

**WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING AGENDA**  
**Tuesday, August 15, 2017 at 7:15 pm in the Staff Lounge**

**All trustees are requested to be in the staff lounge at 7:00 pm. Pictures will be taken at that time.**

**A Budget and Appropriation Public Hearing will be held in the Staff Lounge at 7:15 pm.**  
**The first Budget and Appropriation Public Hearing was held on July 18, 2017.**  
**The Budget and Appropriation Ordinance was ratified at the July meeting.**

- I. Call to Order and Roll Call.
- II. Approve July Minutes. **Attachment 1**
- III. Presentation. None.
- IV. Public Comment.
- V. Treasurer's Report
  - A. Financial Reports for July. **Attachment 2**
  - B. Bills and Salaries for July. **Attachment 3**
- VI. Action Items
  - A. Illinois State Library Annual Report (IPLAR) for FY 2016-17. THIS IS AN INCOMPLETE DOCUMENT. ADDITIONAL MATERIAL WILL BE DISTRIBUTED AT THE MEETING. **Attachment 4**
  - B. Banned Patron. **Attachment 5**
  - C. CVI Proposal to Purchase Laptop Computers. **Attachment 6**
  - D. Hill Group Proposal to Replace One 12.5 Ton Carrier Rooftop Unit. **Attachment 7**
  - E. Central Rug and Flooring Proposal to Supply and Install Carpeting. **Attachment 8**
  - F. Amount of Levy. Pages 1 – 3 of the PROPOSED Levy Ordinance No. 2017/18-186, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2017-2018. **Attachment 9**
- VII. Discussion Items
  - A. Legislative Breakfast. Two WPL trustees may attend this event. Kathleen will attend, so we need to choose one additional trustee. The breakfast is scheduled for Friday, September 8, 7:00 – 9:00 am in the WPL auditorium. All Wilmette county, state, and federal representatives have been invited.
  - B. The first meeting with the strategic planning consultant Harry Christiansen is Thursday, August 24 from 9:30 – 12:30 in the Auditorium. Trustees, Leadership Team members, Friends representatives, and other WPL staff members will be invited to attend. The purpose of the meeting is to lay the groundwork for what to expect from the strategic planning process. We will discuss forming the Strategic Planning Committee and the Community Engagement Committee. Mr. Christiansen will be in attendance. **Attachment 10**
- VIII. Director's Report
  - A. Director's Report for August. **Attachment 11**
- IX. Committee Reports
  - A. ILA Representative. **Attachment 12**
  - B. Finance Committee. A summary of the July 31, 2017 meeting will be provided.

X. Information Items

A. The ILA Annual Conference is October 10 –12 at the Tinley Park Convention Center. Visit [www.ila.org](http://www.ila.org).

B. The Friends of the Library volunteer luncheon has been scheduled for Friday, October 6 from noon to 1:30pm. All trustees are invited.

C. Cooperative Projects

1. On July 12, Keren Joshi, head of Youth Services at WPL, visited Tiny Tots at the Community Rec. Center. She met with 3 groups of children ages 3 and 4 and staff (47 campers and 13 counselors). Ms. Joshi presented stories and songs and talked about the WPL Summer Reading Club.
2. On July 13, Keren Joshi visited Happy Campers at St. Joseph School. She met with 13 campers and 9 counselors and presented stories and songs related to the camp theme (*Oh, the Places You'll Go!*) and talked about the WPL Summer Reading Club.
3. On July 13, Betty Giorgi, Head of Adults Services at WPL, attended a focus group of about 15 members of the local business community at the Private Bank. The focus group was conducted by Julie Yusim of the Wilmette – Kenilworth Chamber of Commerce. The Chamber is conducting focus groups to determine how to better serve the community. Members of the focus group discussed concerns and issues. It was clear from the discussion that west-side businesses in Wilmette believe they are underserved. Ms. Yusim stated that the Chamber will form a committee to address this issue.
4. On July 15, Keren Joshi and Mary Dormin from the WPL Circulation Department represented WPL at the Wilmette French Market. They signed up over 30 kids and several adults for the Summer Reading Club, did a drawing for fresh produce, and handed out new library cards.
5. On July 17, Betty Giorgi met with Kristina Phillips and Lori Goldstein of the Career Resource Center. The Center is a non-profit organization that is partially funded by New Trier Township and provides classes and one-on-one counseling for adults seeking employment. The purpose of the meeting was to explore the possibility of a partnership between the Center and WPL to provide programming for members of the Wilmette – Kenilworth community. The Center could provide programs on networking on professional advancement, resume building, and salary negotiation.
6. On July 18 and July 25, Lisa Bigelow of the Youth Services Dept. presented stories and songs for 6 groups of children ages 3 – 7 and counselors attending the Early Childhood After Camp and Tiny Tots at the Community Rec. Center. “New Books and Songs” was the theme for the July 18 visit and “Food” was the theme for the July 25 visit.
7. On July 25 and July 26, Keren Joshi shared stories, songs, and bean bag games and talked about the WPL Summer Reading Club with 34 campers and 16 counselors at the Tiny Tots group of Harper Elementary. This was the last Tiny Tots visit of the summer at Harper.
8. On July 26 in the afternoon, Keren Joshi presented funny stories, talked about the Bubble Show and Summer Reading Club with 3 groups of after campers (41 kids and 12 counselors) at the Early Childhood After Camp at the Community Rec. Center.
9. On August 3, Keren Joshi presented stories, songs, ribbon games, and discussed the end of Summer Reading Club picnic with 12 campers and 3 teachers at the Board of Jewish Education.

D. Communication to the Board of Trustees. **Attachment 13**

XI. New Business / Old Business.

XII. Adjournment.

Wilmette Public Library  
Notes on Financial Reports for July, 2017

### Revenue Report

During July, WPL received \$1,038,137.03 in Real Estate Taxes, \$ 8,787.51 in replacement taxes and \$8,631.57 in Gifts/Donations.

### Expenditure Report

Total General Fund expenses at 6.62% of budget are below the one month rate of 8.33%.

Several accounts show expenses higher than the one month rate, but at this point in the Fiscal Year these overages are all due to timing of expenses.

### Check Detail, July 1 - 31, 2017

The largest General Fund checks were written to Wellness Insurance Network (\$34,748.79), ProQuest (\$25,920.00), Imagination Playground (\$8,965.00), Infogroup aka Info USA (\$8,460.00), Postmaster (\$7,500.00), Cooperative Computer Services (\$7,298.47), Baker Taylor (\$6,287.17, & \$5,158.93) and Chase Card Services (\$5,840.80).

The total amount in this report represents the expenses paid by check and does not include expenses paid by electronic transfer of funds, such as the bi-weekly payroll (07/07 for \$111,940.32 and 07/21 for \$104,281.06).

### Certificate of Deposit Activity

Of the \$3,901.09 in General Fund interest received during July, \$3,690.66 was earned by the funds invested in the GF Certificates of Deposit.

### Statement of Assets, Liabilities Fund Balances

During the Fiscal Year, Equity is composed of Beginning Fund Balances and Net Income for the year to date. After June 30, the net income for the prior year is combined with the Beginning Fund Balances to reflect the new Fund Balances.

This combining is not done until after the annual audit, and will be reflected in the October statements.

In the July 31, 2017 Statement, the Current Fund Balance represents the net income of \$1,322,206.03 for the Fiscal Year July 1, 2016 – June 30, 2017. This number may change slightly after the September audit.

Wilmette Public Library  
 Statement of Assets, Liabilities Fund Balances  
 As of July 31, 2017

	June 30, 2017
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10001 · Deposit Account	2,495,570.54
10005 · Rutherford Trust Funds	174,422.85
10010 · Pvt Bk MM Account - GF	1,745.41
10100 · Operating Checking	359,557.50
10200 · Payroll Checking	4,448.20
10300 · HRA & FSA Checking	9,412.86
10500 · Wells Fargo - ProPay	3,570.37
10610 · B/E MMF	272,329.04
10710 · Endowment MMF	37,325.47
10810 · Illinois Funds	10,170.33
10900 · Fifth Third Securities	38,033.78
11000 · CD's General Fund Total	6,340,272.78
16000 · CD's B/E Fund Total	5,351,050.97
<b>Total Checking/Savings</b>	<b>15,097,910.10</b>
<b>TOTAL ASSETS</b>	<b>15,097,910.10</b>
 <b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
30000 · Beginning Fund Balances	13,030,084.84
39000 · Current Fund Balances	1,322,206.03
Net Income	745,619.23
<b>Total Equity</b>	<b>15,097,910.10</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>15,097,910.10</b>



Wilmette Public Library  
Revenue Actual vs Budget  
July 2017

	<u>Current Month</u>	<u>July 2017- June 2018</u>	<u>FY 2017-18 Budget</u>	<u>\$ Over(Under) Budget</u>	<u>% of Budget</u>
<b>INCOME</b>					
* 43010 · GF Interest	3,901.09	3,901.09	52,513.00	(48,611.91)	7.43%
44100 · Replacement Taxes	8,787.51	8,787.51	45,273.00	(36,485.49)	19.41%
44200 · Kenilworth	0.00	0.00	185,507.00	(185,507.00)	0.0%
45000 · Grants	0.00	0.00	21,031.00	(21,031.00)	0.0%
46100 · Fines	3,675.57	3,675.57	25,000.00	(21,324.43)	14.7%
46200 · Lost Materials	789.16	789.16	9,623.00	(8,833.84)	8.2%
46300 · Material Rental Fees	0.00	0.00	0.00	0.00	0.0%
46400 · Service Fees	0.00	0.00	50.00	(50.00)	0.0%
47000 · Miscellaneous Income	1,944.65	1,944.65	41,207.00	(39,262.35)	4.72%
47100 · Copier Receipts	783.80	783.80	11,487.00	(10,703.20)	6.82%
47200 · Room Rental	165.00	165.00	5,000.00	(4,835.00)	3.3%
48000 · Gifts/Donations	8,631.57	8,631.57	78,214.00	(69,582.43)	11.04%
<b>INCOME SUB-TOTAL</b>	<u>28,678.35</u>	<u>28,678.35</u>	<u>474,905.00</u>	<u>(446,226.65)</u>	<u>6.04%</u>
41010 · GF Taxes	1,038,137.03	1,038,137.03	5,314,203.00	(4,276,065.97)	19.54%
<b>TOTAL INCOME</b>	<u><u>1,066,815.38</u></u>	<u><u>1,066,815.38</u></u>	<u><u>5,789,108.00</u></u>	<u><u>(4,722,292.62)</u></u>	<u><u>18.43%</u></u>

\* In order to compare with annual budget, figures include only GF interest, not SS/IMRF, B/E or Endowment interest.

\*\* In order to compare with annual budget, figures include only GF taxes, not SS/IMRF, Audit, or Liability taxes.

Wilmette Public Library  
Expenditure Actual vs. Budget  
July 2017

EXPENSE	Current Month	July 2017 - June 2018	FY 2017-18 Budget	\$ Over(Under) Budget	% of Budget
50100 · Books	14,315.73	14,315.73	264,500.00	(250,184.27)	5.41%
50200 · Continuations	8,179.41	8,179.41	52,000.00	(43,820.59)	15.73%
50250 · Library of Things	0.00	0.00	8,000.00	(8,000.00)	0.00%
50300 · Audio Visual Materials	5,526.03	5,526.03	118,000.00	(112,473.97)	4.68%
50400 · Periodicals	470.83	470.83	70,000.00	(69,529.17)	0.67%
50500 · Electronic Resources	49,466.78	49,466.78	463,000.00	(413,533.22)	10.68%
50700 · Programming	857.23	857.23	45,000.00	(44,142.77)	1.91%
50810 · ILL Expense	95.47	95.47	1,500.00	(1,404.53)	6.37%
50820 · Delivery Van	0.00	0.00	0.00	0.00	0.00%
52000 · Newsletter	7,500.00	7,500.00	47,000.00	(39,500.00)	15.96%
53000 · Promotion	0.00	0.00	15,000.00	(15,000.00)	0.00%
54000 · Grant Expense	0.00	0.00	1,000.00	(1,000.00)	0.00%
56000 · Rutherford Trust Expense	125.00	125.00	9,000.00	(8,875.00)	1.39%
58500 · Friends Purchases	3,395.92	3,395.92	45,000.00	(41,604.08)	7.55%
61000 · Personnel	201,022.23	201,022.23	3,118,541.00	(2,917,518.77)	6.45%
62000 · Professional Memberships	425.00	425.00	7,000.00	(6,575.00)	6.07%
63000 · Registrations	0.00	0.00	10,000.00	(10,000.00)	0.00%
64000 · Travel/Mileage	1,366.34	1,366.34	35,000.00	(33,633.66)	3.90%
65000 · Staff Development	637.15	637.15	40,000.00	(39,362.85)	1.59%
66000 · Insurance - Employee	35,880.79	35,880.79	523,028.00	(487,147.21)	6.86%
67000 · Reimbursable Employee Insurance	2,650.15	2,650.15	22,000.00	(19,349.85)	12.05%
70100 · Accounting/ PR, Bank, Cr Cd fees	511.74	511.74	12,000.00	(11,488.26)	4.27%
70200 · Professional Fees	670.21	670.12	32,500.00	(31,829.88)	2.06%
70310 · Library Supplies	6,256.70	6,256.70	40,000.00	(33,743.30)	15.64%
70320 · Office Supplies	1,028.36	1,028.36	30,000.00	(28,971.64)	3.43%
70400 · Copiers	281.04	281.04	28,000.00	(27,718.96)	1.00%
70500 · Printing	0.00	0.00	12,000.00	(12,000.00)	0.00%
70600 · Postage/Shipping	0.00	0.00	14,000.00	(14,000.00)	0.00%
70700 · Telephone	773.26	773.26	15,000.00	(14,226.74)	5.16%
74100 · Equipment/Furnishings/Computers	15,366.13	15,366.13	125,000.00	(109,633.87)	12.29%
74150 · Equipment/Computer Maintenance	3,204.00	3,204.00	90,000.00	(86,796.00)	3.56%
75000 · Insurance - Property/Casualty	0.00	0.00	25,000.00	(25,000.00)	0.00%
76100 · Building Improvement	0.00	0.00	20,000.00	(20,000.00)	0.00%
76200 · Building Supplies	3,002.39	3,002.39	25,000.00	(21,997.61)	12.01%
76300 · Building Maintenance	1,113.45	1,113.45	85,995.00	(84,881.55)	1.30%
76350 · Building Maint Contracts	7,073.00	7,073.00	100,000.00	(92,927.00)	7.07%
76400 · Grounds Maintenance	1,777.68	1,777.68	48,750.00	(46,972.32)	3.65%
76450 · Parking Lot Rent	0.00	0.00	12,000.00	(12,000.00)	0.00%
76800 · Utilities	240.12	240.12	24,000.00	(23,759.88)	1.00%
77000 · Sales & Use Tax Expense	0.00	0.00	100.00	0.00	0.00%
78000 · Kenilworth Expenses	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL GENERAL FUND EXPENSE</b>	<b>373,212.14</b>	<b>373,212.05</b>	<b>5,633,914.00</b>	<b>(5,260,701.95)</b>	<b>6.62%</b>
92000 · SS/IMRF Fund	32,305.43	32,305.43	480,000.00	(447,694.57)	6.73%
93000 · Audit Expense	0.00	0.00	9,500.00	(9,500.00)	0.00%
94000 · Liability Fund	272.12	272.12	55,500.00	(55,227.88)	0.49%
96000 · B/E Special Reserve Fund	0.00	0.00	0.00	0.00	0.00%
97000 · Endowment Fund	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL OTHER FUNDS</b>	<b>32,577.55</b>	<b>32,577.55</b>	<b>545,000.00</b>	<b>(512,422.45)</b>	<b>5.98%</b>
<b>TOTAL GENERAL &amp; SPECIAL RESERVE</b>	<b>405,789.69</b>	<b>405,789.60</b>	<b>6,178,914.00</b>	<b>(5,773,124.40)</b>	<b>6.57%</b>

All CDs Sorted by Maturity Date  
July 31, 2017

<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Bank</i>	<i>CD</i>	<i>CD #</i>	<i>Interest Rate</i>	<i>Amount</i>
<b>General Fund</b>						
August 22, 2016	August 23, 2017	5/3 Bank India NY	GF 10	06279HQA4	0.75%	250,000.00
August 24, 2016	August 24, 2017	5/3 Bank of China NY	GF 16	06426TYK9	0.70%	250,000.00
August 18, 2016	October 18, 2017	5/3 Great Southern	GF 8	39120VRS5	0.75%	250,000.00
November 3, 2015	November 13, 2017	5th/3rd Discover BK	GF 4	254672WR5	1.15%	250,000.00
February 2, 2016	February 2, 2018	No Shore Bank	GF 3	3804991322	0.65%	508,617.33
September 19, 2016	March 19, 2018	No Shore Bank	GF 9	3804889432	0.55%	519,567.80
May 5, 2016	May 4, 2018	5th/3rd Investors	GF 6	46176PFA8	1.00%	250,000.00
May 10, 2016	May 10, 2018	5th/3rd Merrick Bk	GF 7	59013JNX3	1.00%	250,000.00
August 24, 2016	August 24, 2018	5/3 HSBC Bk USA	GF 15	40434YBG1	1.10%	250,000.00
August 25, 2016	August 27, 2018	5/3 Ally Bk Midvale	GF 19	02006LK69	1.10%	250,000.00
September 14, 2016	September 14, 2018	5/3 Wells Fargo Bk	GF 21	949763AY2	1.15%	250,000.00
September 28, 2016	September 28, 2018	5/3 Capital One NA	GF 23	14042RCE9	1.15%	250,000.00
September 2, 2016	October 2, 2018	5/3 First Farmers Bk	GF 20	320165H55	1.05%	250,000.00
November 18, 2016	November 19, 2018	5th/3rd Nationwide Bk	GF 13	63861NAA3	1.10%	250,000.00
November 21, 2016	November 21, 2018	5th/3rd Franklin Syn	GF 14	35471TCR1	1.10%	250,000.00
February 1, 2017	February 1, 2019	Private Bank	GF 12	6920313/1	0.75%	512,726.37
April 15, 2017	April 15, 2019	No Shore Bank	GF 1	340182997	1.45%	516,816.62
May 13, 2017	May 13, 2019	Private Bank	GF 11	6832170	1.45%	514,811.53
July 29, 2017	July 29, 2019	No Shore Bank	GF 17	2733	1.55%	517,733.13
<i>Total GF</i>				<i>Weighted Avg Yield</i>	<i>1.04%</i>	<i>6,340,272.78</i>
<b>B/E Fund</b>						
February 3, 2016	August 3, 2017	5th 3rd Santander	BE 14	80280JLG4	1.00%	250,000.00
August 19, 2016	August 18, 2017	5/3 BMW Bk N. Amer	BE 2	05580AEY6	0.70%	250,000.00
October 15, 2015	October 15, 2017	Private Bank	BE 6	96545	0.75%	522,037.74
November 3, 2015	November 6, 2017	5th/3rd Firstbank PR	BE 4	33767ARJ2	1.10%	250,000.00
February 4, 2016	February 2, 2018	5th 3rd BMO Harris	BE13	05581WCM5	1.20%	250,000.00
February 14, 2016	February 20, 2018	5th 3rd Key Bank NA	BE 7	79306SWE26	1.15%	250,000.00
May 12, 2016	May 12, 2018	Private Bank	BE 10	134430	0.70%	545,417.33

All CDs Sorted by Maturity Date  
July 31, 2017

<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Bank</i>	<i>CD</i>	<i>CD #</i>	<i>Interest Rate</i>	<i>Amount</i>
June 30, 2016	June 30, 2018	No Shore Bank	BE 15	3804025908	0.65%	521,536.22
August 16, 2016	August 16, 2018	5/3 JP Morgan Chase	BE 5	48126XAM7	1.10%	250,000.00
September 28, 2016	September 28, 2018	5/3 Customers Bk	BE 11	23204HEJ3	1.15%	250,000.00
October 31, 2016	October 31, 2018	5th 3rd Comenity Cap	BE21	20033ASV9	1.20%	148,000.00
November 4, 2016	November 2, 2018	5th 3rd Everbank	BE 20	29976DV98	1.15%	250,000.00
January 8, 2017	January 8, 2019	Private Bank	BE 8	6956404	0.75%	523,906.32
January 8, 2017	January 8, 2019	Private Bank	BE 16	6939573	0.75%	368,290.57
February 6, 2017	February 15, 2019	5th 3rd Capital One USA	BE 9	140420W48	1.55%	200,000.00
March 19, 2017	March 19, 2019	No Shore Bank	BE 3	64886	1.45%	521,862.79
<i>Total B/E Individual CDs</i>				<i>Weighted Avg Yield</i>	<i>0.96%</i>	<i>5,351,050.97</i>
<b>TOTAL CD's</b>				<b>Weighted Avg Yield</b>	<b>1.00%</b>	<b>11,691,323.75</b>

A10



## Christiansen Consulting, LLC

4459 Heritage Park Dr., Birmingham, AL 35226

205.777.1191

**Veteran Owned  
Small Business**

July 20, 2017

Heather McCammond-Watts, Director  
Wilmette Public Library  
1242 Wilmette Avenue  
Wilmette, IL 60091

Subject: Contractual Agreement for Strategic Planning

### **Purpose**

This is an agreement between Harry Christiansen, Christiansen Consulting, LLC, (Consultant) and Heather McCammond-Watts, Wilmette Public Library (Library) to develop a Library strategic plan.

### **Project Deliverable**

The project deliverable is a strategic plan (mission, vision, strategic focus areas, goals and objectives) that provides a blueprint to guide the Library in meeting current and future service needs for the Villages of Wilmette and Kenilworth.

### **Period of Performance**

August to December 2017. This period of performance may be modified to meet Library expectations.

### **Scope of Work**

#### **Phase I: Community Needs Assessment**

##### **One-Day Visit**

1. Set Expectations: I discuss with Library director, select trustees, and select staff:
  - a. Planning process, timeline, and deliverables.
  - b. Composition and role of planning team.
  - c. Library background documents.
  - d. Name of the project.
  - e. Community-engagement team membership.



- f. Harwood aspirations model (Clarify expected results).
  - g. Library-staff focus groups (Schedule and agenda).
  - h. Preferred means of communications.
  - i. Planning-team homework.
2. I review the current strategic plan and other relevant background documents--recommended by the director--related to Library organizational structure, staffing, governance, and budget.

### Two-Day Visit

3. Planning-Team Meeting I: During a 4-hour facilitated meeting we:
- a. Review and adjust project road map, strategic plan structure, and glossary of terms.
  - b. Begin development of the focus-group schedule, agenda, invitation process, and review logistics support--meeting space, materials, food/beverages, printing, technology, etc.
  - c. Review draft strategic planning conference agenda (2 days, 5 hours each day), selection of strategic planners (participants), invitation process, and logistics support--meeting space, materials, food/beverages, printing, technology, etc.
  - d. Confirm community-engagement purpose, key content questions, agenda, invitation process, and data capture.
  - e. Review planning-team homework for Planning Team Meeting II.
4. Train Engagement Team: During a 6-hour interactive training, I prepare a small team of library staff to facilitate a series of 25- to 35-person, 2-hour community-engagement sessions using principles of the Harwood Aspirations Model. The goal is to engage 200 to 300 village residents.
- a. Review the community-engagement purpose, key content questions, and agenda **for Library users and for Library non-users**.
  - b. Review approach and responsibilities for the participant invitation process. **This includes key stakeholder groups to engage, e.g., parents, youth, seniors, non-users, etc.**
  - c. Layout of the engagement-session meeting space and identify required logistics support--handouts, materials, and technology.
  - d. Review and demonstrate process interventions for common group behaviors that may be disruptive or non-productive.
  - e. Decide engagement-team organization and the content/format for documenting results or for data capture.

### Four-Day Visit

5. Conduct First Engagement: I observe the first scheduled community-engagement session conducted by the engagement team. Immediately following this session, I meet with all available engagement-team members to conduct an after-action review to improve remaining engagement sessions.

6. Focus Groups: I conduct 3 to 4, 2-hour focus-group sessions with library staff based on the focus-group schedule developed during Planning Team Meeting I.
7. Planning Team Meeting II: During a 3-hour facilitated meeting we:
  - a. Review final strategic planning conference agenda, list of strategic planners, strategic planner homework, and logistics support.
  - b. Review current vision and mission statements and upgrade as needed.
  - c. Review and recommend the format and appearance for the new strategic plan document.
  - d. Confirm content (community-engagement sessions and focus groups) and publication of community needs assessment report.

### Phase I Deliverables

1. Planning-team meeting agendas (Meetings 1 and 2).
2. Planning-team meeting notes (Meetings 1 and 2).
3. Project road map.
4. Strategic plan structure.
5. Glossary of terms.
6. Agenda for engagement-team training.
7. Engagement team ready to conduct community engagement sessions (**Includes engaging Library non-users**).
8. Observe first engagement session and conduct after-action review.
9. Focus-group schedule.
10. Focus-group agendas (Each focus group has its own agenda).
11. Facilitate focus-group sessions.
12. Strategic planner homework.
13. Draft strategic planning conference agenda and supporting handouts.
14. WPL Community Needs Assessment Report.

### **Phase II: Develop Strategic Plan**

#### Two-Day Visit

1. I provide a homework assignment for distribution to the strategic planners by the Library. The homework allows strategic planners to review the Library Community Needs Assessment Report and to gather their thoughts and ideas in preparation for the strategic planning conference.
2. Strategic Planning Conference: I confirm setup of the conference space and facilitate a 2-day (5 hours each day) strategic planning conference with 15 to 25 invited strategic planners (includes planning team). Key conference tasks are:
  - a. Develop conclusions about the Library Community Needs Assessment.
  - b. Validate or upgrade the suggested mission and vision statements.
  - c. Identify key strategic focus areas or service priorities, e.g., facilities, programming, outreach, marketing, technology.
  - d. Draft a goal and supporting objectives for each focus area.
  - e. Review format and appearance of strategic plan.



3. I document all conference products and decisions.

#### Deliverables

1. Strategic planning conference agenda and supporting handouts.
2. Pre-conference homework for invited strategic planners.
3. Documentation that captures the unedited products and discussion from the strategic planning conference to include assessment conclusions, mission, vision, strategic focus areas, goals, and objectives.

#### **Phase III: Publish Strategic Plan**

1. I provide the planning team a draft of the strategic plan, consistent with results of the strategic planning conference and planning team guidance.

#### One-Day Visit

2. Draft Strategic Plan: During a 3-hour facilitated planning-team meeting we:
  - a. Review and finalize the draft strategic plan.
  - b. Decide specifics to collect feedback on draft strategic plan using SurveyMonkey.
3. Collect Plan Feedback: Using SurveyMonkey I collect feedback on the draft strategic plan from strategic planners, trustees, library staff, and others as determined by the planning team. I provide a Strategic Plan Feedback Report to the planning team.

#### One-Day Visit

4. Finalize Plan: During a 2-hour facilitated planning-team meeting we review strategic plan feedback and finalize the strategic plan.
5. Trustees Approve Plan

#### Deliverables

1. First draft of the strategic plan (electronic file in PDF and MS Word formats) provided within 7 work days of the strategic planning conference.
2. Strategic Plan Feedback Report.
3. Final strategic plan (electronic file in PDF and MS Word formats) within 5 work days of the Finalize Plan planning-team meeting.

## Library-Provided Resources

### Planning-Team Meetings

- U-shaped table or conference table with chairs
- Projection screen or light-colored wall for projector image
- Projector - If library does not have this, consultant brings
- \* (Critical) Blue, mild-adhesive painter's tape to hang charts on wall (This tape can safely be used on walls without damaging the wall surface)
- 1 flip-chart easel with non-adhesive flip-chart paper
- 1 12-pack Mr. Sketch Scented Watercolor Markers (Chisel tip)

### Engagement-Team Training

- Tables and chairs for appropriate number of participants
- Small table, chair, and power supply for consultant's laptop and projector
- Projection screen or light-colored wall for projector image
- Projector - If library does not have this, consultant brings
- Minimum obstacles on walls (like light fixtures, pictures, windows) that prevent posting of charts
- \* (Critical) Blue, mild-adhesive painter's tape to hang charts on wall (This tape can safely be used on walls without damaging the wall surface)
- \* (Critical) Flip-chart easels with non-adhesive flip-chart paper--one flip chart per table (If do not have sufficient easels, can tape chart paper on wall)
- 100 sheets 8.5"x11" 32lb white paper
- 2 12-pack Mr. Sketch Scented Watercolor Markers (Chisel tip)
- Food and beverages as desired

### Strategic Planning Conference

- Tables and chairs for appropriate number of strategic planners (setup for 15 to 20 participants is 4 tables with 4 to 5 chairs per table)
- Small table, chair, and power supply for consultant's laptop and projector
- Large (10- to 12-foot diagonal) projection screen or light-colored wall for projector image
- Projector - If library does not have this, consultant brings
- Minimum obstacles on walls (like light fixtures, pictures, windows) that prevent posting of charts
- \* (Critical) Blue, mild-adhesive painter's tape to hang charts on wall (This tape can safely be used on walls without damaging the wall surface)
- \* (Critical) 5 flip-chart easels with non-adhesive flip-chart paper--one flip chart per table group plus 1 for consultant
- 100 sheets 8.5"x11" 32lb white paper
- 5 packs (100 count) 3"x5" Post-it Notes
- 2 12-pack Mr. Sketch Scented Watercolor Markers (Chisel tip)
- Food and beverages as desired

### Schedule of Costs

Library investment will not exceed \$19,820.00. Library is invoiced monthly for labor performed and expenses incurred.

### Indemnity

Christiansen Consulting, LLC, and Wilmette Public Library, agree to indemnify and hold each other harmless from and against any and all claims and liability, loss, expenses, suits, damages, judgments, demands, and costs directly arising out of:

- Negligent acts or omissions.
- Injury or death to persons or loss of, or damage to, property.
- Infringement or violation of any patent, copyright, or proprietary interest.

### Company Information

Location

4459 Heritage Park Drive  
Birmingham, AL 35226

NAICS Code

541611 and 541618

Communications

205.777.1191  
Harry@ChristiansenConsultingLLC.com

Tax Identification Number

45-2451828

Business License

State of Alabama

E-Verify Number

524642

### Business Liability Insurance

Provided by The Hartford Company, Policy # 65SBATA9926. Insurance certificate emailed to [hmwatts@wilmettelibrary.info](mailto:hmwatts@wilmettelibrary.info) on July 19, 2017.

 Jul 20, 2017

Harry Christiansen                      Date  
President  
Christiansen Consulting, LLC

 Date 7/24/17

Heather McCammond-Watts                      Date  
Director  
Wilmette Public Library



The Contractual Agreement is on the way. You should get it Monday PM. I used your name for signature.

The next step is to schedule a 2.5-hour "Set Expectations" meeting.

### **What We'll Do at the "Set Expectations" Meeting**

1. Get to know each other.
2. Ensure a shared understanding of the planning process and deliverables.
3. Decide tentative times/dates for the Phase I planning-process events.
4. Discuss the role and composition of the planning team. During the trustee interview, my impression is that the trustees want to be fully engaged during all aspects of the planning process. Depending on how many people are on the planning committee, planning meetings may take longer than reflected in the proposal. More people attending requires more time to ensure all voices are heard.
5. Identify Library background documents you feel would assist me in this project--I have budget, key staff, trustees' names/positions from web site. Could use current strategic plan, organizational structure, and picture of the trustee group for name recognition.
6. Decide what name/title we will use for this project. This name will be used on almost all documents/handouts that I develop. For example, "Wilmette Public Library Strategic Planning," "Moving Forward Together: Wilmette Public Library," "WPL: Shaping Our Future," etc.
7. Discuss responsibilities and composition of Community-Engagement Team.
8. Review Harwood Aspirations Model and clarify expected results from using the model.
9. Discuss options for gathering input from library non-users.
10. Discuss scheduling and agenda for Library-staff focus groups.
11. Decide preferred means of communications between me and planning team.
12. Discuss planning-team homework.

### **Time/Date of the Meeting**

For me, the ideal meeting time is in the morning (as early as possible and finish by early afternoon). I would fly in the evening before, facilitate the meeting the next morning, and fly out that evening to next destination.

### **Who Attends Meeting**

This meeting is not necessarily just for the planning team. However, potential planning team members should be present. This meeting is mostly information sharing with a few decisions. We should discuss participants on the phone.

### **Logistics Support for Meeting**

- Table and chairs to accommodate participants
- Electrical power supply for consultant laptop and possible projector
- Projector (2,000 lumens, XGA resolution, HDMI input) - If this is not available I will bring a projector
- Projection screen - larger is better so that participants can read text from their seated position
- Access to meeting space 30 minutes before start of meeting so I can set up technology

Wilmette Public Library Director's Report  
August 15, 2017

All

### Professional Development & Staff

Our monitor, Ed Crabbe, is retiring and we wish him all the best. We will be hiring for that position, as well as a part time daytime monitor, which will increase our security and building coverage.

"Learn While You Earn" sessions included ALA recaps, and we are developing training to prepare for the upcoming CCS migration to the Polaris catalog. Betty Giorgi and I attended a workshop with Beck Tench about integrating contemplative practices into libraries. I initiated a north suburban Director's meet-up group.

### Financial & Legal

Our electronic payroll system has successfully launched. Kenilworth and WPL passed their B&AO for FY17-18. The auditors came in July for both Kenilworth and WPL, and will return this fall with final results. We are compiling annual report data for IPLAR statistics. I am meeting with liability insurance vendors to get a range of proposals for our upcoming contract, as well as investigating LIRA options.

### Facilities & Furnishings

We have received 4 proposals from interior signage companies and 3 proposals for landscaping, which will be discussed in more detail at an upcoming Board facilities committee meeting. There is one more rooftop HVAC unit which needs to be replaced, we need new carpet tiles throughout the building in high traffic areas, and we continue to upgrade to LED lighting (600 bulbs to go). KI furniture will replace the desks in technical services in September, and the new AV shelving units have been ordered. I am meeting with our interior architect to discuss space planning and furniture needs for the lower level and first floor areas.

### Programs & Collections

The library's summer reading programs have been popular with approximately 2,280 people participating! Our art task force has updated our art inventory, re-labeled artwork, and is putting together a colorful brochure about the art throughout the building. We are refreshing the annual art show by theming it, welcoming a broader range of artists, and making it multi-generational. Eva Johnson compiled a new local history resource on our web site: *Wilmette and Kenilworth Local History and Genealogy Guide*. Jill's debut Cookbook Club was a ton of fun, and she received a note from the book's author! We hosted our first jazz and wine "Maker After Dark" events, and they both drew in new audiences for relaxing and special evenings. We are planning bilingual storytimes for the fall, and Saturday playtime with the Imagination Playground.

### Technology & Digital Services

We have successfully uploaded Board meeting videos to our web site. We are integrating our technology classes in new ways to provide information about emerging technologies, and assessing learning and curriculum outcomes. I am meeting with copier vendors to discuss upgrading our equipment and contracts. We are proposing new laptops for our technology classes. We successfully negotiated with our PebbleGo vendor to include the D39 schools as having equal access to this database from the classroom environment. Patrons can now sign up online for library cards, and we're working closely with D39 to promote library cards to students.

### Community Relations & Marketing

We are conducting a professional photo shoot in order to acquire some high quality shots for our web site and print publicity as well as for updated Board photos. They will be taking photos at the August Board meeting. I met with Bike Wilmette to discuss ways we can cross promote and partner in our mutual goal of encouraging a bike friendly environment at the Library. We will be a participant in their 1<sup>st</sup> annual family bike ride in October.

The book bike is scheduled to arrive within the next couple of weeks, so we are planning a marketing campaign to announce it in late summer/early fall. September we're launching a library card sign-up campaign, with new cards (new logo + key fob), fun activities, and incentives. Keren and I will be co-presenting a tandem storytime on the Village Green on August 14, in order to have a visible Library presence at Village events.

### Strategic Planning

We selected Harry Christiansen as our strategic planning consultant. The first meeting for setting expectations, and outlining the process will be held on Thursday, August 24, 9:30 am-12:30 pm. I met with our intergovernmental group to discuss the community wide survey and to decide on preliminary questions.

### Recent Meetings & Events

- 7/18 WPL Board
- 7/21 Beck Tench workshop at Skokie
- 7/25 Kenilworth audit
- 7/26 CCS governing board at Northbrook
- 7/26 Charmm'd intergovernmental meeting
- 7/27 Wilmette audit
- 7/27 Kenilworth Board
- 8/2 Charmm'd intergovernmental meeting
- Week of 8/6 HMW vacation

### Upcoming Meetings & Events

- 8/15 WPL Board meeting
- 8/21 Eclipse viewing party
- 8/22 Meeting with Village Manager
- 8/24 Strategic Planning Kickoff 9:30 am-12:30 pm
- 8/3 and 8/4 Labor Day Library Closed
- 9/8 Legislative breakfast, 7-9 am
- 9/19 WPL Board meeting

Respectfully submitted,



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Heather McCammond-Watts  
Director of Wilmette Public Library

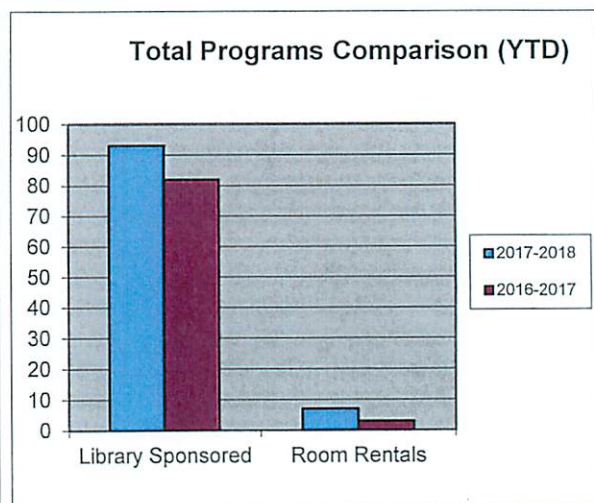
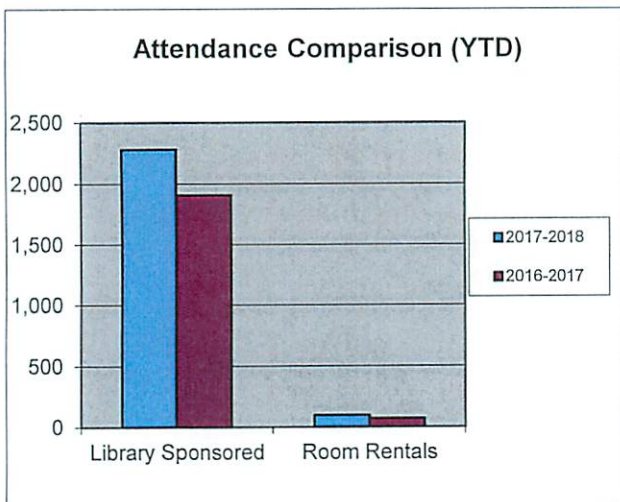
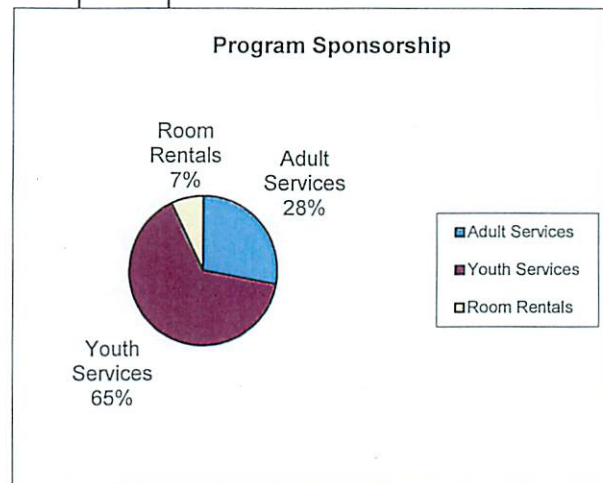
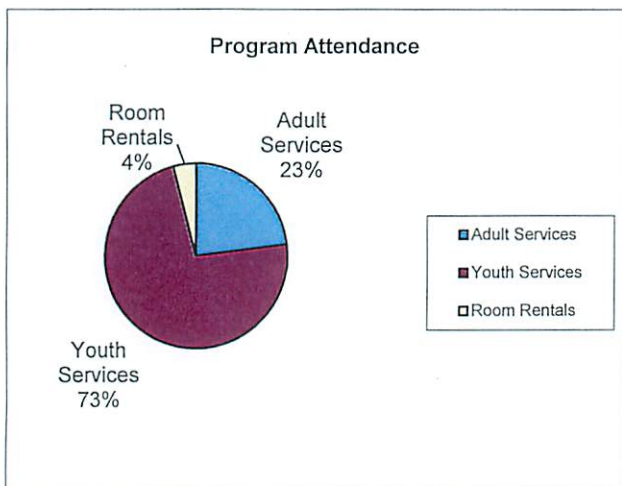
July 2017						
Resources	July	July	2017-2018	2017-2018	2017-2018	Total
	Added	WD	Added	WD	Net	Collection
<b>Book Volumes</b>						
Adult Fiction	568	164	568	164	404	49,843
Adult Non-Fiction	348	961	348	961	-613	89,397
Adult Large Print	53	489	53	489	-436	7,254
Adult Literacy	1	0	1	0	1	330
<b>Adult Subtotal</b>	<b>970</b>	<b>1614</b>	<b>970</b>	<b>1614</b>	<b>-644</b>	<b>146,824</b>
Youth Fiction	478	117	478	117	361	37,767
Youth Non-Fiction	341	38	341	38	303	31,964
<b>Youth Subtotal</b>	<b>819</b>	<b>155</b>	<b>819</b>	<b>155</b>	<b>664</b>	<b>69,731</b>
<b>Total Book Volumes</b>	<b>1789</b>	<b>1769</b>	<b>1789</b>	<b>1769</b>	<b>20</b>	<b>216,555</b>
<b>Audio</b>						
Adult Phono Records	0		0	0	0	1,647
Adult Books on CD	97	30	97	30	67	8,277
Adult CDs	36	21	36	21	15	18,082
Adult Playaways	9	2	9	2	7	1,236
<b>Adult Subtotal</b>	<b>142</b>	<b>53</b>	<b>142</b>	<b>53</b>	<b>89</b>	<b>29,242</b>
Youth Books on CD	2	0	2	0	2	1,945
Youth CDs	1	9	1	9	-8	868
Youth Playaways	1	3	1	3	-2	695
Youth Audio Kits	1	1	1	1	0	343
<b>Youth Subtotal</b>	<b>5</b>	<b>13</b>	<b>5</b>	<b>13</b>	<b>-8</b>	<b>3,851</b>
<b>Total Audio</b>	<b>147</b>	<b>66</b>	<b>147</b>	<b>66</b>	<b>81</b>	<b>33,093</b>
<b>Video</b>						
Adult Feature DVDs	89	49	89	49	40	8,396
Adult Non-Feature DVDs	32	28	32	28	4	6,290
<b>Adult Subtotal</b>	<b>121</b>	<b>77</b>	<b>121</b>	<b>77</b>	<b>44</b>	<b>14,686</b>
Youth Feature DVDs	42	33	42	33	9	1,674
Youth Non-Feature DVDs	910	9	910	9	901	4,711
Video Games	27	2	27	2	25	633
<b>Youth Subtotal</b>	<b>979</b>	<b>44</b>	<b>979</b>	<b>44</b>	<b>935</b>	<b>7,018</b>
<b>Total Video</b>	<b>1100</b>	<b>121</b>	<b>1100</b>	<b>121</b>	<b>979</b>	<b>21,704</b>
<b>Other</b>						
Equipment	0		0	0	0	52
Microfilm	0		0	0	0	3,532
<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,584</b>
<b>Total Collection</b>	<b>3036</b>	<b>1956</b>	<b>3036</b>	<b>1956</b>	<b>1080</b>	<b>274,936</b>

Resources	July 2017	July 2016	+/- Month	Total 16-17	Total 15-16	+/- Year
<b>Printed Material</b>						
Adult Fiction	13,664	12,305	1,359	13,664	12,305	1,359
Adult Non-Fiction	9,257	8,806	451	9,257	8,806	451
Adult Large Print	1,049	1,098	-49	1,049	1,098	-49
Adult Literacy Kits	24	40	-16	24	40	-16
<b>Adult Subtotal</b>	<b>23,994</b>	<b>22,249</b>	<b>1,745</b>	<b>23,994</b>	<b>22,249</b>	<b>1,745</b>
Youth Fiction	15,378	17,575	-2,197	15,378	17,575	-2,197
Youth Non-fiction	6,422	4,154	2,268	6,422	4,154	2,268
<b>Youth Subtotal</b>	<b>21,800</b>	<b>21,729</b>	<b>71</b>	<b>21,800</b>	<b>21,729</b>	<b>71</b>
Periodicals	561	641	-80	561	641	-80
<b>Total Printed Material</b>	<b>46,355</b>	<b>44,619</b>	<b>1,736</b>	<b>46,355</b>	<b>44,619</b>	<b>1,736</b>
<b>Audio</b>						
Adult Phono Records	24	1	23	24	1	23
Adult Books on CD	1,892	2,013	-121	1,892	2,013	-121
Adult CD's	2,142	2,690	-548	2,142	2,690	-548
Adult Playaways	453	483	-30	453	483	-30
<b>Adult Subtotal</b>	<b>4,511</b>	<b>5,187</b>	<b>-676</b>	<b>4,511</b>	<b>5,187</b>	<b>-676</b>
Youth Books on CD	337	283	54	337	283	54
Youth CD's	370	360	10	370	360	10
Youth Playaways	365	278	87	365	278	87
Youth Audio Kits	244	230	14	244	230	14
<b>Youth Subtotal</b>	<b>1,316</b>	<b>1,151</b>	<b>165</b>	<b>1,316</b>	<b>1,151</b>	<b>165</b>
<b>Total Audio</b>	<b>5,827</b>	<b>6,338</b>	<b>-511</b>	<b>5,827</b>	<b>6,338</b>	<b>-511</b>
<b>Video</b>						
Adult Non-Feature Videos	0	2	-2	0	2	-2
Adult Feature DVD's	6,074	6,018	56	6,074	6,018	56
Adult Non-Feature DVD's	2,074	2,293	-219	2,074	2,293	-219
Adult CD-ROM's	1	0	1	1	0	1
Equipment	22	34	-12	22	34	-12
<b>Adult Subtotal</b>	<b>8,171</b>	<b>8,347</b>	<b>-176</b>	<b>8,171</b>	<b>8,347</b>	<b>-176</b>
Youth Feature DVD's	1,969	2,179	-210	1,969	2,179	-210
Youth Non-Feature DVD's	1,001	1,287	-286	1,001	1,287	-286
Youth CD-ROM's	0	0	0	0	0	0
Youth Video Games	395	456	-61	395	456	-61
<b>Youth Subtotal</b>	<b>3,365</b>	<b>3,922</b>	<b>-557</b>	<b>3,365</b>	<b>3,922</b>	<b>-557</b>
<b>Total Video</b>	<b>11,536</b>	<b>12,269</b>	<b>-733</b>	<b>11,536</b>	<b>12,269</b>	<b>-733</b>
<b>Grand Total</b>	<b>63,718</b>	<b>63,226</b>	<b>492</b>	<b>63,718</b>	<b>63,226</b>	<b>492</b>



Activity	July 2017	July 2016	+/- Month	Total 17-18	Total 16-17	+/- Year
<b>New Registrations</b>						
Resident	169	208	-39	169	208	-39
Non-Resident	0	0	0	0	0	0
Kenilworth	6	8	-2	6	8	-2
WPL issued RBP	6	10	-4	6	10	-4
<b>Total</b>	<b>181</b>	<b>226</b>	<b>-45</b>	<b>181</b>	<b>226</b>	<b>-45</b>
<b>Gate Count</b>	<b>29,797</b>	<b>30,051</b>	<b>-254</b>	<b>29,797</b>	<b>30,051</b>	<b>-254</b>

PROGRAM ATTENDANCE	July 2017		July 2016		+/- People	2017-2018		2016-2017		+/- People
	# Prog.	People	# Prog.	People		# Prog.	People	# Prog.	People	
<b>LIBRARY SPONSORED</b>										
Adult Services	28	548	29	408	140	28	548	29	408	140
Youth Services	65	1,732	53	1,499	233	65	1,732	53	1,499	233
<b>ALL Library Programs</b>	<b>93</b>	<b>2,280</b>	<b>82</b>	<b>1,907</b>	<b>373</b>	<b>93</b>	<b>2,280</b>	<b>82</b>	<b>1,907</b>	<b>373</b>
Room Rentals	7	97	3	72	25	7	97	3	72	25
<b>ALL PROGRAMS</b>	<b>100</b>	<b>2,377</b>	<b>85</b>	<b>1,979</b>	<b>398</b>	<b>100</b>	<b>2,377</b>	<b>85</b>	<b>1,979</b>	<b>398</b>





<b>Business Insights (sessions)</b>	86	67	29	0	7	4	36
<b>Business Insights (sessions-remote)</b>	0	0	0	0	0	0	0
<b>Directory Library (sessions)</b>	0	2	0	2	4	0	2
<b>Directory Library (sessions-remote)</b>	0	0	0	0	0	0	0
<b>Directory Library (searches)</b>	0	0	0	2	1	0	0
<b>Directory Library (searches-remote)</b>	0	0	0	0	0	0	0
<b>InfoTrac OneFile (sessions)</b>	12	10	30	12	9	11	15
<b>Infotrac OneFile (sessions-remote)</b>	3	1	3	0	0	1	1
<b>InfoTrac OneFile (searches)</b>	58	38	56	47	43	25	51
<b>Infotrac OneFile (searches-remote)</b>	14	2	8	0	0	3	1
<b>Literature Resource (sessions)</b>	0	6	4	0	2	7	5
<b>Literature Resource (sessions-remote)</b>	0	1	2	0	0	0	0
<b>Literature Resource (searches)</b>	0	18	17	0	5	10	0
<b>Literature Resource (searches-remote)</b>	0	11	13	0	0	0	0
<b>Small Business Res Center (sessions)</b>	2	0	1	0	0	0	0
<b>Small Business Res Center (sessions-remote)</b>	0	0	0	0	0	0	0
<b>Small Business Res Center (searches)</b>	6	0	2	0	0	0	0
<b>Small Business Res Center (searches-remote)</b>	0	0	0	0	0	0	0
<b>Virtual Reference Lib (sessions)</b>	24	52	64	27	18	50	41
<b>Virtual Reference Lib (sessions-remote)</b>	6	3	0	0	1	0	0
<b>Virtual Reference Lib (searches)</b>	57	89	141	84	45	50	0
<b>Virtual Reference Lib (searches-remote)</b>	9	27	0	0	0	0	0
<b>Heritage Quest (sessions)</b>	6	8	9	10	11	7	6
<b>Heritage Quest (searches)</b>	201	256	225	165	288	124	181
<b>Hoopla (total items)</b>	515	549	647	482	535	429	472
<b>Kanopy</b>	NA	NA	NA	NA	NA	NA	28
<b>Legal Forms-Gale</b>	15	0	9	0	5	28	0
<b>Legal Forms-Gale remote</b>	15	0	7	0	0	5	0
<b>LexisNexis (sessions)</b>	2	6	9	7	8	0	6
<b>LexisNexis (remote sessions)</b>	0	0	2	0	4	0	0
<b>LexisNexis (searches)</b>	7	21	41	35	0	0	18
<b>LexisNexis (remote searches)</b>	0	0	0	0	0	0	0
<b>Lynda Library (courses)</b>	37	55	31	51	45	61	116
<b>Mango Languages (sessions)</b>	31	18	15	24	36	50	31
<b>Morningstar Logins</b>	104	68	47	46	38	45	58

<b>Morningstar Logins (remote)</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>17</b>	<b>5</b>
<b>Morningstar Searches</b>	273	207	141	105	186	84	132
<b>Morningstar Searches (remote)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>63</b>
<b>Muzzy (sessions)</b>	0	2	0	0	0	5	7
<b>My:Media:Mall-checkouts eBooks</b>	<b>3000</b>	<b>2729</b>	<b>3106</b>	<b>2861</b>	<b>2988</b>	<b>2921</b>	<b>2986</b>
<b>My Media Mall-checkouts eAudiobooks</b>	1172	1075	1187	1145	1230	1175	1235
<b>My:Media:Mall-checkouts video</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Newspapers.com (total searches)</b>	<b>86</b>	<b>32</b>	<b>75</b>	<b>376</b>	<b>424</b>	<b>448</b>	<b>90</b>
<b>Newspapers.com (remote searches)</b>	<b>59</b>	<b>29</b>	<b>48</b>	<b>151</b>	<b>423</b>	<b>250</b>	<b>90</b>
<b>New York Times</b>	115	103	93	90	91	67	88
<b>New York Times (remote)</b>	<b>107</b>	<b>91</b>	<b>72</b>	<b>75</b>	<b>90</b>	<b>48</b>	<b>68</b>
<b>New York Times-Historic (searches)</b>	48	48	45	54	20	23	15
<b>New York Times-Historic (searches-remote)</b>	39	40	44	37	19	20	14
<b>Niche Academy (total tutorial views)</b>	<b>149</b>	<b>128</b>	<b>130</b>	<b>189</b>	<b>166</b>	<b>323</b>	<b>256</b>
<b>Novelist (logins)</b>	26	24	26	32	20	48	45
<b>Novelist (searches)</b>	<b>74</b>	<b>107</b>	<b>34</b>	<b>62</b>	<b>53</b>	<b>104</b>	<b>90</b>
<b>OED (sessions)</b>	0	0	0	0	0	0	0
<b>Pebblego (logins)</b>	1	2	5	22	2	4	4
<b>Press Display (sessions)</b>	<b>103</b>	<b>68</b>	<b>288</b>	<b>304</b>	<b>281</b>	<b>208</b>	<b>202</b>
<b>Proquest-Discovery (searches)</b>	57	11	0	64	31	33	51
<b>Proquest-Discovery (searches-remote)</b>	<b>33</b>	<b>1</b>	<b>0</b>	<b>33</b>	<b>29</b>	<b>9</b>	<b>9</b>
<b>Proquest-Regional News (searches)</b>	62	5	0	0	0	0	0
<b>Proquest-Regional News (searches-remote)</b>	<b>52</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recorded Books (eAudiobooks)</b>	31	37	35	35	39	41	51
<b>Recorded Books (eBooks)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ReferenceUSA (logins)</b>	77	67	83	44	57	64	45
<b>ReferenceUSA (searches)</b>	<b>333</b>	<b>274</b>	<b>420</b>	<b>737</b>	<b>16</b>	<b>1091</b>	<b>680</b>
<b>ReferenceUSA (Residential-Int.)</b>	106	42	51	24	59	31	27
<b>ReferenceUSA (Residential-Ext.)</b>	<b>39</b>	<b>5</b>	<b>3</b>	<b>17</b>	<b>6</b>	<b>3</b>	<b>15</b>
<b>ReferenceUSA (Business/Employers Int.)</b>	118	18	43	4	22	31	18
<b>ReferenceUSA (Business/Employers Ext.)</b>	<b>48</b>	<b>167</b>	<b>303</b>	<b>692</b>	<b>425</b>	<b>1020</b>	<b>619</b>
<b>ReferenceUSA (Healthcare-Int)</b>	2	0	7	0	0	0	0
<b>ReferenceUSA (Healthcare-Ext)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
<b>ReferenceUSA (Canadian-Int)</b>	0	1	0	0	0	0	0



<b>ReferenceUSA (Canadian-Ext)</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ReferenceUSA(New Bus-Int)</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ReferenceUSA (New Bus-Ext)</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ReferenceUSA(New Movers/Home) Int</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ReferenceUSA(New Movers/Home) Ext</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ReferenceUSA(Consumers/Lifestyles)Int</b>	<b>11</b>	<b>33</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>ReferenceUSA(Consumers/Lifestyles)Ext</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>S &amp; P Net Advantage (usage)</b>	<b>66</b>	<b>185</b>	<b>271</b>	<b>91</b>	<b>37</b>	<b>13</b>	<b>114</b>
<b>S &amp; P Net Advantage (usage-external)</b>	<b>31</b>	<b>31</b>	<b>0</b>	<b>15</b>	<b>22</b>	<b>11</b>	<b>20</b>
<b>Tumblebooks-Views</b>	<b>505</b>	<b>1478</b>	<b>558</b>	<b>1024</b>	<b>1896</b>	<b>503</b>	<b>25</b>
<b>Weiss Ratings (logins)</b>	<b>37</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Weiss Ratings (searches)</b>	<b>78</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>World Book Ref Center Sessions (total)</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>9</b>	<b>3</b>	<b>1</b>	<b>4</b>
<b>World Book Ref Center Sessions (remote)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>World Book Ref Center Searches (total)</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>1</b>
<b>World Book Ref Center Searches (remote)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Zinio (checkouts)</b>	<b>384</b>	<b>453</b>	<b>548</b>	<b>444</b>	<b>617</b>	<b>332</b>	<b>497</b>
<b>E-mail Reference Questions</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Tutorials-Attendees</b>	<b>14</b>	<b>8</b>	<b>16</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>Internet Appointments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E-Reader Appointments</b>	<b>18</b>	<b>9</b>	<b>9</b>	<b>3</b>	<b>4</b>	<b>9</b>	<b>10</b>
<b>Proctored Exams</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>
<b>Mosio- Chat/Text</b>	<b>58</b>	<b>53</b>	<b>55</b>	<b>38</b>	<b>38</b>	<b>51</b>	<b>46</b>

A12

Cynthia McMillan

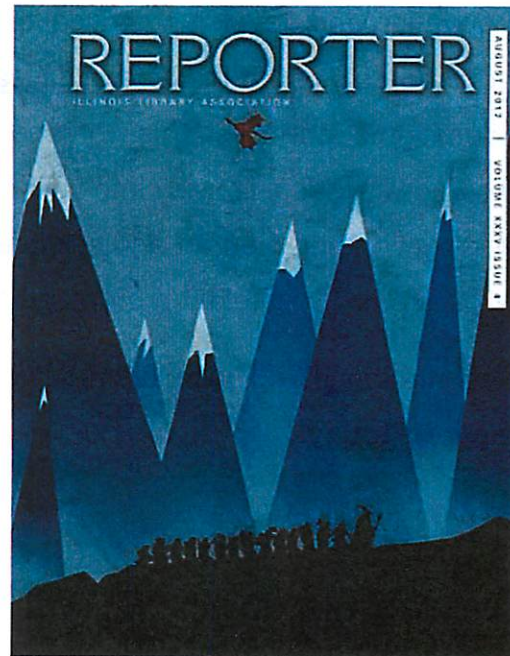
**From:** Illinois Library Association <ila@ila.org>  
**Sent:** Friday, August 04, 2017 8:46 AM  
**To:** Cynthia McMillan  
**Subject:** News from the Illinois Library Association

ILLINOIS **LIBRARY** ASSOCIATION | Because Libraries Matter

Vol. 10, Issue 18 | August 4, 2017

## August 2017 ILA Reporter on Website

This month's issue focuses on fandom, the pop culture craze that brings teens and other passionate followers of Doctor Who and a whole range of cult favorites into libraries. Articles from three librarians at Schaumburg Township District Library and outgoing *ILA Reporter* Committee Chair Kara Kohn explore trends and present tips. An interview with Illinois' own bestselling author Mary Kubica and highlights from the recent American Library Association conference round out the issue.





## **Youth Services Forum Field Trip @ AIC** **Thursday, September 14, 10:00 a.m. - 3:00 p.m.**

Art engages us on so many levels, from promoting creativity to spurring innovation and developing critical thinking skills. Learn by doing in this one-day workshop at the [Art Institute of Chicago](#) (AIC). Presented by the AIC's education department, this workshop will teach participants to successfully incorporate visual literacy into your hands-on art programs and explore the intersection between art and science as it relates to creating curiosity among our patrons. This field trip promises to be both education and rejuvenating.

Registration is \$40, with lunch on your own. Attendance is limited to 50, so **register today!**

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## Becky Siegel Spratford Latest Luminary



The queen of Readers' Advisory is now an Illinois Library Luminary. Librarian, author, and trainer, she has spent her career helping her colleagues improve their skills, making her patrons happy, and ensuring her neighbors are heard. See Becky Siegel Spratford's [full bio](#) and all the other Luminaries on the ILA website. This honor roll for Illinois libraries serves the dual purpose of recognizing outstanding voices in the library community, while creating a legacy through the ILA Endowment to continue their important work. [Donate](#) now to support your favorites!

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## Free Energy Efficient Products

The Savings Through Efficient Products program is a no-cost, easy way for Illinois public facilities to save on monthly utility bills. Energy efficient products such as faucet aerators, low-flow showerheads, LED lamps, occupancy sensors, LED exit signs and more are available for eligible public facilities. To date, over 1,200 facilities have participated in this popular program, collectively saving enough energy to power 2,450 homes for a year. STEP is currently open for enrollment through October and will serve a limited number of facilities on a first-come, first-serve basis. Please visit [IllinoisSTEP.org](http://IllinoisSTEP.org) to access more information or feel free to contact [K.C. Doyle](#) directly with any questions.

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## Job Opportunities

[Adult Services - Technology Services Librarian | Barrington Area Library](#)

[Community Engagement Manager | Skokie Public Library](#)

[Music Librarian | Illinois State University - Milner Library](#)

[Science Librarian | Governors State University](#)

[Collection Management Department Head | Mount Prospect Public Library](#)

[Instructional Assistant - Library | New Trier High School District 203](#)

[Library Director | Galesburg Public Library](#)

[Director | Palatine Public Library District](#)

[Head of Reference & Reader Services | Plainfield Public Library District](#)

[Adult Services Librarian | Glencoe Public Library](#)

[Got A Job? Advertise on ILA's Jobline »](#)

As the employment picture improves, competition by employers for the best candidates is increasing. Since 1981, the Library Jobline of Illinois has been used by thousands of employers and job-seekers throughout the state, helping match needs and skills in the library community. It is designed to help you locate qualified staff to fill current positions by announcing your job openings to a wide audience of library and information professionals and support staff.

## **In the News**

Library-related stories appearing in local news media to alert and inform the Illinois library community about issues and events that are considered significant by the general media.

[Des Plaines Public Library All-Gender Restroom At Library A 'No-Brainer'](#)

[Siblings' Lemonade Stand Raises Money for Moline Public Library](#)



## Bellwood Public Library Board in Turmoil

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### Upcoming events

- August 4, 2017, 11:00 a.m.  
Youth Services Forum Meeting, Elgin
  - Saturday, Aug 19, 2017, 10:00 a.m.  
Trustee Forum Meeting  
Fox River Valley Public Library District, 555 Barrington Avenue, East  
Dundee, IL 60018
  - Aug 20 2017  
Deadline for October issue of the ILA Reporter
  - Monday, Aug 21, 2017, 10:00 a.m.–12:00 noon  
Public Policy Committee meeting  
Illinois State Library (Springfield), and Reaching Across Illinois Library  
System (Burr Ridge) via videoconferencing and conference call.
  - Monday, Aug 21 2017, 1:00 p.m.–2:00 p.m.  
Advocacy Committee meeting
-

## Donate to ILA »

### Benefits for ILA Institutional Members



Libraries of Illinois Risk Agency (LIRA) is a group insurance pool for ILA institutional members that offers potential savings for property, casualty, and workers compensation coverage for libraries. [Learn more »](#)



**The Fund for Illinois Libraries** was created in 1990 to help Illinois libraries in their fundraising efforts. The purpose of the fund is to enable libraries to receive gifts from individuals or organizations that can only make donations to 501(c)(3) charitable organizations. [Learn more »](#)

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Disclaimer: Links to non-ILA sites have been provided because these sites may have information of interest. The Illinois Library Association does not necessarily endorse the views expressed or the facts presented on these sites;

and furthermore, ILA does not endorse any commercial products that may be advertised or available on these sites.



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Cynthia McMillan

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From: Illinois Library Association <ila@ila.org>  
Sent: Friday, July 21, 2017 3:01 PM  
To: Cynthia McMillan  
Subject: News from the Illinois Library Association

**ILLINOIS LIBRARY ASSOCIATION** | Because Libraries Matter

Vol. 10, Issue 17 | July 21, 2017

## FY 2018 Federal Library Funding Remains Secure, For Now

On July 19, the U.S. House Appropriations Committee voted to approve the same funding levels passed by its Labor–HHS Subcommittee last week. The action was another significant step toward ensuring FY 2018 funding of \$231 million for the Institute of Museum and Library Services—including \$183.6 million for LSTA programs—and \$27 million for the Innovative Approaches to Literacy program. These sums equal FY 2017 levels. The bill now heads to the floor for consideration by the full U.S. House of Representatives. ILA will continue to monitor and inform the Illinois library community as the bill progresses through Congress and issue a Call for Action as appropriate.

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**New DiversiTEA Speaker at #ILAAC17**

The ILA Cultural and Racial Diversity Committee has announced that Dr. Lian Ruan will be the featured speaker at the DiversiTEA at the 2017 ILA Annual Conference on Wednesday, October 11, 3:00 – 4:00 p.m.



Dr. Ruan is Head Librarian and Director of International Programs for the Illinois Fire Service Institute Library and 2017 Illinois Academic Librarian of the Year. Dr. Ruan will discuss her career as a librarian, mentoring graduate and PhD students in library science, and development of training programs for Chinese and Korean firefighters and emergency responders. Her recent co-edited book, *Academic Library Development and Administration in China* (2016), is the first major work on Chinese academic libraries written in English. The tea will be a mind and awareness-raising discussion.

[Visit the ILA website for more information and to register.](#)

**Development and Access to Information 2017**



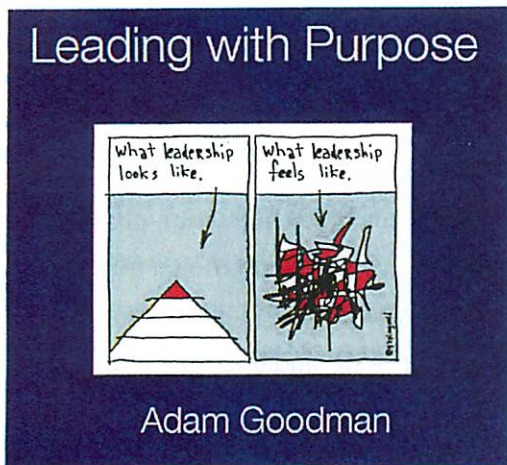
## IFLA Releases *Development and Access to Information* Report

The International Federation of Library Associations and Institutions (IFLA), in partnership with the Technology and Social Change Group at the University of Washington (TASCHA), launched today the first [Development and Access to Information](#) report.



In the report, global experts examine the current state of global information access, and demonstrate how increased access can aid in the development of gender equality, agriculture and infrastructure, improved health, and economic growth worldwide.





## Adam Goodman's "Leading with Purpose"

Adam Goodman from Northwestern University's Center for Leadership and the McCormick School of Engineering spoke at yesterday's 2017 ILA Orientation Session. The slides from his presentation are available on the [ILA web site](#).

## Job Opportunities

[Instructional Assistant - Library | New Trier High School District 203](#)

[Library Director | Galesburg Public Library](#)

[Director | Palatine Public Library District](#)

[Head of Reference & Reader Services | Plainfield Public Library District](#)

[Adult Services Librarian | Glencoe Public Library](#)

[Adult and Youth Services Librarian Part-Time | The Urbana Free Library](#)

[Library Director | Dwight Foster Public Library / City of Fort Atkinson](#)

## [Executive Director | Barrington Area Library](#)

### [Got A Job? Advertise on ILA's Jobline »](#)

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## **In the News**

Library-related stories appearing in local news media to alert and inform the Illinois library community about issues and events that are considered significant by the general media.

[With Illinois Budget Deal Secured, Public Universities Still Face Challenges](#)

[Glencoe Librarians Solve Mystery of Old Purse](#)

[Evanston Librarian Who Criticized Library's Diversity to be Paid \\$110,000](#)

[Severance](#)

[University of Chicago Library Receives Gift of Vintage Vivian Maier Prints](#)

[Naperville Library Board Supports Preserving Old Library Building](#)

[Gail Borden's South Elgin Library Branch Celebrating First Anniversary](#)

[Brutalist Library in Chicago Gets Interior Update by Woodhouse Tinucci](#)

## **Upcoming events**

- July 28, 2017

[White Sox Library Appreciation Night](#)

- August 4, 2017

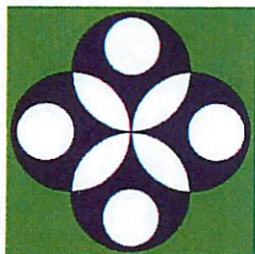
[Youth Services Forum Meeting](#), Elgin

[Donate to ILA »](#)

## Benefits for ILA Institutional Members



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ILLINOIS LIBRARIES**

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*software whitelist, or mail system whitelist. This will help ensure that you receive the ILA E-Newsletter and that your e-mail software displays HTML and images properly.*

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Cynthia McMillan

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**From:** Illinois Library Association <ila@ila.org>  
**Sent:** Monday, July 17, 2017 3:03 PM  
**To:** Cynthia McMillan  
**Subject:** News from the Illinois Library Association

**ILLINOIS LIBRARY ASSOCIATION** | Because Libraries Matter

Vol. 10, Issue 16 | July 17, 2017

## Update on IMLS Funding

The U.S. House Appropriations subcommittee that deals with library funding (Labor, Health & Human Services, Education and Related Agencies) voted on Wednesday, July 13, 2017, to recommend level funding in FY2018 for the Institute of Museum and Library Services (IMLS, \$231 million), likely including \$183 million for the Library Services and Technology Act, as well as \$27 million for the Innovative Approaches to Literacy program.

*The full Committee is likely to meet and vote on that bill this Wednesday, July 19, so the library community needs to send messages to their representatives prior to that vote--for Illinois, the member to contact is **Mike Quigley**. [ALA's Legislative Action Center](#) will enable constituents of all House Appropriations Committee members to reach their representatives with that message. It's important that all 52 members of the full Committee hear from their constituents now in support of maintaining full funding for IMLS,*



LSTA and IAL. [Click here](#) to send your message!

## Library Referendum Bill Not Called for a Vote

Illinois [Senate Bill \(SB\) 864](#) is the proposal that, if signed into law, would prohibit annexations without a front-door, binding referendum. After multiple discussions with the sponsor in the House ([C.D. Davidsmeyer](#), R-100, Jacksonville), no amendment was filed on this proposal, and SB 864 was not called for a final floor vote. The bill has been re-referred back to the House Rules Committee, which means for now, it cannot be called for a final vote.

ILA's Executive Board voted to oppose SB 864 because it would impose onerous guidelines on library district annexations. ILA contends that at minimum, such a bill should include minimum population thresholds and be applied to school and park districts, not just libraries. The bill runs counter to ILA's goal of universal library service and unduly burdens a process that is generally not abused.

**R E A C H I N G  
FORWARD**

## Reaching Forward Call for Programs

The Reaching Forward Conference Committee is accepting program submissions for the 2018 Conference, which will be held Friday, May 4, at the Stephens Convention Center in Rosemont. Proposals must be submitted using

the online proposal form. The submission deadline is Friday, September 8, 11:59 p.m.

[Click here for more information and to submit a proposal.](#)



## Conference Internship Applications Due 8/15

The ILA Conference Program Committee is seeking interns for the 2017 ILA Annual Conference, which will be held in Tinley Park, October 10-12. Conference interns will complete four hours of work, as assigned prior to the conference.

[Visit the ILA website for more information and to apply.](#)

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[Director | Palatine Public Library District](#)

[Head of Reference & Reader Services | Plainfield Public Library District](#)

[Adult Services Librarian | Glencoe Public Library](#)



[Adult and Youth Services Librarian Part-Time | The Urbana Free Library](#)

[Library Director | Dwight Foster Public Library / City of Fort Atkinson](#)

[Executive Director | Barrington Area Library](#)

[Adult Services Manager | Champaign Public Library](#)

[Youth Services Manager | Highland Park Public Library](#)

[Public Services, Evening and Weekend Librarian | Lewis University](#)

[SHARE Director | Illinois Heartland Library System](#)

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## **In the News**

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[DONATE: Round Lake Elementary School Asks For Help Rebuilding Flooded Library \(Updated\)](#)

[School Officials Worry Illinois Flooding May Impact Classes](#)

[Now from the Newberry Library: Old books at the fair, new ideas at the](#)

[Bughouse](#)

[What libraries lost when they threw out the card catalog](#)

[Yorkville library moving ahead with plan to hire new director](#)

## Upcoming events

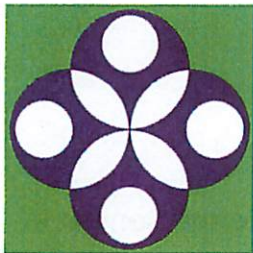
- July 19, 2017  
ILA Executive Board meeting, Illinois State University Alumni Center in Normal
- July 20, 2017  
Orientation Session for new officers, committee members, forum managers, and other ILA member leaders at Illinois State University Alumni Center in Normal, featuring Adam Goodman, Northwestern University's Center for Leadership
- July 28, 2017  
[White Sox Library Appreciation Night](#)
- August 4, 2017  
[Youth Services Forum Meeting](#), Elgin

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**Cynthia McMillan**

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**From:** Illinois Library Association <ila@ila.org>  
**Sent:** Tuesday, June 20, 2017 9:33 AM  
**To:** Cynthia McMillan  
**Subject:** News from the Illinois Library Association

**ILLINOIS LIBRARY ASSOCIATION** | Because Libraries Matter

Vol. 10, Issue 14 | June 20, 2017

## ILA Executive Board Actions

At its meeting on Thursday, June 15, the following actions were taken:

- After considerable discussion, the board voted to oppose Senate Bill (SB) 864, which would impose onerous guidelines on library district annexations, contending that at a minimum, such a bill should include minimum population thresholds and be applied to school and park districts, not just libraries. The bill runs counter to ILA's goal of universal library service, and unduly burdens a process that is generally not abused.
- Appointed Tim Jarzemsky to fill the board vacancy created by Nancy Maloney's resignation due to her move out of state.
- Approved the calendar of meetings for 2017-2018, including new board meeting sites in the Metro East area and Charleston.
- Approved the FY 2017-2018 Budget.



- Appointed Jason Kuhl as the 2017-2018 ILA Treasurer.



## **IACRL @ ILA**

Calling all academic librarians! Did you miss the deadline to propose a program for the ILA annual conference? Good news: You have another chance!

Because there will be no IACRL Conference in 2018, the ILA Conference Program Committee has reserved several spots for additional academic library programming. We're especially interested in programs related to the following:

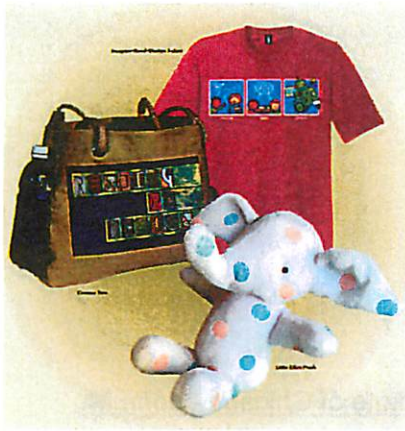
- Marketing and Outreach
- Programming
- Leadership
- Instruction
- Assessment
- Scholarly Communication/Collections

Program proposal submissions are due by **Friday, June 30**. Proposals will be reviewed by IACRL and submitters will be notified of their program's status by Wednesday, July 12.

**[Submit your proposal today!](#)**

**50%--75% off iREAD Incentives!**





Great bargains are now available on select Summer Reading incentives at [www.ireadprogram.org](http://www.ireadprogram.org).

Prices for sale items are reduced 50% - 75%. This is a great opportunity to stock up your library with reading incentives! [Click here](#) to shop for sale items.

Thank you for supporting iREAD and have a successful summer reading program!

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## Rally to Restore Illinois School Librarians

The Illinois School Library Media Association (ISLMA) invites you to join librarians, parents, teachers, administrators, and children from across Illinois and around the country to come together for a demonstration in support for school librarians in Illinois. Friday, June 23, at noon in the plaza of the James R. Thompson Center (100 W. Randolph St.) in downtown Chicago to make your voice heard for *licensed* school librarians across Illinois.

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## Job Opportunities

[SHARE Director | Illinois Heartland Library System](#)

[Library Director | Yorkville Public Library](#)

[Library Director | Oakwood Public Library District](#)

[Library Director | Galesburg Public Library](#)

[Senior Access Services Assistant | School of the Art Institute of Chicago - John M. Flaxman Library](#)

[Got A Job? Advertise on ILA's Jobline »](#)

As the employment picture improves, competition by employers for the best candidates is increasing. Since 1981, the Library Jobline of Illinois has been used by thousands of employers and job-seekers throughout the state, helping match needs and skills in the library community. It is designed to help you locate qualified staff to fill current positions by announcing your job openings to a wide audience of library and information professionals and support staff.

## **In the News**

Library-related stories appearing in local news media to alert and inform the Illinois library community about issues and events that are considered significant by the general media.

[Palatine Public Library Board Announces Melissa Gardner as Interim Director](#)

[Galesburg Public Library Director Harriett Zipfel Retires](#)

[The Hidden Treasures in Italian Libraries](#)

[The Newberry Library Set to Undergo \\$11 Million Renovation](#)

[New Lisle Public Library Majority Takes Control, Deny They Want To Close It](#)

[Longtime Park Ridge Public Library Director to Step Down](#)

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## Upcoming events

- June 22-27 2017

[ALA Annual Conference](#)

- July 20, 2017

Orientation Session for new officers, committee members, forum managers, and other ILA member leaders at Illinois State University Alumni Center in Normal, featuring Adam Goodman, Northwestern University's Center for Leadership

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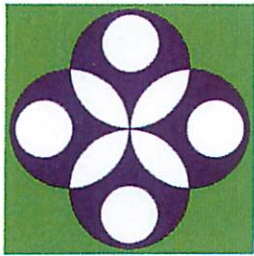
[\*\*Donate to ILA »\*\*](#)

## Benefits for ILA Institutional Members



Libraries of Illinois Risk Agency (LIRA) is a group insurance pool for ILA institutional members that offers potential savings for property, casualty, and workers compensation coverage for libraries. [\*\*Learn more »\*\*](#)





**FUND FOR  
ILLINOIS LIBRARIES**

**The Fund for Illinois Libraries** was created in 1990 to help Illinois libraries in their fundraising efforts. The purpose of the fund is to enable libraries to receive gifts from individuals or organizations that can only make donations to 501(c)(3) charitable organizations. [Learn more »](#)

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A13

**Cynthia McMillan**

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**From:** Heather McCammond-Watts  
**Sent:** Tuesday, August 01, 2017 10:44 AM  
**To:** Cynthia McMillan  
**Subject:** board communications

Please include this in the Board communications section of August packet. It refers to our brand new cookbook book club program!

---

**From:** Jillian Mckeown  
**Sent:** Monday, July 31, 2017 4:01 PM  
**To:** Heather McCammond-Watts <[hmwatts@wilmettelibrary.info](mailto:hmwatts@wilmettelibrary.info)>  
**Subject:** Author Response

Hi,

Here's the post from the Modern Potluck author, Kristin Donnelly's Instagram page:

[UnlikeComment](#)

160 likes

---

[kristindonnelly](#) Happy 1st birthday to the little book that could. The best part about this process is receiving the occasional email from readers, like one from a librarian last week. She said she started a cookbook club potluck series and told me my book would be the first in the series. It made my heart soar. I wish I could be there! How I wish I could attend every Potluck I read about in which people consciously bring together people from different walks of life. I bet they find they have more in common than not: love for their families; their pets; fear mixed with hope about the future; a love of Beyoncé. 😊 They probably also learn something that helps them feel more empathetic when facing tough issues in the future.

There are days, like yesterday, in which I shake with rage and fight a pessimistic swirl. Today's outpouring of support for those who serve in the military regardless of how they love or identify gives me hope. So does the gridlock over healthcare in the Senate. The resistance is working. But let's not let them divide us any more than we already are. When it comes to talking to our fellow citizens, I do our best to stay kind. Let's keep gathering. Let's keep talking. Our society depends on it.

---

Jillian McKeown  
Adult and High School Librarian  
Wilmette Public Library  
1242 Wilmette Ave.  
Wilmette, IL 60091  
847-256-6952

"Opinions Expressed Are My Own and Do Not Necessarily Reflect Those of the Library"





OFFICE OF THE COMPTROLLER  
STATE OF ILLINOIS

Susana A. Mendoza  
COMPTROLLER

July 18th, 2017

Nancy Wagner  
Wilmette Public Library  
1242 Wilmette Ave.  
Wilmette, IL 60091

Dear Nancy,

I would like to thank you for allowing us to present *Smart Consumers Illinois-Identity Theft/Fraud/Scams Workshop* on July 17th. We appreciate all your effort and enthusiasm in ensuring a successful presentation. I applaud you for your commitment to community service.

If we can be of further assistance to you or if you know of any other institutions in your community that would be interested in hosting one of our presentations, please let me know. I look forward to working with you on future projects.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon McNeil".

Shannon McNeil  
External Affairs  
Comptroller Susana A. Mendoza  
312 814 0034  
Shannon.McNeil@Illinoiscomptroller.gov

Thank you for  
hosting such a  
great group!  
Shannon

# Wilmette Library Board: Outside consultant chosen for strategic planning

**FOUAD EGBARIA**  
Freelance Reporter

The Wilmette Public Library is going with an "outsider" for consulting help with its next long-range strategic planning process.

The Library Board interviewed two finalists for the strategic planning consultant role during its regular monthly meeting Tuesday, July 18.

Although not unanimous, the board voted to acquire the services of Harry Christiansen, of Christiansen Consulting, LLC, a Birmingham, Ala.-based consulting firm, for an amount not to exceed \$20,000. Trustee Stuart Wolf offered the lone dissenting vote.

Sarah Keister Armstrong – principal and owner of the Libertyville-based Sarah Keister Armstrong & Associates, LLC – was the other finalist.

Trustee Ron Rodgers – who has served on the

board for 33 years and been a part of five long-range strategic planning processes at the library – said Christiansen's approach brings dimensions to the planning process that the library hasn't tried before.

"I just think we might get a different look by having someone fresh from outside the immediate library community," Rodgers said.

Christiansen has worked as an independent consultant since 1998, having previously served in the U.S. Army for 20 years. According to proposal documents included in the board packet, Christiansen has worked with federal, state, local government and nonprofit organizations, and has also worked with library systems across the country. In Illinois, he previously worked with library systems in Bolingbrook, La Grange, Carol Stream and Matteson.

Armstrong, meanwhile,

## ROUND IT UP

*A brief recap of Library Board action on July 18:*

- The board approved the Combined Annual Budget and Appropriation Ordinance for Fiscal Year 2017-18 (passed in tentative form during the board's May meeting).

- In June, the library received \$45,129.07 from the Kenilworth Public Library, \$4,109.08 in fines and \$3,586.55 in gifts/donations, according to Treasurer Ron Rodgers' report.

- The board approved a purchase of new media shelving for a cost not to exceed \$9,000.

has worked with a lengthy list of libraries across Illinois, including those in Lake Forest, Arlington Heights and Morton Grove, among others. She also served on the Board of Directors of the Reaching Across Illinois Library System and the board of the Fremont Public Library District (2013-2017). She is also director-at-large of the Illinois Library Association.

Board President Kathleen M. O'Laughlin was impressed by Armstrong's in-person presentation (the

board interviewed Christiansen via telephone), but noted a new perspective from an "outsider" like Christiansen could benefit the library.

"I'm certainly persuaded by the idea that somebody different doing something different this time, a different approach – it might just be a chance to try that way," O'Laughlin said.

Library Director Heather McCammond-Watts said Armstrong's problem-solving approach aligns more closely with hers, but that Christiansen's "more

analytical" and "data-driven" approach could pair well as a complement to her organic approach.

"I really respect [Christiansen's] style a lot because it's different from mine," McCammond-Watts said.

Rodgers pointed to the level of detail in Christiansen's proposal as a factor behind his vote. He also added that Christiansen being located out-of-state affords the board more agency in the process.

"The other advantage I think Christiansen presents is he will be here [to] prepare staff to conduct the meetings and then he will go back home," Rodgers said. "That puts a major share of the information gathering in the hands of our leadership team, which I think is a huge advantage in a long-range planning process."

The strategic planning consultant will help the board and staff develop a plan to collect data from

the community regarding what librarygoers want from the library, so that data to formulate a strategic plan and then implement the plan.

Wolf, who gave the only dissenting vote, said Armstrong's local experience and her stated flexibility in working with the board and staff underpinned his vote.

"I like the idea of the organic approach versus the rigid approach, because especially as time has passed, there's been an evolution over what the purpose of the library is in the community and how that has evolved over the last several years and several plans," Wolf said.

According to Christiansen's proposal, the first phase of the process, a community-needs assessment, would take place from July to September, a process that includes training of library staff to conduct community-engagement sessions.

July 27, 2017 Wilmette Beacon