Public Library District**  
**Consolidated Revenue Report for September 2019**

Percent of Year: 25.00

	RECEIVED September 2019	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	842,099.70	3,421,779.97	93.50%	3,659,490.00	237,710.03
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.61	10.75	0.00%	0.00	-10.75
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>842,100.31</b>	<b>3,421,790.72</b>	<b>93.51%</b>	<b>3,659,490.00</b>	<b>237,699.28</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	53,161.25	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>53,161.25</b>	<b>53,161.25</b>	<b>100.00%</b>	<b>53,161.00</b>	<b>-0.25</b>
<b>INTEREST</b>					
43500 · Interest - Investment	3,426.85	8,246.42	54.98%	15,000.00	6,753.58
<b>TOTAL INTEREST</b>	<b>3,426.85</b>	<b>8,246.42</b>	<b>54.98%</b>	<b>15,000.00</b>	<b>6,753.58</b>
<b>DESK MONIES</b>					
45100 · Copier	297.40	1,070.81	23.28%	4,600.00	3,529.19
45120 · Computer Copies	1,358.71	4,110.88	27.41%	15,000.00	10,889.12
45130 · Fax	0.00	0.00	0.00%	1,000.00	1,000.00
45200 · Fines/Fees	3,821.12	11,552.87	23.11%	50,000.00	38,447.13
45250 · Gifts/Donations	50.00	50.00	10.00%	500.00	450.00
45300 · Lost Materials	790.44	2,722.33	34.03%	8,000.00	5,277.67
45350 · Non-Resident Fees	9,806.65	29,679.96	32.26%	92,000.00	62,320.04
45400 · DVD Fines	83.00	398.95	33.25%	1,200.00	801.05
45450 · Top Picks	18.00	56.00	14.00%	400.00	344.00
45550 · Meeting Room Rental	87.50	87.50	21.88%	400.00	312.50
45600 · ILL Fees	28.50	110.80	11.08%	1,000.00	889.20
45650 · 3D Printing	0.00	169.00	67.60%	250.00	81.00
45660 · Carvey	12.00	21.00	42.00%	50.00	29.00
45700 · Passport Fees	1,750.00	6,265.00	25.06%	25,000.00	18,735.00
45750 · Notary Fees	143.00	434.00	31.00%	1,400.00	966.00
<b>TOTAL DESK MONIES</b>	<b>18,246.32</b>	<b>56,729.10</b>	<b>28.25%</b>	<b>200,800.00</b>	<b>144,070.90</b>
<b>OTHER INCOME</b>					
46500 · OCLC Refund	1,224.75	1,224.75	174.96%	700.00	-524.75
46700 · Miscellaneous	0.00	306.04	15.30%	2,000.00	1,693.96
46800 · Collection Agency Fee	0.00	30.00	15.00%	200.00	170.00
* 49000 · Operating Transfer In	588.00	11,417.76	0.00%	0.00	-11,417.76
<b>TOTAL OTHER INCOME</b>	<b>1,812.75</b>	<b>12,978.55</b>	<b>447.54%</b>	<b>2,900.00</b>	<b>-10,078.55</b>
<b>GRAND TOTAL</b>	<b>918,747.48</b>	<b>3,552,906.04</b>	<b>90.37%</b>	<b>3,931,351.00</b>	<b>378,444.96</b>

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

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

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Percent of Year: 25.00

	September 19	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	163,835.19	457,312.41	19.93%	2,294,105.00	1,836,792.59	2,317,046.00	19.74%
61310 · Benefits - Medical / Life Ins.	20,845.56	36,464.00	20.87%	174,732.00	138,268.00	184,000.00	19.82%
61330 · Benefits - IMRF	13,663.89	36,315.77	18.04%	201,318.00	165,002.23	212,000.00	17.13%
61340 · Benefits - FICA	12,437.60	35,036.51	20.55%	170,513.00	135,476.49	183,000.00	19.15%
61400 · Staff Development	3,207.08	5,514.43	27.57%	20,000.00	14,485.57	24,000.00	22.98%
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00	2,000.00	0.00%
61710 · Workers Compensation	-417.00	5,846.00	93.34%	6,263.00	417.00	10,000.00	58.46%
61720 · Unemployment Insurance	141.55	469.89	16.51%	2,847.00	2,377.11	3,800.00	12.37%
<b>TOTAL PERSONNEL</b>	<b>213,713.87</b>	<b>576,959.01</b>	<b>20.10%</b>	<b>2,870,778.00</b>	<b>2,293,818.99</b>	<b>2,935,846.00</b>	<b>19.65%</b>
<b>MATERIALS</b>							
62100 · Books	9,426.96	33,589.76	18.93%	177,400.00	143,810.24	240,000.00	14.00%
62200 · Periodicals	504.49	8,302.75	31.30%	26,525.00	18,222.25	33,000.00	25.16%
62300 · Audio	2,328.62	6,987.95	18.71%	37,350.00	30,362.05	55,000.00	12.71%
62400 · Video	1,974.85	7,678.24	17.08%	44,950.00	37,271.76	80,000.00	9.60%
62500 · Multi-Media	549.42	2,180.69	19.38%	11,250.00	9,069.31	13,000.00	16.77%
62600 · eMaterials	4,752.61	80,047.21	47.89%	167,140.00	87,092.79	66,000.00	121.28%
62700 · Console Games	1,022.18	1,022.18	14.60%	7,000.00	5,977.82	9,000.00	11.36%
62800 · ESL	0.00	38.00	3.80%	1,000.00	962.00	1,300.00	2.92%
62900 · Materials Supplies	3,174.80	5,661.08	26.96%	21,000.00	15,338.92	27,000.00	20.97%
<b>TOTAL MATERIALS</b>	<b>23,733.93</b>	<b>145,507.86</b>	<b>29.48%</b>	<b>493,615.00</b>	<b>348,107.14</b>	<b>524,300.00</b>	<b>27.75%</b>
<b>BUILDING</b>							
63200 · Cleaning Service	5,909.86	17,104.72	23.92%	71,500.00	54,395.28	88,000.00	19.44%
63300 · Utilities (1-8-11 · Gas)	199.05	792.58	6.61%	12,000.00	11,207.42	26,000.00	3.05%
63300 · Utilities (1-8-12 · Electric)	6,650.66	19,447.67	30.87%	63,000.00	43,552.33	78,000.00	24.93%
63300 · Utilities (1-8-13 · Telephone)	394.77	1,179.54	26.81%	4,400.00	3,220.46	15,000.00	7.86%
63300 · Utilities (1-8-14 · Water/Sewer)	2,646.59	3,544.06	47.25%	7,500.00	3,955.94	20,000.00	17.72%
63300 · Utilities (1-8-15 · Garbage Disposal)	370.98	742.88	18.57%	4,000.00	3,257.12	17,000.00	4.37%
63350 · Building Supplies	642.68	1,132.58	18.88%	6,000.00	4,867.42	10,000.00	0.00%
63400 · Maintenance Supplies	618.86	2,149.31	19.54%	11,000.00	8,850.69	32,000.00	6.72%
63500 · Security System Monitoring	112.50	112.50	14.06%	800.00	687.50	11,000.00	1.02%
63800 · Property Maintenance	1,020.90	8,100.90	20.25%	40,000.00	31,899.10	55,000.00	14.73%
63800 · Building Maintenance/Repair	567.69	4,951.31	16.50%	30,000.00	25,048.69	50,000.00	9.90%
<b>TOTAL BUILDING</b>	<b>19,134.54</b>	<b>59,258.05</b>	<b>23.68%</b>	<b>250,200.00</b>	<b>190,941.95</b>	<b>402,000.00</b>	<b>14.74%</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	682.44	2,718.99	20.92%	13,000.00	10,281.01	16,000.00	4.27%
64300 · Photocopy Supplies	209.94	751.86	15.04%	5,000.00	4,248.14	6,000.00	12.53%
64400 · Patron Card Supplies	0.00	0.00	0.00%	600.00	600.00	1,000.00	0.00%
64450 · Passport Postage	147.00	389.55	16.94%	2,300.00	1,910.45	4,000.00	0.00%
64500 · Postage	52.51	3,976.76	90.38%	4,400.00	423.24	5,000.00	79.54%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
64700 · Travel	67.40	297.85	39.71%	750.00	452.15	1,100.00	27.08%
64800 · Organizational Memberships	187.50	187.50	5.36%	3,500.00	3,312.50	4,000.00	4.69%
64900 · Bank Fees	223.93	730.87	24.36%	3,000.00	2,269.13	4,000.00	18.27%
<b>TOTAL OPERATION</b>	<b>1,570.72</b>	<b>9,053.38</b>	<b>26.20%</b>	<b>34,550.00</b>	<b>25,496.62</b>	<b>44,100.00</b>	<b>20.53%</b>
<b>TECHNOLOGY</b>							
65100 · Supplies-Public Toner	650.62	2,772.48	30.81%	9,000.00	6,227.52	10,000.00	27.72%
65150 · Supplies-Staff Toner	185.58	930.60	13.29%	7,000.00	6,069.40	8,500.00	10.95%
65160 · Supplies-Maker	73.56	73.56	10.51%	700.00	626.44	1,200.00	6.13%
65200 · Technology-Prof Services	0.00	1,425.00	28.50%	5,000.00	3,575.00	8,000.00	17.81%
65300 · Purchase of Equipment	439.74	966.65	5.65%	17,122.00	16,155.35	25,000.00	3.87%
65400 · Technology Equip Mnt/Repair	0.00	1,536.88	15.57%	9,868.00	8,331.12	11,000.00	13.97%
65500 · Software	782.33	1,872.58	20.14%	9,300.00	7,427.42	20,000.00	9.36%

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

Percent of Year: 25.00

	September 19	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
<b>65600 · SWAN</b>	0.00	11,791.50	25.00%	47,166.00	35,374.50	48,000.00	24.57%
<b>65700 · Telecommunications</b>	755.00	1,410.55	10.43%	13,524.00	12,113.45	15,000.00	9.40%
<b>TOTAL TECHNOLOGY</b>	<b>2,886.83</b>	<b>22,779.80</b>	<b>19.19%</b>	<b>118,680.00</b>	<b>95,900.20</b>	<b>146,700.00</b>	<b>15.53%</b>
<b>CONTRACTUAL SERVICES</b>							
<b>66100 · General Professional Services</b>	120.00	135.00	1.69%	8,000.00	7,865.00	26,000.00	0.52%
<b>66200 · Credit Bureau</b>	35.80	125.30	13.92%	900.00	774.70	1,200.00	10.44%
<b>66300 · Copier</b>	0.00	467.38	15.58%	3,000.00	2,532.62	3,000.00	15.58%
<b>66400 · Copier Maintenance Contract</b>	221.00	722.81	28.91%	2,500.00	1,777.19	3,000.00	24.09%
<b>66900 · Fees - Bond Registrar</b>	0.00	10.00	4.55%	220.00	210.00	0.00	0.00%
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>376.80</b>	<b>1,460.49</b>	<b>9.99%</b>	<b>14,620.00</b>	<b>13,159.51</b>	<b>33,200.00</b>	<b>4.40%</b>
<b>INSURANCE</b>							
<b>67100 · Multi Peril-Physical Assets</b>	0.00	11,487.00	100.00%	11,487.00	0.00	14,000.00	82.05%
<b>67200 · Bonding</b>	1,160.00	1,160.00	84.67%	1,370.00	210.00	1,700.00	68.24%
<b>67300 · Officers &amp; Directors Liability</b>	0.00	2,511.00	100.00%	2,511.00	0.00	3,000.00	83.70%
<b>67400 · Umbrella Liability</b>	0.00	2,150.00	100.00%	2,150.00	0.00	3,000.00	71.67%
<b>TOTAL INSURANCE</b>	<b>1,160.00</b>	<b>17,308.00</b>	<b>98.80%</b>	<b>17,518.00</b>	<b>210.00</b>	<b>21,700.00</b>	<b>79.76%</b>
<b>MARKETING</b>							
<b>68110 · Marketing Newsletter</b>	6,685.00	8,675.00	24.10%	36,000.00	27,325.00	40,000.00	21.69%
<b>68111 · eNewsletter</b>	0.00	1,732.50	86.63%	2,000.00	267.50	2,400.00	72.19%
<b>68210 · Marketing Advertising</b>	15.00	144.46	17.20%	840.00	695.54	1,800.00	8.03%
<b>68310 · Marketing Supplies</b>	0.00	108.00	21.60%	500.00	392.00	1,000.00	10.80%
<b>68410 · Marketing-Information Printing</b>	21.49	257.51	11.71%	2,200.00	1,942.49	5,000.00	5.15%
<b>68500 · Legal Notices</b>	0.00	268.24	17.88%	1,500.00	1,231.76	2,000.00	13.41%
<b>68600 · Programming</b>	2,235.98	5,367.50	18.38%	29,200.00	23,832.50	35,000.00	15.34%
<b>TOTAL PUBLIC INFORMATION</b>	<b>8,957.47</b>	<b>16,553.21</b>	<b>22.91%</b>	<b>72,240.00</b>	<b>55,686.79</b>	<b>87,200.00</b>	<b>18.98%</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
<b>69100 · Building Improvements</b>	0.00	1,086.24	0.00%	47,750.00	46,663.76	100,000.00	0.00%
<b>69125 · Masonry Project</b>	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>69150 · Parking Lot Rehab</b>	0.00	1,187.76	0.00%	0.00	-1,187.76	0.00	0.00%
<b>69200 · Special Reserve Fund</b>	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
<b>69250 · Equipment/Furnishings</b>	0.00	0.00	0.00%	0.00	0.00	800,000.00	0.00%
<b>* 69800 · Operating Transfer Out</b>	588.00	11,417.76	0.00%	0.00	-11,417.76	0.00	0.00%
<b>69900 · Contingency</b>	579.95	6,417.40	56.29%	11,400.00	4,982.60	15,000.00	42.78%
<b>69920 · Gift/Donation Purchases</b>	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>70000 · Operating Transfer Purchases</b>	588.00	10,230.00	0.00%	0.00	-10,230.00	0.00	0.00%
<b>GRAND TOTAL</b>	<b>273,290.11</b>	<b>879,218.96</b>	<b>22.36%</b>	<b>3,931,351.00</b>	<b>3,052,132.04</b>	<b>5,210,046.00</b>	<b>16.88%</b>

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

# **MPI**

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## **INVESTMENT MANAGEMENT, INC.**

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15 SALT CREEK LANE SUITE 404 HINSDALE, IL 60521

## **Quarterly Report**

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### **Account**

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

9/30/2019

# Holdings Overview

US Dollar  
 9/30/2019

## Portfolio Allocation as of 9/30/2019



Asset Class	Market Value	% Equity	% Assets
Cash and Equivalents	14,896.94	0.7	0.7
Fixed Income	1,980,548.97	99.3	99.3
<b>Equity Total</b>	<b>1,995,445.91</b>	<b>100.0</b>	<b>100.0</b>

## Top 10 Holdings

Symbol	Security	Market Value	% Assets
3135g0a78	Federal Natl Mtg Assn 1.625% Due 1/21/2020	150,336.02	7.5
3130agq65	Federal Home Loan Banks 2.430% Due 7/23/2024	125,656.85	6.3
3137eaef2	Federal Home Loan Mtg Corp 1.375% Due 4/20/2020	125,399.51	6.3
3130aea9	Federal Home Loan Banks 2.850% Due 5/8/2023	105,544.35	5.3
912828y20	United States Treas Nts 2.625% Due 7/15/2021	102,174.25	5.1
3130a1e53	Federal Home Loan Banks 2.050% Due 4/28/2020	100,986.14	5.1
3134g3wc0	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020	100,793.46	5.1
3134gttk9	Federal Home Loan Mtg Corp 2.375% Due 6/26/2024	100,760.59	5.0
3136g4ju8	Federal Natl Mtg Assn 1.580% Due 12/30/2019	100,334.03	5.0
3134gty49	Federal Home Loan Mtg Corp 2.000% Due 8/8/2024	100,265.05	5.0
<b>Top 10 Holdings Total</b>		<b>1,112,250.26</b>	<b>55.7</b>

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

## Performance by Asset Class

Net of Allocated Fees | US Dollar  
 12/31/2018 - 9/30/2019

Time Period	Cash and Equivalents	Equity	Fixed Income	Other	Total Portfolio
Market Value on 12/31/2018	63,224.80	0.00	2,023,358.39	0.00	2,086,583.19
Accrued Interest	0.00	0.00	8,186.53	0.00	8,186.53
Purchases/Contributions	708,244.79	0.00	602,113.51	0.00	0.00
Sales/Withdrawals	-752,113.51	0.00	-708,244.79	0.00	-150,000.00
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	-1,502.59	0.00	-1,502.59
Unrealized Gains	0.00	0.00	22,371.99	0.00	22,371.99
Interest Income	183.86	0.00	33,810.86	0.00	33,994.72
Dividend Income	0.00	0.00	0.00	0.00	0.00
Change in Accrued Interest	0.00	0.00	455.06	0.00	455.06
Management Fees	-170.84	0.00	-4,472.16	0.00	-4,643.00
Portfolio Fees	0.00	0.00	0.00	0.00	0.00
<b>Market Value on 9/30/2019</b>	<b>14,896.94</b>	<b>0.00</b>	<b>1,971,907.38</b>	<b>0.00</b>	<b>1,986,804.32</b>
Accrued Interest	0.00	0.00	8,641.59	0.00	8,641.59
Average Capital Base	73,966.05	0.00	1,936,188.28	0.00	2,010,154.33
Total Fees	-170.84	0.00	-4,472.16	0.00	-4,643.00
Total Gain after Fees	13.02	0.00	50,663.17	0.00	50,676.19
IRR for 0.75 Years	0.02%	0.00%	2.62%	0.00%	2.52%

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

# Portfolio Appraisal

US Dollar  
 9/30/2019

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
<b>GOVERNMENT AGENCY ISSUES(USD)</b>							
100,000	Federal Natl Mtg Assn 1.580% Due 12/30/2019	99.99	99,989.22	99.94	99,939.03	5.0	1.8
150,000	Federal Natl Mtg Assn 1.625% Due 1/21/2020	100.04	150,065.38	99.91	149,868.84	7.5	1.9
81,000	Federal Natl Mtg Assn 2.000% Due 3/27/2020	100.38	81,305.63	99.98	80,985.52	4.1	2.0
125,000	Federal Home Loan Mtg Corp 1.375% Due 4/20/2020	99.33	124,156.51	99.71	124,635.62	6.2	1.9
100,000	Federal Home Loan Banks 2.050% Due 4/28/2020	100.53	100,534.61	100.12	100,120.58	5.0	1.8
60,000	Federal Home Loan Banks 4.625% Due 9/11/2020	102.85	61,709.91	102.68	61,609.67	3.1	1.8
75,000	Federal Natl Mtg Assn 1.750% Due 9/11/2020	99.07	74,299.58	99.87	74,901.54	3.8	1.9
100,000	Federal Natl Mtg Assn 1.500% Due 11/30/2020	100.26	100,255.85	99.65	99,646.40	5.0	1.8
100,000	Federal Home Loan Mtg Corp 2.000% Due 12/11/2020	100.47	100,474.98	100.19	100,187.91	5.0	1.8
75,000	Federal Natl Mtg Assn 1.250% Due 5/6/2021	99.35	74,510.42	99.24	74,430.27	3.7	1.7
50,000	Federal Home Loan Mtg Corp 2.375% Due 1/13/2022	102.66	51,328.09	101.54	50,769.92	2.5	1.7
100,000	Federal Home Loan Banks 2.850% Due 5/8/2023	101.82	101,820.67	104.42	104,420.19	5.2	1.6
50,000	Federal Home Loan Banks 2.375% Due 3/8/2024	100.38	50,187.65	103.31	51,653.21	2.6	1.6
100,000	Federal Home Loan Mtg Corp 2.375% Due 6/26/2024	99.99	99,990.54	100.14	100,140.45	5.0	2.3
125,000	Federal Home Loan Banks 2.430% Due 7/23/2024	100.02	125,024.01	100.07	125,091.54	6.3	2.4
100,000	Federal Home Loan Mtg Corp 2.000% Due 8/8/2024	99.97	99,970.49	99.98	99,976.16	5.0	2.0
	Accrued Interest				7,126.49	0.4	
			<b>1,495,623.55</b>		<b>1,505,503.33</b>	<b>75.4</b>	<b>1.9</b>
<b>GOVERNMENT BONDS(USD)</b>							
100,000	United States Treas Nts 2.625% Due 7/15/2021	99.81	99,814.76	101.63	101,625.00	5.1	1.7
	Accrued Interest				549.25	0.0	
			<b>99,814.76</b>		<b>102,174.25</b>	<b>5.1</b>	<b>1.7</b>

Indian Prairie Public Library District  
 Corporate Account  
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# Portfolio Appraisal

US Dollar  
 9/30/2019

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
<b>GOVERNMENT BONDS - VARIABLE RATE(USD)</b>							
65,000	Federal Farm Credit Banks 2.197% Due 11/14/2019	100.01	65,006.83	100.04	65,022.90	3.3	1.9
	Accrued Interest				55.55	0.0	
			<b>65,006.83</b>		<b>65,078.45</b>	<b>3.3</b>	<b>1.9</b>
<b>TIPS(USD)</b>							
50,000	United States Treas Nts 0.125% Due 1/15/2023	100.46	55,831.74	99.13	55,089.95	2.8	0.4
	Accrued Interest				14.54	0.0	
			<b>55,831.74</b>		<b>55,104.48</b>	<b>2.8</b>	<b>0.4</b>
<b>CMO's(USD)</b>							
140,000	FNMA REMIC Trust 2010-117 3.000% Due 5/25/2025	105.63	12,706.72	101.26	12,181.84	0.6	0.8
1,415,000	FNMA REMIC Trust 2003-27 4.000% Due 4/25/2033	108.00	11,334.71	103.50	10,862.07	0.5	2.2
32,000	FHLMC REMIC Series 3325 5.500% Due 6/15/2037	108.11	1,840.91	111.95	1,906.42	0.1	3.0
125,000	GNMA REMIC Trust 2012-57 3.000% Due 3/20/2039	105.66	23,783.71	101.30	22,803.35	1.1	1.7
	Accrued Interest				124.83	0.0	
			<b>49,666.05</b>		<b>47,878.52</b>	<b>2.4</b>	<b>1.7</b>
<b>FHLMC's(USD)</b>							
2,087,789	FHLMC PC Gold Comb 15 4.500% Due 1/1/2020	104.47	8,006.06	103.04	7,896.90	0.4	-9.3
375,000	FHLMC PC Gold Comb 15 5.500% Due 5/1/2020	108.96	723.55	100.27	665.80	0.0	1.8
210,000	FHLMC PC Gold Comb 15 5.500% Due 6/1/2020	108.13	131.47	100.28	121.93	0.0	1.3
2,681,500	FHLMC PC Gold Comb 15 5.500% Due 4/1/2022	107.88	25,702.64	103.03	24,548.75	1.2	2.8
340,000	FHLMC PC Gold 15 Yr 5.000% Due 7/1/2023	107.94	3,448.53	103.45	3,305.06	0.2	2.0
520,000	FHLMC PC Gold Cash 20 5.500% Due 8/1/2024	109.50	10,350.44	108.16	10,223.33	0.5	1.3
81,000	FHLMC PC Gold 15 Yr 3.500% Due 11/1/2025	104.53	11,448.78	103.44	11,328.92	0.6	0.9
280,000	FHLMC PC Gold 15 Yr 4.000% Due 3/1/2026	107.31	42,881.18	104.30	41,678.41	2.1	2.6

Indian Prairie Public Library District  
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# Portfolio Appraisal

US Dollar  
 9/30/2019

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
240,000	FHLMC PC Gold Comb 15 4.500% Due 9/1/2026	107.19	15,685.01	104.22	15,251.34	0.8	1.7
	Accrued Interest				404.25	0.0	
			<b>118,377.66</b>		<b>115,424.70</b>	<b>5.8</b>	<b>1.4</b>
<b>FNMA's(USD)</b>							
170,000	FNMA Pass-Thru Short 10 Year 4.000% Due 12/1/2019	105.90	160.96	103.96	158.02	0.0	0.6
60,000	FNMA Pass-Thru Int 15 Year 4.500% Due 3/1/2021	107.36	429.68	103.00	412.22	0.0	1.6
40,000	FNMA Pass-Thru Short 10 Year 2.500% Due 2/1/2022	104.00	2,152.08	100.86	2,087.11	0.1	0.8
550,000	FNMA Pass-Thru Int 15 Year 5.500% Due 1/1/2023	109.00	9,086.65	103.10	8,594.67	0.4	1.1
50,000	FNMA Pass-Thru Int 15 Year 4.000% Due 11/1/2028	106.63	15,876.64	104.22	15,519.16	0.8	3.0
420,000	FNMA Pass-Thru Long 30 Year 7.000% Due 3/1/2037	111.50	10,188.54	116.29	10,626.17	0.5	2.6
	Accrued Interest				142.55	0.0	
			<b>37,894.56</b>		<b>37,539.89</b>	<b>1.9</b>	<b>2.3</b>
<b>GNMA's(USD)</b>							
75,000	GNMA Pass-Thru X Single Family 7.000% Due 11/15/2024	110.97	4,044.24	102.16	3,722.84	0.2	3.6
100,000	GNMA Pass-Thru M Single Family 4.500% Due 1/20/2025	108.00	10,108.23	105.23	9,848.92	0.5	2.6
3,245,000	GNMA Pass-Thru X Single Family 7.000% Due 6/15/2031	111.93	16,004.77	111.39	15,926.86	0.8	3.1
125,000	GNMA Pass-Thru X Single Family 5.500% Due 12/15/2032	108.98	3,591.40	107.76	3,550.91	0.2	2.1
175,000	GNMA Pass-Thru X Platinum 30 Year 5.500% Due 4/15/2033	108.99	3,758.66	113.43	3,912.04	0.2	1.6
100,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.01	2,776.33	107.76	2,744.58	0.1	2.2
38,000	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2033	109.14	1,888.25	110.37	1,909.47	0.1	1.8
187,300	GNMA Pass-Thru X Single Family 5.500% Due 11/15/2035	105.80	6,039.18	113.54	6,480.63	0.3	2.1
111,289	GNMA Pass-Thru X Single Family 6.000% Due 6/15/2037	107.23	2,313.21	114.80	2,476.35	0.1	2.3

Indian Prairie Public Library District  
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# Portfolio Appraisal

US Dollar  
 9/30/2019

Quantity	Security	Adj Unit Cost	Total Adjusted Cost	Price	Market Value	% Assets	Yield
53,114	GNMA Pass-Thru X Single Family 6.000% Due 10/15/2038	108.93	1,008.82	113.23	1,048.61	0.1	2.5
	Accrued Interest				224.13	0.0	
			<b>51,533.08</b>		<b>51,845.35</b>	<b>2.6</b>	<b>2.6</b>
<b>CASH AND EQUIVALENTS(USD)</b>							
	Cash Account Balance		14,896.94		14,896.94	0.7	0.0
			<b>14,896.94</b>		<b>14,896.94</b>	<b>0.7</b>	<b>0.0</b>
<b>Total Portfolio</b>			<b>1,988,645.16</b>		<b>1,995,445.91</b>	<b>100.0</b>	<b>1.8</b>

# Disclaimer & Terms

9/30/2019

## A Note About This Report

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

## Performance

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

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

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

## ADV & Privacy Policy Offering

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

Chamber Report  
September 2019

Darien:

At each meeting of the board, the secretary reads this statement: "The mission of the Darien Chamber of Commerce is to work proactively with all community leaders to enhance the vitality and prosperity of the businesses, citizens, schools, government, emergency services and organizations of Darien." April paraphrased it this way: "to make more opportunities that result in more exposure for businesses and organizations." At this board meeting, we discussed plans for the dancing event and involvement of the Hinsdale South Foundation. Our very own Jack Schultz will represent the library by dancing this year! I also solicited help for Jez's mock interview event and James Burke, president, volunteered.

A ribbon cutting for new member American Brokers Realty took place immediately after our monthly board meeting. A variety of people attend these events; at this one I chatted with the new mayor who told me about his history with the library.

I went to the 9/24 coffee connection but no one else attended. Participation has fallen off at this particular networking event and suggestions have floated around about changing to quarterly meetings, alternating with lunches or some other type of networking. I will explore this as an opportunity for library involvement.

Willowbrook/Burr Ridge:

Chamber administrators cancelled the regular September meeting at the last minute due to a request from the venue. The Women in Business group met on 9/10. We planned some networking events as well as the annual Christmas Giving Tree event.

Respectfully,

Shirley Pride Jensen  
Assistant Head of Adult Services  
Business Liaison



E-News October 9, 2019

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

## Current RAILS News

**October 3 Member Update Recording Available**

If you missed the October 3 member update, a [recording is now available](#) on the [RAILS YouTube page](#). Topics discussed include the My Library Is... campaign and [website](#), RAILS' efforts to help the unserved, update on L2, [inkie.org](#), member news, and more.

The date for the next member update is January 16, 2020.

**Tell Macmillan to Stop E-book Embargo**

On November 1, Macmillan Publishers plans to impose an embargo on sales of new e-books to libraries. It will restrict libraries' purchasing to only one copy of each new e-book title for the first eight weeks after a book's release. This decision will impact all libraries that purchase Macmillan e-books, and it will especially affect shared e-book collections such as [eRead Illinois](#) and the various OverDrive consortia in Illinois.

Speak out and join the pushback that Macmillan has already gotten from the library community. You can use [this letter template](#) to protest Macmillan's plan. RAILS developed it with input from the [RAILS Resource Sharing Committee](#), due to the embargo's expected effect on resource sharing.

## Other resources:

- [eBooksForAll](#)—ALA's site for the public; includes the ability to sign a petition
- ALA's [advocacy site for e-books](#)—includes graphics and a template that libraries can use for a resolution or public statement
- ALA's [Library eBook Lending Press Kit](#)
- ALA's [press release](#) about the national campaign against e-book embargo
- ILA's [statement denouncing Macmillan's plans](#)

**New Sparks Podcast**

In the [latest episode](#) of *Sparks*, RAILS Executive Director Deirdre Brennan talks with Library Director Brian Shepard from Indian Trails Public Library District about being named Librarian of the Year, promoting the value of libraries, library remodels, getting into the library field, and more.



[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.

**Reception for Jane Plass, October 25**

As we told you in the August 14 issue of the *RAILS E-News*, RAILS Associate Executive Director Jane Plass will retire on November 15. You are invited to join us in thanking and celebrating Jane and her years of service to Illinois libraries and beyond! A reception will be held prior to the RAILS Board meeting on Friday, October 25, 11:00 a.m.–12:30 p.m., at New Lenox Public Library. [Details and RSVP](#).


**Two More Find More Illinois Webinars**

Wouldn't your patrons love to search multiple catalogs at once? Learn how Find More Illinois connects Illinois library catalogs to make resource sharing easier!



The next [Find More Illinois](#) webinars are Monday, October 14, 1:30–2:30 p.m., and Wednesday, November 6, 1:30–2:30 p.m. [Register](#) to find out more about

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

## Continuing Education (CE)

### RAILS Continuing Education

#### **How to Use Social Media to Build Community and Drive Engagement Webinar, November 12**

For libraries to effectively raise awareness and build a community on social media, it requires thoughtful, strategic, and consistent effort and a boatload of creativity. Social media and digital marketing expert Julia Campbell will walk you through the secrets to successful community outreach with social media in this webinar on November 12, from 2:00–3:30 p.m. [View full program description and register on L2.](#)

#### **Census 2020: Learn What is at Stake! Webinar, October 30**

Anita Banerji, Forefront's Director of the Democracy Initiative, will talk about why Census 2020 is particularly important for Illinois, and how libraries can play a key role. This webinar will be presented on October 30, from 1–3 p.m. [See more details and register on L2.](#)

#### **Marketing Workshops**

Sharpen your marketing skills with a workshop led by Jennifer Burke, a former advertising executive, library scholar, and library marketing consultant. The following two workshops are presented in support of the [My Library Is...](#) campaign. Two identical sessions of each workshop will be presented to reach a large part of our service area.

Registration is limited to one person per library to allow the greatest number of libraries to participate.

- **"Lights, Camera, Action – the Nitty Gritty Details of How to Use Video for Library Marketing"**

Learn how to create awesome, affordable, good-looking, engaging videos easily, effectively, and without breaking the budget. Participants will plan, shoot and edit video together in this interactive, hands-on workshop, and learn about affordable gear, equipment, tools, apps, and software.

Visit L2 for a full program description and to register for one of the following dates:

- [Monday, October 28, 1:30-4:30 p.m., New Lenox Public Library](#)
- [Wednesday, October 30, 9:30 a.m.-12:30 p.m., RAILS Coal Valley service center](#)

- **"Creating Compelling Copy – a.k.a. Persuasive Writing for Marketing"**

Persuasive writing for marketing is a skill that any library professional can learn, practice, and put to good use daily. Case studies and practical exercises will be presented and participants will work in small groups to apply some of the tricks, tips, formulas, and templates from the world of advertising and master copywriters. Attendees are encouraged to bring samples of their current marketing materials (e.g. social media posts, a flyer, an email) for use in exercises or critique.

Visit L2 for a full program description and to register for one of the following dates:

- [Tuesday, October 29, 1-4 p.m., RAILS East Peoria service center](#)
- [Thursday, October 31, 9:30 a.m.-12:30 p.m., Fox River Valley Library District \(Dundee Library\)](#)

#### **Trustee Training Session Added, November 2**

RAILS has added another trustee training workshop for [Saturday, November 2, 9:30 a.m.–12:30 p.m.](#), at Schaumburg Township District Library.

Seats are still available for the session on [Saturday, October 19, 9:30 a.m.–12:30 p.m.](#) at Bloomington Public Library.

Led by a nationally-recognized trainer and triple-certified parliamentarian Nancy Sylvester, this training is open to new trustees as well as current trustees and library directors who would like a review of board essentials and parliamentary procedure.

[More CE...](#)

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**"Census 2020: Make Sure Illinois Counts," October 21**

Students, staff, faculty, library staff and members of the public are welcome to attend this important event on October 21, from 6–7 p.m. Every Illinois resident needs to be counted so our state population accurately reflects our needs. If you are worried about confidentiality, are afraid of participating, or want to learn more, please come to this presentation to get your questions answered. Be sure you are counted on April 1, 2020!

The event will be in-person at Joliet Junior College and will stream from other locations. [Register on L2](#). Spanish-language speakers will be available to answer questions. [Program flyers](#) and [bookmarks](#).

**Upcoming Cataloging Maintenance Center Sessions**

If you can't attend the webinars, register anyway to receive a link to the recordings.

- [Subject Analysis, October 17](#)
- [Cataloging Kits, November 21](#)
- [Cataloging Foreign Language Materials, December 19](#)
- [Cataloging Rare Books, January 16, 2020](#)

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

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## Networking Opportunities

**My Library Is... Online Roundtable for Academic Libraries**

Share tips, ideas, and best practices relevant to promoting the value of your academic library. On Tuesday, November 5, 10:00–11:30 a.m., RAILS and IACRL will host an online roundtable associated with the [My Library Is...](#) campaign. This event will include short presentations, as well as a facilitated discussion on issues relating to promoting the value of the academic library.

**My Library Is...**

Any staff from any academic library is invited to register. Students from MLIS and LTA programs with an interest in academic libraries are also encouraged to attend. Attendees do not need to be members of RAILS or IACRL. [Learn more and register](#).

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## E-Resources

**Celebrate Indie Author Day at Your Library**

Libraries and organizations around the world welcome and recognize local independent authors on Indie Author Day, October 12. [Find more information](#), including local events to attend.

If you don't host or attend an event, you can still support local authors by promoting the [Indie Illinois](#) e-book collection to your readers. Featuring works by independently published authors from Illinois, Indie Illinois is available free to everyone in the state, without the need of a login or library card. There are no holds, no waiting, and content can be accessed by everyone at the same time. [See more](#) about RAILS' partnership with BiblioLabs and all our digital offerings.

**Inkie.org for Authors**

[Inkie.org](#) provides tools for authors to publish their e-book.



Using the [Pressbooks suite](#) of publishing tools authors can design, export, and self-publish their work in a variety of e-book formats.

Inkie.org is a great way to support local authors in your community. Better yet, it's available to everyone in Illinois, no library card required. We encourage you to add a link to [inkie.org](#) to your library's website today.

**RAILS E-Content Team at AISLE Annual Conference**

Meet the RAILS e-content team at the Association of Illinois School Library Educators annual conference. We'll be at booth #R27- talking about the [RAILS for Schools](#) BiblioBoard instance, [inkie.org](#), [eRead Illinois](#), and more.

More, Available All the Time" about the RAILS for Schools BiblioBoard site on Saturday, October 12, at 3 p.m., in room Vista 6. Learn more about how to access these resources, available 24/7 from anywhere in Illinois, no library card or login required. [More information](#).

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## Deals, Discounts, Grants

### Swank Movie Licensing Group Purchase & Discount

Great News! In response to member feedback, RAILS is partnering with Swank Movie Licensing USA to offer RAILS public libraries a special, discounted rate for the annual public performance license. The annual license will allow you to have unlimited showings of thousands of movies, from classics to new releases. It also includes materials to help you promote events and engage patrons.



Libraries currently covered by a Swank license will receive a 30% discount if they are in the current pricing structure (the group purchase rate) OR a 15% discount if grandfathered into a lower pricing structure. **The discounted rate is not automatic. Read the details** on the RAILS website.

Libraries currently *not* covered by a Swank license will receive a 30% discount on the current pricing structure. To receive the discount, your library **must sign up for the group purchase between November 1–30**. During the sign-up period, you will need to visit the [Deals & Discounts](#) page and log in using your L2 email and password to view pricing for your library and to opt into the deal. The license is valid from January 1–December 31, 2020.

If you have questions about the deal or your renewal, please email [Joe Swift](#) at Swank or [Lella Heath](#) at RAILS.

### RBdigital Unlimited Audiobooks, Hoonuit, and Universal Class Discounts and Demo

RAILS and RBdigital have partnered to bring RAILS public libraries new, deeply discounted pricing on RBdigital Unlimited Audiobooks, Hoonuit, and Universal Class. Libraries may opt to purchase Hoonuit or Universal Class with RBdigital Unlimited Audiobooks for even more savings.

The RBdigital Unlimited collection includes more than 32,000 fiction, nonfiction and juvenile titles available for simultaneous use on the RBdigital platform. To receive the special pricing, libraries must sign an annual contract by March 31, 2020. (Contracts may begin immediately or any time in 2020.)

Hoonuit, formerly Atomic Training, offers online how-to training on hundreds of common software applications and devices, including Microsoft Office, Adobe Creative Suite, Google Docs, and iPad. This special pricing is good through December 31, 2019.

Universal Class brings libraries lifelong learning courses in over thirty subject areas. More than 500 courses are led by professional instructors and include videos, assignments, quizzes, tests, and options for social media interaction with other learners.

To learn more, visit the [Deals & Discounts](#) page for information and pricing. You will need to log in using your L2 email and password to view the deals.



### OpenGov Discount and Webinar

RAILS public libraries are eligible to receive special discounted pricing on the OpenGov Citizen Engagement suite of resources, which helps libraries communicate the services and value they provide to their communities. Share your story with data-driven context, connect with your community on topics that matter most and directly involve your residents in decision-making processes. To learn more, including Fox River Valley Public Library District Director Lauren Rosenthal's experience, [register](#) for the webinar or visit the [Deals & Discounts](#) page on the RAILS website. for information and pricing. Log in using your L2 email and password to view the deal.

### Two Burbio.com Webinars Added in October on Free Community Engagement Calendars

[Burbio.com](#) is a **free** and fully automated community events platform that streams all of a town's activities - library, school, government, and non-profit events - in one place and allows residents to personalize event feeds, add to their digital calendar, and receive updates. Burbio partners with the library who uses it as a tool for promoting events and building

Burbio handles all onboarding. For more information, [register](#) for a webinar, [read](#) the informational sheet, and check out this [short video](#).

#### Save on Bindery Shipping Charges

Does your library use HF Group AcmeBinding? If so, you can now send smaller orders and save on bindery shipping charges by using the new RAILS bindery pickup program. Your bindery shipments can be placed in RAILS delivery, and HF Group will pick them up from the RAILS Bolingbrook facility when there are four or more orders.

If you have a shipment, it must be received at RAILS Bolingbrook by October 31, or November 27. See more information about [procedures, 2019 schedule, and HF Group information](#) on the RAILS website.


## Conferences

RAILS at Conferences, Other Library-Related Conferences

### RAILS at AISLE and IATE Joint Conference, October 10-12, Springfield

#### Attend a Program

For program descriptions and locations visit the [RAILS website](#).

-  **"Telling Our Story: Articulating Library Value across Type"**  
Saturday, October 12, 10:30–11:30 a.m.  
With RAILS Member Engagement Manager Dan Bostrom and others
- **"Free E-Books and More, Available All the Time!"**  
Saturday, October 12, 3–4 p.m.  
With RAILS E-Content Specialist Anna Behm. NOTE: BYOD (device) Required

#### Visit RAILS at the Exhibits

Stop by the RAILS booth #R27 to spin the popular RAILS wheel, pick up some great swag, hear more about how we can help members tell their stories through our My Library Is... campaign, and earn chances to win a gift basket with a GoPro Hero 7 video camera.


- Friday, October 11, 7:30 a.m.–12:30 p.m. and 2–7 p.m.
- Saturday, October 12, 8:00–11:45 a.m.

RAILS is a Silver Level Sponsor for AISLE. We are sponsoring the Thursday afternoon break and Friday hors d' oeuvres at our booth during cocktail time.

### RAILS at ILA Conference, October 22-24, Tinley Park

#### Attend a Program

For program descriptions and locations visit the [RAILS website](#).

-  **"Telling Our Story: Articulating Library Value across Type"**  
Tuesday, October 22, 1:30–2:30 p.m.  
With RAILS Member Engagement Manager Dan Bostrom and others
- **"System Membership Standards as a Pathway to Excellence"**  
Tuesday, October 22, 4–5 p.m.  
With RAILS Executive Director Deirdre Brennan and Indian Trails Public Library District Executive Director Brian Shepard
- **"Implementing Linked Data in Libraries: What? Why? How?"**  
Thursday, October 24, 9–10 a.m.  
With RAILS Cataloging Services Coordinator Nincy George and others

#### RAILS Reception

#### Tuesday, October 22, 5:30–7:30 pm., Pebble Beach Room, Tinley Park Convention Center

Join RAILS and other library colleagues after a long day of conference-going on Tuesday, October 22, from 5:30–7:30 p.m., in the Pebble Beach Room, at the Tinley Park Convention Center. All Illinois library staff are invited to join us.

The event is sponsored by Baker & Taylor ([eRead Illinois](#)) and BiblioLabs ([BiblioBoard](#)). Appetizers and beverages (including beer and wine) will be available courtesy of our sponsors.

There will be a very brief program at 6 p.m., where you will hear the latest news about RAILS e-resources and have a chance to hear from our sponsors. You can spend the rest of the time networking and relaxing. [Please register on L2](#) so we will know how many people to expect. We hope to see you there!

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Stop by RAILS booth #802 to spin the popular RAILS wheel, pick up some great swag, hear more about how we can help members tell their stories through our My Library Is... campaign, and earn chances to win a gift basket with a GoPro Hero 7 video camera.

- Wednesday, October 23, noon–5 p.m.
- Thursday, October 24, 9 a.m.–2 p.m.

RAILS is a Platinum Sponsor of the ILA conference. RAILS is sponsoring the opening exhibits luncheon on October 23.

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#### **Annual Teen Services Summit, November 13**

This year's Annual Teen Services Summit at Harold Washington Library Center will be held on November 13, from 8:30 a.m.–4:30 p.m. The focus of the summit is serving LGBTQIA+ youth. The summit will feature a keynote from [The GenderCool Project](#) where three young people will talk about their experiences. [View agenda.](#)

The conference is completely free and anyone can [register](#).

#### **Lib Tech Conference 2020 Call For Proposals**

Do you have a technology-related library project, experiment, or innovation you'd like to share? We invite you to [submit a session proposal for the 2020 Library Technology Conference](#). The conference features presentations, workshops, and lightning round sessions and is attended by library staff, library students, educators, technologists, designers, and others interested in libraries and technology.

We seek innovative proposals in both traditional and new formats. Check out the [proposal planning page](#) for help. Submissions are due October 23. Questions? Contact [libtechconference@macalester.edu](mailto:libtechconference@macalester.edu).

#### **Registration is Open for PLA!**

[Register now](#) to attend the PLA 2020 Conference, February 25–29, in Nashville, Tennessee. This conference is the premier event for public libraries, drawing thousands of public library professionals from across the country and around the world. The multi-day event offers over 100 top-quality education programs, inspiring speakers, networking events, author lunches, and a bustling exhibit hall featuring the latest in public library products and services. Come to Music City for an unforgettable experience of education, entertainment, and inspiration!

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## Illinois State Library News

#### **Try-It Illinois Available October 1–November 30**

The 20th annual database trial, [Try-It! Illinois](#) will be available from October 1–November 30. 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.

#### **FY 2020 School District Library Grant Application Available**

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

Questions may be directed to 800.665.5576, option 2.

#### **FY 2020 Live & Learn Construction Grant Applications Now Available**

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

For more information, contact [Mark Shaffer](#).

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### ILA Best Practices Committee Survey

The ILA Best Practices Committee is seeking library staff to participate in a [comprehensive survey](#) regarding patron privacy with self-services holds. The purpose will be to gather data so that a recommendation can be made on best practices to the ILA Governing Board.

Even if your library does not offer self-service holds, your input is still desired. The survey should take approximately seven minutes to complete. Submissions will be anonymous unless you are requesting a copy of the survey data. Responses will be accepted until November 1.

### Special Library Association Shedd Aquarium Visit - Thursday, October 17

Special librarians are invited to visit the Shedd library on October 17, from 9:00–11:30 a.m., and hear about how the unique information environment supports the creatures at the aquarium. There will be a chance to see archival artifacts from early Shedd days, a tour, and informal networking. Refreshments will be served. [Register](#).

### Poison Prevention Materials to Distribute at Illinois Libraries

The [Illinois Poison Center](#) (IPC) is a nonprofit health service that provides Illinois residents with free information and treatment advice on potentially harmful substances via a toll-free, confidential 24-hour helpline (800.222.1222). Library staff that complete an online Poison Prevention Education Course can order/download promotional items (many are free) to help educate the public about the IPC. Visit the [Poison Prevention Education Resource Center](#) for more information.

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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. If you'd like to supply the years of service for a retiring director, please do so.

Kathryn Johnson is the new director of Hamilton Public Library.

### 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.

- [Indie Author Project Expands Library eBook Distribution; Initial Collection to Include a Public Library Exclusive on 2019 Indie Author of the Year Ran Walker's Upcoming eBook Release](#)
- [Publisher's Weekly: Indie Author Ran Walker and BiblioBoard's Mitchell Davis](#)
- [Help Improve Library Self-Service Holds by Partaking in a Survey](#)
- [Little Library Community Partnership](#)

### Fast Facts Surveys

- [Closed on Sundays](#)
- [Employee Assistance Program \(EAP\)](#)
- [Staff Library Cards](#)

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## More Links

Open Positions at RAILS

- [Cataloging & Database Coordinator - RSA \(East Peoria\) - Repost](#)
- [Associate Executive Director - RAILS \(Burr Ridge\)](#)

[Library Jobs](#) | [Free/For Sale/Wanted](#) | [Contact RAILS](#)

[RAILS Website](#)[Facebook](#)[Twitter](#)[Instagram](#)



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THOMAS M. NEWMAN  
ROGER A. RITZMAN  
MARK A. RITZMAN

[mritzman@psnrb.com](mailto:mritzman@psnrb.com)

October 15, 2019

The Board of Library Trustees  
Indian Prairie Public Library District  
401 Plainfield Road  
Darien, IL 60561

Attention: Jamie Bukovac, Director

Re: Owner-Architect Agreement with Product Architecture + Design, Ltd.

Dear Trustees:

Enclosed is a Rider to B101-2017 (Owner's Rider) which I prepared after reviewing a proposed Owner-Architect Agreement with Product Architecture + Design, Ltd.

As you review the Owner-Architect Agreement and the Owner's Rider, please note the following:

A. The scope of the Project is described as follows:

Project scope to include interior renovation and new furnishings for a 43,394 sf building, 2 public floors and a lower level.

B. Our project will be submitted for Competitive Bid with a General Contractor

C. The total project budget is \$950,000 including construction, furnishings, fees and project contingency.

D. The Architect's fee for "Basic Services" is \$70,500. If the project cost of work increases, the Architect shall receive an additional fee equal to 8% of the added value. Any increase in fee shall be submitted by the Architect for review and approval by the Library.

E. The Architect's fee for "Basic Services" is billed monthly;

F. Included as part of the Architect's "Basic Services" are services provided by a Structural Engineer, Mechanical Engineer, and Electrical Engineer;

- G. Consultants' services not covered under the Architect's Basic Services and for which there will be an additional charge are services, if necessary, as described in Paragraph 1.1.11.2 (page 5);
- H. Other services/items where there may be additional costs (Additional Services) are described in Article 4 (pp. 12-14);
- I. The Architect's Fee for "Additional Services" is as follows (Paragraph 11.2):

The fee will be negotiated and approved at the time of the additional service. The fee may be hourly or 8% of construction costs.

Hourly rates are as follows:

Principal:	\$150 per hour
Architect 1:	\$105 per hour
Draftsperson:	\$85 per hour

For purposes of this agreement, Principals are Tiffany Nash and Dan Pohrte

- J. The anticipated timetable for the Architect's services is as follows:

Design Milestone Phase, if any:	TBD
Construction Commencement Date:	TBD
Substantial Completion Date or Dates:	TBD
Other Milestone Dates:	TBD

- K. While issues can arise between an Owner and an Architect as to whether the Architect's services are covered under "Basic Services" or whether additional compensation is due the Architect for "Additional Services", most of these issues can be avoided if there is an open and frank discussion and exchange at the initial stages as to the expectations of the parties. From a practical standpoint, often times Architect services which technically could be characterized as "Additional Services" are provided by the Architect without additional charge. To avoid any misunderstanding about services which are covered under the "Basic Services" and services for which an additional charge will be made, I encourage you to review the description of "Basic Services" and "Additional Services" in the Owner-Architect Agreement (Article 3 and Article 4) and discuss same with Tiffany Nash;
- L. I remind you that trust plays a key role in the Owner-Architect relationship. Judgment calls will be made by you and by Tiffany Nash during the course

The Board of Library Trustees  
Indian Prairie Public Library District  
October 15, 2019  
Page 3

of the project based on fairness and trust without regard to the Agreement. These elements of fairness and trust likely were important factors when you selected Product Architecture + Design for your project.

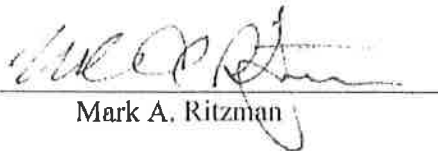
Enclosed simply for reference is a copy of the Corporation File Detail Report from the Illinois Secretary of State's website reflecting that Product, LLC d/b/a Product Architecture + Design is an Illinois Limited Liability Company with "active" status.

As indicated below, I sent a copies of this letter to Tiffany Nash. I welcome/invite input from Tiffany.

Very truly yours,

PEREGRINE, STIME, NEWMAN,  
RITZMAN & BRUCKNER, LTD.

By:



Mark A. Ritzman

MAR:flh

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Enclosure

cc: Tiffany Nash, Principal

 **AIA** Document B101™ – 2017  
**Standard Form of Agreement Between Owner and Architect**

AGREEMENT made as of the 11th day of October  
in the year 2019  
*(In words, indicate day, month and year.)*

**BETWEEN** the Architect's client identified as the Owner:  
*(Name, legal status, address and other information)*  
Indian Prairie Public Library District  
401 Plainfield Road  
Darien, IL 60561

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

and the Architect:  
*(Name, legal status, address and other information)*  
Product Architecture + Design  
811 West Evergreen, Suite 405  
Chicago, IL 60642

for the following Project:  
*(Name, location and detailed description)*  
Indian Prairie Public Library District Interior Renovation  
401 Plainfield Road Darien, IL 60561

Project scope to include interior renovation and new furnishings for a 43,394 sf building, 2 public floors and a lower level.

The Owner and Architect agree as follows.

## TABLE OF ARTICLES

1	INITIAL INFORMATION
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7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
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10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

§ 1.1.1 The Owner's program for the Project:

*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

The program for the new building will be developed with the staff and board of trustees through a series of meetings and workshops. The final document will include meeting minutes documenting the development of the program along with floor plan test fits.

§ 1.1.2 The Project's physical characteristics:

*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

Project scope to include interior renovation and new furnishings for a 43,394 sf building, 2 public floors and a lower level.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:  
(Provide total and, if known, a line item breakdown.)

Total project budget is \$950,000 including construction, furnishings, fees, and project contingency.

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

TBD

.2 Construction commencement date:

TBD

.3 Substantial Completion date or dates:

TBD

.4 Other milestone dates:

TBD

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:

(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

Competitive Public Bid with General Contractor

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:

(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

No certifications will be required for this project.

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™-2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204-2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204-2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:  
(List name, address, and other contact information.)

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

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:  
(List name, address, and other contact information.)

none

§ 1.1.9 The Owner shall retain the following consultants and contractors:  
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

NA

.2 Civil Engineer:

NA

.3 Other, if any:

(List any other consultants and contractors retained by the Owner.)

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:  
(List name, address, and other contact information.)

Tiffany Nash  
principal, product architecture + design  
811 W. Evergreen Suite 405  
Chicago, IL 60642  
(312)202-0701

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:  
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Kent Adams, representative  
Johnson Wilbur Adams  
175 N Washington St, Wheaton, IL 60187  
(630) 653-9060

.2 Mechanical Engineer:

Jeff Chamberlin, PE representative  
2010 Engineering Group LLC  
1216 Tower Road, Schaumburg IL 60173  
847-882-2010

.3 Electrical Engineer:

Jeff Chamberlin, PE representative  
2010 Engineering Group LLC  
1216 Tower Road, Schaumburg IL 60173  
847-882-2010

§ 1.1.11.2 Consultants retained under Supplemental Services:

NA

§ 1.1.12 Other Initial Information on which the Agreement is based:

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's

sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than NA (\$) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than one million dollars (\$1,000,000) each accident, one million dollars (\$1,000,000) each employee, and one million dollars (\$1,000,000) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) in the aggregate.

§ 2.5.7 Additional Insured Obligations. To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

### **ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES**

**§ 3.1** The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

**§ 3.1.1** The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

**§ 3.1.2** The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

**§ 3.1.3** As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

**§ 3.1.4** The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

**§ 3.1.5** The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

**§ 3.1.6** The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### **§ 3.2 Schematic Design Phase Services**

**§ 3.2.1** The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

**§ 3.2.2** The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

**§ 3.2.3** The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

**§ 3.2.4** Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

**§ 3.2.5** Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

**§ 3.2.5.1** The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the

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Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### § 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

### § 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

### § 3.5 Procurement Phase Services

#### § 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

### § 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

### § 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

### § 3.6 Construction Phase Services

#### § 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

#### § 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work

completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

**§ 3.6.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 3.6.2.3** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 3.6.2.4** Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**§ 3.6.2.5** Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

### **§ 3.6.3 Certificates for Payment to Contractor**

**§ 3.6.3.1** The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

**§ 3.6.3.2** The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**§ 3.6.3.3** The Architect shall maintain a record of the Applications and Certificates for Payment.

### **§ 3.6.4 Submittals**

**§ 3.6.4.1** The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

**§ 3.6.4.2** The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

### § 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

### § 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

**ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES**

**§ 4.1 Supplemental Services**

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect’s responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect’s Supplemental Services and the Owner’s Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

<b>Supplemental Services</b>	<b>Responsibility (Architect, Owner, or not provided)</b>
§ 4.1.1.1 Programming	Architect
§ 4.1.1.2 Multiple preliminary designs	Architect
§ 4.1.1.3 Measured drawings	Architect
§ 4.1.1.4 Existing facilities surveys	not provided
§ 4.1.1.5 Site evaluation and planning	not provided
§ 4.1.1.6 Building Information Model management responsibilities	not provided
§ 4.1.1.7 Development of Building Information Models for post construction use	not provided
§ 4.1.1.8 Civil engineering	not provided
§ 4.1.1.9 Landscape design	not provided
§ 4.1.1.10 Architectural interior design	Architect
§ 4.1.1.11 Value analysis	Architect
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	not provided
§ 4.1.1.13 On-site project representation	Architect bi-weekly
§ 4.1.1.14 Conformed documents for construction	Architect
§ 4.1.1.15 As-designed record drawings	Architect
§ 4.1.1.16 As-constructed record drawings	not provided
§ 4.1.1.17 Post-occupancy evaluation	not provided
§ 4.1.1.18 Facility support services	not provided
§ 4.1.1.19 Tenant-related services	not provided
§ 4.1.1.20 Architect’s coordination of the Owner’s consultants	NA
§ 4.1.1.21 Telecommunications/data design	Architect
§ 4.1.1.22 Security evaluation and planning	not provided
§ 4.1.1.23 Commissioning	not provided
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	not provided
§ 4.1.1.25 Fast-track design services	not provided
§ 4.1.1.26 Multiple bid packages	Architect (1 construction, 1 furniture)
§ 4.1.1.27 Historic preservation	not provided
§ 4.1.1.28 Furniture, furnishings, and equipment design	Architect
§ 4.1.1.29 Other services provided by specialty Consultants	
§ 4.1.1.30 Other Supplemental Services	

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>

**§ 4.1.2 Description of Supplemental Services**

**§ 4.1.2.1** A description of each Supplemental Service identified in Section 4.1.1 as the Architect’s responsibility is provided below.

*(Describe in detail the Architect’s Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect’s Services documents that can be included as an exhibit to describe the Architect’s Supplemental Services.)*

As part of the base fee and listed above, Architect shall document in collaboration with staff , an appropriate library program based on feasibility, value of goals, and cost. Once reviewed and approved by the Library, a single scheme will be developed for final approval by the Trustees. The Architect will provide Interior & FFE design and bidding services. Tele/data shall be limited to schematic wiring and does not include hardware. on site CA representation shall be bi-weekly or as required by issues on site.

**§ 4.1.2.2** A description of each Supplemental Service identified in Section 4.1.1 as the Owner’s responsibility is provided below.

*(Describe in detail the Owner’s Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

**§ 4.1.3** If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

**§ 4.2 Architect’s Additional Services**

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect’s schedule.

**§ 4.2.1** Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner’s written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner’s schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner’s consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner’s consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;

- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 three ( 3 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 bi-weekly ( ) visits to the site by the Architect during construction
- .3 two ( 2 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 two ( 2 ) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within thirty six ( 36 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead

and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

### § 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is

stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: (Specify)

non-binding mediation followed by litigation in a court of competent jurisdiction

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

### § 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### § 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

#### ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

.1 Termination Fee:  
zero dollars

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:  
zero dollars

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

#### ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

**ARTICLE 11 COMPENSATION**

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum  
*(Insert amount)*
  
- .2 Percentage Basis  
*(Insert percentage value)*  
  
percent (            %) of the Owner's budget for the Cost of the Work,  
as calculated in accordance with Section 11.6.
  
- .3 Other  
*(Describe the method of compensation)*  
  
Fixed fee of \$70,500 for a total project budget of \$950,000. If the project cost of work increases, the architect shall receive additional fee equal to 8% of the added value. Any increase in fee shall be submitted by the architect for review and approval by the library.

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation.)*

The fee will be negotiated and approved at the time of the additional service. The fee may be hourly or 8% of construction costs. Hourly rates are as follows:  
Principal: \$150 per hour. For purposes of this agreement, Principals are Tiffany Nash and Dan Pohrte  
Architect 1: \$105 per hour  
Draftsperson: \$85 per hour

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus            percent (            %), or as follows:  
*(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)*



- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus zero percent ( 0 %) of the expenses incurred.

§ 11.9 Architect's Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

*(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)*

none

## § 11.10 Payments to the Architect

### § 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of zero

( 0 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of Not applicable

( ) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

### § 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid sixty ( 60 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect. *(Insert rate of monthly or annual interest agreed upon.)*

1 %

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

## ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows: *(Include other terms and conditions applicable to this Agreement.)*

Section 3.5.2.3: Delete "as an additional service" portion of passage.

Section 6,1: Delete "cost of work includes reasonable value of labor, materials or equipment furnished by owner". Also delete "Cost or work does not include contingencies for changes in the Work." Contingency is included in the Cost of Work for this agreement.

**ARTICLE 13 SCOPE OF THE AGREEMENT**

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:  
*(Insert the date of the E203-2013 incorporated into this agreement.)*

.3 Exhibits:

*(Check the appropriate box for any exhibits incorporated into this Agreement.)*

AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:  
*(Insert the date of the E204-2017 incorporated into this agreement.)*

Other Exhibits incorporated into this Agreement:  
*(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)*

.4 Other documents:

*(List other documents, if any, forming part of the Agreement.)*

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
**OWNER** *(Signature)*  
\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
**ARCHITECT** *(Signature)*  
Tiffany Nash, principal/owner  
\_\_\_\_\_  
*(Printed name, title, and license number, if required)*

10/15/2019

**RIDER TO B101-2017**

For Inclusion in Standard Form of Agreement  
Between Owner and Architect ("Agreement")  
(AIA Document B101-2017) dated 11 October 2019  
Between the Indian Prairie Public Library District ("Owner")  
and Product Architecture + Design ("Architect")

- A. This Rider to B101-2017 (Rider) applies to all services to be provided by Architect pursuant to the Agreement.
- B. All representations made by the Owner in the Contract Documents that complete the Agreement are made to the best of Owner's knowledge and belief.
- C. The project budget is \$950,000 with the Architect's compensation based on a stipulated sum of \$70,500, which shall not increase without substantial adjustment to Project Scope upon mutual agreement between Owner and Architect.
- D. Any claims shall be commenced within the limitations stated in 735 ILCS 5/13-214. \* The parties intend that modifications in the Agreement or Contract Documents of the limitations provided by 735 ILCS 5/13-214, if any, shall be given no effect.
- E. In the event the Architect authorizes minor changes or minor modifications in the Work (i.e., changes or modifications not requiring Change Orders and Construction Change Directives), the Architect will advise the Owner in writing of such changes and modifications as soon as reasonably possible.
- F. The Architect's standard of care shall be the standard of care consistent with those usual and customary standards of professional care, skill, and diligence which are, at the time of performance of services under this Agreement, commonly followed by the Architects performing the same or similar services in the locale in which the Project is located. Consistent with this standard of care, the Architect is cognizant of its duties:
  - a) with respect to on-site observations and frequency of such observations;
  - b) vis-à-vis assessing compliance with the Specifications;

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\* (a) Actions based upon tort, contract or otherwise against any person for an act or omission of such person in the design, planning, supervision, observation or management of construction, or construction of an improvement to real property shall be commenced within 4 years from the time the person bringing an action, or his or her privity, knew or should reasonably have known of such act or omission. Notwithstanding any other provision of law, contract actions against a surety on a payment or performance bond shall be commenced, if at all, within the same time limitation applicable to the bond principal.

(b) No action based upon tort, contract or otherwise may be brought against any person for an act or omission of such person in the design, planning, supervision, observation or management of construction, or construction of an improvement to real property after 10 years have elapsed from the time of such act or omission . . .

- c) to confirm in writing, when appropriate, interpretations by government officials of building codes and applicable regulations.
  - d) With respect to completeness and accuracy of all drawings, specifications and design documents;
  - e) To include all drawings and specifications reasonably required to obtain construction permits and approvals of governmental authorities having jurisdiction over the Project;
  - f) To prepare construction documents sufficiently clear and complete for use by a competent contractor;
  - g) To clarify, correct or revise construction documents in accordance with industry standards as may be required to address any errors, omissions or incompleteness.
- G. The responsibilities/liabilities of the Owner and the Architect and their consultants, agents and employees and any concomitant damages and/or consequential damages shall be determined in such amount and to such extent as provided by Illinois law, insurance coverage, caps or limitations notwithstanding. By way of this provision, the parties intend that any limitations in the Agreement of the amounts or types of damages available to the parties shall be given no effect.
- H. In an effort to resolve any conflicts that arise under this Agreement, prior to commencing litigation all disputes between the Owner and the Architect arising out of or relating to this Agreement shall be submitted to non-binding mediation at a venue mutually agreed upon by Owner and Architect. After such non-binding mediation and, unless the parties agree to submit to binding arbitration, any claims, disputes, liabilities of the parties or other matters between the Owner and the Architect shall be resolved in the Circuit Court of Dupage County, Illinois in accordance with Illinois law.
- I. Prior to the start of construction, Architect will provide to the Owner written confirmation that the Contractor has insurance coverages and bonds in accordance with the Architect's Specifications.
- J. Neither the Owner nor the Architect has responsibility for job site safety.
- K. Neither the Owner nor the Architect has responsibility for constructions means, methods, techniques, sequences, or procedures, and/or safety precautions and programs.
- L. No substitutions proposed by the Contractor shall be recommended by the Architect unless the substitutions are of equal quality or better.
- M. The final installment payment for architectural services is not due until completion of the Construction Phase and Architect's issuance of a final Certificate for Payment.
- N. Architect agrees to defend, indemnify, and hold harmless the Owner from and against legal liability for all claims, losses, damages, and expenses, including Attorneys' fees and expert witness fees, to the extent such claims, losses, damages, or expenses and fees are caused by Architect's failure to fulfill the Architect's obligations. Owner agrees to defend, indemnify, and hold harmless the Architect from and against legal liability for all claims, losses, damages, and expenses, including Attorneys' fees and expert witness fees, to the extent such claims, losses, damages, expenses and fees are caused by Owner's failure to fulfill the Owner's obligations. In the event such claims, losses, damages, or expenses and fees are caused by the joint or concurrent failure of Architect and Owner, they shall be borne by each party in proportion to its own failure.
- O. Owner or Architect shall pay all reasonable attorneys' fees, expert witness fees, and costs incurred

by the other in enforcing the terms and provisions of this Agreement and in defending any proceeding to which either Owner or Architect are made parties as a result of the acts or omissions of the other party. By this provision the Owner and Architect intend that only the prevailing party is entitled to reimbursement for such fees and costs.

- P. In issuing a Certificate for Payment, Architect represents to Owner that, to the best of Architect's knowledge and belief based on Architect's periodic site visits and consistent with Architect's standard of care, and based upon Architect's due diligence, the work described in the Certificate for Payment has been completed in accordance with the specifications.
- Q. The Contractor shall include in all agreements and documentation connected with this project, including but not limited to design and construction contracts and agreements binding on purchasers of the Project, waivers and subrogation against all of the parties to the Project.
- R. Consistent with the construction budget approved by the Owner, Architect is responsible for the completeness and accuracy of all drawings, specifications and design documents.
- S. Architect shall provide Owner with all documents requested by Owner thereby enabling Owner to respond timely to any request to Owner for documents pursuant to the Freedom of Information Act.
- T. The Owner shall not be obligated to pay Architect for any "Additional Services" unless such "Additional Services" have been approved in writing by the Owner.
- U. At no additional cost to the Owner, the Architect shall clarify, correct or revise the Construction Documents as may be required to address any error, omissions or incompleteness.
- V. The Architect shall promptly notify the Owner and the Contractor, in writing, as to any work that does not conform to the Construction Documents.
- W. The Architect shall provide the Construction Documents to Owner and Construction Manager in an electronic format compatible with AutoCAD, or other electronic format acceptable to Owner through an internet site or file transfer protocol site which shall be accessible for printing and distribution to all Subcontractors (subject to reasonable restrictions imposed by the Architect to prevent misuse of such materials).
- X. The Architect shall include as part of the Specifications/Supplemental Conditions the following:
  - 1) Performance Bonds to be provided (AIA Form) shall contain the following language:

"Any suit under this bond must be instituted before the expiration of the statute of limitation applicable to any claims against the Contractor named herein."
  - 3) Any claims shall be commenced within the limitations stated in 735 ILCS 5/13-214. \* The

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\* (a) Actions based upon tort, contract or otherwise against any person for an act or omission of such person in the design, planning, supervision, observation or management of construction, or construction of an improvement to real property shall be commenced within 4 years from the time the person bringing an action, or his or her privity, knew or should reasonably have known of such act or omission. Notwithstanding any other provision of law, contract actions against a surety on a payment or performance bond shall be commenced, if at all, within the same time limitation applicable to the bond principal.

parties intend that modifications in the Agreement or Contract Documents of the limitations provided by 735 ILCS 5/13-214, if any, shall be given no effect.

- 4) Contractor shall purchase insurance to cover claims and expenses, including costs of defense, asserted against Owner and Architect, their agents, employees and consultants for bodily injury, sickness, disease or death caused by any negligent act or omission of the Contractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable. The coverage afforded the Owner and Architect shall be primary insurance for the Owner and Architect with respect to claims arising out of operations performed by or on behalf of the Contractor. If the Owner and Architect have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of liability of the Contractor under this insurance policy shall not be reduced by the existence of such other insurance.
- 5) Work will not begin nor will any payment be authorized absent submission by the Contractor to the Owner of proof that all required insurance coverages and bonds are in effect. A Certificate of Insurance is not adequate proof. The Contractor may provide a Certificate of Insurance but shall also provide the actual endorsement from the contractor's insurance company.
- 6) "As built" drawings from the Contractor are a condition of receipt of the Contractor's final payment.
- 7) The responsibilities/liabilities of the Owner and the Contractor and their consultants, agents and employees and any concomitant damages and/or consequential damages shall be determined in such amount and to such extent as provided by Illinois law, insurance coverage, caps or limitations notwithstanding. By way of this provision, the parties intend that any limitations in the Agreement of the amounts or types of damages available to the parties shall be given no effect.
- 8) The Contractor shall reimburse the Owner for all reasonable fees charged to the Owner by the Architect, if any, which the Owner incurs as a result of the Contractor's failure to fulfill the Contractor's obligations including, without limitation, timely completion of the project.
- 9) Contractor shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Owner in enforcing the terms and provisions of this Agreement and in defending any proceeding to which the Owner is made a party as result of the acts or omissions of the Contractor.
- 10) Contractor shall defend, indemnify, and hold harmless Owner and Architect from and against all claims, losses, damages, and expenses to the extent such claims, losses, damages or expenses are caused by Contractor's conduct, acts, errors or omissions.
- 11) In an effort to resolve any conflicts that arise under this Agreement, prior to commencing litigation all disputes between the Owner and the Contractor arising out of or relating to this Agreement shall be submitted to non-binding mediation. After such non-binding

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(b) No action based upon tort, contract or otherwise may be brought against any person for an act or omission of such person in the design, planning, supervision, observation or management of construction, or construction of an improvement to real property after 10 years have elapsed from the time of such act or omission . . .

mediation and, unless the parties agree to submit to binding arbitration, any claims, disputes, liabilities of the parties or other matters between the Owner and the Contractors shall be resolved in the Circuit Court of Cook County, Illinois in accordance with Illinois law. Contractor shall obtain lien waivers for all labor and materials for the project.

- 12) It is intended that neither the Owner nor the Architect has responsibility for construction means, methods, techniques, sequences, or procedures, and/or safety precautions and programs.
- 13) Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of any applicable governmental entity including, without limitation, prevailing wage laws.
- 14) Contractor acknowledges full and sole authority for all safety programs and precautions in connection with the work.
- 15) Contractor acknowledges that he has examined the property and has familiarized himself with all local conditions affecting the property.
- 16) The Contractor's standard of care shall be the standard of care consistent with those usual and customary standards of professional care, skill, and diligence which are, at the time of performance of services under this Agreement, commonly followed by Contractors performing the same or similar services in the locale in which the Project is located. Consistent with this standard of care, Contractor is cognizant of its duties:
  - a) vis-à-vis assessing compliance with the Drawings and Specs; and
  - b) to confirm in writing, when appropriate, interpretations by government officials of building codes and applicable regulations.
- 17) Contractor, at Contractor's expense, will obtain and maintain all necessary permits and licenses.
- 18) Contractor shall provide Owner with all documents requested by Owner thereby enabling Owner to respond timely to any request to Owner for documents pursuant to the Freedom of Information Act.
- 19) The Owner is subject to the Freedom of Information Act, 5 ILCS 140/1, et seq. ("FOIA"). All information submitted by Contractor to Owner is subject to disclosure to third parties in accordance with FOIA. If Contractor intends for Owner to withhold the bidder's trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, Contractor must include with its bid written notification specifically identifying such information, along with a statement that disclosure of such information will cause competitive harm to the bidder, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any information submitted which is not so marked by Contractor at the time of bid submittal will be presumed to be open to public inspection. Contractor may be required to substantiate the basis for its claims. Owner reserves the right, in its sole discretion and subject only to applicable law, to withhold or release Contractor's information in response to a FOIA request.

T. THIS RIDER TO B101-2019 (RIDER) IS THE LAST ARTICLE TO THE AGREEMENT AND IS EXECUTED ON THE DATES STATED BELOW. IN THE EVENT OF ANY CONFLICT BETWEEN THE PROVISIONS OF THIS RIDER AND ANY OTHER PROVISIONS OF THE AGREEMENT, THIS RIDER CONTROLS. THIS PARAGRAPH IS STATED IN ALL CAPITAL LETTERS AND IS INITIALED AS CONFIRMATION OF THE PARTIES' UNDERSTANDING OF THE PRECEDENCE THIS RIDER TAKES OVER ANY OTHER PROVISIONS OF THE AGREEMENT.

\_\_\_\_\_  
Architect (Initial)

Date Initialed: \_\_\_\_\_

\_\_\_\_\_  
Owner (Initial)

Date Initialed: \_\_\_\_\_

PRODUCT ARCHITECTURE  
+ DESIGN, LLC

BOARD OF LIBRARY TRUSTEES  
INDIAN PRARIE PUBLIC  
LIBRARY DISTRICT

By: \_\_\_\_\_  
Tiffany Nash  
President

By: \_\_\_\_\_  
Victoria Suriano  
President

Date Signed: \_\_\_\_\_, 2019

Date Signed: \_\_\_\_\_, 2019

## **Services**

Addition of small study rooms (1-2 persons)

Development of a maker/creative space for ages 8 – adult; also used for computer classes, technology classes, maker and crafts classes plus similar group meetings. Develop in conjunction with public computers and Technology Services Desk

Expand the new materials section and provide more display shelving to ease browsing

Develop quiet zones and activity zones

Replace furniture for adults

Lounge seating, study/work seating, collaborative seating

Display for equipment and kits that can be checked out – Tech Takeout, STEM kits, maker kits, future tool collection, future cooking/baking collection

Provide a high tech conference room/media room

Provide a wellness space for nursing mothers, sensory break room, for praying, and any other private needs

Provide a space that is used for gaming for kids at certain times and develop usage for the space when kids are not using it

Evaluation of power sources and data connections for the public

Evaluate the location and design of the vending café

Create adjacency for LittleTown, LittleShop, and picture books – Early Learners Commons

Provide opportunity to display some artwork from the gallery on the first floor

## **The Building**

Replace flooring on the stairway

Replace multi-colored purple carpeting

Evaluate current color palette

Paint interior

Determine any replacement of flooring from 2010

Create flexible spaces

## ***Staff***

One main service desk on first floor

Technology Services Desk

Service kiosks scattered around building

Evaluate staff space relative to public space

Consider one large staff workroom for all staff, or one staff workroom for all staff except administration, or combine Public Services Department and Resource Services Department in one workroom and Programming and Outreach Department and Technology Services Department in one workroom

**ORDINANCE #2019-7**

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE INDIAN PRAIRIE  
PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR  
FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020**

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 Seventy Seven Thousand, Two 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 2019. Said taxes are hereby levied for the current fiscal year of said Library District commencing July 1, 2019 and ending June 30, 2020 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 18, 2019 said Ordinance, having been duly published as provided by law, is hereby incorporated herein by reference; the various objects and purposes for which said appropriations were made are set forth under the column entitled "Amount Appropriated" and the specific amount hereby levied for each object and purpose is as set forth under the column entitled "Amount to be Raised by Tax Levy," as follows:

**CORPORATE FUND**

	Amount Appropriated	Amount to Be Raised by Tax Levy
<b>A. PERSONNEL</b>		
Salaries	2,317,046	2,315,000
Medical/Life Insurance	184,000	173,000
IMRF	150,000	149,000
FICA	130,000	125,000
Staff Development	24,000	21,000
Board Development	2,000	1,100
Workers Compensation	10,000	6,500
Unemployment Compensation	3,800	3,000
<b>B. MATERIALS</b>		
Books	240,000	179,000
Periodicals	33,000	27,000
Audio	55,000	39,000
Video	80,000	47,000
Electronic Reference Resources (eMaterials)	66,000	65,000
Multi-Media	13,000	11,900
Software/Games	9,000	7,200
Life Skills/ESL	1,300	1,200
Processing Supplies	27,000	25,000
<b>C. BUILDING</b>		
Cleaning Service	78,000	77,000
Water/Sewer	10,000	0
Gas	16,000	0
Electric	68,000	0
Telephone	5,000	0
Maintenance Supplies	22,000	10,000
Building Maintenance Repairs	50,000	40,000
Security System Monitoring	1,000	900
Property Maintenance	45,000	44,000
Garbage Disposal	7,000	6,000
<b>D. OPERATIONS</b>		
Office Supplies	16,000	14,000

66

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	1,100	700
Organizational Memberships	4,000	3,300
Bank Fees	4,000	3,200
<b>E. TECHNOLOGY</b>		
Supplies - Public Toner	10,000	9,500
Supplies - Staff Toner	8,500	8,000
Maker Supplies	1,200	1,000
Professional Services	8,000	7,500
Purchase of Equipment	25,000	18,500
Equipment Repairs	11,000	10,000
Software	20,000	12,000
System Wide Automated Network (SWAN)	48,000	47,800
Telecommunications	15,000	14,500
<b>F. CONTRACTUAL SERVICES</b>		
Professional Services	10,000	9,500
Legal Services	7,000	6,000
Audit	9,000	7,000
Credit Bureau	1,200	1,000
Photocopier Maintenance Contracts	6,000	3,000
<b>G. INSURANCE</b>		
Insurance	3,000	2,000
Bond	1,700	1,500
<b>H. PUBLIC INFORMATION</b>		
Marketing Supplies	1,000	800
Advertising	1,800	1,000
Marketing Newsletter	40,000	39,000
Enewsletter	2,400	2,200
Informational Printing	5,000	3,000
Legal Notices	2,000	1,700
Programs	35,000	32,000
<b>I. CAPITAL OUTLAY</b>		
Building/Equipment/Furnishings	900,000	100,000
<b>J. CONTINGENCY</b>	15,000	10,000
<b>TOAL CORPORATE FUND EXPENDITURES</b>	<b>4,878,046</b>	<b>3,758,300</b>

The foregoing appropriations are appropriated from the general property tax for corporate purposes. Said appropriations, less estimated amount receivable from other sources, are hereby levied from the tax for general corporate purposes.

**PART II**

AUDIT FUND	0	0
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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	62,000	60,000
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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	17,000	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	53,000	52,900
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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 2019-2020 fiscal year, of \$0. Said amount shall not be deemed a current asset available for library purposes. Neither an appropriation nor levy will be made from the working cash fund this

<b>SUMMARY:</b>		
CORPORATE FUND EXPENDITURES	4,878,046	3,758,300
AUDIT EXPENDITURES	0	0
BUILDING/MAINTENANCE FUND	100,000	90,000
ILLINOIS MUNICIPAL RETIREMENT FUND	62,000	60,000
LIABILITY INSURANCE	17,000	16,000
SOCIAL SECURITY	53,000	52,900
SPECIAL RESERVE FUND	100,000	0
BOND RETIREMENT FUND	0	0
WORKING CASH FUND	0	0
<b>GRAND TOTAL</b>	<b>5,210,046</b>	<b>3,977,200</b>

Section 2: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of DuPage & Cook Counties within the time specified by law.

Section 3: The Indian Prairie Public Library District Secretary shall publicly post and keep this ordinance available for inspection by any interested party in the main office of the Indian Prairie Public Library District.

Section 4: That this Ordinance shall be in full force and effect from and after its passage and approval as required by law.

ADOPTED this 20th day of November, 2019, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 20th day of November, 2019.

ATTEST:

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

\_\_\_\_\_  
Crystal Megaridis, Secretary

RESOLUTION #2019-D

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED  
FOR 2019-2020 FISCAL YEAR

WHEREAS, the Indian Prairie Public Library District must file on or before December 31, 2019 its Levy Ordinance for the 2019-2020 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 2019-2020 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 2019-2020 fiscal year upon the taxable property in said Library District is \$3,977,200 comprised of corporate and special purpose property taxes of \$3,977,200 and a bond retirement tax of \$0.

FURTHER RESOLVED that the corporate and special purpose property taxes extended for 2018 were \$3,611,628 and the proposed corporate and special purpose property taxes to be levied for 2019 are \$3,977,200 representing a 10.1% increase over the previous year.

FURTHER RESOLVED that the property taxes extended for debt service for 2018 were \$0 and the proposed debt service levy for 2019 is \$0 representing an increase/decrease of 0%.

FURTHER RESOLVED that the estimated total property taxes to be levied for 2019 are \$3,977,200 which represents a 10.1% increase over the total of \$3,611,628 which was extended in 2018.

ADOPTED this 16th day of October, 2019.

Ayes:  
Nays:  
Absent:

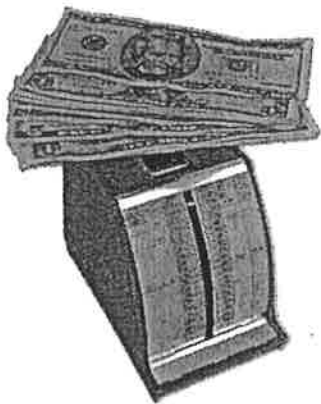
\_\_\_\_\_  
Victoria Suriano, President

ATTEST:

\_\_\_\_\_  
Crystal Megaridis, Secretary

## Chapter 11

# FUNDRAISING



The bulk of funding for public libraries in our communities comes from local property tax revenue. This is as it should be; public libraries are truly people's institutions, administered for the benefit of the local community and its residents.

Today, many local and state governments face mounting financial pressures, to which they often respond by curtailing the annual growth of public funding. Now more than ever, it is important for libraries to seek additional sources of funding through grants and fundraising campaigns.

For libraries experiencing financial limitations, library administrators should pursue relevant grant opportunities aggressively. For information about accessing federal and state grant money, see Chapter 10, "Budgeting and Financial Management."

Library trustees and staff should also consider fundraising options when the need to supplement standard appropriations looms large.

### *To Incorporate or Not?*

In Chapter 10, "Budgeting and Financial Management," you read that a public library can receive charitable donations in its role as a sovereign political entity or part thereof. Donations vest in the library board of trustees, and the board becomes the special trustee of the donated property. No special legal steps or fees are required to raise funds on this basis.

Many libraries, however, find that they have strong incentives to set up a tax-exempt charitable foundation under Internal Revenue Service (IRS) Code §501(c)(3). Many donors, especially corporations and foundations, give only to IRS-qualified foundations to ensure the tax-deductible status of their contributions. Moreover, corporations offer employee matching-gift programs only to 501(c)(3) or similar incorporations. Because a foundation is permanent, its existence may encourage planned, annual giving as well as memorial or other bequests.

The downsides of the 501(c)(3) foundation are that the library must:

- allocate startup funds for fees related to setting up a foundation, including attorney fees, incorporation fees, and other costs.
- budget annual costs related to the foundation, such as attorney fees and preparation fees for tax returns and annual reports.
- provide staff to administer foundation activities as well as space dedicated to foundation

operations.

### **An Alternative: The Fund for Illinois Libraries**

For small libraries, the costs related to foundation incorporation may be too large to justify the foundation approach to fundraising. Similarly, libraries whose fundraising needs are largely focused on a one-time project such as a building program may not wish to incur the overhead of incorporating. Such libraries may be able to take an alternative approach by using the Fund for Illinois Libraries.

The Fund for Illinois Libraries, a 501(c)(3) foundation, was created to serve as a clearinghouse for corporations or individuals wishing to make donations only to tax-exempt foundations. Administered by the Illinois Library Association (ILA), the fund will process the original donation and issue a check to the library that the donor wishes to have the money. For more information, go online to <http://www.ila.org/fund>.

### **The Charitable Foundation**

When the library board concludes that setting up a charitable foundation is in its best interests, the board is well advised to consult an attorney or CPA who has experience with tax-exempt foundations.

Additionally, a detailed description of the incorporation process is available online at the Illinois State Library Administrative Ready Reference, <http://www.webjunction.org/partners/illinois/il-topics/readyref.html>: select **Charitable Giving**. Then select **Steps in Organizing a Not-for-Profit Corporation**.

### **A Board of Directors**

A tax-exempt foundation is administered by its own board of directors. Choosing the individuals to serve on this board is critically important to the ultimate success of fundraising activities. This selection task typically falls to the library board of trustees.

Each candidate for membership on the foundation board of directors should be a responsible community member who is familiar with the role of the public library in the community and is willing to devote time to his or her foundation involvement. Foundation board members control investment of donated funds, so at least some of the members should have solid financial experience. Members should also have strong connections in the community so they bring a base of contacts for potential donors.

## *Fundraising Campaigns*

As a trustee of a public library, one of your primary responsibilities is to advocate for resources that the library needs to carry out its mission. In other chapters of this book, you have considered how to go about negotiating budgets with municipal officials or how to request state or federal grants. Your fiduciary role as trustee may also require you to go among your neighbors in the community to ask for money.

The library director shares fundraising responsibilities with members of the library board. Obviously board members and the director will want to coordinate their fundraising activities.

Small or mid-sized libraries will probably do best to dispense with the services of professional fundraisers. Donors may prove more generous if they feel that all their giving goes directly to support the library. On the other hand, a large library may need to rely on professional services.

As with other endeavors, fundraising requires careful, thoughtful planning. The way in which you and other library officials approach the community "with hat in hand" could make a big difference in the ultimate results of a fundraising campaign. The following list summa-

izes points for conducting a successful fundraising campaign.

***Tips for Successful Fundraising . . .***

- Identify a specific monetary need. Develop a convincing justification for the need, and state it clearly and succinctly.
- Set and publicize a monetary goal for the campaign; the figure chosen should be feasible within the community's means.
- Budget costs for the fundraising campaign; these are likely to include publicity materials, media time for publicity, and perhaps personnel.
- Set up a campaign timetable with specific monetary goals aligned to specific "mileposts."
- Work to identify potential donors within the community. If possible, elicit commitments for significant contributions before publicizing the campaign. The campaign can then kick off with the announcement of "leading donors."
- Seek endorsements from community leaders.
- Carefully assign responsibilities for all aspects of the campaign; solicit volunteer support to as full an extent as possible.
- Develop attractive, interesting brochures, posters, gift cards, mailings, and other materials to publicize and implement the campaign.
- Plan exhibits in prominent public places.
- Implement an effective public relations campaign in community media before and during the campaign.
- Don't extend fundraising beyond the stated end date; it is more effective to start up a new campaign later than to break faith with the public by extending the end date.

**From the Donors' Point of View**

People's motivations for giving to charitable causes vary widely, but nearly all donors expect a few modest benefits in return. Most donors expect to receive some kind of acknowledgment of their gift. They want to feel assured that the money will be used for designated purposes and not be used up by incidental costs such as fundraisers' fees. They want to have confidence in the competence and propriety of the charitable organization's managers. And donors want to receive the maximum tax advantages allowed by law for their donations.

By considering fundraising activities from the donors' point of view, you and your fellow fundraisers on the board of trustees and the staff can maximize the appeal of a fund drive to potential donors. Put simply, you want your donors to feel great about the act of giving—so they will give and give again.

The following list identifies positive ways to communicate with your potential donor base in the community during a fundraising campaign.

***Fundraising with Donors in Mind . . .***

- Provide a clear statement of the goals of the campaign and what the library intends to use the money for.
- Publicize a positive, appealing message, rather than a negative message accompanied by scare tactics or prophecies of doom.
- Accept "no" as an answer; many people dislike being harassed by fundraisers and some will turn against even a worthy organization if it uses overly aggressive solicitation tactics.
- Be prepared to provide up-to-date financial reports of the library upon request.
- Be prepared to identify the board of trustees and library director upon request.
- Assure donors that their contribution will be treated confidentially and that data about them will not be given or sold to other organizations.
- Give donors the opportunity to use the widest possible variety of payment methods;

accept pledges to pay within a specific period of time. Allocate staff to follow up on unpaid pledges, and build a 10-percent nonpayment rate into your financial calculations.

- Acknowledge every gift with a personalized “thank-you” letter, clearly stating the tax deductibility status of the gift.

### *Friends of the Library and Fundraising*

Many public libraries are fortunate to have the support of a Friends of the Library organization. The range of activities of most Friends’ groups can vary, but they are often focused on fundraising activities such as book sales, bake sales, or membership dues. To encourage donations, some Friends groups have established themselves as tax-exempt charitable foundations and have become very successful fundraising auxiliaries for the library. For best results, Friends, trustees, and the library director should carefully coordinate fundraising activities.

### *Resources*

- Crowther, Janet H., and Barry Trott. *Partnering with Purpose: A Guide to Strategic Partnership Development for Libraries and Other Organizations*. Westport, Conn.: Libraries Unlimited, 2004.
- Grant Thornton, LLP. *Planned Giving: A Board Member’s Perspective*, revised. Washington, D.C.: Board Source, 2003.
- Greenfield, James M. *Fundraising Responsibilities of Nonprofit Boards*, second ed. Washington, D.C.: Board Source, 2009.
- Herring, Mark Y. *Raising Funds with Friends Groups: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, 2004.
- Schumacher, Edward. *Capital Campaigns: Constructing a Successful Fundraising Drive*. Washington, D.C.: Board Source, 2001.
- Swan, James. *Fundraising for Libraries: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, 2002.
- Worth, George. *Fearless Fundraising for Nonprofit Boards*, revised ed. Washington, D.C.: Board Source, 2003.

## Chapter 12

# ADVOCACY



Get your crystal ball out of storage and dust it off. Which vision of the future do you see for your library?

### **The Bright Future**

- The library facility looks ample, well lit, and attractive. No signs of aging or wear are apparent.
- A number of staff members are in evidence, and they look relaxed and focused.
- A random scan in the stacks turns up many titles published in the last 5 years, with few older than 20 years; items are neatly and properly arranged.
- Plenty of computer workstations are visible in the patron area; most, but not all, are occupied.
- The line at checkout is short and moves quickly; several checkout stations are staffed, and the entire circulation operation seems to be humming with efficiency.

### **The Bleak Future**

- The library facility is cramped and drab; obviously, no updating or renovation has been undertaken for a long time.
- The one staff member on the scene looks harried and overwhelmed.
- A random scan in the stacks reveals many distressed books with worn bindings and few books published in the last 5 years. Also, many items appear to be misshelved.
- The two computers available for patrons look outdated, and one appears to be out of order; at the other is a long line of irritated patrons.
- Patrons lined up at the checkout desk are subject to a heated exchange between a library staff member and a patron who claims that a recently returned book was not checked-in properly.

As a library trustee, you have a special opportunity to help usher in a bright future for your library. Conversely, if you and your fellow trustees coast along, doing as little as possible, your negligence, if not checked, could bring about a bleaker future.

## Trustees and Advocacy

You and your fellow trustees have an important, special role to play: that of being an advocate for the library within the community and, especially, in interactions with government officials, business leaders, and other decision-makers. In general, we refer to this aspect of trustee responsibilities as *advocacy*.

You and the individuals with whom you share trustee responsibilities are in a unique position to advocate for the library. Because you are not paid employees of the library, you have no vested interests in any particular policies. Moreover, as library users yourselves, you view library services pretty much from the viewpoint of patrons—as opposed to the point of view of library professionals, for example. You are also taxpayers and voters in the local political entity (or in any one of the constituent political entities) and thus stakeholders in the public library.

One aspect of advocacy is public relations, which embraces all the ways the library administration publicizes its services in the community. The topic of public relations is considered in Chapter 13, which follows.

The focus in this chapter is advocacy among government officials who directly affect the library by their decision-making capabilities: municipal officials, state legislators, and state constitutional officers, as well as members of the U.S. Congress and other federal officials.

### Identify Decision-Makers

The first step of effective advocacy is identifying the people in a position to affect the fate of the library's plans for providing service to the community. Local officials most directly hold the purse strings for public libraries, since libraries' primary funding comes from local property taxes. State officials may also have a major impact on Illinois libraries. They fund and oversee the Illinois State Library and allocate money for state library grants.

Federal lawmakers and officials make an impact on our Illinois libraries, too. As you have seen in Chapter 10, "Budgeting and Financial Management," the U.S. Congress funds grants to libraries through the LSTA program. Federal e-rate funding helps public libraries in Illinois pay for technologies such as Internet connections and phones, as outlined in Chapter 6, "Intellectual Freedom."

While advocacy issues frequently center on money or power, it is important to remember that library advocates must also articulately advocate for our basic principles, such as access to information and intellectual freedom. The following chart lists government officials at various levels of government who may be decision-makers for public libraries.

Local: Mayor(s), city council members, township supervisors, county commissioners

State: Legislative representatives, including local members of the Illinois House and Senate; the governor; the secretary of state

Federal: U.S. representative of the congressional district in which the library resides and the state's two U.S. senators; the President

You and the other trustees, collectively, can obtain an up-to-date roster of local, state, and federal officials of concern to your library. The ILA website ([www.ila.org](http://www.ila.org)) includes contact information such as mailing address, office phone and fax numbers, and e-mail addresses.

### Advocacy Among Governmental Officials

A library board of trustees can make an important investment in the library's future by culti-

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vating close, cordial working relationships with key government officials. This advocacy work requires time, commitment, careful coordination among board members, continual effort, and at least a little finesse. The board will probably want to designate specific trustees to stay in touch with specific officials. Following are some guidelines for the board and its representatives.

### ***Cultivating Relationships with Government Officials . . .***

- Stay current: know who the key players are and how to contact them.
- Identify officials' key staff members and cultivate relationships with them.
- Add officials to the library and Friends of the Library mailing lists.
- Make personal contacts with officials by phone or personal letter.
- Invite officials to library functions, especially those that highlight or showcase programs and services.
- Become familiar with the political process; learn about
  - the functioning of the town or city council or the county board of commissioners.
  - the legislative process at the state level.
- Know the timing of an issue, such as when the Illinois General Assembly is in session, or a local official or body is likely to act.
- Reinforce relationships by attending advocacy days in Springfield and Washington, D.C., and personally lobbying officials.

### **When a Particular Political Issue Looms Large**

Suppose the time comes when the library board identifies a pending proposal for legislative action that could have a significant impact on the local library and public libraries in the state or region. The board may opt to swing into political action; if the trustees have worked carefully to develop a network of relationships with key government officials, the board will already have "a leg up" in its lobbying campaign.

### ***Lobbying for a Particular Proposal . . .***

- Contact the local state representative and state senator. If feasible, request a personal appointment for the board's designated representative.
- At the beginning of the appointment or phone conversation, identify yourself, your library, and the community in which you live.
- Identify the issue with which the library board is concerned; provide the following information:
  - official number of the bill in question
  - a very brief description of the bill
  - why the library board supports or opposes the measure
  - a very brief analysis of what the effects of the bill's passage or rejection might be on the library and other local public libraries
- Sum up the library board's position, listen attentively to the official's response, and then respectfully request his or her support.
- Submit a one-page summary—for example, a bullet list—of your presentation in writing. If the contact is a phone conversation, include the summary as an attachment to your follow-up thank-you letter.
- Follow up the visit or phone conversation with a personal thank-you letter, regardless of outcome.

There are definite "do's" and "don'ts" of governmental advocacy. Avoid these actions and behaviors:

### *Advocacy No-No's . . .*

- Wasting an official's time by showing up late for an appointment
- Communicating by form letters or any other "canned" format
- Deluging officials with programmed e-mails, phone calls, letters, or other communications (A spontaneous outpouring from the public, on the other hand, is a hallowed democratic tradition, and often proves quite effective.)
- Being wordy and unfocused
- Making negative generalizations or insinuations about politicians
- Attempting to disguise costs of proposed legislation
- Characterizing the official's record or previous votes in a negative way
- Demanding, rather than requesting, the official's support
- Threatening to mobilize opposition at the next election
- Failing to send a written letter of thanks in response to a favorable gesture, such as making time available for a meeting

No matter the outcome on a particular issue, seek always to maintain cordial relations with key governmental officials.

### *Ways to Stay "In the Loop"*

In addition to establishing contact and cultivating relationships with key government officials, you can make use of opportunities for advocacy that are provided by library organizations and associations.

### **Legislative Days**

The American Library Association (ALA) annually sponsors "legislative days" in Washington, D.C., to provide a forum for library advocates to meet with various lawmakers. The event includes oral briefings and written materials. Visit the ALA website, <http://www.ala.org/nlld>, for more information.

### **Calls for Action**

The ALA and the ILA occasionally call on members to contact their legislators about a given issue. The library board of trustees should consider making a concerted response to each such call for action.

### *Resources*

The ILA, through its Public Policy Committee, issues pertinent information via direct e-mail announcements to ILA members. Another advocacy resource is available on the ILA website: go online to <http://www.ila.org> and select **Advocacy**.

The ALA continually monitors legislative action in the U.S. Congress. To keep current, consult the "Advocacy & Issues" page of the ALA website: <http://www.ala.org/advocacy>. The ALA Washington Office is a particularly useful source of federal legislative information relevant to libraries.

### **Specific Titles**

Comito, Lauren, Aligae Geraci, and Christian Zabriskie. *Grassroots Library Advocacy*. Chicago: American Library Association, 2012.

Crowther, Janet H., and Barry Trott. *Partnering with Purpose: A Guide to Strategic Partnership Development for Libraries and Other Organizations*. Westport, Conn.: Libraries Unlimited, 2004.

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- Halsey, Richard S. *Lobbying for Public and School Libraries: A History and Political Playbook*. Lanham, Md.: Scarecrow Press, 2003.
- Kush, Christopher. *Grassroot Games: Preparing Your Advocates for the Political Arena*. Washington, D.C.: American Society of Association Executives, 2002.
- Reed, Sally Gardner. *Making the Case for Your Library: A How-to-Do-It Manual*. New York: Neal-Schuman Publishers, 2001.

## Legislative Terms

In order to be an effective advocate, you need to know the language of government. The following is a list of basic terms used to describe the people, places, and processes of government. Review these terms to better understand the legislative process, and use these terms to better communicate with your public officials.

**Act:** A bill that has been made law by passing both houses of the legislature, and that has been signed by the governor, filed without the governor's signature, or passed by both houses of the legislature over the governor's veto.

**Administrative Rule:** Any agency directive, standard, regulation, or statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of any agency.

**Amendment:** Any alteration made, or proposed to be made, in a bill or motion by adding, changing, substituting, or omitting.

**Appropriation:** A law which details how the government's money will be spent.

**Back Door Referendum:** A limitation on the power of government to take certain actions that a political subdivision has already initiated. The Illinois Compiled Statutes (10 ILCS 5/28-2) define this as the submission of a public question to the voters of a political subdivision, initiated by a petition of the voters, to determine whether an action by the government shall be adopted or rejected. If a majority of the voters oppose the action in the referendum, the government is precluded from taking that action. The law specifies which actions may be subject to back door referendums.

**Bicameral:** A legislature consisting of two houses, typically the senate and the house of representatives.

**Bill:** A measure that creates new law, amends or repeals existing law, appropriates money, prescribes fees, transfers functions from one agency to another, provides penalties, or takes other action. The proposed law is introduced during a session for consideration by the legislature, and is identified numerically in order of its presentation.

**Budget:** Legislation which details both the receipt and allocation of state funds. The governor annually presents a proposed budget for consideration by the legislature. The legislature may accept or alter any portion of the governor's proposed budget, and must pass the budget as one or more individual bills. The governor may then accept the budget as passed by the legislature, or make changes to all or some of the individual line items contained in the budget. Finally, the legislature may accept any changes by the governor on a simple majority vote, or restore funding to the levels originally passed by overriding the governor's changes on a supermajority vote.

**Calendar:** A listing of the bills (and other proposed legislative matters) pending in the chamber. The calendar also lists meetings of committees scheduled for that day or for the next several days. Calendars are available to the public each day the legislature is in regular session.

**Capitol:** The state house, or capitol building. Its address is: 207 State House, Springfield, IL 62706.

**Caucus:** "Caucus" is used as both a noun and a verb. A caucus, *n.*, is a group of people who share something in common (e.g. they are members of the same political party, such as the "Senate Republican Caucus" or the "House Democratic Caucus," or come from the same

area of the state, such as the "Downstate Caucus," or share something else in common, such as the "Sportsman Caucus"). When these people caucus, *v.*, they meet to discuss policy questions, to select caucus leaders, and to take positions as a group on legislative proposals.

- Chairman:** The legislator appointed by the chamber's presiding officer to serve as the presiding officer of a particular committee.
- Chamber:** The room where legislators gather as a body to formally conduct state business; the House or Senate floor. It may also be used to refer collectively to all legislators in a particular house of the legislature.
- Commissions:** Often composed of both legislators and public members, they are primarily created to study and propose legislation on specific and usually more complex issues. Commissions can be either temporary or permanent.
- Committee of the Whole:** The entire membership of the house or senate, which may be convened to hear testimony on bills of particular importance.
- Companion Bill:** One of two identical bills introduced in both houses.
- Conference Committee:** A committee set up for the sole purpose of reconciling disagreements between the House and Senate on amendments to a bill. Conference committees do not typically meet as a group, but rather a majority of the members are required to sign any agreement which then may be presented for a final vote in each chamber.
- Conflict of Interest:** Any interest, financial or otherwise, any business or professional activity, or any obligation which is incompatible with the proper discharge of a person's public duties.
- Constitutional Officers:** Officials who serve state-wide in positions created by the Illinois constitution including the governor, lieutenant governor, attorney general, secretary of state, comptroller, treasurer, and auditor general. All except the auditor general are elected positions.
- Constituent:** A person residing within an elected official's district or area of representation.
- Convene:** To assemble or call together.
- Cosponsor.** Two or more legislators proposing a bill or resolution.
- District:** That division of the state represented by a legislator which is distinguished numerically and determined on the basis of population. The area of a district is supposed to be geographically both compact and contiguous.
- Executive Branch:** The branch of state government led by the governor and comprised of state departments, agencies, boards and commissions which are responsible for the execution, implementation and enforcement of state laws.
- First Reading:** The recitation on the chamber floor of a bill or resolution's number, title, and brief description as read by the clerk of the chamber upon introduction in either house. After the first reading, the measure is referred to the chamber's rules committee by the chamber's presiding officer. The bill or resolution may then be referred to a relevant substantive committee. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.
- Fiscal Note:** Statement as to the estimated cost of legislation having a fiscal impact. The fiscal impact note is prepared and filed with the clerk of the chamber by the appropriate state agency or department. If a fiscal note has been requested by a legislator, the legislation cannot be considered until the fiscal note has been properly filed.
- Floor:** A colloquialism describing the interior of either chamber, sometimes distinguishing the membership from the presiding officer; matters before the full chamber may be referred to as "on the floor."
- Gallery:** Areas of both chambers where public visitors may observe the legislature in session.
- HB:** House Bill.
- Hearing:** A public meeting of a legislative committee held for the purpose of taking testimony

concerning proposed legislation. Typically following testimony and an opportunity for questions, committee members will vote on the matter.

**House of Representatives (Illinois):** The legislative body of 118 members, called representatives, each of whom represents a district of approximately 109,000 Illinois citizens.

**Joint Session:** Joint sessions are meetings of the House and Senate together that are primarily ceremonial; for example, to hear the governor's state of the state and budget addresses, or to hear a distinguished guest. Bills are never passed in a joint session.

**Journal:** The printed daily proceedings of each chamber.

**Judicial Branch:** The branch of State government made up of the Illinois Supreme Court, five districts of the appellate courts with fifty-three judges, and twenty-three judicial circuits that have more than 852 circuit and associate judges. The Illinois Supreme Court interprets the Illinois Constitution and laws, and hears final arguments in certain civil and criminal cases.

**Leadership:** The presiding elected officers of each house; the president of the Senate and the speaker of the House. They are elected by a majority of the members of their respective chambers when the body organizes for a legislative session following a general election. "Leadership" also refers to the minority leaders in each chamber, who are elected by a majority vote of their respective caucuses. On occasion, "leadership" is also meant to refer to assistant majority and minority leaders who are appointed by the presiding officers and minority leaders.

**Legislative Branch:** The branch of state government comprised of the Illinois General Assembly and various support agencies responsible for the passage of laws.

**Legislative Liaison:** A person designated by a state agency to act as its "lobbyist." The liaisons are not registered as lobbyists and on occasion have access to the floors of both chambers.

**Legislative Reference Bureau:** The Legislative Reference Bureau, often simply referred to as "LRB," is comprised of attorneys paid by the state who assist legislators in drafting proposed bills and resolutions. Between sessions, this bill-drafting agency studies Illinois statutes for inconsistencies and mistakes, and suggests ways to simplify statutes.

**Line Item Veto:** The governor may veto an item in an appropriation bill without vetoing the entire bill, and may also increase or decrease a particular appropriation. These actions are subject to acceptance or override by the legislature.

**Local Government:** Under the Illinois Constitution, local governments include general purpose units such as counties (102 in the state), townships (85 counties have them), and municipalities (1,295), and special purpose units including school, park, fire, library, and sewage special districts. There are a total of 7,067 units of local government in Illinois.

**Lobbyist:** A person who is employed by an individual, organization, association or business to represent its interests before the legislature. The term derives from the fact that lobbyists usually frequent the areas (lobbies) adjacent to the chambers of the senate and the house, either seeking to buttonhole legislators as they walk to and from the chambers or await legislative action which might affect their clients' interests. Individual citizens may also "lobby" their legislators on matters of concern to them. Illinois law requires persons (excluding public employees, officials and staff) who seek to encourage the passage, defeat, or modification of legislation to register as lobbyists.

**Majority Leader:** A legislator selected by the speaker of the House. Sometimes this person is responsible for the development and implementation of the caucus agenda, the debate on bills which the party supports or documentation, decisions on floor tactics, and assisting in the selection of committee members of the party.

**Minority Leader:** A legislator elected by his or her peers to lead the party in the minority in his or her house and having similar duties as the majority leader.

**Minority Spokesperson:** Designated by the minority leader, this person serves as the chief spokesperson for the minority members of a standing committee.

- Motion:** A formal procedural proposal offered by a legislator requesting that the body take a particular action.
- Passage:** Favorable action on a measure before either house.
- Penalty Clauses:** Sections of bills which lay out criminal or civil penalties for violation of the law.
- Per diem:** Literally meaning "For the day." It is a set payment to legislators for travel, food and lodging expenses when the Legislature is in regular session.
- Perfunctory Session:** An abbreviated but official meeting of either chamber in order to conduct procedural business and other "Housekeeping chores." An example would be introduction of bills and filing of motions. No roll call votes are permitted in perfunctory sessions and typically legislators do not come to the Capitol in Springfield.
- Point of Inquiry:** A request from a legislator on the floor, or from a committee member in committee, asking a question regarding the status of a legislative matter or applicable rule. Typically, such questions are about issues such as parliamentary procedure.
- Point of Order:** A request from a legislator on the floor, or from a committee member in committee, requesting a ruling from the presiding officer regarding the application of the rules or calling attention to a breach of order or the rules.
- Point of Personal Privilege:** A way in which a legislator can get the immediate attention of the presiding officer on the floor of either chamber. It is typically used to introduce guests or recognize a particular person or issue.
- Postponed Consideration:** Legislation that has not received the required number of votes for passage may, at the request of the sponsor, be placed on the order of "postponed consideration," where it can be given a second opportunity for passage at a later time. In order to be placed on postponed consideration the matter must have received a minimum number of votes as established by rule.
- President of the Senate:** The presiding officer of the Senate, elected by a majority of the members of the Senate when that body organizes at the beginning of its two year general assembly term.
- Presiding Officer:** Specifically meaning the speaker of the House and president of the Senate, but also meaning any legislator asked by the speaker or president to preside over a particular session or committee.
- Primary Election:** A preliminary election in which only registered voters who self-identify as belonging to an established political party vote to nominate that party's candidates for office.
- Quorum:** The minimum number of members required to be present before business can be transacted. The presence of a majority of the elected members in the chamber constitutes a quorum; 60 members in the Illinois House and 30 members in the Illinois Senate.
- Reapportionment:** Periodic redrawing of the geographic areas within the state into districts for election purposes from which legislators are elected.
- Recess:** Recess is the period of time when the Illinois General Assembly or either of its houses is not in session after once being convened. Recesses include stated periods, such as those for lunch, and informal periods, when the members await the presiding officer's call to return. An informal recess may be necessitated by a caucus, or while the House awaits the arrival of the Senate for a joint session.
- Reconsideration:** Motion which, when approved, gives rise to another vote annulling or reaffirming an action previously taken.
- Referendum:** The submission of a proposed public measure or law to the vote of the people for ratification or rejection. The manner in which this is done by library boards is prescribed by Illinois law.
- Regular Session:** A session day in which legislators are expected to be at the Capitol for the conduct of legislative business. Contrasted with a perfunctory session day.

**Roll Calls:** A roll call electronically records "for the record" each individual legislator's vote on third readings, as well as on contested amendments or motions. A "verified" roll call is when each legislator is specifically called by name and asked to orally confirm their vote as recorded.

**Rules:** Rules are procedures adopted by each chamber governing its organization, conduct, order of business, bill procedure, and so forth.

**Rules Committee:** Comprised of legislators in leadership from both parties but controlled by the majority party. Its most powerful function is to assign, or refuse to assign, bills and resolutions to substantive committees for a hearing or for consideration on the floor.

**SB:** Senate Bill.

**Second Reading:** Like First Reading, a recitation of the bill or resolution's number, title, and brief description by the clerk of the chamber. Second Reading occurs after the measure has been referred to committee, worked on, and reported back to the floor for a vote. It is also the stage at which bills may be amended on the floor. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

**Senate (Illinois):** The legislative body consisting of fifty-nine members, called senators, each representing districts of approximately 218,000 Illinois citizens.

**Session:** The period of time in which the Illinois General Assembly officially convenes. The regular session begins in January and typically ends around June 1st. The Veto session is typically six days in November. Special sessions may be convened at the call of the governor or the legislative leaders.

**Shell Bill:** A bill with no substantive language, but used as a "placeholder," if needed, to introduce new legislative initiatives at a later date.

**Sine Die:** Final adjournment. No date is set for reconvening. A two year general assembly term ends when the Legislature adjourns sine die.

**Speaker of the House:** The presiding officer of the Illinois House of Representatives, elected by a majority of the members of the house when the house organizes at the beginning of its two year general assembly term.

**Special Session:** Called by either the governor or the joint leadership of both houses. Special sessions address specific issues such as emergency budget matters.

**Sponsor:** The legislator(s) who introduces a measure. The name of this person is printed at the top of the measure. In very rare occasions, a committee may also act as sponsor of a legislative measure.

**Statute:** A codified law. "Codify" means "to arrange laws systematically." A codified law is one that has been incorporated into that section of the Illinois Compiled Statutes that it amends, modifies, or accompanies.

**Sunset:** The provision of a legislative matter which calls for the automatic repeal of the measure at a certain date or upon the happening of some event.

**Sunshine Laws:** Meant to refer to a variety of laws which call for openness in government including the Illinois Open Meetings Act and the Freedom of Information Act, but also many other acts which detail how public business is to be conducted.

**Table:** To table is a procedural motion to prevent a bill, resolution or other motion from being considered. There are also methods for a tabled bill to be reactivated.

**Third Reading:** As in First or Second Readings, a recitation of a measure's number, title, and brief description by the clerk of the chamber on the floor before final consideration by either house. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

**Veto:** Action by the governor in disapproval of a measure. On substantive (non-appropriation) bills, the governor may "total veto" a bill, which means that he/she disapproves of it in its entirety, or "amendatorily veto" a bill, which means that he/she would accept the leg-

isolation if the amendatory changes were made. The legislature can override a total veto or amendatory veto by a three-fifths supermajority vote, or may accept the changes of an amendatory veto by a simple majority vote. On appropriation bills, the governor may totally veto the bill, or make line item changes to delete a particular line item appropriation, or increase or decrease a line item. Again the legislature may override the governor's veto of any line item appropriation by a supermajority vote, or accept the veto by a simple majority.

## PUBLIC RELATIONS



Public relations (PR) embraces all the ways a library publicizes its programs and services in the community. The main goal of public relations is to raise people's awareness about the role (or potential role) of the library in their lives and in the community. A good public relations program will mobilize support among civic organizations, business leaders, taxpayers and voters generally.

### *A Formal Public Relations Policy*

Expressing sincere intent to foster good public relations isn't enough; the library board of trustees needs to plan, budget, and implement a carefully thought-out PR policy on an annual basis. To make an effective plan, the board needs to maintain various contacts in the community and look for good PR opportunities, as well as work closely with library staff who plan and present regular library programming.

Based on a number of inputs, especially including events suggested by community contacts, the board must budget adequate funds. Part of the budget might detail specific events and campaigns, but a significant portion of funds should be reserved for "ad-hoc" PR activities of which the board may not be aware until later in the fiscal year.

To target successful PR outreach, the board should develop contacts widely in the community, as suggested in the following list.

### *Cultivate Contacts among Groups in the Community . . .*

- Business groups, such as the Chamber of Commerce, and individual business leaders. There is nothing wrong with focusing public relations or fundraising efforts on larger companies in the library service area. They may be in a position to contribute generously to the library and may have a large captive audience in their employee base.
- Associations for ethnic groups with strong representation in the library service area
- Civic organizations, such as the League of Women Voters
- Service organizations, such as the Rotary Club
- Literacy advocacy groups
- Churches, synagogues, and mosques
- Professionals in the news media

- Administrators and faculty of schools
- School PTA's
- Youth service organizations, such as Boy Scouts and Girl Scouts
- Book clubs
- Senior citizen centers

## Media

Obviously, there are many ways to communicate with the public. Most have associated costs. A good public relations program should use a wide variety of media, but choices may be limited somewhat by budget constraints.

The costs of having trustees or staff make presentations to local civic or other groups are minimal, and a good public relations program will make use of these opportunities to the fullest extent.

A few communications media that may be useful in a PR campaign are suggested here.

### *Types of Media To Use in PR Campaigns . . .*

- Bookmarks—"freebies" to give out in the library and in local bookstores
- Brochures
- Posters
- Displays and exhibits in public places
- Photographs
- Local newspapers, magazines
- Dedicated website for the library
- Radio
- Social media (Facebook, Twitter, etc.)
- Television (network or cable)
- Website

## Making Public Presentations

Suppose you are the designated representative to make a presentation on behalf of the public library to a local civic group. A few helpful tips follow.

### *Tips for Effective Presentations . . .*

- At the start, acknowledge the group and express appreciation for the invitation to speak.
- Explain your role as a trustee of the library.
- Make use of graphics; for example, a short slide show highlighting library facilities, holdings, programs, and staff would be a good audience warm-up.
- Incorporate anecdotes and stories to enliven content.
- Present the library in a positive light; highlight plans for expansion of services and programs or improvements in facilities.
- Illustrate ways in which the library is making good use of the public funding on which it depends.
- Highlight the library's technological services, if appropriate.
- Emphasize the commitment of public libraries to freedom of information and equality of access to information.
- Give audience members an opportunity to ask questions; answer as honestly as possible.
- Distribute copies of the library's latest newsletter or a brochure that summarizes the library's programs and services.
- Be sure to cite the URL (universal resource locator—the online address) of the library website, if one exists.

- Always maintain a cordial, friendly demeanor.

### Learning from the Public

In contacts and communications with various sectors of the public, library administrators hope to receive glowing reports about community members' library experiences. If the response is otherwise—for example, facilities or services are perceived as inadequate, staff as unfriendly and unresponsive, the collection as poorly maintained—then you and the other trustees and library staff should seize the opportunity to put things right.

Public dissatisfaction might cloak ultimate support for expanded funding for library programs and services. The board of trustees might reorient the library's public relations program to convincing community members that their concerns can be addressed by an expanded program and to developing a fundraising campaign.

If staff relations with the community appear to be a problem, discuss this issue with the library director. It may be advisable to launch a staff training program. To plan and carry out such a program, seek assistance from the state library, and associations such as the ILA and ALA.

### Friends of the Library

United for Libraries: the Association of Library Trustees, Advocates, Friends and Foundations is a national membership organization especially for people just like you. The organization provides resources and information through its website, annual meetings and conferences, and other programs. For more information, go online to the group's website at <http://www.ala.org/altaff>.

### Help from Associations

The ALA and ILA occasionally sponsor campaigns to showcase services of public libraries. Visit the websites of these organizations to check for such resources.

For example, ALA sponsors the Campaign for America's Libraries, known as "@ your library," an ongoing public education campaign to communicate the value of public libraries and librarians to the public. To find out more, go to [www.atyourlibrary.org](http://www.atyourlibrary.org).

### Resources

Buschman, John E. *Dismantling the Public Sphere: Situating and Sustaining Librarianship in the Age of the New Public Philosophy*. Westport, Conn.: Libraries Unlimited, 2003.

Dowd, Nancy, Mary Evangeliste, and Jonathan Silberman. *Bite-sized Marketing: Realistic Solutions for the Overworked Librarian*. Chicago: American Library Association, 2010.

Gould, Mark R. *The Library PR Handbook: High Impact Communications*. Chicago: American Library Association, 2009.

Jones, Patrick. *Running a Successful Library Card Campaign: A How-to-Do-It Manual*, second ed. New York: Neal-Schuman Publishers, 2002.

Matthews, Joseph R. *Measuring for Results: The Dimensions of Public Library Effectiveness*. Westport, Conn.: Libraries Unlimited, 2003.

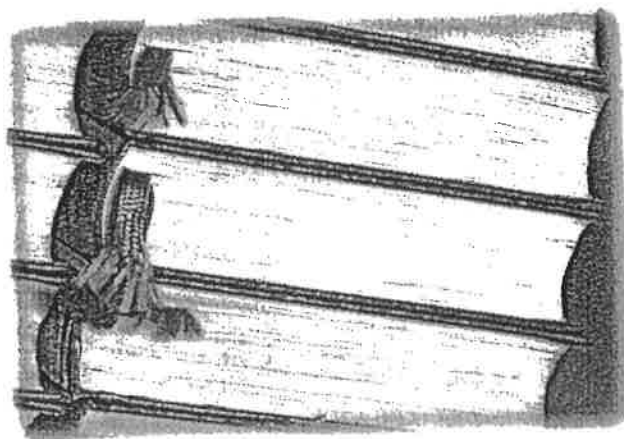
Smallwood, Carol. *Librarians as Community Partners: An Outreach Handbook*. Chicago: American Library Association, 2010.

Walters, Suzanne. *Library Marketing That Works!* New York: Neal-Schuman Publishers, 2004.

Wolfe, Lisa A. *Library Public Relations, Promotions, and Communications: A How-to-Do-It Manual*, second ed. New York: Neal-Schuman Publishers, 2003.

## Chapter 14

# TRUSTEE CONTINUING EDUCATION



If you have read the preceding chapters in this book, you are well aware of the need to hone knowledge and skills in a number of diverse areas to function effectively as a library trustee. During your tenure on the board, you will likely be confronted by changes in the community, technological innovations, and shifting political and cultural currents; keeping yourself up-to-date will pose a considerable challenge. To answer this challenge, you should plan to take advantage of opportunities for continuing education.

Here are a few basic ideas for trustee continuing education.

- Use the chapters of this book to conduct trustee education “classes” on a regular basis.
- Ask the library director to conduct seminars for trustees (and others, as appropriate) on topics such as Intellectual Freedom, Patron Privacy, Collection Maintenance, Library Resources, or Internet Use Policy.
- Visit other libraries in the library system or state and request meetings with the library director and trustees of those libraries; attend board meetings of other libraries.
- Ask an attorney to give a presentation on legal issues related to libraries and library trusteeship.
- Join the American Library Association (ALA) and the Illinois Library Association (ILA). The costs for these memberships are appropriate to pay from the library’s budget.
- Attend one or more library workshops or conferences annually.

### *Budget*

Don’t overlook trustee continuing education when developing the annual budget. Include funds for trustee memberships in associations, attendance at workshops and conferences, book purchases, and other relevant expenses.

Develop guidelines for trustee and staff continuing education expenses so participants are clear about what expenses will be reimbursed and what documentation is required for accounting purposes.

The remainder of this chapter is a list of resources that may be useful in planning trustee continuing education.

## Resources

Various topics offered at the Illinois State Library Administrative Ready Reference web page

Go online to <http://www.webjunction.org/partners/Illinois/il-topics/readyref.html>

*Illinois Library Laws & Rules*, 2012. Available for purchase, <http://www.ila.org>.

*Serving Our Public 2.0: Standards for Illinois Public Libraries*, Available for purchase: <http://www.ila.org>

United for Libraries: the Association for Library Trustees, Advocates, Friends and Foundations, an excellent resource for conferences and workshops

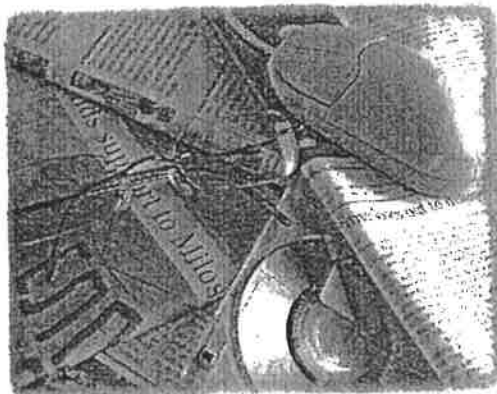
Go online to <http://www.ala.org/ala/alta/altaff>

Wright, George B. *Beyond Nominating: A Guide to Gaining and Sustaining Successful Not-For-Profit-Boards*. Portland, Ore.: C3 Publications, 1996.

Appendix G, "Selected Resources"

For **Advocacy** topics, see the Resources section at the end of Chapter 12, "Advocacy."

## Appendices



## Appendix A

### Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939 by the ALA Council; amended October 14, 1944; June 18, 1948.  
Amended February 2, 1961, June 27, 1967, and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council. Reprinted with permission from the American Library Association.

### *Interpretations to the Library Bill of Rights and policy guidance regarding intellectual freedom concerns*

Over the years, questions have arisen concerning the application of the *Library Bill of Rights* principles to specific library practices. For example, a 1951 Peoria, Illinois, case involving films in the public library required the association to clarify the application of the *Library Bill of Rights* to nonprint materials. A recommendation by the Intellectual Freedom and the Audio-Visual Board

resulted in the ALA Council's adding an interpretive footnote explaining that the *Library Bill of Rights* applies to all materials and media of communication used or collected by libraries.

To date, the following interpretations have been adopted by the ALA Council and are available at the ALA website, [www.ala.org/oif](http://www.ala.org/oif):

- Access for Children and Young People to Videotapes and Other Nonprint Formats
- Access to Digital Information, Services, and Networks
- Access to Library Resources and Services regardless of Gender Identity, Gender Expression, or Sexual Orientation
- Access to Resources in the School Library Media Program
- Challenged Materials
- Diversity in Collection Development
- Economic Barriers to Information Access
- Evaluating Library Collections
- Exhibit Spaces and Bulletin Boards
- Expurgation of Library Materials
- Free Access to Libraries for Minors
- Importance of Education on Intellectual Freedom
- Intellectual Freedom Principles for Academic Libraries
- Labeling and Rating Systems
- Library-Initiated Programs as a Resource
- Minors and Internet Interactivity
- Meeting Rooms
- Privacy
- Restricted Access to Library Materials
- Services to People with Disabilities
- The Universal Right to Free Expression

In addition, the ALA provides the following policy guidance regarding intellectual freedom concerns:

- Dealing with Concerns about Library Resources
- Developing a Confidentiality Policy
- Guidelines and Consideration for Internet Use Policy
- Guidelines for the Development of Policies and Procedures regarding User Behavior and Library Usage
- Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities
- Policy on Confidentiality of Library Records
- Policy concerning the Confidentiality of Personally Identifiable Information about Library Users
- Policy on Government Intimidation

## Appendix B

### The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them.

To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another

individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of American Publishers.

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## Appendix C

### Freedom to View Statement

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

*This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.*

Endorsed by the ALA Council January 10, 1990.

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## Appendix D

### **Libraries: An American Value**

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners—informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted by the ALA Council, February 3, 1999.

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## Appendix E

### Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

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## *Appendix F*

### **Ethics Statement for Public Library Trustees**

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988, and approval of the amendment by the Board of Directors of the Public Library Association, January 1989.

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# Appendix G

## Selected Resources

### Library Periodicals

- American Libraries*. Chicago: American Library Association, free monthly as an ALA member.
- ILA Reporter*. Chicago: Illinois Library Association, free bimonthly as an ILA member.
- Library Journal*. New York: Bowker, semimonthly.
- Miller, Ellen G. "Advocacy ABCs for trustees," *American Libraries*, September 2001, pp. 56-59.
- \_\_\_\_\_. "Getting the Most from Your Boards and Advisory Councils," *Library Administration & Management*, Vol. 15 No. 4, Fall 2001, pp. 204-13.
- Public Libraries*. Chicago: American Library Association, free quarterly as a PLA member.
- United for Libraries Newsletter*. Chicago: United for Libraries: the Association for Library Trustees, Advocates, Friends and Foundations, free to members,

### Organizations

#### NATIONAL

#### American Library Association (ALA)

American Library Association, the oldest and largest library association in the world, which includes United for Libraries: the Association for Library Trustees, Advocates, Friends and Foundations (supports, encourages, and provides information for trustees of libraries) and the Public Library Association (strengthens public libraries and their contribution to the communities they serve).

#### *American Library Association*

50 E. Huron St.  
Chicago, IL 60611-2795  
phone: (312) 944-6780 or 800-545-2433  
fax: (312) 944-3897  
<http://www.ala.org>

#### American Library Association Washington Office

The ALA Washington Office is charged with tracking and influencing policy issues, legislation, and regulations of importance to the library field and the public.

#### *ALA Washington Office*

1615 New Hampshire Ave., 1st floor NW  
Washington, DC 20009-2520  
phone: (202) 628-8410 or 800-941-8478  
fax: (202) 628-8419  
<http://www.ala.org/washoff/>

#### Urban Libraries Council (ULC)

Urban Libraries Council is an association of public libraries in metropolitan areas and the corporations that serve them.

#### *Urban Libraries Council*

125 S. Wacker Dr., Ste. 1050  
Chicago, IL 60606  
phone: (312) 676-0999  
fax: (312) 676-0950  
<http://www.urbanlibraries.org>

## STATE

### **Illinois Library Association**

Illinois Library Association (ILA) is an independent not-for-profit professional organization dedicated to the advocacy of libraries and the furthering of the library profession through continuing education, relevant publications, marketing activities, and networking opportunities. Established in 1896, ILA encompasses membership ranging from students to trustees to library assistants as well as librarians. It is the third largest state library association in the nation, with members in academic, public, school, government, corporate, and special libraries.

#### *Illinois Library Association*

33 West Grand Ave., Suite 401

Chicago, IL 60654-6799

phone: (312) 644-1896

fax: (312) 644-1899

<http://www.ila.org>

### **Illinois State Library**

Established in 1839, the Illinois State Library fulfills a twofold mission: to serve as the library for state government officials and employees and to coordinate library services throughout the state.

As the library for state government, the Illinois State Library maintains a collection of more than five million items, with strengths in the areas of government, public policy, transportation, education and other topics of interest to state government. The state library collection includes:

- an extensive maps collection, one of the largest in the country.
- Illinois State government publications. In its Illinois Documents Program, the library catalogs and retains three copies of every Illinois state government publication; one of these copies is archival, non-circulating. Additionally, the library distributes thirty+ copies to other Illinois depository libraries in the state and selected libraries beyond the state's boundaries.
- access to all federal documents, tangible and electronic, that are distributed by the U.S. Government Printing Office. The state library is one of fifty-three regional depository libraries in the country.
- information on patents and trademarks. The Illinois State Library is one of eighty-six Patent and Trademark libraries in the country.
- works by Illinois authors.
- the Talking Book and Braille Service, a division of the Illinois State Library, is a network that consists of the regional in Springfield and five talking book centers that provide a full range of library services specializing in braille and talking books.

State library staff members respond to all types of reference inquiries relating to activities of state government and provide research facilities for on-site use by state employees. All resources of the Illinois State Library are accessible to the citizens of Illinois either through their local library or by visiting the state library in Springfield. The state library participates in the ILLINET Online shared online catalog and OCLC to make its collection available in Illinois and beyond.

Through the Illinois State Library, the Secretary of State/State Librarian awards grants to local and regional library institutions to enhance, improve, and supplement local initiatives. These programs include:

- formula based grants to public libraries, school libraries and library systems;
- competitive grant programs for public library construction and local literacy projects;
- funding for library technology initiatives including computers and related equipment for use

in all types of libraries, access to electronic information resources, and support for advanced telecommunications networks and digitization of special library collections; and

- grants of federal funds to local libraries under the Library Services and Technology Act.

*Illinois State Library (ISL)*

300 S. Second St.  
Springfield, IL 62701-1796  
phone: (217) 782-2994  
phone: 800-665-5576  
fax: (217) 785-4326  
<http://www.webjunction.org/partners/Illinois/il-topics/readyref.html>

**REGIONAL**

**Illinois library systems**

In August 1965, the Illinois General Assembly established library systems "to encourage the improvement of free public libraries and to encourage cooperation among all types of libraries promoting the sharing of library resources." Today, three Illinois library systems cover all of Illinois and have built neighborhoods of library cooperation for resource sharing and mutual assistance to carry out this policy. Locally elected boards that represent the diversity of their membership govern library systems and tailor programs to reflect local needs and improve library service. Library systems help save taxpayers money and improve library service to the citizens of the state through numerous cooperative programs.

*Chicago Public Library System (CPLS)*

400 S. State St.  
Chicago, IL 60605-1203  
phone: (312) 747-4090  
fax: (312) 747-4968  
<http://www.chipublib.org>

*Illinois Heartland Library System (IHLS)*

425 Goshen Rd.  
Edwardsville, IL 62025-3045  
phone: (618) 656-3216 or 800-642-9545  
fax: (618) 656-9401  
<http://www.illinoisheartland.org>

*Reaching Across Illinois Library System (RAILS)*

125 Tower Dr.  
Burr Ridge, IL 60527-5783  
phone: (630) 734-5000  
fax: (630) 734-5050  
<http://www.railslibraries.info>

**Websites**

American Library Association  
<http://www.ala.org>

Benton Foundation  
<http://www.benton.org>

Board Source  
<http://www.boardsource.org>

Electronic Frontier Foundation  
<http://www.eff.org>

Illinois Library Association  
<http://www.ila.org>

Illinois School Library Media Association  
<http://www.islma.org>

Illinois State Library  
<http://www.webjunction.org/partners/Illinois/il-topics/readyref.html>

Illinois State Library/Administrative Ready Reference Menu  
<http://www.il.webjunction.org/readyref>

Institute for Museum and Library Services  
<http://www.imls.gov/>

Public Library Association  
<http://www.pla.org>

United for Libraries: the Association for Library Trustees, Advocates, Friends and  
Foundations  
<http://www.ala.org/altaff>

Urban Libraries Council  
<http://www.urbanlibraries.org>

#### NOTE

Many issues involving libraries pass through the U.S. Congress and the Illinois General Assembly each year. For current information including an overview of the legislative session and specific legislation, please go the ILA website, <http://www.ila.org/advocacy/index.htm>.

Kids & Teens

We are so amazed at how many STEM kits there are. We love the library!

Patron recommended the Library use an alcohol based cleaner to regularly wipe down the dry erase boards in the conference rooms. They said they would bring some from home if we needed it. I thanked them for their suggestion.

That button maker is SO cool! I didn't know the library had that!

A patron approached the desk to acknowledge what a great change it is to see the board books moved from the bins to their new shelves by the LittleShop and music CDs.

After Jack Schultz's "Lil' Coders" class a three year old boy said to his mom, "I like that teacher [Jack], he's so nice!"

Circulation

"You guys have the best collection of J.D. Robb I have ever seen! I was in 7th heaven over there!! I think I'll just come back here next time."- A Hinsdale patron

"This is such an impressive library. Every time I come here I learn something new! Next time I'm going to spend a couple of hours here. Thank you!" A patron said to us at the checkout desk

Patron returning items at the desk commented that he wished I could print him a receipt of what I just checked in for him. He has been to other libraries that can do this.

Patron says how great the library App is.

A patron stopped at the front desk to tell me how much she loves our library and our friendly, always smiling staff.

Son: "Where's the fish Mama?"

Mom: "It was the other library that had the fish."

Son: "Aaaww!"

Mom: "Just think though... The other library didn't have Miss Lexi."

Technology

"Can you FAX from this machine?" To which I replied, yes and she replied "That is great!, Awesome!"

"I saw a ring around Saturn!" when returning a telescope.

**Adult**

An older patron was complaining that our website was not very intuitive/user friendly. He suggested getting a regular (non tech savvy) over-50 person to test it for us.

A patron commented that she just loves how we'll get information and questions for book clubs. She thinks it's a great service and a "godsend."

I'm really happy that now I can get things from the vending machine that I can eat.

I will the library would host an AARP Smart Driver Course

Patron called to say how much he loves our Local History blog. He's doing research on the western suburbs and is finding "a lot of really obscure information" that he can't get anywhere else. He said we have "really wonderful articles" and appreciates the work we did.

Former Lemont patron (now IPPL) asked if we could get library cards that fit on a keychain.

A patron who uses the Internet stations daily complained because there is a study table four feet from the Internet computers and there were people talking there, and he felt they were too loud. I said I would mention this as we are looking to remodel soon and the planners might take that into consideration. FYI: I would have moved them to a study room, but none were available and neither was the Board Room. -

A patron said that she was very appreciative of us having the Rules of the Road book available as it saved her a trip out to Naperville

A patron asked if we were putting another puzzle out soon at the Collaboration station. She thought it was a great idea and so much fun!

**Administration**

Response from the C.U.B. Utility Bill Clinic:

"I am very grateful IPPL cares so much about saving patrons' money"

"It's so helpful that you make these reminder calls for your classes! I really appreciate that special touch of a friendly voice over just an email or robo call"



### Meeting Ground Rules

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