

Board of Trustees Regular Meeting
August 17, 2016 – 7 p.m. – Board Room

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Julia Lacayo, Crystal Megaridis, Diane Ruscitti, Victoria Suriano
- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
1. DeJesus to Williams re: Story Time at the Countryside Bank Page 4
 2. Illinois Library Association Conference Trustee Day Page 6
 3. Fitzgerald to IPL re: MARION E. WESTON TRUST ADMINISTRATION *DISTRIBUTE @ mtg.*
- E. Omnibus Consent Agenda Action
1. Minutes of Regular Board Meeting, July 20, 2016 Page 8
 2. Treasurer's Report Page 11
 3. Action on Bill/Additional Bills Page 15
 4. Semi-Annual Statement of Receipts and Disbursements Page 20
 5. Annual Statement of Receipts and Disbursements Page 25
 6. Approval of FY2016 Illinois Public Library Annual Report Page 31
 7. Proposed Change to Personnel Policy 805.3 Page 46
 8. Proposed Change to Personnel Policy 802.6.6 Page 47
 9. Proposed Change to Library Cards Policy 420.7 Page 48
 10. Approval of Planning/Outreach Committee Minutes July 26, 2016 Page 49
 11. Resolution #2016-B Authorizing Distribution of Trustee Election Materials and Acceptance of Petitions Page 57
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Page 58 Information
- H. Department Reports Information
1. Assistant Director Page 68
 2. Marketing Page 70
 3. Adult Page 73
 4. Circulation Page 76
 5. Technology and Technical Services Page 79
 6. Youth Page 82

- I. Staff Report
 - Tony Lucarelli, Head of Adult Services
 - Jez Layman, Adult Services Librarian, Service to Patrons in Their 20s and 30s

Information
Information
Backup Distorted @ mtg

- J. Reports
 - 1. Chamber Reports (Jensen) Page 98 Information
 - 2. RAILS Page 99 Information
 - 3. Building and Grounds (none)
 - 4. Finance Committee (none)
 - 5. Planning/Outreach Committee (Deshmukh/Suriano) Information
 - 6. Policy Committee (none)

- K. Unfinished Business
 - None

- L. New Business
 - 1. Proposed Changes to Operating Budget Page 111 Action
 - 2. Library Overdue Fines Page 116 Discussion

- M. Closed Session
 - As allowed by 5ILCS, Act 120/2 (c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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

- O. Scheduled Meetings

- P. Community Events

- Q. Library Events
 - Samsung Galaxy/ Android Technology Boot Camp 8/17/2016 10:00 AM
 - DuPage County Forest Preserve Drop-in 8/17/2016 5:00 PM
 - Mudslinging, Muckraking and Apple Pie: Presidential Campaigns, the Great American Pastime 8/17/2016 7:00 PM
 - Samsung Galaxy/ Android Technology Boot Camp 8/18/2016 10:00 AM
 - Technology Boot Camp Breakout 8/18/2016 10:00 AM
 - ESL Conversation Group 8/20/2016 10:00 AM
 - Adult Chess Group 8/22/2016 6:00 PM
 - Current Events Group 8/22/2016 7:00 PM
 - 4th Wednesdays: For Spacious Skies: Great American Nature Paintings 8/24/2016 1:00 PM
 - GenLit Book Club (for 20-30 somethings) 8/24/2016 6:30 PM
 - Genealogy Group 8/25/2016 1:00 PM
 - Tech Talk: Website Design 8/25/2016 7:00 PM
 - Make Your Own Beats 8/27/2016 10:00 AM

Autumn in the Smoky Mountains	8/30/2016	7:00 PM
Excel Basics	9/1/2016	6:30 PM
ESL Conversation Group	9/3/2016	10:00 AM
App Attack: Travel & Lodging	9/6/2016	3:00 PM
Excel Basics	9/6/2016	6:30 PM
Celebrate International Literacy Day	9/7/2016	2:00 PM
Which Pet is Right for Your Family?	9/7/2016	7:00 PM
C.O.D.: What You Need to Know	9/8/2016	5:00 PM
Calling all Grandparents? Make It and Take It: Grandparent and Grandchild Mini Album	9/8/2016	6:30 PM
Crafternoons - Duct Tape Lab	9/12/2016	3:30 PM
Adult Chess Group	9/12/2016	6:00 PM
Current Events Group	9/12/2016	7:00 PM
Play to Learn	9/13/2016	10:00 AM
Intro to PowerPoint	9/13/2016	5:30 PM
Intro to Word	9/13/2016	7:00 PM
Tech Boomers Learning Lab	9/14/2016	10:00 AM
Share Your Favorite Memory of Your Grandparents	9/14/2016	2:00 PM
Novel Idea: Olive Kitteridge	9/14/2016	7:00 PM
Thursday Afternoon Movie: Hello, My Name Is Doris	9/15/2016	1:30 PM
Read to the Dogs with PAWSitive Therapy	9/15/2016	6:30 PM
Tech Talk: Streaming TV	9/15/2016	7:00 PM
Hamiltunes: A Hamilton Sing-Along	9/16/2016	6:30 PM
College Essay Workshop	9/17/2016	9:00 AM
ESL Conversation Group	9/17/2016	10:00 AM
TAB Meeting	9/17/2016	2:30 PM
iPad/iPhone 101	9/18/2016	2:00 PM
Adult Chess Group	9/19/2016	6:00 PM
Anime Addicts	9/19/2016	6:30 PM
Home School STEM	9/20/2016	11:00 AM

R. Adjournment

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Jamie Bukovac

Subject: Storytime this afternoon 7/25/16

From: Lissette DeJesus [<mailto:Lissette.DeJesus@bankcountryside.com>]

Sent: Monday, July 25, 2016 6:02 PM

To: Natalie Williams

Cc: Katie Salo

Subject: Re: Storytime this afternoon 7/25/16

Natalie,

I would like to thank you for the opportunity to partner up with the Indian Prairie Library for Story time at the bank. We had an amazing time and we had a great turn out! Katie was great! The kids loved her and she did such an amazing job engaging them and getting them involved with activities.

I cannot thank you enough for allowing Countryside Bank be part of events like this in our community. We love being involved and giving back specially when is in our own community.

I'm looking forward to continue our partnership in different events that you may house at the Library or if you want us to host an event please let me know; I'll be more than happy to do so.

I have attached some pictures of the event.

Once again, thank you so much!

Lissette DeJesus

Lissette DeJesus | Branch Manager

7380 S. Rt 83

Darien, Illinois 60561

direct : 708 485-4141

BankCountryside.com



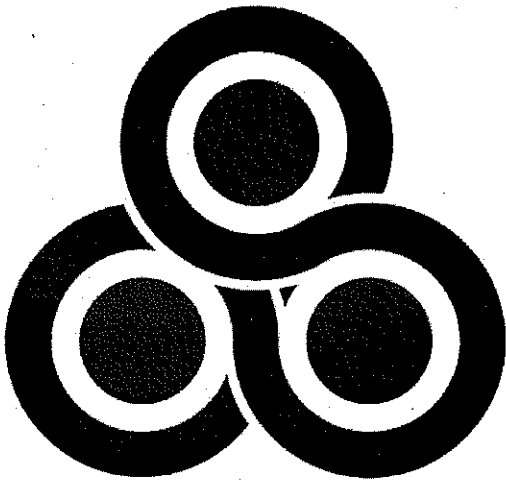
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DISCOVERY ADVOCACY LEADERSHIP

Illinois Library Association Annual Conference

October 18–20, 2016

Donald E. Stephens Convention Center, Rosemont

In This Section

CONFERENCE PROGRAMS

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Speaker's Last Name

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THURSDAY, OCTOBER 20

Session Title	Speaker(s)	Room
9:00 AM - 10:00 AM		
It's Not All About the Money: Trustees as Advocates	Patricia Harkin Gail Borden Public Library District Board of Trustees Jean Bednar Gail Borden Public Library District Board of Trustees Donna Kline Gail Borden Public Library District Board of Trustees	44
Top Ten Budget Disasters Facing Your Library	Britt Isaly Ance! Glink Adam Simon Partner Ance! Glink	45
11:15 AM - 12:15 PM		
Guidance for Conducting Legal and Effective Board Meetings	Julle Tappendorf Ance! Glink Robert Bush Attorney Ance! Glink	45

The Do's and Don'ts of Construction and Remodeling Projects: From Drafting Bid Documents to Awarding the Contract

Kathleen Terese
Klein Thorpe & Jenkins, LTD.
Carmen Forte Jr.
Klein, Thorpe & Jenkins, LTD.

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2:00 PM - 3:00 PM

10 Tips for Complying With FOIA

Julie Tappendorf
Ance! Glink
Erin Baker
Ance! Glink

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Board Roles and Responsibilities

Roger Ritzman
Peregrine, Sime, Newman, Ritzman &
Bruckner, Ltd.
Annette Armstrong
Retired Public Library Director
James Rachlin
Managing Director
RBC Capital Markets

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3:15 PM - 4:15 PM

Picking new Library Directors and Employees, Legally

Robert McCabe
Ance! Glink
Darcy Proctor
Ance! Glink

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The 360 Degrees of Being Trustees: Key Components to Being an Effective Library Board Member

Karolyn Nance
Bartlett Public Library District
Dave Barry
Bartlett Public Library District

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email: efitzgerald@efitzlaw.com

August 12, 2016

Indian Prarie Public Library
401 Plainfield Road
Darien, IL 60561

RE: MARION E. WESTON TRUST ADMINISTRATION

Dear Sir or Madam,

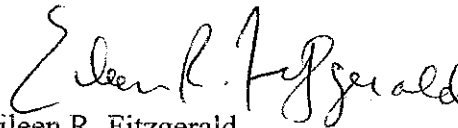
Enclosed please find copies of the Second Amendment to the Marion E. Weston Declaration of Trust, which names you as a beneficiary of the trust. You will receive a copy of the Inventory of the trust assets and an Accounting of the trust activity prior to any distribution of the trust assets.

The distribution from the trust is not taxable to you, however, the income from the trust, such as interest, dividends, IRA distribution and capital gain is passed through the trust to the beneficiaries. You will receive a Schedule K-1 early next year with any income that is passed through the trust to you. You should not file your 2016 income tax return until you receive that K-1. I will need your Social Security number or Tax I.D. number for the Schedule K-1. Please provide that number to me.

When the trust administration is completed I will send you a copy of the trust accounting, which will show the trust activity and the distribution amount to the beneficiaries. I will also provide a Receipt that must be signed and returned to me before your check for the final distribution will be mailed. If your address changes during the trust administration, please be sure to update me so that the documents will not be delayed.

If you have any questions, please call me.

Sincerely,


Eileen R. Fitzgerald
Attorney at Law

ERF/dow
Enclosures

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of July 20, 2016

**Board of Trustees Regular Meeting
July 20, 2016 – 7 p.m.**

A. Roll Call

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

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

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

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

C. Public Comment – none

At this point Smith of MPI Investment Management addressed the Board regarding item L1 of New Business. Smith left at 7:10 p.m. The Board continued with Communications and Announcements and the rest of the agenda.

D. Communications and Announcements

1. Suriano to Law re: Food Pantry
2. Shareef to Municipal Leader re: Annual African American Contractors Day

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, June 15, 2016
2. Treasurer's Report
3. Action on Bill/Additional Bills
Megaridis moved, Lacayo seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Deshmukh moved, Krupicka seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac reported that the library is part of the Pokemon Go craze and our location is a pokemon gym. Information appears on our website and in our eNews. Adults can join us

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for a Pokemon Go Meetup on August 3 to search Darien Community Park. Bukovac reported that the Foundation website is up and running. She demonstrated the site and the various ways to donate. The library's website contains links to the Foundation website on its donate page.

H. Department Reports

I. Staff Report – none

J. Reports

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

K. Unfinished Business

1. Trustees' Visits to Libraries Report - Based on the Building and Grounds Committee's recommendation, the Trustees visited other libraries to see how they use their space. The Trustees began giving their reports at the May Board meeting and concluded tonight. Photos were shared with the rest of the group as well as observations/impressions including use of space, seating, lighting, and overall aesthetics.

L. New Business

1. MPI Investments Report – Smith reintroduced himself to the Board. He reviewed the library's portfolio which included weighted averages information, yield graph and annual return comparisons with Illinois Funds. The portfolio is targeted toward the library's liquidity needs.
2. Library Investments - The Board had no questions regarding the backup.
3. Health Insurance Premium – The Board discussed the backup. Megaridis moved, Krupicka seconded to accept a 15-month renewal offer at a 3.13% increase. Ayes: Deshmukh, Krupicka, Lacayo, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Damon.
4. Adopt Tentative Budget & Appropriations – Deshmukh moved, Krupicka seconded to adopt the Tentative Budget & Appropriations Ordinance. Ayes: Deshmukh, Krupicka, Lacayo, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Damon.
5. Ordinance #2016-4 Determining to Levy an Additional Tax of .02% - Lacayo moved, Megaridis seconded to approve Ordinance #2016-4 Determining to Levy an Additional Tax of .02%. Ayes: Deshmukh, Krupicka, Lacayo, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Damon.
6. Audit of Secretary's Minutes & Review of Closed Session Minutes – Krupicka and Megaridis conducted the audit and review. Krupicka reported that the minutes are in order and they recommend keeping all the closed session minutes closed. Krupicka moved, Megaridis seconded to keep all closed session minutes closed. Ayes: Deshmukh, Krupicka, Lacayo, Megaridis, Ruscitti, Suriano. Nays: none. Absent: Damon.

M. Scheduled Meetings

1. A Planning/Outreach Committee meeting is scheduled for July 26 at 6:30 p.m.

N. Community Events

O. Library Event

P. Adjournment

At 8:55 p.m. Deshmukh moved, Megaridis seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

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INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 7/31/2016

Balance on hand as of June, 2016.....	3,245,798.17
Cash Receipts for July.....	106,609.99
Cash Disbursements for July.....	325,649.33
Cash on hand as July 31, 2016.....	3,026,758.83

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.356%

General.....	304,471.47
Special Reserve.....	20,995.61
Children's Endowment.....	2,892.02
Endowment.....	11,195.08
MPI Investment (Corporate Fund).....	2,584,448.53

JP Morgan Chase - Checking

General.....	(1,322.97)
Hinsdale Bank & Trust - Checking.....	3,356.70
JP Morgan Chase - Savings - Rate .08%	
General.....	100,118.39
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of July 31, 2016.....	3,026,758.83

FUND BALANCES AS OF 07/31/2016

Corporate Fund.....	2,840,143.86
Building & Maintenance Fund.....	45,129.00
I.M.R.F. Fund.....	13,031.91
Liability Fund.....	8,678.04
Social Security Fund.....	12,481.34
Special Reserve Fund.....	22,119.51
Current Liabilites.....	85,175.17
Grand Total All Funds.....	3,026,758.83

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**Indian Prairie Public Library District
Consolidated Revenue Report for June 2016**

Percent of Year: 8.33

	RECEIVED July 16	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	1,809,081.86	1,809,081.86	52.64%	3,436,415.00	1,627,333.14
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.00	0.00	0.00%	0.00	0.00
TOTAL PROPERTY TAX & LEVY INTEREST	1,809,081.86	1,809,081.86	52.64%	3,436,415.00	1,627,333.14
INTERGOVERNMENTAL					
42150 · YALSA/Dollar Gen Grant	590.00	590.00	0.00%	0.00	-590.00
42200 · Per Capita Grant	0.00	0.00	0.00%	32,000.00	32,000.00
42300 · LIMRICC	0.00	0.00	0.00%	0.00	0.00
TOTAL INTERGOVERNMENTAL	590.00	590.00	1.84%	32,000.00	31,410.00
INTEREST					
43500 · Interest - Investment	146.19	146.19	14.62%	1,000.00	853.81
TOTAL INTEREST	146.19	146.19	14.62%	1,000.00	853.81
DESK MONIES					
45100 · Copier	311.50	311.50	6.49%	4,800.00	4,488.50
45120 · Computer Copies	1,157.23	1,157.23	9.64%	12,000.00	10,842.77
45200 · Fines/Fees	4,315.32	4,315.32	8.99%	48,000.00	43,684.68
45250 · Gifts/Donations	0.00	0.00	0.00%	1,500.00	1,500.00
45300 · Lost Materials	760.80	760.80	6.34%	12,000.00	11,239.20
45350 · Non-Resident Fees	6,564.40	6,564.40	8.21%	80,000.00	73,435.60
45400 · DVD Fines	492.00	492.00	7.03%	7,000.00	6,508.00
45450 · Book Rental	60.50	60.50	6.05%	1,000.00	939.50
45550 · Meeting Room Rental	50.00	50.00	25.00%	200.00	150.00
45600 · ILL Fees	25.70	25.70	3.67%	700.00	674.30
45650 · 3D Printing	34.65	34.65	6.93%	500.00	465.35
TOTAL DESK MONIES	13,772.10	13,772.10	8.21%	167,700.00	153,927.90
OTHER INCOME					
46700 · Miscellaneous	10.00	10.00	2.00%	500.00	490.00
46800 · Collection Agency Fee	0.00	0.00	0.00%	300.00	300.00
TOTAL OTHER INCOME	10.00	10.00	1.25%	800.00	790.00
GRAND TOTAL	1,823,600.15	1,823,600.15	50.13%	3,637,915.00	1,814,314.85

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

Percent of Year: 8.33

	July 16	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	142,999.69	142,999.69	6.69%	2,137,000.00	1,994,000.31	2,179,740.00	6.56%
61310 · Benefits - Medical / Life Ins.	9,244.70	9,244.70	7.64%	121,000.00	111,755.30	132,000.00	7.00%
61330 · Benefits - IMRF	14,383.61	14,383.61	6.95%	207,000.00	192,616.39	225,000.00	6.39%
61340 · Benefits - FICA	8,667.31	8,667.31	5.30%	163,500.00	154,832.69	175,000.00	4.95%
61400 · Staff Development	67.40	67.40	0.41%	16,300.00	16,232.60	20,000.00	0.34%
61600 · Board Development	75.00	75.00	7.50%	1,000.00	925.00	3,000.00	2.50%
61710 · Workers Compensation	0.00	0.00	0.00%	9,000.00	9,000.00	13,000.00	0.00%
61720 · Unemployment Insurance	190.08	190.08	5.62%	3,380.00	3,189.92	6,000.00	3.17%
TOTAL PERSONNEL	175,627.79	175,627.79	6.61%	2,658,180.00	2,482,552.21	2,753,740.00	6.38%
MATERIALS							
62100 · Books	15,607.64	15,607.64	6.55%	238,175.00	222,567.36	250,000.00	6.24%
62200 · Periodicals	2,200.84	2,200.84	6.94%	31,700.00	29,499.16	35,000.00	6.29%
62300 · Audio	3,497.05	3,497.05	7.17%	48,750.00	45,252.95	50,000.00	6.99%
62400 · Video	2,378.35	2,378.35	4.09%	58,200.00	55,821.65	60,000.00	3.96%
62500 · Multi-Media	16.16	16.16	0.20%	8,000.00	7,983.84	10,000.00	0.16%
62600 · Electronic Reference Resources	54,350.73	54,350.73	84.53%	64,300.00	9,949.27	68,000.00	79.93%
62700 · Software	56.99	56.99	0.81%	7,000.00	6,943.01	8,000.00	0.71%
62800 · ESL	52.19	52.19	2.61%	2,000.00	1,947.81	3,000.00	1.74%
62900 · Materials Supplies	3,249.95	3,249.95	15.12%	21,500.00	18,250.05	25,000.00	13.00%
TOTAL MATERIALS	81,409.90	81,409.90	16.97%	479,625.00	398,215.10	509,000.00	15.99%
BUILDING							
63200 · Cleaning Service	4,976.86	4,976.86	6.96%	71,500.00	66,523.14	80,000.00	6.22%
63300 · Utilities	0.00	0.00	0.00%	0.00	0.00	104,000.00	0.00%
63300 · Utilities (1-8-11 · Gas)	392.82	392.82	3.02%	13,000.00	12,607.18	15,000.00	2.62%
63300 · Utilities (1-8-12 · Electric)	0.00	0.00	0.00%	65,000.00	65,000.00	67,000.00	0.00%
63300 · Utilities (1-8-13 · Telephone)	707.80	707.80	10.11%	7,000.00	6,292.20	9,000.00	7.86%
63300 · Utilities (1-8-14 · Water/Sewer)	573.71	573.71	8.20%	7,000.00	6,426.29	9,000.00	6.37%
63300 · Utilities (1-8-15 · Garbage Disposal)	244.03	244.03	8.13%	3,000.00	2,755.97	5,000.00	4.88%
63400 · Maintenance Supplies	1,386.34	1,386.34	8.16%	17,000.00	15,613.66	20,000.00	6.93%
63500 · Security System Monitoring	0.00	0.00	0.00%	1,200.00	1,200.00	3,000.00	0.00%
63600 · Property Maintenance	207.76	207.76	0.83%	25,000.00	24,792.24	30,000.00	0.69%
63800 · Building Maintenance/Repairs	296.00	296.00	0.59%	50,000.00	49,704.00	60,000.00	0.49%
TOTAL BUILDING	8,785.32	8,785.32	3.38%	259,700.00	250,914.68	402,000.00	2.19%
OPERATIONS							
64200 · Supplies - Office	429.41	429.41	2.79%	15,400.00	14,970.59	18,000.00	2.39%
64300 · Photocopy Supplies	418.76	418.76	8.38%	5,000.00	4,581.24	6,000.00	6.98%
64400 · Patron Card Supplies	0.00	0.00	0.00%	3,500.00	3,500.00	3,800.00	0.00%
64500 · Postage	2,001.75	2,001.75	50.04%	4,000.00	1,998.25	8,000.00	25.02%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	3,000.00	3,000.00	5,000.00	0.00%
64700 · Travel	23.76	23.76	4.75%	500.00	476.24	1,000.00	2.38%
64800 · Organizational Memberships	20.00	20.00	1.11%	1,800.00	1,780.00	2,200.00	0.91%
64900 · Bank Fees	237.92	237.92	9.52%	2,500.00	2,262.08	3,000.00	7.93%
TOTAL OPERATION	3,131.60	3,131.60	8.77%	35,700.00	32,568.40	47,000.00	6.66%
AUTOMATION							
65100 · Supplies-Public Toner	472.97	472.97	6.76%	7,000.00	6,527.03	8,000.00	5.91%
65150 · Supplies-Staff Toner	522.36	522.36	8.71%	6,000.00	5,477.64	8,000.00	6.53%
65160 · Supplies-3D Printer	0.00	0.00	0.00%	700.00	700.00	1,100.00	0.00%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	8,000.00	0.00%
65300 · Purchase of Equipment	0.00	0.00	0.00%	13,000.00	13,000.00	18,000.00	0.00%
65400 · Automation Equip Mnt/Repair	23.58	23.58	0.65%	3,650.00	3,626.42	5,000.00	0.47%
65500 · Software	349.95	349.95	1.67%	21,000.00	20,650.05	27,000.00	1.30%
65600 · SWAN	11,405.00	11,405.00	25.00%	45,620.00	34,215.00	47,000.00	24.27%

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

Percent of Year: 8.33

	July 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65700 · Telecommunications	189.85	189.85	7.91%	2,400.00	2,210.15	4,000.00	4.75%
TOTAL AUTOMATION	12,963.71	12,963.71	12.42%	104,370.00	91,406.29	126,100.00	10.28%
CONTRACTUAL SERVICES							
66100 · General Professional Services	88.00	88.00	1.35%	6,500.00	6,412.00	17,000.00	0.52%
66200 · Credit Bureau	35.80	35.80	2.39%	1,500.00	1,464.20	2,000.00	1.79%
66300 · Equipment-Maintenance Repair	1,212.42	1,212.42	20.21%	6,000.00	4,787.58	8,000.00	15.16%
66900 · Fees - Bond Registrar	10.00	10.00	10.00%	100.00	90.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,346.22	1,346.22	9.55%	14,100.00	12,753.78	27,000.00	4.99%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	0.00	0.00%	10,479.00	10,479.00	10,000.00	0.00%
67200 · Bonding	0.00	0.00	0.00%	1,400.00	1,400.00	1,500.00	0.00%
67300 · Officers & Directors Liability	2,842.00	2,842.00	98.00%	2,900.00	58.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	0.00	0.00%	2,150.00	2,150.00	4,000.00	0.00%
TOTAL INSURANCE	2,842.00	2,842.00	16.79%	16,929.00	14,087.00	19,500.00	14.57%
MARKETING							
68110 · Marketing Newsletter	0.00	0.00	0.00%	34,619.00	34,619.00	37,000.00	0.00%
68111 · eNewsletter	0.00	0.00	0.00%	1,700.00	1,700.00	2,000.00	0.00%
68210 · Marketing Advertising	15.00	15.00	3.00%	500.00	485.00	2,000.00	0.75%
68310 · Marketing Supplies	0.00	0.00	0.00%	500.00	500.00	2,000.00	0.00%
68410 · Marketing-Information Printing	40.00	40.00	1.60%	2,500.00	2,460.00	8,000.00	0.50%
68500 · Legal Notices	21.09	21.09	1.51%	1,400.00	1,378.91	2,000.00	1.05%
68600 · Special Events	492.28	492.28	2.00%	24,600.00	24,107.72	28,000.00	1.76%
TOTAL PUBLIC INFORMATION	568.37	568.37	0.86%	65,819.00	65,250.63	81,000.00	0.70%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69900 · Contingency	1,134.56	1,134.56	32.49%	3,492.00	2,357.44	50,000.00	2.27%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	287,809.47	287,809.47	7.91%	3,637,915.00	3,350,105.53	4,115,340.00	8.99%

ACTION ON BILLS July 2016

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	48653 thru 48748	\$ 125,963.13
Chase Bank-Salaries for July	36646 thru 36677	\$ 9,568.32
Hinsdale Bank-Direct Deposits	& 22258 thru 22416	\$ 114,578.55

MONTH'S TOTAL: \$ 250,110.00

Indian Prairie Public Library District
Account QuickReport

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As of July 31, 2016

Type	Date	Num	Name	Amount
10121 · Checking JP Morgan Chase				
Liability Check	07/20/2016	48653	LIMRICC	898.11
Bill Pmt Check	07/20/2016	48654	Aurico	49.00
Bill Pmt Check	07/20/2016	48655	Baker & Taylor	8,185.10
Bill Pmt Check	07/20/2016	48656	Bal Industries	390.00
Bill Pmt Check	07/20/2016	48657	Better Business Planning, Inc.	134.50
Liability Check	07/14/2016	48658	Nationwide Retirement	610.00
Liability Check	07/14/2016	48659	Vantagepoint	1,016.12
Bill Pmt Check	07/14/2016	48660	Forest Preserve District of DuPage County	50.00
Bill Pmt Check	07/20/2016	48661	Blackstone Audio, Inc.	164.99
Bill Pmt Check	07/20/2016	48662	Call One	707.80
Bill Pmt Check	07/20/2016	48663	Canon Solutions America Inc.	1,212.42
Bill Pmt Check	07/20/2016	48664	Case Lots Inc.	910.71
Bill Pmt Check	07/20/2016	48665	CCI Solutions	52.52
Bill Pmt Check	07/20/2016	48666	Chicago Tribune	21.09
Bill Pmt Check	07/20/2016	48667	Comcast	189.85
Bill Pmt Check	07/20/2016	48668	DEMCO	2,120.28
Bill Pmt Check	07/20/2016	48669	DuPage County Public Works	573.71
Bill Pmt Check	07/20/2016	48670	EBSCO	6,354.00
Bill Pmt Check	07/20/2016	48671	Edmonds Incorporated	191.39
Bill Pmt Check	07/20/2016	48672	Findaway World, LLC	134.73
Bill Pmt Check	07/20/2016	48673	Gale/CENGAGE Learning	10,090.31
Bill Pmt Check	07/20/2016	48674	Grey House Publishing, Inc.	3,995.00
Bill Pmt Check	07/20/2016	48675	Groot Industries, Inc.	244.03
Bill Pmt Check	07/20/2016	48676	Illinois Library Association	75.00
Bill Pmt Check	07/20/2016	48677	Infogroup	3,700.00
Bill Pmt Check	07/20/2016	48678	Ingram Library Services	98.92
Bill Pmt Check	07/20/2016	48679	Jensen, Shirley P	14.99
Bill Pmt Check	07/20/2016	48680	Kamm Insurance Group	2,842.00
Bill Pmt Check	07/20/2016	48681	Kroeschell Service	296.00
Bill Pmt Check	07/20/2016	48682	Lacayo, Sara	5.80
Bill Pmt Check	07/20/2016	48683	Layman, Jez	27.92
Bill Pmt Check	07/20/2016	48684	LibrariesFirst	5,000.00
Bill Pmt Check	07/20/2016	48685	Lincoln National Life	117.18
Bill Pmt Check	07/20/2016	48686	lynda.com, inc.	7,000.00
Bill Pmt Check	07/20/2016	48687	Mango Languages	3,496.48
Bill Pmt Check	07/20/2016	48688	Medicom Reimbursement Spec., Ltd.	15.00
Bill Pmt Check	07/20/2016	48689	Midwest Tape	2,556.90
Bill Pmt Check	07/20/2016	48690	Morningstar	3,988.00
Bill Pmt Check	07/20/2016	48691	Neviol Inc.	4,490.00
Bill Pmt Check	07/20/2016	48692	News Bank, Inc.	5,705.00
Bill Pmt Check	07/20/2016	48693	OverDrive	268.49
Bill Pmt Check	07/20/2016	48694	Palmisano, Stacy.	30.26
Bill Pmt Check	07/20/2016	48695	PCM	86.90
Bill Pmt Check	07/20/2016	48696	Penguin Random House LLC	43.75

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Indian Prairie Public Library District
Account QuickReport
As of July 31, 2016

Type	Date	Num	Name	Amount
Bill Pmt Check	07/20/2016	48697	ProQuest LLC	2,423.00
Bill Pmt Check	07/20/2016	48698	Quality Books Inc.	72.99
Bill Pmt Check	07/20/2016	48699	Quill	659.01
Bill Pmt Check	07/20/2016	48700	RAILS	751.00
Bill Pmt Check	07/20/2016	48701	Recorded Books, LLC	441.40
Bill Pmt Check	07/20/2016	48702	Runco	1,231.17
Bill Pmt Check	07/20/2016	48703	SWAN	11,405.00
Bill Pmt Check	07/20/2016	48704	Thomson Reuters West	63.07
Bill Pmt Check	07/20/2016	48705	U.S. Postal Service (PostageByPhone)	2,000.00
Bill Pmt Check	07/20/2016	48706	Uline	98.75
Bill Pmt Check	07/20/2016	48707	Unique Management	35.80
Bill Pmt Check	07/20/2016	48708	Value Line Publishing, Inc.	3,257.25
Bill Pmt Check	07/20/2016	48709	VISOgraphic	40.00
Bill Pmt Check	07/20/2016	48710	Warehouse Direct	82.69
Bill Pmt Check	07/20/2016	48711	Waterlogic East LLC	121.58
Bill Pmt Check	07/20/2016	48712	Willowbrook/Burr Ridge Chamberof Commerce	20.00
Bill Pmt Check	07/20/2016	48713	Speciality Mat Service	96.86
Bill Pmt Check	07/20/2016	48714	Streett, Cathy	207.76
Bill Pmt Check	07/25/2016	48715	Bank of America	803.17
Liability Check	07/28/2016	48716	Nationwide Retirement	610.00
Liability Check	07/28/2016	48717	Vantagepoint	1,018.19
Bill Pmt Check	07/28/2016	48718	AAII	24.00
Bill Pmt Check	07/28/2016	48719	Animal Quest Entertainment Inc.	100.00
Bill Pmt Check	07/28/2016	48720	Assurant Employee Benefits	482.64
Bill Pmt Check	07/28/2016	48721	BCBS	8,856.91
Bill Pmt Check	07/28/2016	48722	DuPage County Clerk	10.00
Bill Pmt Check	07/28/2016	48723	LM Information Delivery, Inc.	2,021.34
Bill Pmt Check	07/28/2016	48724	National Geographic Little Kids	18.00
Bill Pmt Check	07/28/2016	48725	NoLoad Fund Investor, The	98.00
Bill Pmt Check	07/28/2016	48726	OverDrive	2,214.39
Bill Pmt Check	07/28/2016	48727	Quill	70.53
Bill Pmt Check	07/28/2016	48728	Roy, Nancy	31.88
Bill Pmt Check	07/28/2016	48729	Runco	26.61
Bill Pmt Check	07/28/2016	48730	Scharping, Ronald A.	150.00
Bill Pmt Check	07/28/2016	48731	VSP Vision	102.75
Bill Pmt Check	07/28/2016	48732	Workforce	39.50
Bill Pmt Check	07/28/2016	48733	Baker & Taylor	3,159.75
Bill Pmt Check	07/28/2016	48734	Blackstone Audio, Inc.	202.48
Bill Pmt Check	07/28/2016	48735	Case Lots Inc.	204.25
Bill Pmt Check	07/28/2016	48736	CCI Solutions	21.50
Bill Pmt Check	07/28/2016	48737	Dzierzbicki, Monica	80.51
Bill Pmt Check	07/28/2016	48738	Gale/CENGAGE Learning	483.82
Bill Pmt Check	07/28/2016	48739	Midwest Tape	1,343.04
Bill Pmt Check	07/28/2016	48740	On Time Label	272.00
Bill Pmt Check	07/28/2016	48741	OverDrive	1,190.83

Indian Prairie Public Library District
Account QuickReport
As of July 31, 2016

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Type	Date	Num	Name	Amount
Bill Pmt Check	07/28/2016	48742	Penguin Random House LLC	217.50
Bill Pmt Check	07/28/2016	48743	Quality Books Inc.	154.78
Bill Pmt Check	07/28/2016	48744	Quill	280.43
Bill Pmt Check	07/28/2016	48745	Recorded Books, LLC	297.00
Bill Pmt Check	07/28/2016	48746	Runco	129.95
Bill Pmt Check	07/28/2016	48747	Trapp, Sandra	75.00
Bill Pmt Check	07/28/2016	48748	Wlosinski, Maria	10.80

TOTAL

125,963.13

Bills for approval – Electronic Payments & Automatic Withdrawals

July 2016

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	07/15/2016	20,548.46
ILDOR-State	Payroll taxes	07/15/2016	2,729.84
EFTPS-Federal	Payroll taxes	07/29/2016	24,383.52
ILDOR-State	Payroll taxes	07/29/2016	3,046.04
IMRF	Payroll Pension	07/29/2016	22,500.73
DAC	Deposit to HRA	07/07/2016	1,700.00
Nicor	Gas	07/21/2016	392.82
Chase/US Bank	Credit Card Fee	07/05/2016	212.92
Hinsdale Bank	Fee-Direct Deposit	07/05/2016	25.00

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF RECEIPTS AND DISBURSEMENTS

FOR THE FISCAL PERIOD JANUARY 1, 2016 THROUGH JUNE 30, 2016

CASH AND INVESTMENTS AS OF JANUARY 1, 2016: \$3,224,436.05

RECEIPTS BY FUND

CORPORATE FUND: Deferred Property Taxes 1,617,627.93 Property Taxes 6,774.45 Non-Current Property Taxes 290.35, Intergovernmental 54,908.22, Interest 858.77, Misc. Revenue - Copier, Fines, Gifts, Non-Resident Fees, Rental, Reimbursements, Etc. 95,925.94, TOTAL \$1,776,385.66.

BUILDING & MAINTENANCE FUND: Deferred Property Taxes 39,768.25 Non-Current Property Taxes 8.25 TOTAL \$39,776.50.

I.M.R.F. FUND: Deferred Property Taxes 28,768.52 Non-Current Property 5.34 TOTAL \$28,773.86.

LIABILITY INSURANCE FUND: Deferred Property Taxes 6,769.06 Non-Current Property 1.46 TOTAL \$6,770.52.

SOCIAL SECURITY FUND: Deferred Property Taxes 24,537.85 Non-Current Property 4.69 TOTAL \$24,542.54.

SPECIAL RESERVE FUND: Interest 28.51, TOTAL \$28.51.

TOTAL RECEIPTS ALL FUNDS: \$1,876,277.59

DISBURSEMENTS BY FUND

CORPORATE FUND: NET PAYROLL: 772,157.41, VENDORS: Accu-Dry 2,250.00 Action Flag Co. 133.50 Adult Reading Round Table 15.00 Alarm Financial 144.00 Alphagraphics 57.75 Alternative Energy Solutions, Ltd. 1,966.54 American Library Association 661.40 Amguard Exterminating 80.00 Animal Quest Entertainment Inc. 314.00 Armstrong, Thomas 250.00 Art Excursions, Inc. 590.00 Asimakopoulos, Jennifer 1,373.33 Assurant Employee Benefits 2,357.81 Aurico 268.00 Baker & Taylor 82,463.66 Baker & Taylor (video) 501.16 Bal Industries 5,085.00 Bank of America 64,540.51 Basecamp Web Solutions 7,800.00 BCBS 54,309.98 Bengal Electric Inc. 5,106.77 Better Business Planning, Inc. 17,990.50 Birmingham, Laura 475.72 Blackstone Audio, Inc. 2,140.70 Blooming Color, Inc. 572.59 BookPage 480.00 Borzo, Greg 400.00 Bottom Line Personal 39.00 Brandstand Products 1,014.87 Bukovac, Jamie 285.13 Bunn, David 36.49 Call One 3,731.34 Camilletti, Valda 200.00 Canon Solutions America Inc. 1,621.91 Case Lots Inc. 3,628.57 Cavendish Square 474.21 CCI Solutions 97.13 Center Point Large Print 947.78 CheckBook 34.00 Chicago Sun-Times 343.20 Chicago Tribune 500.50 Children's Plus Inc. 6,148.37 City of Darien 50.00 Clarendon Courier, Inc. 372.00 CNA Surety 30.00 Colonial Life 577.71 Comcast 1,139.10 Cover One 1,327.50 Current Technologies 6,689.03

Darien Park District 1,424.85 Darien Police Department 150.00 Davidson,
 Gllyn 25.00 Deliciously Yours 300.00 Deluxe 77.37 DEMCO 3,028.99
 Displays2go 142.15 Doyle Signs 3,960.00 DuPage County Clerk 10.00 DuPage
 County Public Works 2,004.12 Dzierzbicki, Monica 243.85 Edmonds
 Incorporated 1,844.40 EFTPS 266,724.28 ELM USA, Inc. 856.47 Emerald
 Marketing, Inc. 500.00 Ernst, Mary Kay 8.06 Estrada, Heidi 171.96 Europe
 the Easy Way 195.00 Faronics Technologies USA Inc. 3,510.00 FedEx 77.09
 Filis, April 78.54 Findaway World, LLC 2,301.02 Fire & Security Systems
 1,205.00 Fountaindale Public Library District 55.94 Fox Valley Fire &
 Safety 1,530.00 Gale/CENGAGE Learning 8,724.07 Garcias, Martinez 100.00
 Garvey's Office Products 346.69 Glen Ellyn Library 1,066.86 Global
 Equipment Company 293.42 Goddard, Leslie Elizabeth 175.00 Good Worx Inc.
 604.00 Graham Cracker Comics 116.65 Grainger 90.45 Grasso Graphics 972.66
 Hartney, Jane 11.48 Heritage House Florist 246.85 Hines, Jade 4.80
 Hinsdale Bank 150.00 Histories for Kids, Inc. 275.00 Holmes, Gary 5.00
 Home Depot 706.22 Hoofprint Workshop 345.00 Hunter Knowledge and
 Insights 200.00 ID Label 380.60 IL Dept of Revenue 34,935.73 Illinois
 Library Association 820.00 Illinois Secretary of State 20.00 IMRF
 134,574.30 Illinois National Bank 1,150.50 Indian Prairie Library
 Foundation 500.00 Inglenook Catering 985.50 Ingram Library Services
 197.71 Investor's Business Daily 329.00 Jensen, Heather Forster 158.68
 Jensen, Shirley P. 33.05 JourneyEd.com, Inc. 360.00 Kamm Insurance Group
 30.00 Kapco 83.47 Keyes, Laura Frances 175.00 Kiplinger's Investing for
 Income 99.00 Kroeschell Service 16,584.89 LACONi-MMS 30.00 LACONi-RA
 15.00 Law Bulletin Publishing Company 67.00 Layman, Jez 177.79
 LexisNexis Matthew Bender 122.43 LibrariesFirst 5,000.00 LIMRiCC 1,788.40
 Lincoln National Life 675.18 LM Information Delivery, Inc. 2,199.11
 Lopez, Carlos 75.00 Maclean, Reilly 11.80 Maharam 2,637.84 Management
 Association 950.00 McBriaty, Patrick T. 175.00 McInerney, Karen 48.00
 Medicom Reimbursement Spec., Ltd. 127.50 Michalak, Ellen 455.00
 Midwest Exterminating Company 340.00 Midwest Promotional Group 393.54
 Midwest Tape 39,525.24 Moneyletter 129.00 Movie Licensing USA 330.00
 Mueller, Laura E. 120.00 Muscle & Fitness 29.97 Naperville Public Library
 41.50 Nationwide Retirement 7,930.00 NCPERS Group Life 448.00 Neuco, Inc.
 247.91 Neviol Inc. 29,090.00 New York Times, The 705.46 Nichols-Yehling,
 Michelle 300.00 Niestrom, Kathy 200.00 Obirek, Kathleen 250.00 OverDrive
 20,915.42 Palmisano, Stacy. 179.49 Pauls, Anna 48.30 Paxson, Mary 57.98
 PCM 157.55 Penguin Random House LLC 2,556.49 Penworthy Company, The
 540.56 Peregrine, Stime, Newman, Ritzman & Bruck 1,462.50 Petty Cash
 370.82 Phillip's Interior Plants 1,075.00 PitneyBowes 330.00 Price
 Digests 79.95 Price, Kyle 200.00 Principal Life Insurance Company 369.37
 Quality Books Inc. 6,684.48 Quick Signs, Inc. 1,770.00 Quill 4,637.16
 RAILS 1,502.00 Raincoat Roof Maintenance, Inc. 2,133.00 Razo, Tiffany
 12.00 Recorded Books, LLC 13,204.46 Reeve, John 75.00 Regent Book Company
 16.06 Register Printing of Illinois, Inc. 252.89 Research Technology
 International 38.90 Rivistas Subscription Services 1,271.33 Rock Valley
 Publishing 610.00 Rogers Vending 140.92 Roy, Nancy 352.46 Rubberdisc
 259.50 Runco 9,724.83 Ryan, Marianne 160.89 Safeguard Construction
 Company, Inc. 225.00 Sage Publications, Inc. 225.87 Salo, Kathryn
 1,144.27 Scharping, Ronald A. 325.00 Scheck, Kate 11.80 Schlacks, Bob
 90.00 Scholastic Library Publishing 1,443.55 Schueren, Mary 17.82
 Science Alliance, The 525.00 Sebert Landscaping 10,501.00 Sheehan,
 Debbie 906.02 Showcases 753.30 Sirovy, Charlotte 10.30 Speciality Mat

Service 1,112.52 Specialty Store Services 257.98 Spokane Public Library
 25.00 Squillo, Sandy 200.00 Stephens Plumbing & Heating, Inc. 1,388.95
 Stovall, Ann 2,792.17 Suburban Door Check & Lock Service 1,748.75
 Suburban Life Media 38.00 SWAN 22,821.76 Szafranski, T.J.76.02 Team One
 Repair, Inc. 721.00 Thomson Reuters - West 370.16 ThyssenKrupp Elevator
 1,925.60 Today's Business 4,192.00 Trapp, Sandra 525.00 Tumbleweed Press,
 Inc. 799.00 Turn Left Creative, LLC 150.00 TV Weekly 43.68 Tyco
 SimplexGrinnell 248.00 U.S. Postal Service (Postage-By-Phone) 2,000.00
 Uline 185.62 Unique Management 322.20 United States Treasury 43.40
 University of Illinois Extension 275.00 UW-Madison 300.00 Valcour, Laura
 200.00 Vantagepoint 17,401.72 Vernon Library Supplies, Inc. 444.32
 VISOgraphic 16,700.16 Vogue Patterns 22.95 Voris Mechanical Inc. 381.75
 VSP Vision 653.64 Warehouse Direct 1,164.26 Waterlogic East LLC 1,325.95
 West Virginia University 10.00 Westmont Paint & Decorating 80.96
 Williams., Natalie 331.74 Willowbrook/Burr Ridge Chamberof Commerce
 100.00 Wlosinski, Maria 61.51 Works, Tyler 57.50 World Book School and
 Library 2,332.52 Yiesla, Sharon A.175.00 Ying's Kitchen 300.00 VENDORS
 PAID UNDER 1.00: 239.00 TOTAL: \$1,816,597.54.

BUILDING & MAINTENANCE FUND: Dynegy Energy Services 28,572.37 Groot
 Industries 1,464.39 Nicor 8,281.17 TOTAL: \$38,317.93.

TOTAL DISBURSEMENTS ALL FUNDS: \$1,854,915.47

CASH AND INVESTMENTS AS OF JUNE 30, 2016: \$3,245,798.17

THE FOREGOING TO THE BEST OF MY KNOWLEDGE IS A TRUE AND CORRECT STATEMENT
 OF RECEIPTS AND DISBURSEMENTS OF THE INDIAN PRAIRIE PUBLIC LIBRARY
 DISTRICT FOR THE FISCAL PERIOD JANUARY 1, 2016 THROUGH JUNE 30, 2016.

 MARIAN KRUPICKA, TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC THIS 17th DAY OF
 AUGUST 2016

 NOTARY PUBLIC

EMPLOYEES PAID DURING THE FISCAL PERIOD JANUARY 1, 2016 THROUGH JUNE 30, 2016

Allard, Jamie Y. Security Monitor 6,470.15, Armstrong, Michael K. Building Services Associate 10,356.36 Asimakopoulos, Jennifer A. Asst Head of Adult Services 28,193.94, Barnett, Geri L., Tech Services Associate 3,868.92, Benedict, Heidi E. Youth Services Librarian 13,752.92, Benes, Tori I. Summer Youth Services Associate 1,024.81 Birmingham, Laura N. Assistant Director 48,540.78, Bortman, Priscilla L. Sub Circulation Services Associate 1,712.76, Boyer, Barbara A. Circulation Services Associate 7,854.47, Brodeur, Vicki A. Senior Circulation Supervisor 15,190.69 Brozek, Terri L. Circulation Services Associate 3,335.08, Bruggeman, Lora L. Sub Adult Services Librarian 4,208.74, Bukovac, Jamie P. Director 60,663.00, Bunn, David L. Technology/Digital Services Associate 16,445.70, Butcher, Brett A. Technology Services Technician 15,356.31, Calleros, Yessenia Circulation Services Page 322.54, Cartwright, Karen J. Circulation Services Associate 6,805.11, Cerkanowicz, Barbara A. Youth Services Page 3,289.62, Cochran, Judith J. Sub Youth Services Librarian 4,268.65, Cox, Nancy Tech Services Associate 3,639.40, Czuba, Patricia A. Interlibrary Loan Associate 11,997.55, Dangles, Joyce D. Circulation Services Associate 9,459.61, Dzierzbicki, Monica A. Youth Services Librarian 32,803.10, Egger, Benjamin C. Security Monitor 8,032.99, Eisenschenk, Kimberly Sub Circulation Services Associate 643.43 Ernst, Mary K. Youth Services Associate 7,588.98 Fank, Susan C. Technical Services Associate 5,438.92, Filis, April W. Technical Acquisitions Associate 9,848.65 Glenn, Hugh W. Technology Services 10,322.58, Grob, Anna M. Circulation Services Page 4,675.13, Guidi, Monica A. Circulation Services Associate 6,890.32 Guldberg, Barbara A. Circulation Services Associate 8,956.29, Hahn, Hartney, Jane S. Youth Services Associate 20,807.44 Herath, Adrian Summer Youth Services Intern 410.00 Herka, Weronika A. Technology Services Associate 3,482.57 Hinkley, Anna M. Technical Services Associate II 9,362.57, Honan, Karen L. Circulation Services Associate 6,040.69 Jensen, Heather E. Youth Services Associate 8,202.15 Jensen, Shirley P. Asst Head of Adult Services 38,102.19 Johnson, Gail A. Circulation Services Supervisor 16,096.67, Kaur, Kuldeep Circulation Services Page 4,388.24 Khan, Harris M. Interlibrary Loan Page 3,638.92 Kline, Cynthia L. Adult Program Coordinator 7,528.32, Kolalis, Ashley M Adult Services Associate 6,014.40 Komperda, Patricia A. Circulation Services Associate 6,626.84, Krekelberg, Mary L. Adult Services Librarian 31,804.52, Lafayette, Luella Sub Circulation Services Supervisor 5,309.61, Layman, Jessica E. Adult Services Librarian 19,570.54 Lazarski, Carol R. Technology Services Associate 6,932.52, Leja, Patricia L. Circulation Services Associate 7,573.60, Lipowski, Nadine V. Circulation Services Associate 7,616.60, Lippencott, Suzanne H. Sub Youth Services Librarian 2,903.29, Maher, Sandra L. Sub Adult Services Librarian 1,995.58, Maleno, Christian H.

Adult Services Associate 6,798.63 Martin, Omar A. Circulation Services Page 3,296.55 McKee, Sandra P. Youth Services Page 3,419.32, Melton, Audra D. Technology Services Associate 6,645.80 Meronek, Gregory Interlibrary Loan Page 4,756.05, Milewski, Robert J. Circulation Services Page 4,512.28, Mommsen, Joan B. Adult Services Librarian 5,966.78, Moravek, Mary K. Sub Adult Services Page 1,505.86, Nordan, Sarah J. Youth Services Page 706.55 O'Connell , Nila J. Circulation Services Associate 7,076.95, Palicz, Kimberly A. Circulation Services Associate 4,479.22, Palmisano, Stacy Administrative Associate 9,928.00, Papaurelis, Theresa A. Graphic Artist 13,718.31, Paxson, Mary K. Adult Services Associate 9,214.52, Perez, Samantha A. 2,255.03 Peters, Jason M. Technology Services Associate 6,584.19 Poluektova, Yulia V. Youth Services Page 4,507.69 Popowitch, Joseph A. Adult Services Librarian 30,361.51, Procter, Justin R. Security Monitor 3,564.40 Raffenetti, Mimi A. Sub Adult Services Librarian 625.91, Ramirez, Martha Technical Services Associate 5,135.50, Roman, Linda E. Adult Services Page 3,476.10, Roy, Nancy E. Administrative Office Coordinator 22,438.60, Rusthoven, Christine D. Sub Adult/Youth Services Librarian 2,382.23, Ryan, Marianne T. Marketing/Promotion Coordinator 23,943.14 Salo, Kathryn M. Early Literacy Librarian 23,013.79 Schueren, Mary J. Adult Services Associate 8,727.98, Shackleton, Carol A. Circulation Services Associate 12,553.66, Sheehan, Deborah A. Circulation Services Department Head 38,766.00, Smith, Tina L. Adult Services Page 2,837.05, Sobun, Mary Lynn C. Youth Services Page 3,712.13, Staron, Susan T. Sub Circulation Services Associate 733.21 Stovall, Ann M. Technical Services Department Head 42,259.45, Stranski, Corrine Adult Services Page 3,414.29, Stuart, Elizabeth C. Adult Services Page 3,572.65, Such, Deborah S. Sub Interlibrary Loan Page 527.82, Szafranski, Theodore J. Asst Head of Tech/Technology Services 8,322.75 Thurman, Deidre L. Sub Circulation Services Associate 2,293.64, Tucker, Denise C. Adult Services Associate 5,525.13, Vlasko-Vlasova, Galina S. Sub Youth/Adult Services Page 2,003.57, Watts, William T. Sub Circulation Services Page 522.68, Wendling, April L. Summer Youth Services Associate 1,145.94 Williams, Natalie Youth Services Department Head 29,844.94 Witczak , Geraldine Adult Services Page 4,195.22, Wlosinski, Maria A. Administrative Associate 11,136.88, Wordinger, Debra L. Adult Services Department Head 41,589.83, Works, Tyler C. Asst Head of Youth Services 26,031.00 Yang, Man Hua Adult & Circulation Services Page 10,286.03, Zinoveva, Natalya Technical Services Associate 5,960.29 Zwergel, Jane B Technical Services Associate 3,141.26; GROSS PAYROLL TOTAL \$1,065,781.07

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF RECEIPTS AND DISBURSEMENTS

FOR THE FISCAL PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016

CASH AND INVESTMENTS AS OF JULY 1, 2015: \$3,292,725.79

RECEIPTS BY FUND

CORPORATE FUND: Deferred Property Taxes 1,617,627.93, Property Taxes 1,603,007.67, Non-Current Property Taxes 290.35, Intergovernmental 54,908.22, Interest 1,308.78, Misc. Revenue - Copier, Fines, Gifts, Non-Resident Fees, Rental, Reimbursements, Etc. 196,087.37 TOTAL \$3,473,230.32.

BUILDING & MAINTENANCE FUND: Deferred Property Taxes 39,768.25, Property 42,519.92, Non-Current Property Taxes 8.25 TOTAL \$82,296.42.

I.M.R.F. FUND: Deferred Property Taxes 28,768.52, Property Taxes 27,512.89, Non-Current Property Taxes 5.34, TOTAL \$56,286.75.

LIABILITY INSURANCE FUND: Deferred Property Taxes 6,769.06, Property Taxes 7,503.51, Non-Current Property Taxes 1.46, TOTAL \$14,274.03.

SOCIAL SECURITY FUND: Deferred Property Taxes 24,537.85, Property Taxes 24,177.99, Non-Current Property Taxes 4.69, TOTAL \$48,720.53.

SPECIAL RESERVE FUND: Interest 34.43, TOTAL \$34.43.

BOND FUND: Interest 1.11, TOTAL \$1.11.

TOTAL RECEIPTS ALL FUNDS: \$3,674,843.59

DISBURSEMENTS BY FUND

CORPORATE FUND: NET PAYROLL: 1,579,087.35, VENDORS: AAI 24.00 Accu-Dry 3,450.00 Action Flag Co. 133.50 Adler & Associates 246.54 Adult Reading Round Table 25.00 Alarm Financial 288.00 Algonquin Library 652.42 ALLDATA 1,500.00 Alphagraphics 57.75 Alternative Energy Solutions, Ltd. 2,325.54 American Library Association 1,212.10 Amguard Exterminating 80.00 Anderson, Tabatha 261.15 Animal Quest Entertainment Inc. 314.00 Apple Books 2,809.99 Armstrong, Thomas 250.00 Art Excursions, Inc. 875.00 Ashton Place 255.00 Asimakopoulos, Jennifer 2,022.28 Assurant Employee Benefits 2,357.81 AT&T 298.35 Atlas 75.00 Aurico 473.00 Awning, Sign & Lighting Group, Inc. 825.00 Baker & Taylor 156,019.46 Baker & Taylor (video) 927.08 Bal Industries 9,660.00 Baldwin Cooke 157.20 Banek, James 10.80 Bank of America 101,528.59 Barrett, Kathryn 50.00 Barrington Area Library 528.79 Basecamp Web Solutions 12,800.00 BCBS 106,750.73 Beard, Tina 125.00 Beavers, Robin 235.00 Bengal Electric Inc. 12,435.60 Better Business Planning, Inc. 28,984.00 Birmingham, Laura 527.82 Bittman, Bridget 800.00 Blackstone Audio, Inc. 4,206.93 Blooming Color, Inc. 1,228.16 BookBrowse LLC 630.00 BookPage

480.00 Borzo, Greg 400.00 Bottom Line Personal 39.00 Brandstand Products
1,014.87 Brownson, JeanMarie 250.00 Bukovac, Jamie 439.16 Bunn, David
54.20 Call One 7,579.26 Camilletti, Valda 200.00 Canon Solutions America
Inc. 3,676.09 Carey, Arianne 741.50 Case Lots Inc. 7,618.87 Cavanaugh,
Nancy 550.00 Cavendish Square 905.31 CCI Solutions 121.92 CDW Government
169.57 Center Point Large Print 1,972.41 CheckBook 34.00 Chicago Sun-
Times 556.40 Chicago Tribune 2,341.36 Children's Plus Inc. 6,148.37
City of Darien 100.00 Clarendon Courier, Inc. 578.00 CNA Surety 30.00
College of DuPage 95.00 Colonial Life 990.36 Comcast 2,324.27 Consumers'
Checkbook 450.00 Cover One 1,327.50 Current Technologies 9,040.10
Darien Chamber of Commerce 130.00 Darien Park District 1,424.85 Darien
Police Department 250.00 Darien Woman's Club 75.00 Darnell, Steve 250.00
Davidson, Gllyn 25.00 Deliciously Yours 600.00 Deluxe 464.99 DEMCO
6,241.93 Displays2go 167.71 Dow Theory Forecasts 159.00 Downers Grove
Public Library 5.00 Downers Grove South High School 350.00 Doyle Signs
3,960.00 DuPage County Clerk 30.00 DuPage County Public Works 4,478.12
Dzierzbicki, Monica 422.86 EBSCO Information Services 5,011.00 Edmonds
Incorporated 2,292.93 EFTPS 491,858.63 Ela Area Public Library District
19.95 ELM USA, Inc. 1,163.57 Emerald Marketing, Inc. 500.00 Enablemart
180.42 Ernst, Mary Kay 34.84 Estrada, Heidi 171.96 Europe the Easy Way
390.00 Faronics Technologies USA Inc. 5,354.35 FedEx 135.43 Ferrill,
Meredith 150.00 Fidelity Monitor & Insight 159.00 Filis, April 115.34
Findaway World, LLC 2,402.37 Fire & Security Systems 1,415.00
Fountaindale Public Library District 55.94 Fox Valley Fire & Safety
3,842.70 Gale/CENGAGE Learning 15,174.10 Garcias, Martinez 100.00
Garvey's Office Products 1,690.34 Gibson, Amanda 150.00 Glen Ellyn
Library 1,066.86 Global Equipment Company 293.42 Goddard, Leslie
Elizabeth 175.00 Good Worx Inc. 604.00 Graham Cracker Comics 116.65
Grainger 302.67 Grasso Graphics 8,738.38 Grey House Publishing, Inc.
4,289.50 Hanover Insurance Group, The 8,399.00 Hartney, Jane 81.83
Hazelgrove, William 150.00 Heritage House Florist 486.85 Hines, Jade 4.80
Hinsdale Bank 300.00 Histories for Kids, Inc. 275.00 Holmes, Gary 5.00
Home Depot 1,292.77 Hoofprint Workshop 345.00 Hunter Knowledge and
Insights 600.00 ID Label 380.60 IL Dept of Revenue 71,475.85 Illinois
Library Association 895.00 Illinois National Bank 1,150.50 Illinois
Secretary of State 20.00 IMRF 211,796.10 Indian Prairie Library
Foundation 1,110.00 Information Today, Inc. 404.53 Inglenook Catering
985.50 Ingram Library Services 290.28 Interact Business Products, LLC
830.00 Investor's Business Daily 329.00 Jensen, Heather Forster 178.12
Jensen, Shirley P. 839.18 JourneyEd.com, Inc. 360.00 Kamm Insurance Group
1,523.00 Kapco 677.84 Keyes, Laura Frances 175.00 King, Amy 2,886.20
Kiplinger's Investing for Income 99.00 Kountz, Krista 34.89 Kroeschell
Service 22,592.89 LACONi 100.00 LACONi-CSS 30.00 LACONi-MMS 30.00 LACONi-
RA 15.00 LACONi-RASS 15.00 Law Bulletin Publishing Company 147.56 Layman,
Jez 231.17 Leonette, Jessica 10.70 LexisNexis Matthew Bender 323.34
LibrariesFirst 5,275.00 LIMRiCC 3,200.14 Lincoln National Life 1,355.94
LM Information Delivery, Inc. 13,086.58 Lonely Planet 6.00 Lopez, Carlos
75.00 lynda.com, inc. 5,025.00 Macduso, Sam 186.00 Maclean, Reilly 11.80
Maharam 2,637.84 Mailbox Yearbook, The 39.95 Management Association
950.00 McBriaty, Patrick T. 175.00 McCarthy, Karen 16.60 McInerney,
Karen 48.00 Medicom Reimbursement Spec., Ltd. 220.00 Metropolitan
Industries, Inc. 1,345.50 Michalak, Ellen 665.00 Midwest Exterminating
Company 340.00 Midwest Promotional Group 393.54 Midwest Tape 70,290.49
Military History Quarterly 64.95 Miskatonic Brewing Company, Inc. 200.00

Moneyletter 129.00 Morningstar 3,988.00 Movie Licensing USA 450.00 MPS
 360.33 Mueller, Laura E. 120.00 Muscle & Fitness 29.97 Nancy McConathy
 Library 40.00 Naperville Public Library 41.50 National Geographic Little
 Kids 17.95 Nationwide Retirement 16,720.00 NCPERS Group Life 768.00
 Near West Youth Services 25.00 Neuco, Inc. 247.91 Neviol Inc. 56,160.00
 New Readers Press 45.36 New York Times, The 705.46 News Bank, Inc.
 5,705.00 Nichols-Yehling, Michelle 300.00 Niestrom, Kathy 400.00 Obirek,
 Kathleen 250.00 Okendo, Roseline 20.00 Old Town School of Folk Music
 400.00 OverDrive 41,555.52 Pack, William 300.00 Palmisano, Stacy. 357.88
 Paraclete Press, Inc. 199.35 Patel, Suni 10.30 Pauls, Anna 48.30 Paxson,
 Mary 57.98 PCM 244.45 Peck, Michael A. 50.00 Penguin Random House LLC
 4,820.74 Penworthy Company, The 540.56 Peregrine, Stime, Newman, Ritzman
 & Bruck 1,462.50 Petty Cash 734.31 Phillip's Interior Plants 2,365.00
 Phoenix System & Service, Inc. 292.32 Pierce, Nicole 22.17 Pinta, Rachel
 44.59 Pioneer Press 26.00 PitneyBowes 660.00 Pizzuto, Laura 22.50 Price
 Digests 79.95 Price, Kyle 200.00 Principal Life Insurance Company
 2,867.83 PrintSmart Printing & Graphics, Inc. 90.00 Quality Books Inc.
 13,430.80 Quick Signs, Inc. 1,770.00 Quill 10,819.15 RAILS 18,619.45
 Raincoat Roof Maintenance, Inc. 4,678.00 RASSL 10.00 Razo, Tiffany 12.00
 Record Information Services, Inc. 769.00 Recorded Books, LLC 15,785.83
 Reeve, John 75.00 Regent Book Company 64.14 Register Printing of
 Illinois, Inc. 444.66 Research Technology International 38.90 Risk
 Management Association, The 382.00 Rivistas Subscription Services
 2,285.35 Rock Valley Publishing 905.00 Rogers Vending 447.50 Roy, Nancy
 605.21 Rubberdisc 259.50 Runco 12,280.89 Ryan, Marianne 194.65 Safeguard
 Construction Company, Inc. 225.00 Sage Publications, Inc. 441.74 Salahi,
 Lynn 14.00 Salo, Kathryn 1,472.78 Schaffer, Cynthia D. 200.00
 Scharping, Ronald A. 475.00 Scheck, Kate 11.80 Schlacks, Bob 90.00
 Scholastic Library Publishing 1,913.50 Schueren, Mary 17.82 Schuller,
 Bonita 158.98 Science Alliance, The 525.00 Sebert Landscaping 15,521.00
 Sentimental Productions 125.00 Sheehan, Debbie 996.43 Showcases 853.70
 Sirovy, Charlotte 10.30 Sobun, James 15.00 Sova, Katlynn 12.00 Speciality
 Mat Service 1,667.82 Specialty Store Services 597.49 Spokane Public
 Library 25.00 Squillo, Sandy 200.00 Standard & Poor's Financial Services,
 LLC 9,485.75 Stephens Plumbing & Heating, Inc. 2,221.00 Stovall, Ann
 2,792.17 Streett, Cathy 153.26 Suburban Door Check & Lock Service
 2,244.15 Suburban Life Media 80.00 SWAN 45,655.20 Szafranski, T.J. 76.02
 Team One Repair, Inc. 1,442.00 Thomson Reuters - West 723.80
 ThyssenKrupp Elevator 3,797.00 Titan Image Group, Inc. 329.75 Today's
 Business 4,342.00 Trapp, Sandra 525.00 Tumbleweed Press, Inc. 799.00
 Turn Left Creative, LLC 150.00 TV Weekly 43.68 Tyco SimplexGrinnell
 620.00 U.S. Postal Service (Postage-By-Phone) 2,000.00 U.S. Postmaster
 2,167.70 Uline 337.66 Unique Management 814.45 United States Treasury
 82.92 University of Illinois Extension 275.00 USA Today 292.07 US Bank
 1,075.98 UW-Madison 300.00 Valcour, Laura 200.00 Value Line Publishing,
 Inc. 3,257.25 Vantagepoint 35,708.73 Vernon Library Supplies, Inc.
 444.32 VISOgraphic 25,172.35 Vogue Patterns 22.95 Voris Mechanical Inc.
 381.75 VSP Vision 1,367.93 Warehouse Direct 1,164.26 Waterlogic East LLC
 2,549.01 West Virginia University 10.00 Westmont Paint & Decorating
 141.44 Williams., Natalie 428.42 Willowbrook Post, The 20.00
 Willowbrook/Burr Ridge Chamber of Commerce 385.00 Winterhalter, Deidre
 668.52 Wlosinski, Maria 121.91 Workforce 39.50 Works, Tyler 97.50
 World Book School and Library 2,332.52 World Relief 321.60 Wulf., Suzanne
 143.07 Yiesla, Sharon A. 175.00 Ying's Kitchen 300.00 Zabel, Brian &

Associates, PC 3,400.00 Zaher, Charles 36.60 VENDORS PAID UNDER 1.00:
389.00 TOTAL: \$3,507,731.41

BUILDING & MAINTENANCE FUND: Bank of America 6,819.00 Corporate Concepts
2,787.08 Dynegy Energy Services 60,978.21 Groot Industries 2,810.30 Nicor
13,168.49 Suburban Door Check & Lock Service 511.50 TOTAL: \$87,074.58.

I.M.R.F. FUND: Illinois Municipal Retirement 59,752.99, TOTAL:
\$59,752.99.

LIABILITY INSURANCE FUND: The Hanover Insurance Group \$12,220.00 Kamm
Insurance Group 2,842.00 TOTAL: \$15,062.00

SOCIAL SECURITY FUND: EFTPS 52,150.23, TOTAL: \$52,150.23.

TOTAL DISBURSEMENTS ALL FUNDS: \$3,721,771.21

CASH AND INVESTMENTS AS OF JUNE 30, 2016: \$3,245,798.17

THE FOREGOING TO THE BEST OF MY KNOWLEDGE IS A TRUE AND CORRECT STATEMENT
OF RECEIPTS AND DISBURSEMENTS OF THE INDIAN PRAIRIE PUBLIC LIBRARY
DISTRICT FOR THE FISCAL PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016.

Marian Krupicka, TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC THIS 17th DAY OF
AUGUST 2016

NOTARY PUBLIC

EMPLOYEES PAID DURING THE FISCAL PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016

Allard, Jamie Y. Security Monitor 12,121.75 Armstrong, Michael K. Building Services Associate 21,588.09 Asimakopoulos, Jennifer A. Asst Head of Adult Services 58,129.45, Barnett, Geri L., Tech Services Associate 8,813.12, Beggs, Vera H. Reference Librarian 349.11, Benedict, Heidi E. Youth Services Librarian 13,752.92 Benes, Tori I Summer Youth Services Associate 1,024.81 Birmingham, Laura N. Assistant Director 98,015.10, Bortman, Priscilla L. Circulation Services Associate 3,223.95, Boyer, Barbara A. Circulation Services Associate 14,423.23, Brodeur, Vicki A. Senior Circulation Supervisor, 30,901.08, Brozek, Terri L. Circulation Services Associate 11,129.18, Bruggeman, Lora L. Sub Reference Librarian 8,165.20, Bukovac, Jamie P. Director 124,209.00, Bunn, David L. Technology/Digital Services Associate 33,773.70, Butcher, Brett A. Technology Services Technician 31,848.46, Calleros, Yessenia Circulation Page 4,396.73 Cartwright, Karen J. Circulation Services Associate 11,633.74, Cerkanowicz, Barbara A. Youth Services Page 6,455.62, Cochran, Judith J. Sub Youth Services Librarian 8,325.61, Cosmas, Amelia T. Sub Circulation Services Associate 108.56, Cox, Nancy Youth Services Associate 9,405.11, Czuba, Patricia A. Interlibrary Loan Associate 24,921.64, Dangles, Joyce D. Circulation Services Associate 18,004.91, Diaz, Anna Youth Services Summer Associate 1,150.74, Dzierzbicki, Monica A. Youth Services Librarian 66,661.10, Egger, Benjamin C. Security Monitor 13,718.75, Eisenschenk, Kimberly Sub Circulation Services Associate 1,319.63, Ernst, Mary K Youth Services Associate 12,503.78 Fank, Susan C. Technical Services Associate 11,607.90, Fearnley, Katherine A., Assistant Circulation Supervisor 1,081.15, Filis, April W., Technical Acquisitions Associate, 20,034.91 Glenn, Hugh W. Technology Services Associate 20,825.79, Grob, Anna M. Circulation Services Page 8,720.41, Guidi, Monica A., Circulation Services Associate, 13,192.75 Guldberg, Barbara A. Circulation Services Associate 16,774.89, Hartney, Jane S. Youth Services Associate 41,739.58, Herath, Adrian I Youth Services Summer Intern 410.00, Herka, Weronika A. Technology Services Associate 5,205.78 Hinkley, Anna M. Technical Services Associate II 19,144.23, Honan, Karen L Circulation Services Associate 11,537.54 Jensen, Heather E. Youth Services Associate 12,600.19 Jensen, Shirley P. Asst Head of Adult Services 79,764.90, Johnson, Gail A. Circulation Services Supervisor 31,786.10, Karum, Jorie L., Interlibrary Loan Page 44.66, Kaur, Kuldeep, Circulation Services Page, 8,727.70, Khan, Harris Circulation Interlibrary Loan Page 7,425.97 Kline, Cynthia L. Adult Program Coordinator 14,856.24 Kolalis, Ashley M Adult Services Associate 12,168.36, Komperda, Patricia A. Circulation Services Associate 13,114.48, Konicek, Diane A. Circulation Services Page 656.52, Kountz, Krista L. Youth Services Associate 14,110.87, Krekelberg, Mary L. Reference Librarian 65,872.52, Lafayette, Luella Sub Circulation Services Supervisor, 11,918.81, Layman, Jessica E. Readers Advisory Associate 37,652.91, Lazarski, Carol R. Computer/Magazine Associate 13,784.58, Leja, Patricia L. Circulation Services 14,581.02, Lipowski, Nadine V. Circulation Services Associate 14,974.00, Lippencott, Suzanne H. Sub Youth Services Librarian 5,370.33, Liu, Julie S. Computer/Magazine Associate 2,921.63, Maher, Sandra L. Sub Senior Reference Librarian

3,785.78, Maleno, Christian H. Sub Adult Services Librarian 13,970.05, Martin, Omar A. Circulation Services Page 5,184.49 McKee, Sandra P. Youth Services Page 6,805.21, Melton, Audra D. Technology Services Associate 12,362.92 Meronek, Gregory Circulation Services Page 9,722.39, Milewski, Robert J. Circulation Services Page 9,443.83, Mommsen, Joan B. Substitute Reference Librarian 13,015.12, Moravek, Mary K, Sub Adult Services Page, 3,782.64, Nordan, Sarah J. Youth Services Page 3,997.93, O'Connell, Nila J. Circulation Services Associate 13,882.99, Palicz, Kimberly A. Circulation Services Associate 9,549.47, Palmisano, Stacy Administrative Associate 20,067.69, Papaurelis, Theresa A. Graphic Artist 28,476.54, Pavliga, Robert Sub YS & AS Page 596.52 Paxson, Mary K. Readers Advisory Associate 17,013.40, Perez, Samantha A Youth Services Page 2,255.03 Peters, Jason M., Technology Services Associate, 13,598.79 Pierce, Nicole D. Youth Services Associate 1,286.66, Pinta, Rachel K. Summer Youth Services Associate 1,655.50, Poluektova, Yulia V. Youth Services Page 8,737.37, Popowitch, Joseph A. Reference Librarian 62,489.10, Procter, Justin R. Security Monitor 7,294.42, Raffenetti, Mimi A., Sub Reference Librarian 1,697.57, Ramirez, Martha Technical Services Associate 10,559.10, Roman, Linda E. Adult Services Page 7,104.89, Roy, Nancy E. Administrative Office Coordinator 45,809.09, Rusthoven, Christine D. Youth Services and Reference Librarian 4,721.92, Ryan, Marianne T. Marketing and Promotion Coordinator, 49,326.14, Salo, Kathryn M, Early Literacy Librarian, 47,274.24, Schueren, Mary J. Readers Advisory Associate 17,751.91, Shackleton, Carol A. Circulation Services Associate 25,307.30, Sheehan, Deborah A. Circulation Services Department Head 81,566.30, Smith, Tina L. Adult Services Page 5,582.28, Sobun, Mary Lynn C. Youth Services Page 7,498.66, Staron, Susan T. Sub Circulation Services Page 733.21 Stovall, Ann M. Technical Services Department Head 88,470.59, Stranski, Corrine Youth Services Page 7,092.90, Stuart, Elizabeth C. Adult Services Page 6,994.57, Such, Deborah S. Sub ILL Page 1,502.94, Szafranski, Theodore J. Asst Head of Tech/Technology Services 8,322.75 Thurman, Deidre L. Circulation Services Associate 3,669.74, Tomaszewski, Thomas L. Computer/Magazine Associate 465.51, Tucker, Denise C. Adult Services Associate 12,592.54, Vlasko-Vlasova, Galina S. Youth & Adult Services Page 3,458.39, Watts, William T., Sub Circulation Services Page 1,186.77, Wendling, April L Summer Youth Services Associate 1,145.94 Williams, Natalie Head of Youth Services 60,891.64, Witczak, Geraldine Adult Services Page 8,330.69, Wlosinski, Maria A. Administrative Associate 23,480.45, Wordinger, Debra L. Head of Adult Services 87,084.70, Works, Tyler C. Asst Head of Youth Services 53,340.00, Wulf, Suzanne Adult Services Librarian 16,941.59, Yang, Man Hua Adult & Circulation Services Page 20,616.04, Zinoveva, Natalya, Technical Services Associate 11,840.81, Zwergel, Jane B., Technical Services Associate 5,690.59; GROSS PAYROLL TOTAL \$ 2,179,706.39

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2016
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

IPLAR

IDENTIFICATION (1.1 - 1.31)

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

1.1 ISL Control # [PLSC 151, PLSC 701]	30366
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0130
1.3b FSCS SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Indian Prairie Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	0
1.4c Was this an official name change?	0
1.5a Facility Street Address [PLSC 153]	401 Plainfield Road
1.5b If the facility's street address has changed, then enter the updated answer here.	0
1.5c Was this a physical location change?	0
1.6a Facility City [PLSC 154]	Darien
1.6b If the facility's city has changed, then enter the updated answer here.	0
1.7a Facility Zip [PLSC 155]	60561
1.7b If the facility's zip code has changed, then enter the updated answer here.	401 Plainfield Road
1.8a Mailing Address [PLSC 157]	0
1.8b If the facility's mailing address has changed, then enter the updated answer here.	Darien
1.9a Mailing City [PLSC 158]	0
1.9b If the facility's mailing city has changed, then enter the updated answer here.	60561
1.10a Mailing zip [PLSC 159]	630-887-8760
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	630-887-8801
1.11a Library Telephone Number [PLSC 163]	630-887-8760
1.11b If the telephone number has changed, then enter the updated answer here.	630-887-8801
1.12a Library FAX Number	630-887-8801
1.12b If the fax number has changed, then enter the updated answer here.	http://www.ippl.info
1.13 Website	http://www.ippl.info

Library Director's Information

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

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

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Distric
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19a Are any of the branch libraries a combined public and school library?	
1.19b If YES, provide the name of the branch or branches in the box provided.	
1.20a Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

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

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

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

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

Federal Public Library Criteria

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

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

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

BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.13)

This section gathers information about the branches and bookmobiles of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Jamie Mott (217-782-5506, jmott@ilsos.net) so that it can be added.

2.1 Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.2 Total number of branch libraries [PLSC 210]	0

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2015
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2016
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jamie Bukovac
3.5 Telephone Number of Person Preparing Report	630-887-8760
3.6 FAX Number	630-887-1018
3.7 E-mail Address	Jamieb@ipplinfo

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REFERENDA (4.1 - 4.11)

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

4.1a Was your library involved in a referendum during the fiscal year reporting period? No

Referendum 1

4.1b How many referenda was your library involved in?	
4.2 Referendum Type	4.3 If Other, what was the referendum type?
4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?
4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

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

Referendum 3

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

Referendum 4

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

Referendum 5

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

Board Action and Backdoor Referenda

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

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

CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 If NO, please explain	

First Member

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

Second member

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

Third member

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

Fourth member

5.5 Name	Victoria Suriano
5.6 Trustee Position	President

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

Fifth member

5.5 Name	Crystal Megaridis
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2017
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	crystalm@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Sixth member

5.5 Name	Julia Lacayo
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2017
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	julial@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Seventh member

5.5 Name	Diane Ruscitti
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2017
5.8 Telephone Number	630-887-8760
5.9 E-mail Address	dianer@ippl.info
5.10 Home Address	401 Plainfield Road
5.11 City	Darien
5.12 State	IL
5.13 Zip Code	60561

Eighth member

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

Ninth member

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

FACILITY/FACILITIES (6.1)

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

6.1a Total square footage of the main library building [PLSC 711]	43,394
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$10,538,320
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

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

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

Fiscal Accumulations

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Corporate Fund \$1,373,951; Building and Maintenance Fund \$5,066; IMRF Fund \$90; Liability Fund \$4,495; Social Security Fund \$79; Special Reserve Fund \$22,113

Liabilities

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

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

OPERATING RECEIPTS BY SOURCE (8.1 - 8.20)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

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

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) **\$3,384,498**

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]? **Yes**

State Government

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

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

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Jamie Mott (217-782-5506, jmott@ilsos.net).

8.2 Per capita grant	\$32,783
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$4,000
8.6 If Other, please specify	LeadU Grant
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$36,783

Federal Government

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

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Jamie Mott (217-782-5506, jmott@ilsos.net).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

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

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8.13 Other receipts intended to be used for operating expenditures	\$199,478
8.14 Other non-capital receipts placed in reserve funds	\$0
8.15 TOTAL all other receipts (8.13) [PLSC 303]	\$199,478
Total Operating Receipts	
8.16 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.13) [PLSC 304]	\$3,620,759

Safeguarding of Library Funds

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

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

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

8.17a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.17b Proof of Certificate of Insurance for Library Funds	
8.18 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,805,840
8.19 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.20 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,098,765
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$490,044
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,588,809

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials [PLSC 353]	\$215,985
10.2 Electronic Materials [PLSC 354]	\$122,472
10.3a Other Materials [PLSC 355]	\$104,241
10.3b Please provide an explanation of the other types of material expenditures.	audio, video, console games, kits
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$442,698

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above [PLSC 357]	\$562,497
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,594,004

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

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

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$14,309
--	----------

PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

Summary	16	15	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
13.1 Position Title	Librarian Director	Librarian Director		\$62.36	37.50
Assistant Director	Assistant Librarian Director			\$47.96	37.50
Head of Adult Services	Adult Services			\$41.82	37.50
Head of Youth Services	Children's Services			\$30.95	37.50
Head of Technology/Technical Services	Automation/Technology/Systems			\$42.44	37.50
Assistant Head Youth Services	Automation/Technology/Systems			\$27.10	37.50
Assistant Head Adult Services	Adult Services			\$38.00	37.50
Youth Services Librarian	Children's Services			\$29.79	37.50
Adult Services Librarian	Children's Services			\$24.19	37.50
Adult Services Librarian	Adult Services			\$31.61	37.50
Adult Services Librarian	Adult Services			\$33.23	37.50
Technology Services Librarian	Adult Services			\$22.74	37.50
Assistant Department Head Technology Services	Automation/Technology/Systems			\$24.17	37.50
Youth Services Librarian	Young Adult Services			\$25.03	37.50
				\$22.16	37.50
Group A Total					
13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]				14.06	

Group B

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

Summary	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
Group B Total					
13.11 Total Group B: FTE Other Librarians (13.10/40)				0.00	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]				14.06	

Group C

This category includes full-time and part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,026.00
13.14 Minimum hourly rate actually paid	\$11.57
13.15 Maximum hourly rate actually paid	\$28.32
13.16 Total FTE Group C employees (13.13 / 40)	25.65

Group D

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

13.17 Total hours worked in a typical week by all Group D employees	256.00
13.18 Minimum hourly rate actually paid	\$9.13
13.19 Maximum hourly rate actually paid	\$12.99
13.20 Total FTE Group D employees (13.17 / 40)	6.40

Group E

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

13.21 Total hours worked in a typical week by all Group E employees	67.00
13.22 Minimum hourly rate actually paid	\$13.62
13.23 Maximum hourly rate actually paid	\$14.72
13.24 Total FTE Group E employees (13.21 / 40)	1.68
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	33.73
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	47.79

Librarian Vacancies

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

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

Newly Created Librarian Positions

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

Summary	2	2	75.00	2				
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)			
Youth Services Librarian	Young Adult Services	Master's Degree (ALA accredited)	37.50	Filled	03/2016			
Assistant Head Technology Services	Automation/Technology/Systems	Master's Degree (ALA accredited)	37.50	Filled	04/2016			

Eliminated Librarian Positions

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

Summary	1	1	37.50	1	\$46,500		
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated	
Technology Services Librarian	Automation/Technology/Systems	Master's Degree (ALA accredited)	37.50	12/2015	\$46,500	Position was upgraded to Assistant	

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

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

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

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,744
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,744
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	434,221

PROGRAMS & ATTENDANCE (15.1 - 15.8)

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

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

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

15.1 Total Number of Children's Programs [PLSC 601]	403
15.2 Children's Program Attendance [PLSC 604]	15,688
15.3 Total Number of Young Adult Programs [PLSC 602]	94
15.4 Young Adult Program Attendance [PLSC 605]	2,045
15.5 Total Number of Other Programs	344
15.6 Other Program Attendance	5,274
15.7 Total Number of Library Programs (15.1 + 15.3 + 15.5) [PLSC 600]	841
15.8 Total Library Program Attendance (15.2 + 15.4 + 15.6) [PLSC 603]	23,007

REGISTERED USERS (16.1 - 16.4)

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

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

16.1 Total Number of Unexpired Resident Users Cards	21,083
16.2a Total Number of Unexpired Non-resident Users Cards	959
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$85,006.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	22,042
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

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

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

For guidance in counting electronic materials, please reference the following guide: Counting Electronic Materials for the IPLAR

17.1 Books Held at end of the fiscal year (volume count) [PLSC 450]	144,521
17.2 Current Print Subscriptions [PLSC 460]	419
17.3 Total Print Materials (17.1+17.2)	144,940
17.4 E-books Held at end of the fiscal year [PLSC 451] 1	161,172
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	19,049
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	328,200
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	24,825
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	13,362

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

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

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

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

17.7 Local/Other Cooperative agreements [PLSC 456]	45
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	58

USE OF RESOURCES (18.1 - 18.12)

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

18.1 Number of adult materials loaned	523,178
18.2 Number of children's materials loaned [PLSC 551]	235,063
18.3 Total number of materials loaned (18.1 + 18.2) [PLSC 550]	758,241

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

18.4 Books- Physical	366,703
18.5 Videos/DVDs- Physical	238,637
18.6 Audios (include music)- Physical	69,824
18.7 Magazines/Periodicals- Physical	15,164
18.8 Other Items- Physical	14,712
18.9 Circulation of Electronic Materials [PLSC 552]	53,201

18.10 Total Circulation (Sum of 18.4-18.9)	758,241
18.11 Interlibrary Loans Provided [PLSC 553]	42,200
18.12 Interlibrary Loans Received FROM other libraries [PLSC 554]	55,379

REFERENCE TRANSACTIONS (19.1)

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

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

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

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

19.1 Total Annual Reference Transactions [PLSC 502]	57,095
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AUTOMATION (20.1 - 20.5)

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

20.1 Total number of ALL computers in the library	128
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	56
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.8)

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

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 MBPS or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's Internet access?	\$380
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	36
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	67,300
21.6 Wireless Sessions Per Year [PLSC 652]	-1 Unknown
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

E-RATE (22.1 - 22.3)

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

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

STAFF DEVELOPMENT & TRAINING (23.1 - 23.3)

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

- 23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.) \$21,889
- 23.2 Does the above amount include travel expenses? Yes
- 23.3 How many hours of training did employees receive this year? 1,676.00

COMMENTS AND SUGGESTIONS (24.1-24.3)

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

- 24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware? NA
- 24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware? We are now offering a Seed Library. We also have added STEM kits for patrons to checkout.
- 24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR). NA

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

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

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

- 25.1 Were the secretary's records found to be complete and accurate? Yes
- 25.2 If NO, please list and explain any errors or discrepancies. Crystal Megaridis
- 25.3 First board member completing the audit Marian Kupicka
- 25.4 Second board member completing the audit 07/15/2016
- 25.5 Date the Secretary's Audit was completed

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Jamie Bulkovac	08/17/2016
President	Victoria Suriano	08/17/2016
Secretary	Beena Deshmukh	08/17/2016

IPLAR SUBMISSION REMINDERS

- Follow these steps for IPLAR submission:
1. Select the "Verify" button located at the top of the screen.
 2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
 3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Jamie Mott (jmott@ilsos.net, 217-782-5506).

PERSONNEL CODE – Paid Leaves of Absence

Part-time employees regularly scheduled less than 20 hours per week do not acquire vacation. They may request unpaid vacation leave. Over a one-year period unpaid vacation leave should not equal more than two times the number of hours regularly scheduled to work each week unless special arrangements are made per section 806.4 Other Leaves Without Pay.

805.1.3 Changes in Schedule

Employees whose hours are reduced so that they no longer acquire vacation time will be paid for the vacation time accrued on the first payroll following the reduction in hours.

805.2 Personal Business Day

Full-time employees will be allotted two personal business days each fiscal year on July 1. Part-time employees will be allotted 8 hours of personal business time each year on July 1. The personal business day is not cumulative.

805.3 Holidays

The library is closed and full-time employees are paid for one 7.5 hour shift or given one compensatory day for one regular 7.5 hour shift if not regularly scheduled to work on the day that the holiday falls for the following holidays: New Year's Day, Memorial Day (Monday observance), Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. **When Independence Day or Christmas Day or New Year's Day fall on Sunday the library will be closed on Sunday and on the following Monday. Monday will be considered the holiday.**

Part-time employees regularly scheduled to work more than 20 hours a week will be paid for the hours they are normally scheduled, up to 7.5 hours, if normally scheduled to work those days upon which the holiday occurs. Part-time employees scheduled to work less than 20 hours do not receive holiday pay. Employees taking unpaid leave of absence will not receive holiday pay.

805.4 Sick Leave

Eligible employees acquire paid sick leave monthly beginning on the date of employment. Accumulated unused sick leave is not paid at the time of retirement or termination.

Sick leave will be granted by the supervisor for the following reasons: personal illness or medical appointments scheduled during the employee's regular work hours or for family (spouse, child, parent or member of employee's household) illness. Medical appointments should be arranged as far in advance as possible and with consideration of the library's schedule. Supervisors have the right to verify the reported sickness and may require a doctor's certificate stating the nature and time period of the sickness or injury. Sick leave may also be used if time is taken off in the case of personal disasters such as fire and flood.

If sick leave continues for more than the average number of hours an employee is scheduled to work in 1 week, the employee may be required to provide a statement from his or her doctor stating that the employee is able to return to work, what work can be performed and when a

802.6 Termination of Employment

802.6.1 Resignation

Employees are encouraged to give advance notice of resignation. A minimum of four weeks notice is requested for the Library Director, Assistant Director, Department Heads, Librarians and Administrative Office Coordinator. A minimum of two weeks notice is requested for all other positions. On the last day of employment the employee is required to return his or her library card (if a non-resident), any library keys assigned to the employee, his or her name badge, and to pay for all outstanding fines and personal orders.

802.6.2 Unsatisfactory Performance

Unsatisfactory performance is cause for termination of employment. Steps are followed as described in section 804.2 to address the problem. If the problem is not resolved to the library's satisfaction the employee's employment will be terminated. Persons whose employment is terminated for unsatisfactory performance may be required to leave the premises immediately.

802.6.3 Cause

Criminal acts, dishonesty, insubordination, harassment as defined in section 802.9, sexual harassment, drug and alcohol use while on the job, and failure to appear for work or to remain at work as scheduled more than once without notification and violating policy 803.10 Firearms and Other Weapons will be followed by immediate termination of employment. Persons whose employment is terminated for cause may be required to leave the premises immediately.

802.6.4 Financial Exigency or Discontinuation of Library Services by the Board or Extended Closing

The Board will determine which positions will continue to be filled. At each level positions retained, staff members with the longest period of service will continue to be employed. Four weeks advance written notice shall be provided to persons whose employment will not be continued. The District may provide assistance in helping such employees obtain new positions.

802.6.5 Employment Termination Form

All persons whose employment is terminated are required to complete and file with the Library Director or the Board a copy of the "Termination Form for Indian Prairie Indian Library".

802.6.6 Termination Salary Adjustment

Vacation leave is accrued up to the last day actually worked. In order to comply with IMRF regulations payment shall be made for unused vacation leave on the final paycheck later than the month the employee retires plus the following month. For example if an employee resigns or retires June 30 the employee will receive their vacation payout in August. No payment shall be made for accumulated sick leave or personal day hours.

for five years as long as the person resides at the registered address and it is renewable as long as eligibility is retained.

420.6 Non-resident Fee Cards

The Indian Prairie Public Library Board authorizes the issuance of non-resident library cards as allowed by Illinois law. A non-resident is defined as an Illinois resident whose principal residence is outside the boundaries of the Indian Prairie Public Library District and in an area not served by a library. The card entitles the individual to all services provided by the Indian Prairie Public Library including reciprocal borrowing privileges at other libraries. The fee is to be equitable and proportionate to the fee paid by residents. The Illinois State Library General Mathematical Formula is used to determine the fee with the formula recalculated annually with changes effective July 1. The fee entitles a card to be issued to all residents of the household. No refunds will be given for Indian Prairie non-resident fee cards except a prorated refund may be given to non-residents who become residents of the Indian Prairie Public Library District. The card is valid for one year. If the patron moves, the patron does need to reapply for a new card.

420.7 Non-resident Taxpayer Cards

A non-resident taxpayer is defined as an individual living outside the boundaries of the Indian Prairie Public Library District who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning a taxable property within the district. Upon presentation of the most recent tax bill cards will be issued to all residents of the household at no fee. The card entitles the individual to all the services provided at the Indian Prairie Public Library as well as reciprocal borrowing privileges extended by other libraries. **The card is valid for three years five years as long as the person continues to own the property and it is renewable as long as eligibility is retained.**

420.8 Business Cards

Businesses, including municipalities, schools and churches, located within the corporate boundaries of the Indian Prairie Public Library District are eligible to receive an Indian Prairie Public Library Business Card for no fee. Applicants shall be required to show proof of business location at the time of application. The president, owner or CEO of the business or the school principal must sign the application. The card will be mailed to the business. The business is responsible for all materials checked out on the card. This card entitles the Business to services provided at the Indian Prairie Library only. No interlibrary loan services will be provided to schools. The card is valid for one year as long as the business resides at the registered address and it is renewable as long as eligibility is retained.

420.9 Non-Resident Business Cards

Businesses (including municipalities, schools and nursing homes) located in areas without tax-supported public library services, may purchase a non-resident card based upon the fee formula adopted by the Indian Prairie Public Library and the policies for business cards listed under 420.8.

Complete review & revision approved 4/18/07, 2/17/10, 9/15/10, 3/21/12, complete review 3/19/14, revision approved 3/18/15, complete review 5/18/16

Indian Prairie Public Library District
Planning/Outreach Committee Minutes
July 26, 2016 – 6:30 p.m.

Call to Order: 6:30 p.m.

Present: Beena Deshmukh, Marian Krupicka, Vicki Suriano, Jamie Bukovac

Absent: Diane Ruscitti

Information regarding a possible annexation vote:

The vote question would need to be filed to be placed on the ballot by January 26, 2017. The referendum date is April 4.

The Board could gather feedback about a referendum and make a decision vote in December at the latest.

The vote could consist of two separate areas: Water Tower Townhomes with 74 residences and Farmingdale Village with 593 households . Annexation occurs with a simple majority. Currently 41 households in Farmingdale and 9 households in Water Tower purchase cards.

Possible tours could be set up for residents in the development prior to the referendum.

The library’s newsletter has been sent to these residents for years.

If there is a referendum, only informational publicity from the library is allowed by law. Residents can pass out vote yes, vote no information.

We do have two residents who have agreed to become involved in organizing.

The mayor should be contacted for input.

The Indian Prairie Library residents would also have to vote to accept these new residents.

Some pros/cons of the vote:

There would be impact on the library’s parking, the library building, and programs.

The increased revenue would help with capital projects.

Residents may feel a non-resident card is sufficient.

Being able to use the tax as a deduction may appeal to residents.

The last time these residents had a chance to vote was more than 25 years ago. They voted as an unincorporated area of Darien. Now they are in the City of Darien limits.

The building has been paid for and renovated so will not be part of their library taxes.

If the annexation vote fails, the library may see an increase in non-resident cards.

Property Tax Amount Valuation (and cost for library tax) for homes in this area are close to non-resident card fees. (see chart)

If the referendum were approved it would mean all Darien residents are served by IPPL.

Discussion of strategies for a referendum:

- Grass roots efforts
- Library informational materials
- Meeting with Darien mayor

Jamie plans to write a draft of a letter to non-resident cardholders inquiring as to their interest in annexation (attached) and Krupicka will call a few of the unserved area residents.

An information piece will be developed to send to non-residents to encourage them to use the library.

There was discussion of renewal reminders for non-resident cardholders.

Meeting was adjourned at 8:45 pm

Non-Resident Cards June 2014

Darien 100 cards 63 households

Farmingdale 47 households out of 575 household have cards

Water Tower Townhomes 2 households out of 147 households have cards

Burr Ridge 606 cards 406 households

Downers Grove 136 cards

Indian Head Park 91 cards

Willow Springs 36 cards

Non-Resident Cards July 2016

Darien 118

Farmingdale: 72 cards, 41 households out of 575 households

Water Tower Townhomes: 12 cards, 9 households out of 147 households

Burr Ridge 595

Downers Grove 112

Indian Head Pk 93

Willow Springs 44

Indian Prairie Public Library Property Tax Amounts Valuation 2015 - DuPage County

Home Market Value	Assessed Value (1/3 of market value)	-	Exemption	=	Billing Valuation	X	Tax Rate	=	Cost for Library
\$150,000.00	\$50,000.00		\$6,000.00		\$44,000.00		0.001896		\$83.42
\$285,000.00	\$95,000.00		\$6,000.00		\$89,000.00		0.001896		\$168.74
\$334,000.00	\$111,333.33		\$6,000.00		\$105,333.33		0.001896		\$199.71
\$400,000.00	\$133,333.33		\$6,000.00		\$127,333.33		0.001896		\$241.42
\$500,000.00	\$166,666.67		\$6,000.00		\$160,666.67		0.001896		\$304.62
\$600,000.00	\$200,000.00		\$6,000.00		\$194,000.00		0.001896		\$367.82
\$700,000.00	\$233,333.33		\$6,000.00		\$227,333.33		0.001896		\$431.02
\$800,000.00	\$266,666.67		\$6,000.00		\$260,666.67		0.001896		\$494.22
\$900,000.00	\$300,000.00		\$6,000.00		\$294,000.00		0.001896		\$557.42
\$1,000,000.00	\$333,333.33		\$6,000.00		\$327,333.33		0.001896		\$620.62
\$1,500,000.00	\$500,000.00		\$6,000.00		\$494,000.00		0.001896		\$936.62
\$2,000,000.00	\$666,666.67		\$6,000.00		\$660,666.67		0.001896		\$1,252.62

Dear

More than 20 years ago, the residents of Farmingdale Village voted to not become part of the library district. At that time Farmingdale was unincorporated and not part of Darien.

Today, the Indian Prairie Public Library is one of the best and busiest libraries in the western suburbs. You realize this because you purchase a card in order to use Indian Prairie. If Farmingdale Village were to join the district you would no longer need to purchase a card annually. Instead you would support the library through your property taxes each year.

For Farmingdale to be part of the Indian Prairie Library District a referendum would need to be held. A majority of the residents in the development would need to vote their approval to annex to the library district. Because you have an interest in library services we would like your opinion as to whether or not the library should proceed with a referendum vote to annex Farmingdale Village. The next opportunity for this vote is spring 2017.

Attached is a table which shows the property tax amount that would be payable to the library based on housing values. Since Indian Prairie has paid off the building bond that amount is no longer included in property taxes. As with other property taxes this money would be deductible on your income taxes and would provide you the convenience of paying for library services automatically through your taxes. This would also take us one step closer to providing important library services to all of Darien.

We would like to gauge the level of interest in Farmingdale to join the library district. Would you take a few minutes to fill out the enclosed postcard and drop it in a mailbox? We're very interested in your opinion. Thank you very much for your time.

Sincerely

Fact Sheet

If you annually:

Subscribe to 3 magazines	\$ 38
Buy 5 books per year	\$125
Rent from Netflix monthly	\$ 120
Buy 4 video games	\$120
Buy 6 audio books	\$160
Attend 2 hobby seminars (gardening, finance, travel)	\$ 50

That is a total of \$613 a year. All of these things, plus so much more, is available to you at the Indian Prairie Public Library at a huge savings.

Darien residents who vote to join the Indian Prairie Public Library District and receive library services would support the library through a property tax. The chart below shows the average cost to a taxpayer. This amount would be part of your tax bill and is deductible on your income tax.

Indian Prairie Public Library Property Tax Amounts Valuation 2015 - DuPage County

Home Market Value	Assessed Value (1/3 of market value)	Exemption	=	Billing Valuation	X	Tax Rate	=	Cost for Library
\$150,000.00	\$50,000.00	\$6,000.00	=	\$44,000.00	X	0.001896	=	\$83.42
\$200,000.00	\$66,666.67	\$6,000.00	=	\$60,666.67	X	0.001896	=	\$115.02
\$300,000.00	\$100,000.00	\$6,000.00	=	\$94,000.00	X	0.001896	=	\$178.22
\$400,000.00	\$133,333.33	\$6,000.00	=	\$127,333.33	X	0.001896	=	\$241.42
\$500,000.00	\$166,666.67	\$6,000.00	=	\$160,666.67	X	0.001896	=	\$304.62
\$600,000.00	\$200,000.00	\$6,000.00	=	\$194,000.00	X	0.001896	=	\$367.82
\$700,000.00	\$233,333.33	\$6,000.00	=	\$227,333.33	X	0.001896	=	\$431.02
\$800,000.00	\$266,666.67	\$6,000.00	=	\$260,666.67	X	0.001896	=	\$494.22

Farmingdale Village Survey

Thank you for answering these questions. Your response is very important to us. Please mail this postcard by Saturday, August 26. Thank you!

1. Please select one:

- The library should hold a referendum to annex Farmingdale into the Indian Prairie Public Library District. Residents would be members of the library. The cost for the library would be on resident's tax bills.
- The library should not hold a referendum to annex Farmingdale. Residents can continue to purchase an annual card.

2. Do you think a referendum to annex Farmingdale Village to the Indian Prairie Library District would pass?

- Yes
- No
- I don't know

3. Are there any comments you'd like to share with us?

Name:

Address:

Email:

RESOLUTION #2016-B

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

RESOLUTION AUTHORIZING DISTRIBUTION OF TRUSTEE ELECTION MATERIALS AND ACCEPTANCE OF PETITIONS

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

Materials will be available at the library beginning Tuesday, September 20, 2016 during regular library hours.

Petitions will be accepted for filing in the Library's Administrative Office, 401 Plainfield Road, Darien, IL 60561-4207 Monday through Friday 9 a.m. – 5 p.m. beginning at 9 a.m. on Monday, December 12, 2016 and ending at 5 p.m. on Monday, December 19, 2016.

RESOLVED this 17th day of August, 2016.

Victoria Suriano, President

Attest:

Beena Deshmukh, Secretary

**Director's Report
August 2016**

Agenda

Omnibus:

The Semi-annual Statement of Receipts and Disbursements and the Annual Statement of Receipt and Disbursements are required to be reviewed and approved by the trustees. The Illinois Public Library Annual Report is required by the State Library. They use it to gather statistics about libraries.

The proposed change personnel policy 805.3 is regarding the New Year's Day holiday. In 2012 the board reviewed policy 415.1 "Scheduled Closings" regarding the days closed for holidays. The policy stated that when Christmas Day and New Year's Day fall on a Sunday the library would be closed on Monday as well as Monday would be considered the legal holiday. Some trustees were concerned that closing Christmas Eve, Christmas Day and Monday, New Year's Eve, New Year's Day and Monday are too many closed days in that time period. The trustees approved changing policy 415.1 to state that the library would close only on Monday when Christmas falls on Sunday. That policy was changed but the personnel policy was never changed. So the proposed change will align the personnel policy with the scheduled closings policy.

The proposed change to personnel policy 802.6.6 is due to IMRF regulations. This process will ensure that a person's vacation payout does not become part of their salary calculation for IMRF. The vacation payout will continue to be reported to the IRS.

Policy 420.7 is here to align with the expiration period on individual library cards which was changed to five years.

It's that time again when we plan for trustee elections in April. Election materials will be available September 20 (it used to be November).

New Business:

There are separate memos for each of the items under New Business.

SWAN

I attended SWAN's first annual all-day retreat for SWAN members. The keynote speaker was Miguel Figueroa of the Center for the Future of Libraries. He spoke on creating a patron-centric approach to library service. Key points were that we need to understand the larger context in which we operate and be focused on changing consumer behavior. This includes an emphasis on observing how people use the library, prioritizing library systems around the patron, the "sharing economy" provides potential for libraries to adapt new sharing services, we are also in an "experience economy" as we consider how restaurant and retail experiences have changed. I also attended an overview of a new service being developed to enhance the computer catalog. Searches will include information/resources from our databases. This looked really good and it will make access to our databases easier and seamless for our patrons hopefully resulting in increased use of databases. It is supposed to be rolled out to library staff mid-October. No date yet on when it will be available to

patrons. I also attended a review of a usability study of the computer catalog. More work is to be done to make the catalog more user friendly, but I don't know a timeline.

I had lunch with SWAN Director Aaron Skog a few weeks ago. I shared concerns about communication issues, the lack of one person devoted to oversight of the computer catalog, the desire to create a kids and a teen version of the computer catalog (which had been discussed before we migrated to the new system but hasn't been mentioned since), and the high focus on circulation and technical services functions but lack of focus on functions for the reference desk (which he agreed needs to change). I encouraged him to consider hiring an assistant director to manage operations and allow him to focus on development and member relationships, but I also talked about the need to keep budget increases to a minimum. We also discussed potentially adding 20 libraries from two other systems to SWAN and what that will mean staff wise as well as for the revenue stream.

Staff

Tony started August 1. His orientation has been my responsibility. He's also been training with Shirley on the Ask Us Desk and is meeting with other staff to learn the various aspects of serving patrons at IPPL.

We developed a Service Principles document for staff. This started at the staff institute this year. Staff worked in teams to develop a variety of service philosophies. I worked with the department heads to pull out the overarching themes from their statements and we wrote a "Service Promise" based on those themes. We also developed "Service Values" and "Our Promise to Our Employees" and "Attributes of Delivering Our Service Promise". This document is attached to my report. This work was done to continue our efforts toward implementing user experience principles in our work.

Technology Services Desk Associate Weronika Herka is resigning to take a full time job. Technology Services Desk Associate Audra Melton has been promoted to Assistant Circulation Supervisor effective August 8 at a salary of \$14.88/hour. Youth Services Associate Mary Kay Ernst has resigned to take a full-time position.

Continuing Education

Laura, Debbie, Natalie, Tony, and TJ (because Ann was on vacation) and I attended a full day workshop on "Becoming the Totally Responsible Person" (www.trpnet.com). The idea behind TRP is foster personal responsibility and growth, positivity, teamwork, and leadership. We all agreed it was fabulous and our goal is to establish a TRP culture. I've attached some information to my report and I will keep you informed as to how we proceed.

I continued attending the weekly online labs for the Harwood Institute's Virtual Public Innovators' Lab. The last session was August 11. The 8-week lab provided great information relative to "turning outward" and being "user focused". All of the information will fit in very well with our ongoing discussions about user experience and in thinking about how we develop our services. I will provide more information as I digest what I've learned and discuss it with the department heads.

Nancy attended a HR Roundtable put on by the Management Association

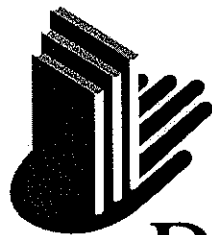
Meetings

- Website Committee meeting
- Planning/Outreach Committee meeting
- Three one-on-ones with Debbie S.
- Two one-on-ones with Natalie
- One one-on-one with Ann
- Two one-on-ones with Laura
- Many meetings with Tony for orientation
- Two department Heads meeting

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

Jamie Bukovac, Director

Our Service Principles



Indian Prairie
Public Library

Our Mission

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

Our Vision

Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.

Our mission defines our reason for being and how we contribute to our community. The vision statement builds off of the mission, stating what we aspire to achieve. It was designed with the goal of the year 2020 in mind. As the library develops strategic plans over the years, the plans will move us to this vision of being an essential community center.

Indian Prairie's Service Promise

Exceptional service is our passion
We are caring and friendly.
We listen to the needs and interest of each individual.
We develop our services with deliberate and thoughtful care.
We welcome our community and are committed to making everyone's library experience enjoyable.

The service promise articulates what we stand for – both in how we serve the public and how we relate to each other.

- At IPPL patrons will find friendly, knowledgeable and responsive staff.
- Our staff are empowered and enthusiastic. We are here to help, guide, or just give you a smile. Whatever you need in the moment.
- We provide the finest personalized service and respect each individual and their needs.
- It's important to us to be responsive to our community. We provide easy access to a wide variety of information, materials and programs that match our patrons' interests.
- Our goal is to provide a comfortable, inviting environment where patrons can pursue their interests. We hope you feel your library is a second home.

Our Service Promise provides a tool for development of services and recognizes the power inherent in each individual customer service encounter and in the ways we work with each other.

Service Values

- I am a valued member of the Indian Prairie Library team.
- I am essential to the delivery of our service promise.
- I am trusted to make decisions and empowered to provide the finest personalized service.
- I put others first.
- I am responsive to the needs of each individual.
- I practice kindness and care.
- I use initiative and creativity to provide excellent service.
- I am responsible for creating a welcoming and comfortable environment.
- I ensure the library is a clean and attractive place for our members and guests to enjoy.
- I immediately address issues and problems. I see problems as opportunities to great service.
- I know there are no mistakes, only opportunities to learn.
- I help to create an environment of teamwork so the needs of our members and guests and of each other are met.

Our Promise to Our Employees

- You are the library's most important resource.
- We value your contributions.
- We trust your judgment and support you.
- We believe everything is a learning experience.
- We provide opportunities to you to learn and grow.
- We encourage initiative and creativity.
- We're interested in your ideas.
- We foster an engaging team environment.

Attributes of Delivering Our Service Promise

The Physical

- Eye contact.
- Smile.
- Positive body language.
- Greet and acknowledge.

Being Proactive – Direct Service

- Approach patrons.
- Anticipate and accommodate the great variety of interests.
- Be open to each person's needs and provide personalized service.
- Share information about the library.

Attitude

- Be in the moment – focus on the person.
- Smile and be friendly.
- Use engaged listening.
- Be respectful and polite.
- Be consistent.
- If someone is unhappy don't take it personally.

Personal Responsibility

- Look for ways to say "yes". You are empowered to do this.
- If you can't say "yes" try to find another option.
- Use good judgment and common sense when making decisions.
- Use your initiative and creativity to enhance service.
- Be knowledgeable by taking initiative to know how things work and what's going on at the library.
- If you don't know the answer, find out.
- Be sure to follow through – ensure the person gets what they need.
- Provide prompt response to needs and wants.
- Take initiative to learn and grow as needed for your position.
- Keep your sense of humor.

Introduction

TRP[®] workshops prepare individuals and organizations to deal with personal and collective problems in a unique way—no longer hand wringing, blaming and wasting time, but positive, productive and effective habits of mind from which flow solutions and success.

We welcome you as we together tread the path of “Becoming.” We see it as a journey and not a destination. Indeed, while there have been very few “totally” responsible people who have graced the planet, this program is about discovering what “TRP” means for each of us.

These concepts grew out of our work at an all-volunteer charitable organization, where the original question was: How can we remain positive and focused on the people we are serving, even in difficult circumstances? The answer resulted in the concepts contained in this training. These concepts were derived from the successful practice of many volunteers. We have observed its profound impact on the lives of those who practice these principles, including our own. Along with hundreds of certified TRP trainers whose reach extends globally, we invite you to discover where these principles can provide solutions in your own life.

This edition further refines and develops the central principles of TRP. Thoughts, stories and comments from participants just like you have helped make this evolution possible.

January 2016
Sanford Danziger, MD
Daniel Lobb, CPLP
Christa Thornburg
Principals
TRP Enterprises, Inc.
Winston-Salem, NC

*“Becoming
TRP is a
journey, not
a destination.”*

9 CORE PRINCIPLES FROM THE TRP WORKSHOP

A list of key TRP concepts

-
1. Each of us can learn to stay positive, productive and effective, no matter what the circumstances.
 2. We may be unable to control our circumstances, but we can control how we handle them.
 3. Each of us is—or can learn to be—in charge of our moods, attitudes, emotions and behaviors, without blaming others for them.
 4. Everything that happens to us is an Opportunity For Learning And Growth—an “O-FLAG.”
 5. We can learn to deal with the “victim mentality” in ourselves and others. This re-centers the “locus of control” within ourselves, and reaps profound benefits in our personal and professional lives.
 6. Serving others and the greater good is a key to success and fulfillment—and to uncovering greater meaning and purpose in life.
 7. We help others to mature and become more responsible—to grow—by not rescuing or enabling any of their victim thoughts, attitudes or behaviors.
 8. We get back from life whatever we put into it: good or ill. What goes around comes around.
 9. “Character” and “Values” are the basis for any successful life and corporate endeavor. Character can be consciously developed (and our values made preeminent).
-

COMPETENCIES OF A TRP

Defining successful performance

TRP Competencies

We can summarize the essential qualities of a TRP in five key words. These words capture the unique personal attributes that together most clearly define a Totally Responsible Person. Each quality is expressed through certain positive behaviors. Looking at these five qualities combined provides us a more completed view of the competencies of a TRP.

Effective

- Solves problems; mind unobstructed by "victim mentality."
- Perseveres in the face of difficulty; not victimized by adversity.
- Stays positive, productive, and effective.

Resilient

- Sees situations as Opportunities For Learning and Growth.
- Rebounds from mistakes, disappointments or setbacks.
- Receives and learns from feedback, in many forms.

Inclusive

- Serves others. Sees the opportunity to be of service to co-workers, customers, and family.
- Listens to others with empathy.
- Consistently makes values-based decisions.

Accountable

- Is accountable—no blaming or excuses—and holds others accountable.
- Solution-oriented: helps others grow, does not rescue or enable.
- Understands cause and effect.

Inspirational

- Remains focused on the importance of purpose.
- Inspires others to be their best by setting the example.
- Does the right thing. Takes responsibility.

Assistant Director's Report
August 2016

Building:

Sebert Landscaping replaced some plants in the large bed on the corner of Plainfield Road and Clarendon Hills Road. New plants include perennial Geranium "Max Frei", Autumn Fire Sedum, and Knockout Roses. The Juniper in the front bed near the reading garden was removed and replaced with Campanula "Blue Chips". Two dead trees were removed from the dry riverbed. In addition, the arborist from Sebert is currently treating 10 crabapple trees for control of Apple Scab, Cedar Hawthorn Rust, and Cedar Apple Rust.

I am receiving quotes from firms who can help us with the masonry bid process. We need an expert in exterior walls, windows, and facades to put together a scope of work for the bid documents, prepare the bid documents, lead the walk-through and qualify and recommend a bid. I will have three quotes for services for the September Board packet.

Friends of the Library:

The Book Nook made \$826.00 in July.

This fiscal year, the Friends made \$8,458.00 in memberships and Book Nook sales and gave \$7,012.50 to the library for programs and materials.

The Friends giveaway books at the Darien Farmer's Market were a big hit! Staff reported that patrons were thrilled with being able to take home a book.

Miscellaneous:

I participated in the Assistant Circulation Supervisor interviews with Debbie Sheehan.

I assisted Jamie with Tony Lucarelli's orientation.

I am currently training with Nancy Roy on payroll so that I can serve as a backup when needed.

Marketing:

Marianne's monthly report is attached.

Continuing Education:

8/4 "Becoming the Totally Responsible Person" Workshop (Management Association)

8/5 "3 Minutes to Live" Workshop

Contributing to the Profession:

7/29 Assistant Director's Meeting at Algonquin Area Public Library – I shared information about our LIC training procedures with other Assistant Directors.

Meetings:

- 7/25 One-on-one with Jamie
- 7/26 Department Head Meeting
- 7/28 One-on-one with Marianne
- 7/28 One-on-one with Jamie
- 8/9 Department Head Meeting
- 8/11 One-on-one with Marianne
- 8/11 Meeting with Natalie and Heidi about working with teens in the school year

Desk Time:

- 7/22 Adult Ask Us Desk (4 hours)
- 8/3 Kids & Teens Desk (2hours)
- 8/15 Adult Ask Us Desk (4 hours)
- 8/17 Library Board Meeting

Submitted by: Laura Birmingham

LB

Marketing Department Report – July 2016

Promotional Support

The Marketing Department supported and promoted several library events, programs, and services, including Debbie Wordinger's retirement/reception; Pokémon Go at the library; the new Foundation website and buying leaves/stones for the Donor Tree; The Sound winners and videos on YouTube; favorite local park voting; the library's participation in community events including the Darien Park District Farmers Market, the Burr Ridge Park District Circus Adventures Event, the Burr Ridge Village Center Kids Event, Darien Park District Movie Under the Stars, and Countryside Bank Storytime and Tour; Key to an Effective Job Search; Book Buddies; Shark Week Celebration; Project Squirrel: Citizen Science Project; Readers Theater Troupe Performance of *Seedfolks*; Harry Potter Trivia Night; GenLit Book Club; eLibrary Drop-In; Pokémon Go Meetup; Mini Petting Zoo; Instagram; Tie Dye on the Lawn; Teen Movie Night - The 5th Wave; the increased checkout limit for hoopla; Star Trek on hoopla; downloading on the go with our eLibrary; and the July art gallery exhibit.

Marianne also took photos at the Mini Petting Zoo on July 21 and the final Garden Buddies on July 27.

Story Plan

As directed by Strategy 5.2.4, Marianne has developed a plan for how to tell the library's story using outcomes, focusing on how residents benefit from the library. The fall newsletter features two of the stories received this summer, including employee Hugh Glenn and Willowbrook resident Chitra Thakrar.

Newsletter

The fall newsletter has been sent to the printer and will be delivered to resident mailboxes by Saturday, Aug. 20. It includes page 1 of the library's FY15-16 annual report.

Annual Report

Keeping the same categories, the library's FY15-16 annual report was redesigned to be more visually appealing. The full report can be found at annualreport.ippl.info.

Library Card Sign-up Month: Library Cards Open Doors

September is Library Card Sign-up Month, and throughout it Marianne will be writing/posting about the many ways in which having a library card can open doors to exploration, inspiration, and endless possibility - plus save people money - in our weekly eNews, social media, and news blog on our homepage. Plus, kids who sign up for their first IPPL card will receive a specially-designed card just for kids and a kid-sized book bag. Those renewing their card will get a temporary tattoo featuring Ippo, the library's mascot. Adults who sign up for a library card or renew an expired one will get IPPL BUCK\$ redeemable for fines and rentals.

Darien Park District

As directed by Action 5.2.2.7, Marianne submitted items to the Darien Park District for their fall brochure, which was mailed to residents in July. A copy of the page is included in this packet.

Darien Neighbors Magazine

Marianne submitted calendar events and Around the Block articles for the September/October issue.

eNews

There are currently 16,861 (+157) email addresses on the mailing list. In addition to the regular weekly eNews, Marianne sent special eNews' on July 11 to inform of a temporary unavailability of the online catalog.

Social Media

The library's organic reach on Facebook continues to grow. Marianne's posting of the group photo from the Darien 4th of July parade reached 1,019 people with 39 reactions and 2 shares. In addition, the total number of page likes has grown to 1,307.



Marianne's Meetings

Meetings

- Meetings w/Laura on July 14, 28
- Meetings w/Theresa on July 14, 18, 28
- Foundation website meeting w/Jamie & Theresa on July 11
- Meeting w/Jamie & Laura on July 14
- Website Committee Meeting on July 21
- Tech Take Out marketing meeting w/Ann, TJ, Dave, & Theresa on July 25

Continuing Education

The Librarian's Nitty-Gritty Guide to Content Marketing Webinar on July 20

Community

Darien 4th of July Parade on July 4

Theresa's Meetings

- Meetings w/Marianne on July 14, 18, 28
- Foundation website meeting w/Jamie & Marianne on July 11

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa designed the fall newsletter.

Marianne Ryan, Marketing Coordinator
Aug. 10, 2016

**In-House Evaluations:
Participation is required on both dates!**

Saturday, September 10
Mites: 8:00am-8:50am
Squirts: 9:00am-9:50am
PeeWees: 10:00am-10:50am
Bantams: 11:00am-11:50am

Sunday, September 11
Mites: 7:00am-7:50am
Squirts: 8:00am-8:50am
PeeWees: 9:00am-9:50am
Bantams: 10:00am-10:50am

Parents Meetings:
A mandatory parents meeting will be held on Sunday, Sept. 11 as follows:
Mites: 7:10am
Squirts: 8:10am
PeeWees: 9:10am
Bantams: 10:10am



Bandy League

Come try out our exciting new program we will begin offering this fall. The Darien Park District is working with the United States Bandy League to run our inaugural season of bandy leagues. American Bandy is based on floorball played all over Europe, the sport is like hockey but played on a non-ice surface.

Our plan is to not have teams preset but rather break the players into teams each night so that each player gets the opportunity to play, to learn, and to have fun every time they arrive. We will offer four divisions; U8, U10, U12, and U14. More information will be available in September as we finalize the program.

Expected Options

- Session I: October through Mid-November
- Session II: Mid-November through December
- Session III: January through Mid-February
- Cost: \$80 per player

League will play games Monday-Thursday and more info will be available as we approach the start date.

Registration will begin in September



**Indian Prairie
Public Library**



**ONE AUTHOR
One Community**

One Author, One Community

Saturday, Sept. 24, 10 a.m. at Ashton Place, 341 75th St. in Willowbrook Twelve area libraries, including Indian Prairie Public Library in Darien, are coming together to host Pulitzer Prize-winning author Elizabeth Strout! Strout is the author of popular titles Olive Kitteridge and Amy & Isabelle, and her newest book, My Name Is Lucy Barton, was released in early 2016. The free event will include a moderated discussion, a Q&A with the audience, and a book signing. **Sign up now at www.oneauthor.eventbrite.com.**

**11th Annual
Write-on!**
Teen Literary Festival
Sponsored by The Gift of Carl Foundation

Write-on Teen Literary Festival

Teens can submit poems, short stories, and/or song lyrics for the Indian Prairie Public Library's Cool Compositions Contest starting Oct. 1. Entry forms will be available at www.writeon.ippl.info and at the library's Kids & Teens Ask Us Desk. The entry deadline is Oct. 22. Cash prizes will be awarded to first, second, and third place winners in each category, and winners will be announced Nov. 2

during An Evening with Jason Reynolds. Reynolds, the critically acclaimed author of When I Was the Greatest and All American Boys, will discuss writing, his books, and the life of an author at a 7 p.m. program. The library's 11th annual Write-on Teen Literary Festival is sponsored by The Gift of Carl Foundation.

**Visit our website, ippl.info for more information
401 Plainfield Road, Darien, IL 60561 · Phone: (630) 887-8760**

Adult Services Monthly Report

July 2016

As this is my first report, I am still feeling things out. I will say that I am delighted at the reception I've had and already feel like Indian Prairie is my new home away from home. Since I wasn't here for the month of July, I am heavily leaning on the reports submitted to me for compiling this report. Thanks to my staff for being so comprehensive and thorough!

Monthly Overview

- Hoopla: We increased the monthly checkout limit to 7. As a result, Jennifer updated the print handout and the website. Marianne promoted it in the eNews and on social media. From June to July, we saw a **47% increase** in checkouts from 250 to 386.
- At SCORE's October roundtable session, T.J. will demonstrate how our digital media equipment can help small businesses. Shirley also contacted the WBBR Chamber about getting him on the agenda but they cannot accommodate that until next year. In the meantime, T.J. will prepare a brochure on our equipment that she will make available to chamber members. In addition, the chamber offered her the opportunity for an eblast to members on that topic.
- Shirley arranged a lobby drop-in session with a business she connected with at June's Business Expo – HealthSource therapists will do chair massages for National Stress Awareness Day.
- Mary K. collaborated with Ann Stovall to provide a presentation to the Genealogy group about the library's new website as well as the digital media services which the library has available to members. The speaker scheduled for July cancelled, so we had to come up with something to fill the slot.
- Jez secured a location for Fall "Hamiltunes" sing-along program, which will be held on Friday, 9/16 at Ballydoyle Pub.
- Jez worked with Jennifer to create a GenLit/#LibSocial cross-over program for fall, which will be a comic book & graphic novel discussion night. Per Jez, this program was suggested by many #LibSocial members. It will be called Comic-Con(versations). She and Jennifer also wrote & submitted a request to the Friends of the Library to fund a cross-over program for winter.
- Jez, TJ & Shirley worked to offer a headshots program for job hunters in the winter. This presented a good opportunity for Adult Services & Technology Services to team up on a project.
- Joe created a display in the lobby where people can vote on their favorite nature spots. Each week two locations will "battle it out" to see which one is the favorite. This is a Better Together program.

Community

- Added Chateau as homebound institution; will start delivering in August.
- Added a new individual to homebound services; started delivery in July.
- Arranged with SCORE that they will present two programs for small business in the fall as well as one lobby drop-in session on the SCORE organization.
- Jill Kimak from People's Resource Center returned on July 13 and did her "Key to an Effective Job Search" program.
- Set up a drop in session on foster parenting by Lutheran Child and Family Services (LCFS) for the Better Together programming track.

- Attended Darien Farmer’s Market on July 13 and 27. July 13 we were going to showcase our technology services, but the event was cancelled due to an incoming storm. On July 27 we gave away books donated by the Friends.
- Helped a resident find a speaker for a group they belonged to.

Contributing to the Profession

- I attended the ILA Annual Orientation at ISU in Normal on Friday, July 22 as I am on the ILA Best Practices Committee. Discussion was about the ILA Annual Conference presentation – I will be on a panel that will be presenting about adapting ideas and programs from larger libraries into a smaller libraries available resources – and our future topic for the coming year – the library of things, i.e. collecting and circulating “non-traditional” items and materials.
- Jennifer attended the SWAN DUX meeting to discuss catalog user experience and other issues.
- Jennifer attended ELSUM where they demoed BrainHQ – mental acuity – and Niche Academy

Continuing Education

- Jez was trained on Overdrive ordering processes by Jennifer and trained on weblinks & modules for the website by Ann.
- Joe was trained by Jennifer to update the DVD Preview list in LibraryAware.
- Mary K. attended a webinar entitled *Reach Them, Teach Them: Having a Lifelong Learning Series in YOUR Library*

Meetings

Date	Meeting	Staff
6-Jul	WBBR Chamber Meeting	Shirley
11-Jul	One-on-one with Associate	Jennifer & Mary S.
12-Jul	Trained Joe on updating DVD preview list in LibraryAware	Jennifer & Joe
12-Jul	Discussion on comic book discussion event	Jennifer & Jez
13-Jul	One-on-one with Associate	Jennifer & Denise
18-Jul	SWAN DUX Committee meeting	Jennifer
21-Jul	Website committee meeting	Jennifer
22-Jul	Discussion with Jamie about winter programming	Cindy
25-Jul	Discussion and work on Friend's funding request	Jennifer & Jez
27-Jul	Trained T.J. on microfilm reader	Shirley
28-Jul	Met with Pierpaolo Mangeruga, our SCORE rep, about their upcoming programs at the library.	Shirley

Programs

Date	Time	Program	Staff	Attendance
1-Jul	7:00 p.m.	Art Therapy Night	Jez	10
13-Jul	7:00 p.m.	Key to an Effective Job Search	Jez	11
13-Jul	5:30 p.m.	Darien Farmer's Market	Joe	Cancelled due to weather
13-Jul	7:00 p.m.	SCORE Round Table	Shirley	0
15-Jul	7:00 p.m.	Harry Potter Trivia Night	Jez	9
20-Jul	7:00 p.m.	Backyard Birds of DuPage County	Cindy	48
27-Jul	6:30 p.m.	GenLit Book Discussion	Jennifer	16
27-Jul	5:30 p.m.	Darien Farmer's Market	Joe	57
27-Jul	1:00 p.m.	4th Wednesdays: Chill Out and Color	Cindy	16
28-Jul	1:00 p.m.	Genealogy Group	Mary K.	32

Volunteers

- 10 volunteers complete 72.5 hours of service in July.
 - Court Ordered/Community Service: Seven volunteers performed 64 hours of service.
 - Veterans History Project: One volunteer did one hour.
 - Regular Volunteers: 2 regular volunteers did 7.5 hours of service.

Proctoring

- Nine exams – eight proctored by Shirley and one by Jennifer.

Circulation Services

July 2016

76

Total checkouts and renewals for July were down from last year. We had 67,963 this year as compared to 75,425 last year. Electronic circulation was up with 4,779 circulations this year while we had 4,309 circulations last year (+11%). This July marks the lowest circulation of materials that we have seen in over 10 years. Jamie and I have discussed this and we will be talking with the other Department Heads on strategies to increase our circulation.

ILL's processed were up 2%. We processed 8,925 this year and 8,728 last year.

Patron visits were down 6% from last year (41,492 this year compared to 44,370 last year)

A total of 8109 holds were placed in June. Patrons placed 6000 (74%) holds while staff placed 21009 (or 26%) holds.

24,011 items were checked out or renewed by staff at the desk. This is 35% of total checkouts/renewals. 31,750 items were checked out or renewed by patrons at one of our self-check machines, 7,423 items were renewed by patrons through Enterprise or BookMyne and 4779 items were electronically checked out by patrons -- for a total of 43,952 items checked out through some sort of self service. This is 65% of total checkouts/renewals.

There are certain statistics that we have always gathered by hand -- such as the number of library cards issued each month. Beginning this month, I will be obtaining some of that information by running reports in Sirsi Dynix. This should allow for more accurate reporting. The two numbers that I will be able to get are the number of resident cards issued each month and the FYTD for Non-Resident cards. I have always obtained the FYTD number for Resident cards via a report.

Contributing to the profession

SWAN held its first ever annual meeting (SWANstravaganza) on July 22. One workshop was entitled "Stump the Circulation Experts". (See attached program) I was asked to participate in a panel with 2 other Heads of Circulation and one SWAN Members Services Consultant. This workshop was heavily attended and staff from many SWAN libraries asked us questions about Circulation.

While at the SWAN annual meeting, I had my first glimpse of Blue Cloud Analytics -- a robust reporting tool that is offered by Sirsi Dynix. I am looking forward to in depth training this fall.

Because we will need to order library cards this fiscal year, I have been researching different options. We have decided that because we now take digital signatures at the desk, signature strips are no longer necessary on the back of a library card. I was amazed at how much lower the prices were without this strip!

Vicki Brodeur, our Senior Supervisor, trained Nikki Kitley in July. We recently hired Audra Melton, currently an Associate at the Technology Desk, as our new Assistant Supervisor. She will pull double duty in August as she continues to work the Technology Desk (as they search for her replacement) and trains with us.

Workshops and Meetings Attended:

- July 1 One on One with Jamie
- July 6 MK Solutions-Self Check vendor – Jamie and Ann
- July 11 One on One with Jamie
- July 12 Department Heads
- July 20 Circ. Advisory – SWAN
- July 22 SWANstravaganza – Moraine Valley Community College
- July 23 One on One with Jamie
- July 26 Department Heads
- July 30 Ann S. – Technology Center Procedures

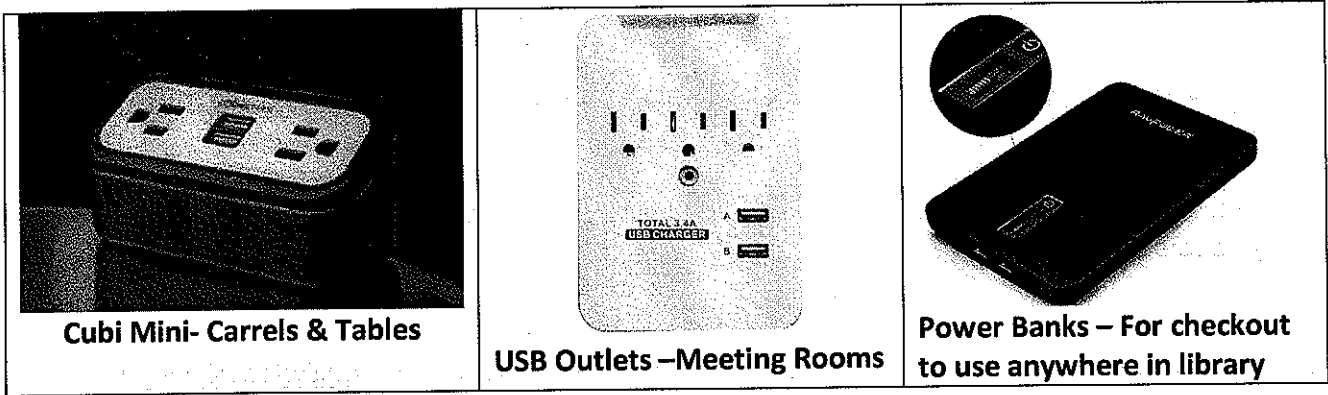
Debbie Sheehan
 Head of Circulation Services

Circ Stats											
Month	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	
July	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	80,022	75,425	67,963
Aug.	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,824	67,971	
Sept.	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,241	57,006	
Oct.	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,894	60,141	
Nov.	* 55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,203	59,906	
Dec.	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,656	56,512	
Jan.	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	64,231	
Feb.	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225	60,286	60,625	
Mar.	65,230	70,477	80,579	81,058	89,103	79,502	78,612	74,816	64,857	65,904	
Apr.	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376	71,904	* 60,424	
May	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687	62,018	58,528	
June	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986	71,702	71,568	
			1,284								
		Electronic Circulation		3,852							
Yearly Total	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	810,215	758,241	
*Missing data--used an average number to get a total											
Indicates highest number for that month											
Indicates library was closed partial months for construction											

TECHNOLOGY & TECHNICAL SERVICES MONTHLY REPORT July 2016

Improvements for Public & Strategic Goals

- IPPL Foundation Website– (Dave) A checkout system for the website was created for patrons to make donations or purchases supporting the Foundation.
- Additional iPads- Four new iPad Airs were added for in-library circulation for adults and to support programming. Tyler has been using the iPads for his coding club.
- Digital Conversion Devices – (T.J./Ann) A new device that converts slides and film to digital images has been added to our circulation of digital conversion devices.
- Kids/Teens Series Books- To improve browsing of the series collections and to make it easier for patrons and staff to easily identify the order of a series, Technical Services will be adding the series number to the spine label and the SWAN call number.
- Power Accessibility (Ann/Mike) The first two devices below have been installed throughout the public areas. Power banks and chargers are available for patrons to checkout and use anywhere in the library. *Strategic Plan 1.3.4.2 Provide patrons with easy access to outlets and ways to charge their device.*



Technology Services Projects

- SWAN Software Update (Brett/Ann)- All staff computers were updated with the latest SWAN software release.
- Windows 10- (Brett) – Upgraded and reconfigured Windows 10 on staff computers.

3D Printing

- Received 9 print requests and 8 of them were successfully printed.
- Most interesting objects printed: Clothing tie hanger and pencil sharpener

Wi-Fi Usage

- 5,862 Wi-Fi total connections; 5,131 were from patrons using their own device.

Personnel

- Audra Melton accepted a position within the Circulation Department. We posted a job ad for a 12-16 hours Technology Services Associated on July 29.

Community

- The Genealogy Group July speaker canceled, so I offered to fill in as a guest library speaker along with Mary Krekelberg. We presented on the various services and collection the library has to offer for genealogists. My presentation was on the digital conversion equipment and how they can convert old pictures and VHS cassettes to digital.
- Dave and T.J. attended the Darien's Farmer's Market on July 13th. They planned to demonstrate the green screen and photo editing capabilities with our digital media equipment, but the rain caused the Market to close about 20 minutes after they arrived.

Contributing to the Profession

- I shared copy of our last fiscal year's technology plan with Rebecca from Lagrange Public Library.

Continuing Education

- T.J.- Webinars: Coaching Skills for Library Supervisors: Building a Performance Culture One Employee at a Time; The Essentials of Library Supervision.
- Brett - Attended a network managers group meeting at Barrington Area Library.
- April - Attended a webinar on SWAN software on adding order items using the cataloging component.
- Dave - Watched a 30 minute Instagram (photo sharing application) video instruction on Lynda.com in preparation for his program on the topic.
- Ann- Attended the SWAN Annual Users Group meeting and was trained on the new SWAN analytics module; attended the webinar Cultivating a Library Techno Culture.
- New Spine Label Maker (Anna)- Natalya, Sue, Jane, and Martha were trained.
- SWAN serials predictions (Anna)- Natalya was trained.
- Basic Book Repair (Anna)- Jane was trained.
- Microfilm Machine (Shirley) – T.J. was trained.
- Roku Procedures (Ann)- T.J. was trained.

Programs & Classes

- In July we offered classes five classes. Total attendance: 44
- Tablet Bootcamp 2016- (Dave)- Dave prepared outlines, handouts, schedules and signs. The iPad class filled up quickly so we added an afternoon session.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Length (Hours)</u>	<u>Instructor</u>	<u>Attendance</u>
Sat. 7/7, 10 a.m.	Intermediate iPad & iPhone	2	Dave	13

Thurs. 7/14, 6 p.m.	Excel: Sort & Filter	1	Ron	8
Thurs. 7/14, 7:30	Excel: Formulas & Functions	1	Ron	7
Sat. 7/23, 10 a.m.	Samsung Galaxy/Android 101	2	Sandi	11
Tues, 7/26 7 p.m.	Instagram (News)	2	Dave	5

Meetings

- July 1 & 15 - T.J. and Dave - One-on-one regular meeting
- July 5 & 26 – Ann and T.J. - One-on-one regular meeting
- July 6- Jamie, Debbie S. and I met with self-check representative from MK Solutions.
- July 7- T.J., Dave and I met to discuss fall classes
- July 8 - Ann and Brett - One-on-one regular meeting
- Dave met with Laura and Nancy to discuss foundation site.
- July 12 & 26- Department Head meeting
- July 13- Dave met with instructor Sandi Trapp to show her how to use a screen casting program for her upcoming Android class.
- July 13- Dave met with Joe to upload new interviews for Veterans History Project
- July- 8 & 25- One-on-one meetings with Anna.
- July 21- Dave and I attended the Website Committee meeting.
- July 25- Dave, T.J. and I met with Marianne and Theresa to discuss marketing new Tech Takeout branding.
- July 27- Dave, T.J., Sandi Trapp and I met to discuss tablet boot camp programs.
- July 27- Met with Natalie to go over upcoming Kids/Teen classification projects and technology programming.
- July 29- April and I met to discuss new process for selectors to use when ordering materials.

Ann M. Stovall, Head of Technical & Computer Services, August 11, 2016

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

Better Together Summer Reading Challenge

We have concluded the 2016 Summer Reading Challenge, *Better Together*. 315 children and 41 teens completed the challenge. Participants logged 6,949 books. In eight weeks, we presented 196 programs, with 5,367 people in attendance. We gave away 329 yard signs, which we saw popping up throughout the district. 20 families submitted a photo with their yard sign and each child pictured received a pass to Classic Cinemas as a reward. The winner of the reading trophy was Concord Elementary School. 8.6 % of their school population completed the Summer Reading Challenge this year.

	2015	2016
Programs	136	196
Attendance	4503	5367
Books	5592	6949
Yard signs	315	329
Kids completed	212	315
Teens completed		41

School	Students	Students completed		%	Books	
		2015	2016		2015	2016
Anne M. Jeans	380	74	1	.2	481	7
Burr Ridge Middle	285	3	3	.3	11	38
Cass Jr. High	375	4	11	2.9	124	210
Concord	393	18	34	8.6	544	1099
Eisenhower Jr. High	541	1	3	.6	87	41
Elizabeth Ide	272	13	10	3.7	287	249
Gower Middle	389	7	9	2.3	96	110
Gower West	482	19	36	7.5	575	1251
Hinsdale Central	2846		0		8	0
Hinsdale South	1690		7	0.4	9	20
Holmes	450	11	8	1.8	165	166
Kingswood Academy	128	0	2	1.6	2	30
Lace	538	14	21	3.9	288	493
Lakeview Jr. High	398	4	0	0	51	0
Maercker	380	10	19	5	271	482
Mark Delay	552	16	14	2.5	466	447
Other			116		1866	1918
Our Lady of Peace	357	9	11	3.1	105	189
Prairieview	371	5	5	1.3	100	111
Westview Hills MS	474	4	6	1.3	56	88
TOTALS		212	315		5592	6949

Programs

In July, we presented 81 programs at IPPL with 1,931 people in attendance. We also presented 22 events, not including presentations or meetings, out in the community reaching another 769 people. (These 22 events are listed under the Community section.) All together, we presented 103 programs, reaching 2,700 people.

Date	Description	Staff	Attendance
2-Jul	Stories Together	Katie	15
5-Jul	Coding Club, 4-6	Tyler	8
5-Jul	Hacking Electronics	Tyler	8
5-Jul	Shake, Shimmy, & Dance	Katie	53
5-Jul	Book Buddies	Monica	18
5-Jul	Chess Club	Monica, April	20
5-Jul	Chess Club	Monica, April	44
6-Jul	Shark Week Celebration	Mary Kay	41
6-Jul	Wee Read	Jane	27
6-Jul	Garden Buddies	Natalie	12
7-Jul	Coding Club, 1-3	Tyler	12
7-Jul	Coding Club, 1-3	Tyler	11
7-Jul	Coding Club, 4-6	Tyler	14
7-Jul	Book Buddies	Monica	27
7-Jul	Family Night - Project Squirrel	Natalie, Tori	33
9-Jul	Minecraft Mods	Tyler	19
9-Jul	Stories Together	Monica	13
10-Jul	Parents Yoga Workshop	Katie	6
11-Jul	STEM Buddies-pulley system cars 2pm	Monica, Tyler	24
11-Jul	STEM Buddies-pulley system cars 3pm	Monica, Tyler	27
11-Jul	All Ages Storytime	Heather	39
11-Jul	Crafternoons - Paracord Bracelets	Heidi	15
11-Jul	Garden Buddies	Natalie	11
12-Jul	Coding Club, 4-6	Tyler	7
12-Jul	Hacking Electronics	Tyler	6
12-Jul	Shake, Shimmy, & Dance	Katie	51
12-Jul	Book Buddies	Monica	25
12-Jul	Chess Club	Monica, April	27
12-Jul	Chess Club	Monica, April	13
12-Jul	Readers Theater rehearsal	Monica	7
13-Jul	Design Lab: Vinyl Cutting	Tyler	7
13-Jul	Wee Read	Jane	31
13-Jul	Garden Buddies	Natalie	12
14-Jul	Coding Club, 1-3	Tyler	8
14-Jul	Coding Club, 1-3	Tyler	11
14-Jul	Coding Club, 4-6	Tyler	14
14-Jul	Giving Back Night	Katie, Natalie, Tori	34
14-Jul	Book Buddies	Monica	18

15-Jul	Minecraft Club	Tyler	21
15-Jul	Readers Theater rehearsal	Monica	3
15-Jul	Readers Theater performance	Monica	10
16-Jul	Storytime - Stories Together	Heidi	10
18-Jul	Garden Buddies	Monica	8
18-Jul	STEM Buddies-Earthquake proof engineering 2pm	Monica, Tyler	27
18-Jul	STEM Buddies-Earthquake proof engineering 3pm	Monica, Tyler	24
18-Jul	All Ages Storytime	Heather	34
18-Jul	Crafternoons - Wrapped Earbuds	Heidi	7
18-Jul	Anime Addicts	Heidi	15
19-Jul	Coding Club, 4-6	Tyler	6
19-Jul	Hacking Electronics	Tyler	7
19-Jul	Shake, Shimmy, & Dance	Katie	81
19-Jul	Book Buddies	Monica	21
19-Jul	Chess Club	Monica, April	41
19-Jul	Chess Club	Monica, April	16
20-Jul	Design Lab: 3D Printing	Tyler	12
20-Jul	Wee Read	Jane	32
20-Jul	Garden Buddies	Natalie	16
21-Jul	Coding Club, 1-3	Tyler	9
21-Jul	Coding Club, 1-3	Tyler	8
21-Jul	Coding Club, 4-6	Tyler	11
21-Jul	Book Buddies	Monica	15
21-Jul	Petting Zoo	Jane	210
22-Jul	Video Game Tournament	Tyler	6
23-Jul	Stories Together (firefighter)	Mary Kay	19
25-Jul	STEM Buddies-Ozobots 2pm	Monica, Tyler	25
25-Jul	STEM Buddies-Ozobots 3pm	Monica, Tyler	25
25-Jul	All Ages Storytime	Heather	38
25-Jul	Crafternoons - Rock Monsters	Heidi	11
25-Jul	Garden Buddies	Natalie	15
26-Jul	Coding Club, 4-6	Tyler	4
26-Jul	Shake, Shimmy, & Dance	Katie	76
26-Jul	Book Buddies	Monica	21
26-Jul	Chess Club	Monica, April	43
26-Jul	Chess Club	Monica, April	18
27-Jul	Wee Read	Jane	25
27-Jul	Teen Movie Nights - The 5th Wave	Heidi	23
27-Jul	Garden Buddies	Natalie	13
28-Jul	Coding Club, 1-3	Tyler	9
28-Jul	Coding Club, 1-3	Tyler	9
28-Jul	Coding Club, 4-6	Tyler	7
28-Jul	Book Buddies	Monica	19
28-Jul	Tie Dye - Indoor Program	Jane, Tori	70
29-Jul	Minecraft Club	Tyler	16

29-Jul	Pizza Taste Off	Heidi	19
30-Jul	Stories Together	Jane	14

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

Readers Theater in the Garden

Monica Dzierzbicki created Readers Theater scripts, casts of characters, and arranged texts from the books "Seedfolks," "Maybe Something Beautiful: How Art Transformed a Neighborhood," "Whose Garden Is It?" and the poems "Growing" and "Dominoes". With support appearances from April Wendling and Monica, the small, but very dedicated, Readers Theater Troupe players presented an outstanding performance for families. The audience received seed packets at the end of the performance.

Teen Pizza Taste Off

Heidi Estrada contacted area pizzerias to find those that were willing to donate pizza to the Pizza Taste-Off. Donations were received from four locations: Giordano's, Zazzo's, Papa John, and Pizza Track. 19 teens attended the taste-off and worked as food critics in a blind taste-test to determine their favorites. All of the teens seemed to have a great time and enthusiastically discussed the finer points of pizza tastes: cheese, sauce, crust, and the best overall. Papa John's was the group favorite. The winner and sponsors will be announced in an e-newsletter.

Chess Club

Monica Dzierzbicki and April Wendling facilitated weekly Chess Club events. Our 23 VolunTeen coaches shared more than 322 games of chess.

Book Buddies

Monica Dzierzbicki coordinated Book Buddies sessions every Tuesday and Thursday this summer. With 15 teen volunteers, we were able arrange one-on-one meeting between VolunTeens and 1st -5th graders 242 times. We provided 6,050 minutes of vocabulary building and reading aloud opportunities.

Community

Date	Description	Staff	Attendance
6-Jul	Darien Farmers Market	Tyler, Natalie	11
7-Jul	Goddard Storytime	Katie	31
7-Jul	Goddard Storytime	Katie	39
7-Jul	Goddard Storytime	Katie	37
7-Jul	Whole Foods Storytime	Katie	21
11-Jul	Kindercare Storytime	Katie	24
11-Jul	Kindercare Storytime	Katie	28
11-Jul	Kindercare Storytime	Katie	29
11-Jul	WBC Storytime/STEM	Mary Kay & Tori	46
11-Jul	Chick-fil-A (6 children +5 adults)	Jane	11
13-Jul	Burr Ridge Circus Adventures	Katie, Mary Kay	59
18-Jul	Darien Park District Day Camp Storytime (3-5 year olds)	Heather	30
18-Jul	Darien Park District Day Camp Storytime (6-8 year olds)	Heather	41
19-Jul	Kids STEM Event (21 children +15 adults)	Jane, April	36

20-Jul	Farmers Market	Monica, Katie	45
22-Jul	Darien Park District Movie Under the Stars: "The Good Dinosaur"	Heather, Jane	40
25-Jul	Kindercare Storytime	Katie	19
25-Jul	Kindercare Storytime	Katie	26
25-Jul	Kindercare Storytime	Katie	23
25-Jul	Countryside Bank Storytime & Tour	Katie	73
25-Jul	WBC Storytime/STEM	Mary Kay & Tori	54
1-Aug	WBC Storytime/STEM	Mary Kay & Tori	46

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

Darien Farmers Market

On July 6, Tyler Works and Natalie Williams attended the Darien Farmers Market to show off show of our technology tools and toys for kids and teens. We demonstrated the Code-a-pillar, magnatiles, an Arduino and our new STEM kits.

Monica Dzierzbicki and Katie Salo attended on July 20. They shared Book Bundles, Playaway Launchpads and Views, and Summer Reading information for kids and teens.

Summer Programming at Willowbrook Corner (WBC)

Mary Kay Ernst and Tori Benes planned and presented four programs for the WBC at Anne M. Jeans elementary school. On the last day of this collaboration, we gave away books to 46 children.

Countryside Bank Storytime

Katie Salo partnered with Countryside Bank to offer a storytime on July 25. Afterwards, the bank offered a tour, snacks, and giveaways. We had 73 people in attendance and we received HUGE praise for Katie and her enthusiastic and entertaining presentation.

Seed Library

Number of Checkouts: 13

Number of Seed Packets Checked Out: 30

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

WouldShop™

For the WouldShop in July, Heather Forster Jensen prepared origami paper, lanyards/plastic lace, and pipecleaners as the featured items in the "What Can You Make With..." series. She pulled coordinating books and project instructions to leave out with the origami paper and lanyards/plastic lace.

Mary Kay Ernst prepared a special activity in the WouldShop for Shark Week. She decorated the bulletin board with shark facts, she displayed shark books (fiction and non-fiction) and she set up 2 crafts for the WouldShop for one week. She also put out shark themed coloring sheets and a shark word find for patrons.

Displays

Heather Forster Jensen created two sets of book displays in July. The first set was "Just Keep Swimming - Ocean Stories" (Early Literacy) and "Camp and Summer Stories" (Mid-Kids). The second set book displays was "Vacation Stories" (Early Literacy) and "If You Like 'Diary of a Wimpy Kid'" (Mid-Kids).

Marketing to Schools

Natalie Williams is creating new letters and handouts for the schools so that we can promote the materials, services, technology, and expert staff that we have to support schools. Attached to this report are examples of the letter and Teaching Coding handout that she has created. She is also working with Marketing to update the brochures that we have for Little Kids, Mid-Kids, Teens, and STEM.

Staff Changes

Youth Associate Mary Kay Ernst has resigned. She has taken a full-time job at Harvey Public Library. Her last day was August 6. We also said farewell to our Summer Associates, Tori Benes and April Wendling, and to our Teen Intern, Adrian Herath. Natalie Williams and Tyler Works will be hiring a new Youth Associate within the next month.

Contributing to the Profession

Date	Description	Staff
30-Jul	Association for Library Service to Children (see attached)	Katie

Continuing Education

Date	Description	Staff
21-Jul	Young Adult Library Services Assoc. Webinar <i>Connecting with Teens and Community Inside and Outside the Library.</i>	Heidi

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

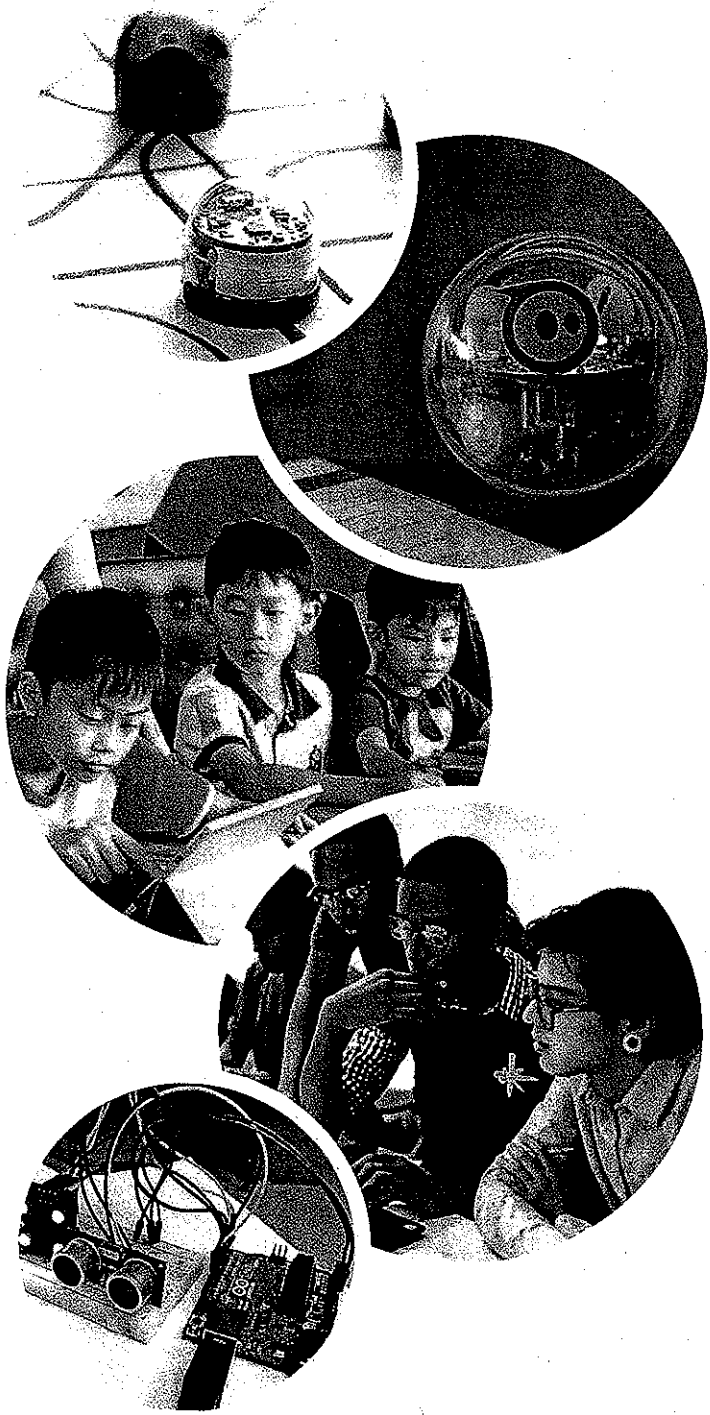
Meetings & Planning

Date	Description	Staff
1-Jul	Fall MK technology program planning meeting	Monica, Tyler
11-Jul	Fall program planning meeting	Monica, Natalie, Katie
11-Jul	Fall programming	Heidi, Natalie
12-Jul	Dept Heads	Natalie
13-Jul	Meeting at desk with April re Village Center Kids Event planning	Jane, April
14-Jul	Engaging teens after school	Heidi, Natalie
14-Jul	One-on-one with Jamie	Natalie
15-Jul	Program prep at desk with April re Village Center Kids Event	Jane, April
19-Jul	Meeting with Heather re Movie in the Park program	Jane, Heather
21-Jul	Website Committee	Tyler, Natalie
21-Jul	Meeting at desk with Tori re tie dye, sample practice	Jane, Tori
21-Jul	One-on-one with Jamie	Natalie
21-Jul	Meeting with Mary Kay - call in, resignation	Natalie
22-Jul	Meeting in workroom with Tori re colors and Tie Dye program planning	Jane, Tori
25-Jul	Fall program planning meeting	Monica, Natalie
25-Jul	Meeting with Laura - Read & Walk, supporting each other	Natalie

26-Jul	Dept Heads	Natalie
26-Jul	Check-in with Katie	Natalie
27-Jul	Met with Tyler to develop activities and schedule for the October Minecraft Con.	Monica, Tyler
27-Jul	Meeting with Ann - fall collection projects, tech classes	Natalie
28-Jul	Meeting with Tori re indoor Tie Dye program plan for same day	Jane, Tori
28-Jul	One-on-one with Jamie	Natalie
31-Jul	Registration VolunTEEN orientation	Heidi

Submitted by Natalie Williams, Head of Youth Services 8/10/2016

teaching coding with Indian Prairie Public Library



Coding Resources

Indian Prairie Library has tools for teaching coding to kids of all ages. We even have classroom sets that you can borrow for your classroom and trained staff to help. These tools are an excellent way to introduce math, robotics, and computer science to students.

Ozobots
Grades 1-6

Students can use markers or a tablet app to program an Ozobot robot.

Spheros
Grades 4-8

Students can program a gyroscopic robot through Bluetooth using a tablet app.

Arduino Microcontrollers
Grades 7-8

Students can build devices using motors, sensors, and other electrical components and then control them using an Arduino. Arduinos teach electrical engineering principles and reinforce a variety of subject areas ranging from collecting data from science experiments to creating interactive art exhibits.

3D Printing and Design

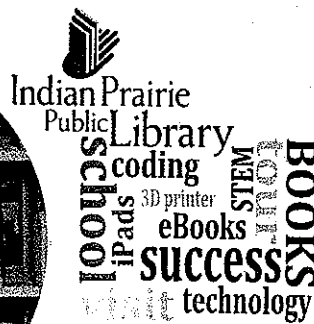
Library staff members can assist students with using computer aided design software to create and remix their own 3D creations. The library also owns two 3D printers and a 3D scanner that can be used to turn their designs into reality.

STEM Kits

The library supports all types of learning styles, and many people learn best by exploring topics hands-on and at their own pace. A kit enhances this type of learning and helps to nurture and build curiosity. We currently have kits that explore circuits, computer programming, gardening, robotics, and telescopes.

Tyler Works

Asst. Head of Youth Services
Technology Specialist
Birth—Grade 12
tylerw@ippl.info
630-887-8760 x261



Welcome 2016-17



Meet Our Kids & Teens Staff

August 2, 2016

Hello teachers and staff,

As you begin another academic year, we want to reach out and offer our support. Have you stopped to wonder what Indian Prairie can do for you and your classroom yet this year? We are here to serve students in this community, just like you. We have incredible staff and countless resources to help!

We are happy to participate in events, after school clubs, family reading nights, or ELL events. We love reading to classrooms, giving tours of our library, and sharing our resources or information on services and technologies.

We've got new books, computers, iPads, iMacs, e-readers, 3D printers, STEM kits, coding and robotics, digital media equipment, databases, and so much more!

If you haven't done so already, please make sure that the copies of your textbooks held at the library are up to date. Contact Monica.

Contact us today and let's work together to make this year a GREAT year!

Sincerely,

Natalie Williams

*Head of Youth Services
Indian Prairie Public Library District
401 Plainfield Road
Darien, IL 60561
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Natalie Williams
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Tyler Works
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Blogger Katie Salo

Summer's Over: Time for Rest and Dreaming

August 10, 2016 | Katie Salo

After eight weeks of programming, and five months of planning and promoting: my library's summer reading program is over. We've entered that period of time where the humidity hovers around 90% keeping patrons at home in their air conditioning. That time when staff members are rotating out to take some hard earned vacation time and desk shifts get longer. That time where the summer days seem to slow down instead of fly by. That time that is absolutely perfect for rest and dreaming.

Rest and dreaming go hand in hand for me. I love having those moments to breathe and think without the constant pressure to do something or make deadlines. This is where some of my best ideas come from: Book Bundles and the Parent/Teacher re-cataloging project to name a few!

I'm already thinking about ideas for what's next. I've got four new Book Bundles that I've just started the planning stages on. Next summer, I want to take our summer reading challenge into the classrooms of the daycares and preschools I visit. And I really want to start a music class for our youngest patrons that exposed them to rhythms and songs in a more focused way than our large Music and Movement programs in the spring.

And those are just some of the more concrete ideas in my head. There are ideas that are still glimmers: what if next year we set a date in each local park to do mobile circulation and summer reading promotion? Can we have a table outside of our meeting room on Election Day for the kids to vote Elephant or Piggie into president of the library? What area should I weed first?

This time for rest and dreaming is crucial for these ideas to mill about my head. Do you take the time out of your schedule to rest and dream? Let me know what new ideas come your way!

[And rest is **really** on my mind as I prepare to start my Caldecott reading this January. I'm going to need all the rest I can get! See you all after the announcements in 2018!]

– Katie Salo

Early Literacy Librarian

Indian Prairie Public Library

<http://storytimekatie.com>

STATISTICS FOR	Jul-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	37,217	40,474	37,217	40,474	-8.05%
Teen	4,179	4,058	4,179	4,058	2.98%
Kids	21,788	26,584	21,788	26,584	-18.04%
TOTAL	63,184	71,116	63,184	71,116	-11.15%
Electronic Circulation	4,779	4,309	4,779	4,309	10.91%
GRAND TOTAL CIRC.	67,963	75,425	67,963	75,425	-9.89%
% Reciprocal Borrowing	14%	16%	14%	16%	
Patron Visits	41,492	44,370	41,492	44,370	-6.49%
<u>Current Cards</u>					
Resident	166	270	20,971	21,866	-4.09%
Non-Resident	69	76	1,064	844	26.07%
TOTAL	235	346	22,035	22,710	-2.97%
Non-Resident Households	33	43	493	474	4.01%
<u>Patron Assistance</u>					
Adult - Reference	3,230		3,230		
Kids - Reference	1,732	1,908	1,732	1,908	-9.22%
Technology - Reference	876		876		
TOTAL REFERENCE	5,838	5,718	5,838	5,718	2.10%
Adult - Other	764		764		
Kids - Other	3,030	2,084	3,030	2,084	45.39%
Technology - Other	115		115		
TOTAL OTHER	3,909	4,361	3,909	4,361	-10.36%
GRAND TOTAL ASST.	9,747	10,079	9,747	10,079	-3.29%
<u>ILL/Reserves</u>					
Holds	8,109	8,088	8,109	8,088	0.26%
ILLs Sent	3,850	3,622	3,850	3,622	6.29%
ILLs Checked Out	4,545	4,516	4,545	4,516	0.64%
ILLs Received	5,075	5,106	5,075	5,106	-0.61%
<u>Programs - Adult</u>					
# Programs	5	6	5	6	-16.67%
Attendance	85	268	85	268	-68.28%
<u>Technology Classes</u>					
# Programs	5	4	5	4	25.00%
Attendance	44	77	44	77	-42.86%
<u>Individual Technology Training</u>					
# of Patrons	102	58	102	58	75.86%
<u>Groups</u>					
# Programs	8	9	8	9	-11.11%
Attendance	104	113	104	113	-7.96%
<u>Others</u>					
#Programs	2	1	2	1	100.00%
Attendance	57	115	57	115	-50.43%
<u>Programs - Teen</u>					
# Programs	7	13	7	13	-46.15%
Attendance	96	156	96	156	-38.46%
<u>Programs - Kids</u>					
# Programs	78	51	78	51	52.94%
Attendance	1,840	1,933	1,840	1,933	-4.81%
GRAND TOTAL ATT.	2,328	2,720	2,328	2,720	-14.41%

STATISTICS FOR	Jul-16	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,723	4,225	3,723	4,225	-11.88%
Kids Computers	1,933	2,074	1,933	2,074	-6.80%
Teen Laptop	255	192	255	192	32.81%
Adult Laptop	132	234	132	234	-43.59%
TOTAL PATRON USE	6,043	6,725	6,043	6,725	-10.14%
Hours Used					
Adult Computers	2,558	2,926	2,558	2,926	-12.58%
Kids Computers	1,187	1,368	1,187	1,368	-13.23%
Teen Laptop	330	306	330	306	7.84%
Adult Laptop	229	309	229	309	-25.89%
TOTAL HOURS USED	4,304	4,909	4,304	4,909	-12.32%
Wireless Total Connections	8,822		8,822		
IPPL Total Web Site Access	23,363	32,177	23,363	32,177	-27.39%
IPPL Total Page Views	36,874	65,503	36,874	65,503	-43.71%
Subscription Database Logins	2,081	2,166	2,081	2,166	-3.92%
Outreach-Homebound					
Items Delivered	101	154	101	154	-34.42%
Volunteers					
Number Active	73	139			
Hours Worked	453.25	1,236.50	453.25	1,236.50	-63.34%
Staff Training Hours	44.50	111.25	44.50	111.25	-60.00%
Room Use					
Youth Room	24	32	24	32	-25.00%
Meeting Room					
Library	61	42	61	42	45.24%
Non-Library	6	10	6	10	-40.00%
Conference Rooms	355		355		
Lobby Programs	2	2	2	2	0.00%
Board Room					
Library	17	17	17	17	0.00%
Non-Library	18	26	18	26	-30.77%
Clavinova	0	4	0	4	-100.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - July 2016

95

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1103	3	2	1104			3	2
Non-Fiction	52321	326	419	52228			326	419
Fiction	39265	415	97	39583			415	97
ADULT TOTALS	92689	744	518	92915	0	0	744	518
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	17002	84	3	17083			84	3
Fiction	30389	57	70	30376			57	70
KIDS TOTALS	47412	141	73	47480	0	0	141	73
TEEN								
Non-Fiction	785	6	8	783			6	8
Fiction	3635	26	0	3661			26	0
TEEN TOTALS	4420	32	8	4444	0	0	32	8
BOOK TOTALS	144521	917	599	144839	0	0	917	599

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audio Books on CD	6213	39	0	6252			39	0
Music CD	10495	12	4	10503			12	4
Playaway	371	3	4	370			3	4
DVDs (DVD & Blu-ray)	19621	186	15	19792			186	15
CD-ROMs	90	0	1	89			0	1
Console Games (Feb 2016)	20	0	0	20			0	0
ADULT TOTALS	36810	240	24	37026	0	0	240	24
KIDS								
Audio Books	714	1	2	713			1	2
Music CDs	905		1	904			0	1
Playaway	88	8	0	96			8	0
DVDs (DVD & Blu-ray)	4621	76	11	4686			76	11
Playaway Launch Pads (New)	14	0	0	14			0	0
KIDS TOTALS	6342	85	14	6413	0	0	85	14
TEEN								
Audio Books on CD	227	1	0	228			1	0
Playaway	36	0	0	36			0	0
DVDs (DVD & Blu-ray)	583	6	6	583			6	6
CONSOLE GAMES	525	3	3	525			3	3
PC-GAMES	58	0	0	58			0	0
TEEN TOTALS	1429	10	9	1430	0	0	10	9
AUDIOVISUAL TOTALS	44581	335	47	44869	0	0	335	47
COLLECTION TOTALS	189102	1252	646	189708	0	0	1252	646

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- July 2016

BOOKS	Previous Month Totals	Added Items	Discard Items	Current Totals	Prev. Mo. YTD		YTD	
					A	W	Add	Discard
Hoopla (Yearly for all ages)	115,178	0		115,178				
Reference (Yearly for all ages)	553	0		553				
eRead Illinois (Monthly for all ages)	26158	187	0	26345			187	0
TOTALS FOR ALL AGES	141,889	187		142,076	0	0	187	0
ADULT								
Non-Fiction								
eMedia (Overdrive Consortium)	2,309	9		2,318		0	9	0
eMedia (Overdrive Advantage)	679	14		693		0	14	0
Fiction								
eMedia (Overdrive Consortium)	9,512	72		9,584		0	72	0
eMedia (Overdrive Advantage)	2,562	78		2,640		0	78	0
ADULT TOTALS	15,062	173		15,235	0	0	173	0
KIDS								
Non-Fiction								
eMedia (Overdrive Consortium)	81	0		81			0	
eMedia (Overdrive Advantage)	6	0		6			0	
Fiction								
eMedia (Overdrive Consortium)	1,327	20		1,347		0	20	0
eMedia (Overdrive Advantage)	147	0		147		0	0	
KIDS TOTALS	1,561	20		1,581	0	0	20	0
TEEN								
Non-Fiction								
eMedia (Overdrive Consortium)	119	0		119			0	
eMedia (Overdrive Advantage)	10	0		10			0	
Fiction								
eMedia (Overdrive Consortium)	2,156	27		2,183		0	27	0
eMedia (Overdrive Advantage)	375	0		375		0	0	
TEEN TOTALS	2,660	27		2,687	0	0	27	0
BOOK TOTALS	161,172	407		161,579	0	0	407	0

AUDIOVISUAL	Previous	Added	Discard	Current	Prev. Mo. YTD		YTD	
	Month Totals	Items	Items	Totals	A	W	Add	Discard
Hoopla (Yearly for all ages)								
Audio Books	35,952			35,952				
Music	283,104			283,104				
Movies/TV	12,709			12,709				
eRead Illinois Audio Books	4,457	126		4,583		0	126	0
Yearly Total for All Ages	336,222	126	0	336,348	0	0	126	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,572	14		3,586			14	0
eMedia Advantage (Overdrive)	394	10		404			10	0
Movies								
Preloaded Roku Titles	566	15		581			15	
ADULT TOTALS	4,532	39		4,571	0	0	39	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	236	2		238			2	
eMedia Advantage (Overdrive)	1	0		1				
Movies								
Preloaded Roku Titles	87	2		89			2	
KIDS TOTALS	324	4		328	0	0	4	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	466	2		468			2	0
eMedia Advantage (Overdrive)	18	0		18			0	0
TEEN TOTALS	484	2		486	0	0	2	0
AUDIOVISUAL TOTAL	341,562	171		341,733	0	0	171	0
COLLECTION TOTALS	502,734	578		503,312	0	0	578	0

STAFF REPORT (I)

Distributed @ mtg.

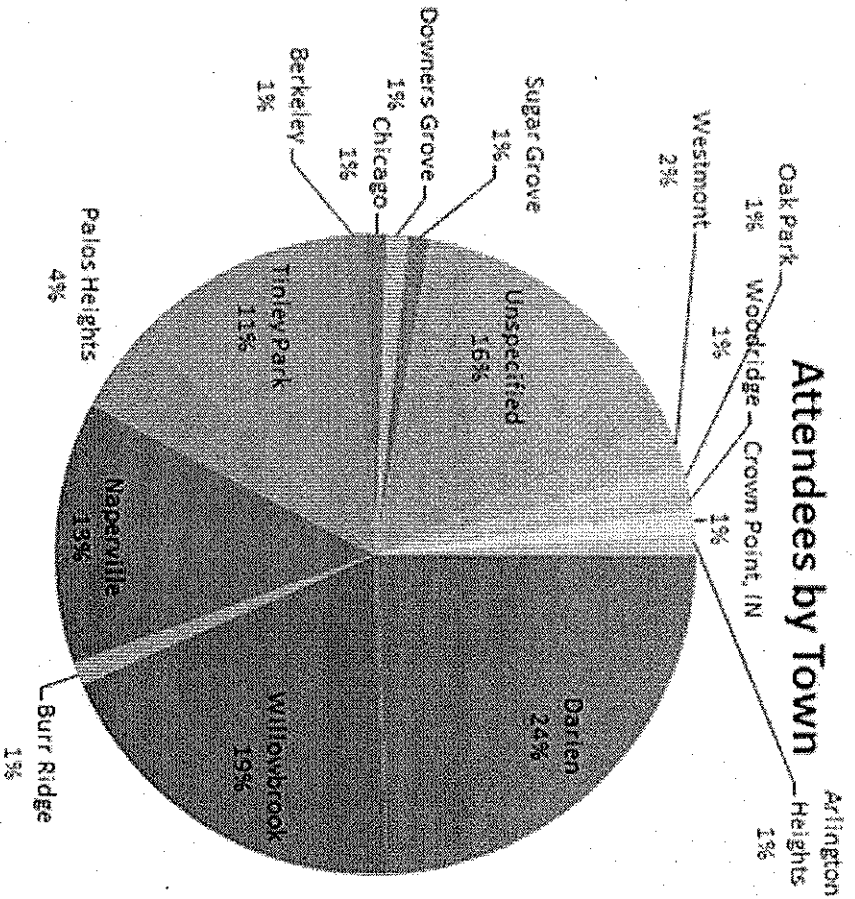
#LIBRARIANS
FOR
20-30
SOME THINGS
SOCIAL

#LIBSOCIAL PROGRAMS

- Inside the Box: Board Game Nights (once a quarter)
- Art Therapy Nights (once a quarter)
- Miskatonic Brewery Tour (October 2015)
- Harry Potter Trivia (November 2015 & July 2016)
- Blanket Fort Movie Night (January 2016)
- Buy Your First Home (May 2016)
- Pokemon Go Meetup (August 2016)

#LIBSOCIAL
For 20-30 something

ATTENDANCE



#LIBSOCIAL
For 20-30something

RESPONSE

Program Suggestions & Additional Comments

LOSER! KNEW BEST! I WAS MY WAY! LEARN
HAD PROBLEMS THIS COOL!

BY THE WAY
GIVE THE ENVIRONMENT A LOT OF
GREAT SUGGESTIONS.

This was a lot of fun!!!

++++ would color again.

HOORAY FOR VERY COOL! WOW.

***** / *****

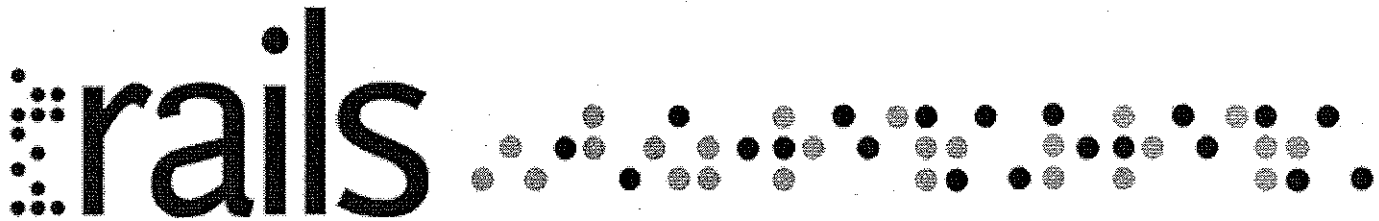
#LIBSOCIAL
For 20-30 some things

Chamber Report
August 2016

I contacted the WBBR Chamber about having T.J. present an overview of our digital media equipment at one of their meetings, but they cannot get him on the agenda until next year. We also talked about developing a handout on the equipment we have that might help small businesses as well as some publicity that the Chamber can send out as an "eblast."

I attended the WBBR Chamber Luncheon and networking meeting and police department recognition at Five Seasons Sports Club on August 3. At the exhibit tables outside, I talked with several business representatives, including the Community Relations Specialist (education) from Blue Cross Blue Shield. I sat at a table with Debra Yonish, Sales Manager at Chicago Marriott SW at Burr Ridge and Sheena Fox, Director of Sales at Springhill Suites, Burr Ridge/ Hinsdale. Denise Marchetti of Mutual of Omaha, Lori M. Barone of Barone Financial Group in Burr Ridge, Candace Kuhnen of ABC Communications, Michelle Harnell of Loyola Center for Health at Burr Ridge and Jane Sanchez of Hinsdale Travel. During networking time, I had opportunity to promote our business databases for developing marketing lists. I also found out about Lifestyles magazine, published by ABC, which targets the local suburbs and has an online events calendar that may provide a new publicity outlet for some of our events.

Shirley P. Jensen
Assistant Head of Adult Services and
Business Liaison



 e-news

Reminder: RAILS Offices Closed Friday, July 29

RAILS offices will be closed Friday, July 29, for a staff in-service meeting. Talking book services will not be provided. RAILS delivery service will not operate. CTS service to Burr Ridge and Wheeling area libraries and ILDS service to CARLI libraries will operate as normal.

Full SWAN services will be available. MAGIC, PrairieCat, and RSA will be available for use, but support may be limited. See [complete details](#).

RAILS Welcomes New Board Members and Officers

At its July 22 meeting, the [RAILS Board](#) welcomed these new members:

- Susan Busenbark, Trustee, Kewanee Public Library District
- Scott Pointon, Director, White Oak Library District
- Dee Runnels, Trustee, Moline Public Library
- Michelle Simmons, Trustee, Warren County Public Library District
- Harriett Zipfel, Director, Galesburg Public Library

The RAILS Board elected these officers for FY2017 (July 2016 - June 2017):

- President: Dave Barry, Trustee, Bartlett Public Library District
- Vice President: Kate Hall, Director, Northbrook Public Library
- Secretary: Laura Turner, Associate Technical Information Specialist, Caterpillar, Incorporated
- Treasurer: Paul Mills, Director, Fountaindale Public Library District

Eliminating Overdue Fines: Topic of Latest *Sparks* Podcast

In the latest episode of *Sparks*, Dee Brennan, RAILS Executive Director, talks with Cindy Fuerst, Director at Vernon Area Public Library District, about how her library eliminated overdue fines. Cindy shares how this decision was made and the resulting benefits. See www.railslibraries.info/sparks to listen to the episode.

To automatically receive future episodes, [subscribe to Sparks](#) via the [iTunes Store](#) or an app on your smartphone or mobile device. If you have any questions or comments, contact [Mary Witt](#), RAILS Communications Director.

User Dashboard on New RAILS Website

The [new RAILS website](#) includes a user dashboard that gives members easy access to many key website functions. To access your dashboard, sign into the [RAILS website](#) (top right corner) with the email address and password used for [L2](#) and click on your name (top right).

July 27, 2016**RAILS Links**

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

Member Resources

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

Upcoming Meetings

[August 12 RAILS Board Meeting](#)

Upcoming RAILS CE

[August 4 - Safety in the Library - Active Shooter](#)

[August 11 - Effective Onboarding](#)

[Workshops on Managing Change:](#)

[August 24 - Deerfield](#)

[August 25 - Sandwich](#)

[August 26 - Chillicothe](#)

RAILS Networking Events

[August 24 - Princeton](#)

[September - 19 Niles](#)

lists and to post jobs, free/for sale/wanted offers, Fast Facts surveys, library closings, etc. to the RAILS website. There is also a link to the [Library Learning \(L2\)](#) calendar/library directory.

[RAILS E-News Archives](#)

You can also "post an article" to the website via the dashboard, including library news, continuing education opportunities other members may find of interest, or a Library Show & Tell item highlighting something new/interesting (Show & Tell items must include a photo). For more information about posting items to the RAILS website, contact Renee Anderson at renee.anderson@railslibraries.info.

Subscriptions

[Subscribe to RAILS communications](#)

[Unsubscribe from this list](#)

[Update subscription preferences](#)

[Forward to a friend](#)

Required Delivery Count August 8 - 12

All RAILS members are required to count all outgoing items being picked up for delivery between Monday, August 8, and Friday, August 12. Visit the [delivery fine count section](#) of the RAILS website for instructions and a link to the [count form](#).

Interlibrary Loan and Iowa Libraries

RAILS libraries requesting interlibrary loan items or filling interlibrary loan requests from Iowa libraries must send these items to Iowa libraries via U.S. mail. RAILS is not able to deliver these items via the RAILS delivery service and will need to send them back to the Illinois library.

The [eight Illinois libraries](#) that used to be members of the RiverShare consortium (which includes Iowa libraries) joined the [PrairieCat shared catalog](#) in May. RAILS no longer has delivery connections to Iowa as a result of this change. If you have questions, contact [Mark Hatch](#), RAILS Delivery and Facilities Director.

August Workshops on Managing Change

Pat Wagner will present three identical workshops on managing change that are geared toward managers and directors. Pat will talk about improving communication, setting priorities, making tough decisions, and taking the right action to manage change. See the links below for registration and more information.

[Wednesday, August 24, 9:30 a.m. – 12:30 p.m., Deerfield Public Library](#)

[Thursday, August 25, 9:30 a.m. – 12:30 p.m., Sandwich Public Library District](#)

[Friday, August 26, 9:30 a.m. – 12:30 p.m., Chillicothe Public Library District](#)

Other RAILS CE Opportunities:

[Active Shooter Situations August 4](#)

[Effective Onboarding for New Employees August 11](#)

New Additions to the CE Archives

If you missed the recent three-part series on search engine optimization (SEO) for librarians, recordings are now available on the [RAILS CE Archives](#) page. Sign into the [RAILS website](#) (with the email address and password used for [L2](#)) to view full content.

Readers' Advisory Training with Becky Spratford August 18

Becky Spratford will share her ten rules of basic readers' advisory service at the Pekin Public

Attendees are invited to discuss the program and to work on their reader's profiles during lunch. (Order a box lunch or bring your own lunch.) This program is sponsored by [Renegade Reference of Central Illinois](#). RAILS is supporting this program with a [RAILS networking/continuing education group grant](#). See [more information and registration](#).

RAILS Group Purchase for Intercept Library

RAILS is offering a group purchase discount to all RAILS libraries for [Intercept Library](#). This software program helps local entrepreneurs and small business owners create a business plan to help them secure local financial support and learn the legal requirements for various industries.

To request a quote, contact Amanda Musacchio, RAILS Resource Sharing Specialist, at amanda.musacchio@railslibraries.info or 630.734.5118 by Wednesday, August 10. Please include the total population served by your library. No commitment is required at this time.

RAILS Group Purchase for BrainHQ

RAILS is offering a group purchase discount to all RAILS libraries for [BrainHQ](#), a brain-training system of courses and exercises designed to support and strengthen brain function. To request a quote, contact Amanda Musacchio at amanda.musacchio@railslibraries.info or 630.734.5118 by Wednesday, August 10. No commitment is required at this time.

See [this recording](#) of a demonstration of BrainHQ that took place recently at the RAILS Burr Ridge service center. See the [RAILS Vendor Discounts and Trials](#) page for more offers.

Upcoming RAILS Member Networking Events

All RAILS members working at all types of libraries (academic, public, school, and special) are invited to these events to hear the latest RAILS news and network with colleagues. Refreshments will be served.

- [Wednesday, August 24, 9:30 - 11:30 a.m.](#), Princeton Public Library
You'll also learn how talking book services benefit those unable to read print due to a physical or visual impairment.
- [Monday, September 19, 3 - 5 p.m.](#), Shure, Incorporated (Niles)
Attendees will enjoy a 30-minute tour of the Great Hall exhibit which covers Shure's 90-year history and hear about services the library offers to employees.

Register by July 29 for Upper Midwest Digital Collections Conference August 9 - 11

The [Upper Midwest Digital Collections Conference and CONTENTdm Users Group Meeting](#) will be held August 9 – 11, at St. Ambrose University in Davenport, Iowa. See the [workshop schedule](#) and [registration information](#).

Grants Available for Programming on Climate Change

The [Califa Library Group](#) is accepting applications for mini-grants to public libraries located in rural and under-resourced urban areas that are interested in providing science-based adult programming focused on local weather challenges and threats. The project is funded by the National Oceanic and Atmospheric Administration (NOAA) and participating libraries will receive materials, a planning guide, and \$1,000 for programs. Apply by August 7. See [more information](#).

Passing of Debby Miller

for libraries in general and for intellectual freedom. Debby was a recipient of the American Library Association's Trustee Citation, the Studs Terkel Humanities Service Award, and was honored as an Illinois Library Association Library Luminary in 2010. More information is available on the [RAILS website](#).

RAILS Library Director News

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

Member News

The following include items posted to the RAILS website and other articles featured in the media. Post your news by signing into the [RAILS website](#) (with the email address and password used for [L2](#)). Then click on your name to view the dashboard where you can post your library news.

[Some Indian Prairie SD #204 Schools Open to Kids in Summer](#)

[Teens Showcase Business Ideas at Oak Park Public Library's Teen Entrepreneur Academy](#)

[Arlington Heights Memorial Library Board Debates New Library Branch](#)

[Illinois State University's Board Approves Renovations to Milner Library](#)

[Interview with Julie Milavec on Downers Grove Public Library](#)

[Cary Area Public Library to Begin Renovation](#)

Fast Facts Survey

[Circulating Electronic Devices](#)

[Check Out and Hold Limits](#)

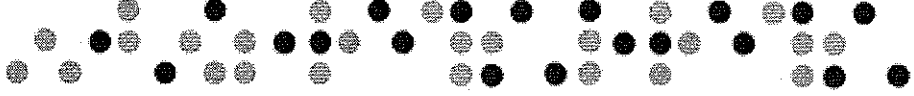
Additional Continuing Education Opportunities

In addition to the RAILS events listed above, the following continuing education (CE) opportunities were posted to the RAILS website. Members can post CE by signing into the [RAILS website](#) (top right corner) with the email address and password used for [L2](#). Then click on your name to view the dashboard. Select "Post an Article," then select "Continuing Education Opportunity."

[No-to-Low Cost Ways of Getting Your Library's Message Out - Online Event August 17](#)

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

rails



e-news

Membership Standards Update

RAILS formed a [System Membership Standards Committee](#) in the fall of 2014 to examine [current system membership requirements](#) and make recommendations for changing/strengthening them. The goal is to assist all member libraries in providing the best possible service to their customers.

Earlier this year, the committee released draft standards and invited member comment. The Membership Standards Committee is reviewing this feedback and making changes to the standards as a result. In this [memo to RAILS members](#), Executive Director Dee Brennan addresses common member concerns and questions about the draft standards and outlines next steps in the process.

Dee Brennan Wins Atkinson Memorial/Demco Award

Dee Brennan, RAILS Executive Director, is the 2016 recipient of the Illinois Library Association's (ILA's) coveted [Atkinson Memorial/Demco Award](#). The award honors sustained activity and contributions having a lasting impact on librarianship.

The award will be presented at the [awards luncheon](#) at the ILA conference in Rosemont on Tuesday, October 18. Congratulations to Dee on this distinguished honor! See this [ILA news release](#) for more information. See additional information on other ILA award winners below.

Reminder: Required Delivery Count August 8 - 12

All RAILS members are required to count all outgoing items being picked up for delivery between Monday, August 8, and Friday, August 12. Visit the [delivery fine count section](#) of the RAILS website for instructions and a link to the [count form](#).

August 12 RAILS Board Meeting

The RAILS Board will meet on Friday, August 12, at 1 p.m., in person in Burr Ridge and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See the [RAILS website](#) for an agenda and supporting documents.

Gale Cengage Career Online High School Program

Fountaindale Public Library District became the first Illinois library to participate in the Gale Cengage Career Online High School program. The library purchased scholarships offering access to online high school diplomas for participants. A commencement and reception was held on Sunday, July 31, to award diplomas to three graduates.

Commencement speakers included State Senator Pat McGuire (43rd district), who gave the

August 3, 2016

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Upcoming Meetings

[August 12 RAILS Board Meeting](#)

Upcoming RAILS CE

[August 4 - Safety in the Library - Active Shooter](#)

[August 11 - Effective Onboarding](#)

[Workshops on Managing Change:](#)

[August 24 - Deerfield](#)

[August 25 - Sandwich](#)

[August 26 - Chillicothe](#)

[Book Discussion Leadership Training:](#)

[September 13 - Galena](#)

[September 15 - Peotone](#)

Fountaindale Public Library District, commended the graduates for their hard work and encouraged them to continue on the path of lifelong learning through libraries. See more in the library's [news release and photos](#).

Career Online High School, in partnership with Gale, a part of Cengage Learning, is an online high school diploma and career certification program. RAILS is now offering a group purchase for the Gale Cengage Career Online High School program. For further details, contact [Amanda Musacchio](#), RAILS Resource Sharing Specialist.

RAILS Group Purchase for Intercept Library

RAILS is offering a group purchase discount to all RAILS libraries for [Intercept Library](#). This software program helps local entrepreneurs and small business owners create a business plan to help them secure local financial support and learn the legal requirements for various industries.

To request a quote, contact Amanda Musacchio, RAILS Resource Sharing Specialist, at amanda.musacchio@railslibraries.info or 630.734.5118 by Wednesday, August 10. Please include the total population served by your library. No commitment is required at this time.

RAILS Group Purchase for BrainHQ

RAILS is offering a group purchase discount to all RAILS libraries for [BrainHQ](#), a brain-training system of courses and exercises designed to support and strengthen brain function. To request a quote, contact Amanda Musacchio at amanda.musacchio@railslibraries.info or 630.734.5118 by Wednesday, August 10. No commitment is required at this time.

See [this recording](#) of a demonstration of BrainHQ that took place recently at the RAILS Burr Ridge service center. See the [RAILS Vendor Discounts and Trials](#) page for more offers.

Book Discussion Leadership Training Programs

Becky Spratford will offer a short version of her popular "Recharge Your Book Club" training, including presenting tips and tricks for book clubs and leading a discussion of *The Sympathizer* by Viet Thanh Nguyen. (Attendees are encouraged to read *The Sympathizer* prior to the program.) Register to attend one of these three identical programs:

[Tuesday, September 13, 9:00 a.m. - noon, Galena Public Library](#)

[Thursday, September 15, 9:30 a.m. -12:30 p.m., Peotone Public Library District](#)

[Tuesday, September 20, 9:30 a.m. – 12:30 p.m., DeKalb Public Library](#)

Saturday Trustee Workshops on Running More Successful Board Meetings September 17 and October 1

Nancy Sylvester, author and professional parliamentarian, will cover what trustees and directors need to know about parliamentary procedure, including board basics, board governing documents, fiduciary duty, and much more. Two identical workshops will be held. Log into [L2](#) to register to attend at one of the following locations:

[Saturday, September 17, 9:30 a.m. – 12:30 p.m. - Ela Area Public Library District](#)

[Saturday, October 1, 9:30 a.m. - 12:30 p.m. - Lisle Library District](#)

Trustee Workshops:

[September 17 - Lake Zurich](#)

[October 1 - Lisle](#)

RAILS Networking Events

[August 24 - Princeton](#)

[September 19 - Niles](#)

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Pat Wagner will present three identical workshops on managing change that are geared toward managers and directors. Pat will talk about improving communication, setting priorities, making tough decisions, and taking the right action to manage change. See the links below for registration and more information.

Wednesday, August 24, 9:30 a.m. – 12:30 p.m., Deerfield Public Library

Thursday, August 25, 9:30 a.m. – 12:30 p.m., Sandwich Public Library District

Friday, August 26, 9:30 a.m. – 12:30 p.m., Chillicothe Public Library District

Other RAILS CE Opportunities:

Active Shooter Situations August 4

Effective Onboarding for New Employees August 11

Continuing Education (CE) Group Grants

RAILS is offering a new round of grants to networking groups to fund CE events in the RAILS area. To be eligible, a group must include at least 75% RAILS members and events must be open to all RAILS members. Apply by September 30 (for this award period). See more information.

Contact Joe Filapek, RAILS Consulting and Continuing Education Manager, at joseph.filapek@railslibraries.info with questions.

Readers' Advisory Training with Becky Spratford August 18

Becky Spratford will share her ten rules of basic readers' advisory service at the Pekin Public Library on Thursday, August 18, from 9 a.m. – 2 p.m. Becky will show you how you can use your own love for your favorite books to help any patron find their next great read.

Attendees are invited to discuss the program and to work on their reader's profiles during lunch. (Order a box lunch or bring your own lunch.) This program is sponsored by Renegade Reference of Central Illinois. RAILS is supporting this program with a RAILS networking/continuing education group grant. See more information and registration.

Upcoming RAILS Member Networking Events

All RAILS members working at all types of libraries (academic, public, school, and special) are invited to these events to hear the latest RAILS news and network with colleagues. Refreshments will be served.

- Wednesday, August 24, 9:30 - 11:30 a.m., Princeton Public Library
You'll also learn how talking book services benefit those unable to read print due to a physical or visual impairment.
- Monday, September 19, 3 - 5 p.m., Shure, Incorporated (Niles)
Attendees will enjoy a 30-minute tour of the Great Hall exhibit which covers Shure's 90-year history and hear about services the library offers to employees.

RAILS Free/For Sale/Wanted Item List

The new RAILS website continues to feature the popular Free/For Sale list where you can post items that are available to other libraries. In response to member requests, we've expanded

To view items on the list or to sign up for an RSS feed to receive alerts when new items are posted, click on Membership > Announcements > Free/For Sale/Wanted in the top menu.

To post an item, sign into the [RAILS website](#) with the email address and password used for [L2](#). Then, in the upper right corner click on Your Name > Add Content > Post a Free/For Sale/Wanted Item.

If you have any questions on the Free/For Sale/Wanted page, contact renee.anderson@railslibraries.info.

Coming Soon: New Issue of *News for Special Libraries*

A new issue of *RAILS News for Special Libraries* with the latest information on programs/services for our special library members will soon be landing in the email boxes of those subscribed. If you are not yet subscribed and would like to receive this and other issues of this periodic e-newsletter, [subscribe here](#).

RAILS will be issuing new editions of our e-newsletters for school and academic library staff in the near future. Subscribe to all [RAILS newsletters here](#).

Congratulations to ILA Award Winners

As reported in the article above, RAILS Executive Director Dee Brennan is the 2016 recipient of the Illinois Library Association's (ILA's) Atkinson Memorial/Demco Award.

ILA recently announced the following 2016 award recipients:

- Crosman Memorial Award: Patricia (Trixie) Dantis, Arlington Heights Memorial Library
- Davis Cup Award: Sharon Hrycewicz, Downers Grove Public Library
- Demco Library Innovative Award: Illinois State Library
- Robert P. Doyle ILA Annual Conference Grant for Support Staff Award: Isabel Huerta, Addison Public Library
- Golden Ticket Award: Rosie Camargo, Forest Park Public Library
- Illinois Academic Librarian of the Year Award: Pattie Piotrowski, University of Illinois at Springfield
- Intellectual Freedom Award: Roger Schillerstrom, *Crain's Communications*
- Librarian of the Year Award: Tina Hubert, Six Mile Regional Library District
- Robert R. McClarren Legislative Development Award: Kip Kolkmeier, Strategic Advocacy Group, LLC
- Oberman and Rich Reaching Forward Conference Grant for Support Staff Award: Georgia Pichinos-Anderson, Highland Park Public Library
- Deborah Dowley Preiser Marketing Award: Catherine Bailey, Effingham Public Library
- Readers' Advisory Service Award: Mike Hominick and Tracy Gossage, Northbrook Public Library
- Reference Services Award: Pembroke Public Library
- Alexander J. Skrzypek Award: Ann Ford, Illinois Network of Centers for Independent Living (INCIL)
- TBS, Inc. Technical Services Award: Matt Teske, Indian Trails Public Library District
- Trustee of the Year Award: Mary Jo Akeman, Six Mile Regional Library District, and Jay Kasten, Vernon Area Public Library District
- Young Adult Librarian of the Year Award: Becca Boland, Ela Area Public Library

Registration Open for Illinois Library Association (ILA) Conference October 18 - 20

Registration is now open for the 2016 ILA Annual Conference "Discovery Advocacy Leadership." See [ILA's website](#) for the program schedule and registration.

IMLS Grant Opportunities

The guidelines for the first round of the Institute of Museum and Library Services (IMLS) [National Leadership Grants for Libraries \(NLG\)](#) and [Laura Bush 21st Century Librarian Program \(LB21\)](#) are now available. Preliminary proposals are due by September 1.

Last Call: Grants for Programming on Climate Change

The [Califa Library Group](#) is accepting applications for mini-grants to public libraries located in rural and under-resourced urban areas that are interested in providing science-based adult programming focused on local weather challenges and threats. The project is funded by the National Oceanic and Atmospheric Administration (NOAA) and participating libraries will receive materials, a planning guide, and \$1,000 for programs. Apply by August 7. See [more information](#).

Bookmobile and Outreach Services Conference October 19 - 21

The Association of Bookmobiles & Outreach Services conference will be held October 19 – 21, at the Marriott RiverCenter, in Covington, KY. See a [preliminary program and registration information](#).

RAILS Library Director News

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

Member News

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

[Robert W. Rowe Library is on the Radio](#)

[Partners in Digitizing State of Illinois Publications](#)

[Cary Area Public Library to Begin Renovation](#)

[Photo of New Laptop Dispenser at Gail Borden Public Library District \(South Branch\)](#)

[Photo of New Harvey Public Library](#)

[Summer Reading Concludes at Robert W. Rowe Library](#)

[Silvis Public Library Thanks Community](#)

[Morton Considers Cards for Nonresident Students](#)

[Crystal Lake Public Library Makes Case for New Building](#)



 e-news

August 12 RAILS Board Meeting

The RAILS Board will meet on Friday, August 12, at 1 p.m., in person in Burr Ridge and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See the [RAILS website](#) for an agenda and supporting documents.

Enhanced Search Function on New RAILS Website

The new [RAILS website](#) makes it easier to find all types of content on our site. Click on the magnifying glass (upper right) to open the search box. You can then search the [RAILS site](#), [eRead Illinois](#), the [Illinois Talking Book Outreach Center](#) site, and the [MAGIC](#), [PrairieCat](#), and [SWAN](#) support sites all at one time. (RSA's support site uses a different software platform.)

Your search will also include different website sections and pages (Fast Facts surveys, Free/For Sale/Wanted items, the RAILS Jobs Board, nonresident card participation page, etc.). PDF, Word, and Excel files will all be included in search results. You can filter your results by source website and type of content on the right side of the page.

See [more benefits](#) to the new RAILS website. If you have any questions, contact renee.anderson@railslibraries.info.

RAILS Vendor Discount for MicroMarketing

[MicroMarketing](#) is offering a special discount to all types of RAILS member libraries (academic, public, school, and special). MicroMarketing is a wholesaler of print, audio, and video media and provides free library packaging, MARC records, and more.

For more information, log into the [RAILS website](#) (with the email address and password used for L2) and visit the [Deals and Discounts](#) section, or contact Amanda Musacchio, RAILS Resource Sharing Specialist, at amanda.musacchio@railslibraries.info or 630.734.5118.

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August 10, 2016**RAILS Links**

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You'll also learn how talking book services benefit those unable to read print due to a physical or visual impairment.

- [Monday, September 19, 3 - 5 p.m.](#), Shure, Incorporated (Niles)

Attendees will enjoy a 30-minute tour of the Great Hall exhibit which covers Shure's 90-year history and hear about services the library offers to employees.

Job Descriptions Program September 14

The Management Association will help you compose great job descriptions, give you tips on keeping them current, and more. The program will be held in person at the RAILS Burr Ridge service center on Wednesday, September 14, from 1:30 – 4:30 p.m., and via videoconference at the RAILS Coal Valley and East Peoria service centers, New Lenox Public Library District, and Vernon Area Public Library District. See [more information and registration](#).

Book Discussion Leadership Training Programs

Becky Spratford will offer a short version of her popular "Recharge Your Book Club" training, including presenting tips and tricks for book clubs and leading a discussion of *The Sympathizer* by Viet Thanh Nguyen. (Attendees are encouraged to read *The Sympathizer* prior to the program.) Register to attend one of these three identical programs:

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Nancy Sylvester, author and professional parliamentarian, will cover what trustees and directors need to know about parliamentary procedure, including board basics, board governing documents, fiduciary duty, and much more. Log into [L2](#) to register for one of the following identical workshops:

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Other RAILS CE Opportunities:

[Effective Onboarding for New Employees August 11](#)

[Managing Change \(Deerfield\) August 24](#)

[Managing Change \(Sandwich\) August 25](#)

[Managing Change \(Chillicothe\) August 26](#)

Descriptions

Trustee Workshops:

[September 17 - Lake Zurich](#)

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from 9 a.m. – 2 p.m. (You can order a box lunch or bring your own.) This program is sponsored by [Renegade Reference of Central Illinois](#). RAILS is supporting this program with a RAILS [networking/continuing education group grant](#). See [more information and registration](#).

Adult Reading Round Table Program on Readers' Advisory August 25

Rebecca Vnuk will moderate a panel discussion on how you can connect with patrons to provide readers' advisory services with a personal touch. The discussion will be held at the RAILS Burr Ridge service center on Thursday, August 25, from 2 - 4 p.m. For a list of panelists and more information, see this [flyer](#). [Register here](#).

Read for Information Grant

The application period for the Read for Information Grant funded by the Illinois School Library Media Association (ISLMA)/Library Book Selection Service (LBSS) Endowment Fund is now open. Nonfiction grants of \$1,500 will be awarded to at least 20 school librarians for collaborative projects. Apply by September 15. See [more information](#).

Courses from Library Juice Academy

Library Juice Academy provides online courses that can be viewed at any time via the academy's online platform. Most classes are four weeks long and cost \$175. See [more information and course schedule](#).

Internet Librarian Conference Discount

Information Today, Inc. is offering a discount to ILLINET members (includes all RAILS members) to attend the [Internet Librarian 2016 Conference](#), October 17-19, in Monterey, California. The special rate is \$379 (regular rate is \$549) and \$109 (regularly \$219) for the Internet@Schools Track. The deadline for the discount is Friday, September 16. See [registration information](#). For additional information, contact [Jill Heffernan](#) at 217.557.7259.

RAILS Library Director News

Ted Bodewes will be the Director of Thomas Ford Memorial Library (Western Springs), effective October 1.

Jesse Butz is the Interim Director of the Sycamore Public Library.

Michelle Krooswyk will be the Director of New Lenox Public Library District, effective September 12.

Jorge Perez is the Director at River Grove Public Library District.

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

Member News

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

[Three People Earn High School Diploma via Fountaindale Public Library District](#)

Proposed Changes to Operating Budget

I ran a comparison of the Blue Cross Blue Shield 3.1% proposal for 15 months which would move us ultimately back to a 1/1 renewal for 2018 with the 2.1% proposal keeping the renewal date at 10/1. For the comparison I used a 10% increase in premium at the next renewal. The 3.1% proposal does provide a savings of \$698.00 over the 2.1% proposal.

Having said that, in reviewing the proposed premium increases I realized that I had under estimated the budget line for medical/life insurance benefits. I had budgeted \$121,000 and the budget line should be \$132,5000. It appears the error came in my formula relative to the new premium start date of 10/1 rather than a 1/1 start date.

With our current plan staff pay no deductible, have the choice of 80% of medical paid with the large PPO selection of doctors or 100% of medical paid with a small pool of doctors to choose from.

I have reviewed other health insurance plans. A traditional PPO with a \$500.00 deductible for the staff person to pay, covering 80% of medical and a tiered prescription plan would cost the library \$141,942. A traditional plan with a \$1,000 deductible paid by staff, covering 80% of medical and a tiered prescription plan would cost the library \$136,600. So the plan we currently have offers a terrific benefit to our staff at the same cost.

I reviewed the revenues and expenditures with the department heads and am recommending the following revisions to the operating budget. I've attached updated budget sheets.

Revenue – Desk Monies – increase by \$2,000.00. The last two years our non-resident card fees have been \$85,000. I budgeted \$80,000. I recommend the line be increased by \$2,000. This is still a conservative estimate but closer to actual dollars in the last 2 years. We also plan to step up marketing to non-residents.

Revenue – Other Income – increase by \$4,763.00. We received a refund check of \$763 from OCLC to offset the amount of materials we provide to other libraries through OCL interlibrary loan. We also have \$4,000 in the Liability (insurance) Reserve Fund. Each year I evaluate our reserve funds and move money into operating to reduce those reserves. Last year we moved \$3,000 from the IMRF Reserve Fund and \$3,000 from the Social Security Reserve Fund. There is no reason to maintain reserves in those funds.

Expenditures – Personnel – Benefits – Medical/Life Insurance – increase by \$11,500 to \$132,500.

Expenditures – Books – reduce by \$1,000. Debbie Sheehan selects books about crafts. She recently completed a weeding project on this section and has determined that usage has gone way down and she does not need the \$3,500 budgeted. She had the same amount last year and did not spend it all. She suggested \$2,500 for her budget.

Expenditures – Operations - Supplies – Office – reduce by \$1,400. This reduction comes from reducing office supply budgets across departments after examining the history of expenditures in this line.

Expenditures – Operations – Patron Card Supplies – reduce by \$2,900 from \$3,500 to \$600. As Debbie mentioned in her report we are removing the signature strip from library cards which greatly reduces the price of cards. Also we haven't bought library cards in three years and the prices had gone down much more than she anticipated. We also are going to photocopy registration forms in house rather than have them printed on card stock.

Expenditures – Automation – Equipment – Reduce by \$500.00. Reduce the contingency line from \$2,000 to \$1,500.

Expenditures – Automation – Software – Reduce by \$2,500. We had budgeted \$10,000 for new software for patron program and meeting space registration plus a mobile app for the website. The cost came in at \$7,500.

Operating Budget 2016/2017 Overview, Revised

<u>Expenditures</u>		<u>Percentage Operating</u>	<u>Revenue</u>		<u>Percentage Revenue</u>
Personnel	\$2,673,180.00	73.35%	Property Taxes	\$3,436,415.00	94.29%
Materials	\$478,625.00	13.13%	Non-Current Property Tax	\$0.00	0.00%
Building	\$259,700.00	7.13%	Tax Levy Interest	\$0.00	0.00%
Operations	\$31,400.00	0.86%	State Grant	\$32,000.00	0.88%
Automation	\$101,370.00	2.78%	Interest	\$1,000.00	0.03%
Contractual	\$14,100.00	0.39%	Desk Monies	\$169,700.00	4.66%
Insurance	\$16,871.00	0.46%	Other Income	\$5,563.00	0.15%
Public Information/Program	\$65,819.00	1.81%			
Contingency	\$3,550.00	0.10%			
Total operating budget	\$3,644,615.00		Total	3,644,678.00	

Operations

Supplies - office	13,072	14,000	15,400
Photocopy supplies	4,024	5,000	
Patron card supplies	535	600	3,500
Postage	3,761	4,000	
Non-payment reimburse	2,215	3,000	
Admin staff travel	360	500	
Organizational membership	1,750	1,800	
Bank fees	2,526	2,500	
Total Operations	28,243	31,400	

Automation

Public toner	6,107	7,000	
Staff toner	6,419	6,000	
3D printer supplies	428	700	
Automation - prof services	5,000	5,000	
Purchase of equipment	27,269	12,500	13,000
Automation equipment maint.	2,160	3,650	
Software	17,700	18,500	21,000
SWAN maintenance	45,620	45,620	
Telecommunications	2,495	2,400	
Total Automation	113,198	101,370	

Contractual Services

General prof. services	8,093	0	
Legal	1,462	3,000	
Audit	3,400	3,500	
Credit bureau	834	1,500	
Equipment-maint/repairs	0	2,000	
Equipment - photocopier	3,022	4,000	
Bond Registrar	110	100	
Total Contractual Services	16,921	14,100	

Insurance

Multi peril - physical & liability	10,070	10,479	
Bonding	1,336	1,400	
Officers/directors	2,842	2,842	
Umbrella liability	2,150	2,150	
Total Insurance	16,398	16,871	

Public Information

Marketing supplies	3,082	500	
Advertising	2,422	500	
Newsletter	36,196	34,619	
eNewsletter	1,638	1,700	
Informational printing	1,978	2,500	
Legal notices	1,340	1,400	
Special events	28,139	24,600	
Total Public Information	74,795	65,819	

Contingency 4,371 3,550

Total Expenditures 3,588,561 3,641,115

Total Operating Revenue 3,590,740 3,644,678 3,563

2016/2017 Operating Budget - Expenditures

	2015/16	2016/17 revision	Original amount
<u>Personnel</u>			
Salaries	2,098,765	2,137,000	
Benefits - Med/Life Ins	118,342	132,500	121,000
Employee Asst	0	0	
Benefits - IMRF	197,163	207,000	
Benefits - FICA	162,480	163,500	
Recruitment	425	0	
Staff development	21,890	16,300	
Board development	937	1,000	
Worker's compensation	8,556	9,000	
Unemployment insurance	3,503	3,380	
Total Personnel	2,612,061	2,669,680	
<u>Materials</u>			
Books	231,228	237,175	238,175
Periodicals	27,140	31,700	
Audio	47,591	48,750	
Video	52,325	58,200	
Multi-Media	8,922	8,000	
Electronic ref. resources	66,489	64,300	
Software/Games	7,030	7,000	
ESL	1,969	2,000	
Processing supplies	23,569	21,500	
Total Materials	466,263	478,625	
<u>Building</u>			
Cleaning service	69,853	71,500	
Water/Sewer	5,434	7,000	
Gas	13,168	13,000	
Electric	60,978	65,000	
Telephone	7,058	7,000	
Maintenance supplies	19,143	17,000	
Bldg maintenance/repairs	55,103	50,000	
Security system	1,282	1,200	
Property maintenance	21,482	25,000	
Garbage disposal	2,810	3,000	
Total Building	256,311	259,700	

Library Overdue Fines

In June I shared information comparing overdue fines among libraries around IPPL and also libraries with similar populations or budgets. I've attached that chart as well as a chart that shows the history for fines for materials other than DVDs (Fines/Fees under Desk Monies Revenue) and for DVD fines (DVD Fines under Desk Monies Revenue). IPPL has kept the same fines since its inception. There are three scenarios to consider:

- Keep fines as they are.
- If the library were to move to 15 cents a day for materials other than DVDs the revenue for Fines/Fees would be \$71,930 compared to last fiscal year's \$47,954, generating an additional \$23,976.
- If DVD overdue fines were reduced from \$1.00 to \$0.15 the reduction in the DVD Fines line would be \$5,598 but combined with a \$0.15 overdue fine for other materials the additional monies generated would be \$18,378.

Library Fines

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

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

\$2.00 - DVDs - 1 libraries
 \$1.00 - DVDs - 20 libraries
 \$0.50 - DVDs - 2 libraries
 \$0.25 - DVDs - 1 library
 \$0.20 - DVDs - 1 libraries
 \$0.15 - DVDs - 3 libraries
 \$0.10 - DVDs - 4 libraries
 \$0.00 - DVDs - 2 libraries

Year	Fines	DVD Fines		Circulation
15/16	\$ 47,954.00	\$ 6,586.00		758,241
14/15	\$ 51,925.00	\$ 8,173.00		780,215
13/14	\$ 54,242.00	\$ 12,388.00		850,187
12/13	\$ 57,165.00	\$ 10,005.00		896,797
11/12	\$ 62,181.00	\$ 10,716.00		901,674
10/11	\$ 56,572.00	\$ 8,184.00		855,777
09/10	\$ 65,306.00	\$ 9,340.00		901,299
08/09	\$ 55,531.00	\$ 7,590.00		857,901
07/08	\$ 68,823.00	\$ 5,966.00		763,920
06/07	\$ 70,497.00	\$ 20,809.00	rental fee	714,820
05/06	\$ 75,858.00	\$ 28,372.00	rental fee	710,820

Kids & Teens

A teacher was in this morning to get books for her classroom. She said that the library is such a bargain and she can get everything she needs in one place. She also said that it makes it easier for her to use the space because there are such great people like the librarians to talk to.

Circulation

"I can't believe how busy this place is! You really get your money's worth here."

A patron returning a rental book didn't like the email saying "your fines" when it was a rental. He accepted my explanation in good humor.

LaGrange patron loves coming to our library, she said "Such a friendly atmosphere."

Patron "hates" the new calling service. "He repeats everything and is very impersonal."

Patron said, "The library is a wonderful part of our community. We appreciate everything you do."

Vernon Hills patron visited our library stated our library is so warm and welcoming. She loves the flowers and plants outside. "Vernon Hills is not at all like IPPL."

Patron said she does not like the new website. She can no longer check her account on her mobile phone.

Adult

Patron at the coloring night program mentioned how excited he is that his monthly Hoopla limit was increased.

You should install shades on the large windows in the computer area. It would help keep it cooler on hot days and cut out some of the glare. The library used to have them on the big windows when the computers were upstairs.

Technology

"You were a good teacher, now I've got the hang of it". (I showed her how to use the scanner a couple of weeks ago.)

Administration

The University of Chicago group that used our meeting room this morning thanked me and said "we have a beautiful facility!"