

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Board of Trustees Regular Meeting
January 18, 2012 – 7 p.m. – Conference Room

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

- A. Roll Call
Marian Krupicka, Crystal Megaridis, Paul Oggerino, Jo Ann Schusterich, Luanne Spiros, Victoria Suriano, Robert Thomas

- 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 welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.

- C. Public Comment

- D. Communications and Announcements

1. Madigan to Elected Official re: Open Meetings Act Training Item D1
2. Ritzman to Public Library Clients re: OMA Library Trustee Training Item D2
3. Ritzman to Public Library Clients re: Employee Compensation Posting Item D3
4. Ritzman to Public Library Clients re: "At Will" Employment Item D4
5. Ritzman to Public Library Clients re: Publication of Annual Treasurer's Report Item D5
6. Dubman to Bukovac re: Darien Committee for Intergovernmental Coordination Item D6
7. Women of the Moose to Dzierzbicki re: Donation Item D7
8. Bukovac to Women of the Moose re: Donation Item D8
9. Giragosian to Birmingham re: Neverly Brothers Performance Item D9
10. Burr Ridge Patch re: Referendum for Gower District Item D10
11. Darien Patch re: Property Tax Assessments Item D11
12. ILA Trustee Workshop Feb. 4, 2012 Item D12
- 13.

- E. Omnibus Consent Agenda

1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 16, 2011 Item E1
2. Treasurer's Report to be distributed at mtg.
3. Action on Bill/Additional Bills to be distributed at mtg.

BOARD MEETING – JANUARY 18, 2012 – PAGE 2

Omnibus Consent Agenda (continued)

- | | | | |
|----|---|---------------------------|-------------|
| 4. | Statement of Receipts and Disbursements for Fiscal Period
July 1, 2011 Through December 31, 2011 | to be distributed at mtg. | |
| 5. | Minutes from Art Committee Meeting, November 30, 2011 | Item E5 | |
| F. | Items Deleted from Omnibus Consent Agenda | | |
| G. | Library Director's Report
SWAN Update | Item G | Information |
| H. | Staff Report
None | | |
| I. | Reports | | |
| 1. | WB/BR Chamber of Commerce Meeting (Cigler) | Item I1 | Information |
| 2. | Darien Chamber of Commerce (Cigler) | Item I2 | Information |
| 3. | RAILS Board (no report) | | |
| 4. | Building and Grounds Committee (no report) | | |
| 5. | Finance Committee (no report) | | |
| 6. | Plan/Annexation Committee (no report) | | |
| 7. | Policy Committee (no report) | | |
| J. | Unfinished Business
None | | |
| K. | New Business | | |
| 1. | Days Closed Policy | Item K1 | Action |
| 2. | Digital Board Packets | | Discussion |
| 3. | Audit for Fiscal Year 2010/2011 | Item K3 | Information |
| L. | Meetings to be Scheduled
Building and Grounds Committee, dates to consider 1/24, 2/8/, 2/9
Oggerino, Schusterich, Suriano
Policy Committee, dates to consider 2/23, 2/27, 2/28, 2/29, 3/5
Schusterich, Krupicka, Thomas | | |
| M. | Closed Session as allowed by 5ILCS, Act 120/2 (c)(21) Discussion of
minutes of meetings lawfully closed under the Open Meetings Act,
whether for purposes of approval by the body of the minutes or
semi-annual review of the minutes as mandated by Section 2.06 of the
Open Meetings Act. | | |
| N. | Return to Open Session and Report of Any Action Taken | | |

BOARD MEETING – JANUARY 18, 2012 – PAGE 3

- O. Closed Session as allowed by 5ILCS, Act 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
(Annual Review of Library Director)
- P. Return to Open Session and Report of Any Action Taken
- Q. Community Events
- R. Library Events
1. Midterm Exam Cram, January 18, 11 a.m.
 2. Doodle Away, January 19, 7 p.m.
 3. Book Discussion, *Tourist Season* by Carl Hiaasen, January 19, 7 p.m. at Downers Grove Wine Shop
 4. R U Game, January 20, 1 p.m.
 5. Facebook for Beginners, January 24, 1 p.m.
 6. Computers for Beginners, January 24, 3:30 p.m.
 7. Intro to Word 2010, January 24, 6 p.m.
 8. After School Chess, January 26; 3:45 p.m.
 9. Intro to Excel 2010, January 26, 6 p.m.
 10. Journey to Japan, January 29, 2 p.m.
 11. Kaplan Test Strategies Workshop, January 30, 7 p.m.
 12. Computers for Beginners, January 31, 3:30 p.m.
 13. Intro to Word 2010, January 31, 6 p.m.
 14. Computers for Beginners, February 2, 1 p.m.
 15. Internet for Beginners, February 2, 3:30 p.m.
 16. Intro to Excel 2010, February 2, 6 p.m.
 17. Story Time Sign Up Social, February 7, 9 a.m.
 18. It's All About the Cupcake, February 7, 7 p.m.
 19. Elder Care Issues, February 8, 1 p.m.
 20. Book Discussion, *The Saffron Kitchen* by Yasmin Crowther, February 8, 7:30 p.m.
 21. Computers for Beginners, February 9, 1 p.m.
 22. Internet for Beginners, February 9, 3:30 p.m.
 23. After School Chess, February 9, 3:45 p.m.
 24. What You Need to Know-College of DuPage, February 9, 5 p.m.
 25. Facebook for Beginners, February 9, 6 p.m.
 26. Intro to Excel 2010, February 14, 3:30 p.m.
 27. Intro to PowerPoint 2010, February 14, 6 p.m.
- S. Adjournment



OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS

Lisa Madigan
ATTORNEY GENERAL

January 9, 2012

Dear Elected Official:

I am writing to inform you of a new State law that will require you to participate in an electronic training on the Open Meetings Act (OMA), 5 ILCS 120/1 *et seq.* (West 2010). As a result of this law, all elected or appointed members of public bodies must successfully complete an electronic training curriculum. My office provides this training curriculum online. The goal of this short, easily accessible training program is to provide you with an overview of the general principles of the Open Meetings Act and to offer some hypothetical situations relating to specific provisions in the law, so that you can become familiar with how the law works in practice.

Under the new law, with one exception, elected or appointed members of public bodies will only be required to take this training once as long as they remain in their positions. The exception applies to elected or appointed members of public bodies who are also designated by the public body as the Open Meetings Act Designee. If you are the OMA Designee for a public body, you must successfully complete the electronic training annually. This letter focuses on the new training requirement for elected or appointed members of public bodies who are not also the OMA Designee.

The new law requiring training for all elected or appointed members of public bodies, Public Act 97-0504, will take effect on January 1, 2012. Under this new law, all elected and appointed members of a public body subject to OMA must:

- Complete the electronic training curriculum developed and administered by the Public Access Counselor in the Attorney General's Office; and
- File a copy of the certificate of completion with the public body.

The deadline for completing the training is determined by when an elected or appointed member of a public body began serving in that role. If you are already serving as an elected or appointed member of a public body subject to OMA *on* January 1, 2012, you must complete the electronic training before January 1, 2013. Thus, elected or appointed members of a public body who began serving prior to January 1, 2012, have a twelve-month period starting on January 1, 2012, in which to complete the online training program. **Please note that completing the electronic training before January 1, 2012, will not satisfy the requirement of the new law.** My office will update the electronic training effective January 1, 2012.

Freedom of Information Act and Open Meetings Act Amendments
97th General Assembly (2011)
Public Acts are available at www.ilga.gov

New Exemptions – Freedom of Information Act (FOIA), 5 ILCS 140/7 and 7.5

P.A. 97-0080

Effective July 5, 2011

Under this new law, the names and information of people who have applied for or received Firearm Owner's Identification Cards under the Firearm Owner's Identification Card Act, 430 ILCS 65/01 *et seq.*, are exempt from inspection and copying under section 7.5(v) of FOIA.

P.A. 97-0342

Effective August 12, 2011

This law provides that personally identifiable information exempt from disclosure under subsection (g) of Section 19.1 of the Toll Highway Act, 605 ILCS 10/1 *et seq.*, is exempt from inspection and copying under section 7.5(v) of FOIA.

"Personally identifiable information" means any information that identifies or describes an electronic toll collection system user, including but not limited to travel pattern data, address, telephone number, e-mail address, license plate number, photograph, bank account information, or credit card number. 605 ILCS 10/19.1(a). Personally identifiable information generated through the Illinois State Toll Highway Authority's toll collection process that reveals the date, time, location, or direction of travel by an electronic toll collection system user shall be exempt from release under FOIA. 605 ILCS 10/19.1(g).

This exemption is not applicable to any information that concerns (i) the public duties of public employees and officials; (ii) whether an electronic toll collection system user has paid tolls; (iii) whether the Authority is enforcing toll violation penalties against electronic toll collection users who do not pay tolls; (iv) accidents or other incidents that occur on highways under the jurisdiction of the Authority; or (v) the obligation, receipt, and use of the funds of the Authority. 605 ILCS 10/19.1(g).

P.A. 97-0385

Effective August 15, 2011

This law exempts from disclosure names, addresses, or other personal information of minor participants and registrants in programs of park districts, forest preserve districts, conservation districts, recreation agencies, and special recreation associations; exemption also applies to participants and registrants where such programs are targeted primarily to minors. 5 ILCS 140/7(1)(dd).

P.A. 97-0452

Effective August 19, 2011

This law clarifies that correspondence and records that may not be disclosed under section 11-9 of the Public Aid Code or that pertain to appeals under section 11-8 of the Public Aid Code (305 ILCS 5/1-1 *et seq.*) are also exempt from inspection and copying under section 7(1)(dd) of FOIA.

P.A. 97-0579

Effective August 26, 2011

This law also limits the extent to which a commercial FOIA requester may file a Request for Review with the Public Access Counselor. A person whose FOIA request is treated as a commercial request by the public body now may only file a Request for Review with the Public Access Counselor for the limited purpose of reviewing whether the public body acted properly in treating the FOIA request as a commercial request.

Training Requirement – Open Meetings Act (OMA), 5 ILCS 120/1.05

P.A. 97-0504

Effective January 1, 2012

This law requires that each elected or appointed member of a public body subject to OMA must complete the electronic training curriculum developed and administered by the Public Access Counselor, available at http://foia.ilattorneygeneral.net/electronic_foia_training.aspx, and file a copy of the certificate of completion with the public body.

Any person who is an elected or appointed member of a public body subject to OMA on January 1, 2012, must complete the electronic training between January 1, 2012, and January 1, 2013.

Any person who becomes an elected or appointed member of a public body subject to the Act after January 1, 2012, must complete the electronic training no later than the 90th day after:

- Taking the oath of office, if an oath is required to assume his or her duties as a member of the public body; or
- Otherwise assuming the responsibilities as a member of the public body, if not required to take an oath of office.

New Exceptions – Open Meetings Act (OMA), 5 ILCS 120/2

P.A. 97-318

Effective January 1, 2012

This law allows a public body to close a meeting involving internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(28).

P.A. 97-0452

Effective August 19, 2011

Under this law, a public body may hold closed meetings under OMA to consider correspondence and records that may not be disclosed under Section 11-9 of the Public Aid Code, 305 ILCS 5/1-1 *et seq.*, or that pertain to appeals under Section 11-8 of the Public Aid Code. 5 ILCS 120/2(c)(28).

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OMA - LIBRARY TRUSTEE TRAINING

TO: Public Library Clients
FROM: Roger Ritzman/Robert Kay
DATE: December 13, 2011

This Memorandum reminds you that, per P.A. 97-0504 (copy attached), sometime during 2012 (after January 1, 2012 and prior to January 1, 2013) Library Trustees must receive electronic training for the Open Meetings Act.

The electronic training and certification will be handled by the Illinois Attorney General.

At this time, we recommend that you tickle your file for March 31, 2012 for follow up as the Attorney General is making arrangements on the Attorney General's website for Library Trustee training and certification.

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Public Act 097-0504

HB1670 Enrolled

LRB097 10495 JDS 50792 b

AN ACT concerning government.

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

Section 5. The Open Meetings Act is amended by changing Sections 1.05 and 4 as follows:

(5 ILCS 120/1.05)

Sec. 1.05. Training.

(a) Every public body shall designate employees, officers, or members to receive training on compliance with this Act. Each public body shall submit a list of designated employees, officers, or members to the Public Access Counselor. Within 6 months after the effective date of this amendatory Act of the 96th General Assembly, the designated employees, officers, and members must successfully complete an electronic training curriculum, developed and administered by the Public Access Counselor, and thereafter must successfully complete an annual training program. Thereafter, whenever a public body designates an additional employee, officer, or member to receive this training, that person must successfully complete the electronic training curriculum within 30 days after that designation.

(b) Except as otherwise provided in this Section, each elected or appointed member of a public body subject to this Act who is such a member on the effective date of this amendatory Act of the 97th General Assembly must successfully complete the electronic training curriculum developed and administered by the Public Access Counselor. For these members, the training must be completed within one year after the effective date of this amendatory Act.

Except as otherwise provided in this Section, each elected or appointed member of a public body subject to this Act who becomes such a member after the effective date of this amendatory Act of the 97th General Assembly shall successfully complete the electronic training curriculum developed and administered by the Public Access Counselor. For these members, the training must be completed not later than the 90th day after the date the member:

(1) takes the oath of office, if the member is required to take an oath of office to assume the person's duties as a member of the public body; or

(2) otherwise assumes responsibilities as a member of the public body, if the member is not required to take an oath of office to assume the person's duties as a member of the governmental body.

Each member successfully completing the electronic training curriculum shall file a copy of the certificate of completion with the public body.

Completing the required training as a member of the public body satisfies the requirements of this Section with regard to

the member's service on a committee or subcommittee of the public body and the member's ex officio service on any other public body.

The failure of one or more members of a public body to complete the training required by this Section does not affect the validity of an action taken by the public body.

An elected or appointed member of a public body subject to this Act who has successfully completed the training required under this subsection (b) and filed a copy of the certificate of completion with the public body is not required to subsequently complete the training required under this subsection (b).

(c) An elected school board member may satisfy the training requirements of this Section by participating in a course of training sponsored or conducted by an organization created under Article 23 of the School Code. The course of training shall include, but not be limited to, instruction in:

- (1) the general background of the legal requirements for open meetings;
- (2) the applicability of this Act to public bodies;
- (3) procedures and requirements regarding quorums, notice, and record-keeping under this Act;
- (4) procedures and requirements for holding an open meeting and for holding a closed meeting under this Act;
- and
- (5) penalties and other consequences for failing to comply with this Act.

If an organization created under Article 23 of the School Code provides a course of training under this subsection (c), it must provide a certificate of course completion to each school board member who successfully completes that course of training.

(Source: P.A. 96-542, eff. 1-1-10.)

(5 ILCS 120/4) (from Ch. 102, par. 44)

Sec. 4. Any person violating any of the provisions of this Act, except subsection (b) or (c) of Section 1.05, shall be guilty of a Class C misdemeanor.

(Source: P. A. 77-2549.)

Effective Date: 1/1/2012

D3

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EMPLOYEE COMPENSATION POSTING REQUIREMENTS

(for IMRF Employers)

Open Meetings Act Amendment Per Public Act 97-609 effective 1/1/12

TO: Public Library Clients
FROM: Roger Ritzman/Robert Kay
DATE: December 29, 2011

Effective January 1, 2012, IMRF employers (Employers) are required to post on their websites compensation packages for certain employees.

If an employee's total compensation package exceeds \$75,000 per year, the website posting must be made within six (6) business days after approval of the budget. If an employee's total compensation package is \$150,000 or more, the website posting must be made at least 6 days before approval of the compensation package.

PLEASE NOTE:

A. THIS STATUTORY AMENDMENT APPLIES TO COMPENSATION PACKAGES APPROVED AFTER JANUARY 1, 2012.

B. NO POSTING IS REQUIRED FOR COMPENSATION PACKAGES APPROVED PRIOR TO DECEMBER 31, 2011.

Employers may opt out of the website posting requirement by:

- Posting a copy of the compensation packages at the Employer's principal office; and
- Posting directions on the Employer's website on how to access the compensation package information at the Employer's principal office.

A "total compensation package" includes:

1. Salary;
2. Health Insurance;
3. Housing Allowance;
4. Vehicle Allowance;
5. Clothing Allowance;
6. Bonus;
7. Loans;
8. Vacation Days Granted;
9. Sick Days Granted.

Neither "budget" nor "approval" are defined in the Amendment. We believe the term "budget" means the Budget and Appropriation Ordinance (for Library Districts) or a budget approved by the Library Board and submitted to the "corporate authority" (City and Village Libraries). For Library Districts, the posting will be done in the late summer/early fall of 2012 when the Budget and Appropriation Ordinance is adopted. For City and Village Libraries, the posting will be done when the Library Board approves a budget and submits the Library's budget to the City/Village (for incorporation in the levy of the City/Village).

We recommend creating in the next few months a compensation summary for each covered employee (\$75,000 or more). The summary should describe the monetary value for each component of an employee's compensation package. A summary prepared in advance of the budget process will avoid an administrative time crunch/crisis when posting is required in 2012.

Please note that where an employee's total compensation package is \$150,000 or more, the posting requirement is before approval of the compensation package rather than after approval of the budget.

Questions raised by this Amendment include:

1. Must the posting include employee names or just positions/titles? We believe employee names should be provided given the language of the Amendment.
2. Must the posting include the pension benefit paid? No, pension benefits are not included in the definition of "total compensation package".
3. What aspects of employee loans should be included, e.g., foregone interest, principal disbursement, deferred payments? Not clear - we recommend including a current loan balance in the posted document.
4. Are reimbursements to employees for health insurance deductibles included? Probably - we recommend including such reimbursements.
5. Do you identify the number of vacation days or the monetary value of those days? We recommend identifying the monetary value.

Attached for reference is a copy of the Amendment.

Roger A. Ritzman/Robert T. C. Kay
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MA_ILIBRARYDISTMEMOMemoOMA Posting Requirements.docx RTCK:lag 12/29/11

Excerpt from P.A. 97-609

AN ACT concerning public employee benefits.

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

Section 5. The Open Meetings Act is amended by adding
Section 7.3 as follows:

(5 ILCS 120/7.3 new)

Sec. 7.3. Duty to post information pertaining to benefits
offered through the Illinois Municipal Retirement Fund.

(a) Within 6 business days after an employer participating
in the Illinois Municipal Retirement Fund approves a budget,
that employer must post on its website the total compensation
package for each employee having a total compensation package
that exceeds \$75,000 per year. If the employer does not
maintain a website, the employer must post a physical copy of
this information at the principal office of the employer. If an
employer maintains a website, it may choose to post a physical
copy of this information at the principal office of the
employer in lieu of posting the information directly on the
website; however, the employer must post directions on the
website on how to access that information.

(b) At least 6 days before an employer participating in the
Illinois Municipal Retirement Fund approves an employee's
total compensation package that is equal to or in excess of
\$150,000 per year, the employer must post on its website the
total compensation package for that employee. If the employer
does not maintain a website, the employer shall post a physical
copy of this information at the principal office of the
employer. If an employer maintains a website, it may choose to
post a physical copy of this information at the principal
office of the employer in lieu of posting the information
directly on the website; however, the employer must post
directions on the website on how to access that information.

(c) For the purposes of this Section, "total compensation
package" means payment by the employer to the employee for
salary, health insurance, a housing allowance, a vehicle
allowance, a clothing allowance, bonuses, loans, vacation days
granted, and sick days granted.

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"AT WILL" EMPLOYMENT

* ALSO LICENSED IN WISCONSIN

DATE: December 30, 2011
TO: Public Library Clients
FROM: Roger A. Ritzman
RE: At Will Employment Doctrine

Janda v. United States Cellular Corporation. (Appellate Court of Illinois, 1st District)

A recent Illinois Appellate Court opinion affirmed the viability of the "at will" employment doctrine.

In *Janda v. United States Cellular Corporation*¹ an employee was fired for insubordination. Before being fired, the employee attended a focus group meeting where supervisors promised that employee comments would be confidential. The employee spoke candidly and critically of his manager. Shortly thereafter, the employee was fired.

The employee claimed his termination violated the employee handbook relative to disciplinary procedures. The issue was whether the employee handbook created a "contract of employment" or, in the alternative, whether the employee was "at will."

The Trial Court ruled against the employee finding that the employee handbook did not create "an enforceable contract."² In affirming the Trial Court's decision,³ the Appellate Court discussed one of the leading cases on at will employment, i.e., *Duldulao v. Saint Mary of Nazareth Hospital*.⁴ In *Duldulao*, the Court held that an employee handbook can create enforceable contract rights if certain elements are present in the handbook, i.e.:

¹ 2011 Ill. App. LEXIS 1185; 2011 Ill App (1st) 103552 (2011) (11/18/11).
² The employee handbook contained an "at will" waiver/disclaimer.
³ Although the case was remanded for further proceedings, it was remanded with respect to other claims.
⁴ *Duldulao v. Saint Mary of Nazareth Hospital*, 115 Ill. 2d 482, 490, 505 N.E.2d 314, 106 Ill. Dec. 8 (1987).

1. The language of the employee handbook contains a promise clear enough that an employee would reasonably believe that an offer has been made.
2. The handbook must be distributed to employees such that the employee is aware of its contents and reasonably believes language in the handbook constitutes an offer.
3. The employee must accept the offer by either commencing or continuing to work after learning of the policy statement.

In *Duldulao*, the Court held that the use of words and phrases in the handbook such as "termination... *cannot* occur," "permanent employees *are never* dismissed," and "three warnings... *are required*... before an employee is dismissed," were sufficiently definite to create an offer. In *Janda*, however, the handbook and discipline policy stated that the policy was to be "*generally*" followed, that the discipline steps provided a "*guideline*" to be followed, that each discipline step could be used without prior warning, and immediate termination could occur upon the first incident. The Appellate Court thus found that the language in the handbook and the progressive discipline policy relied upon by the employee was not definite enough to create a reasonable belief that an offer had been made.

...

We recommend that employee handbooks avoid using words and phrases which create definite expectations and obligations, e.g., avoid use of "employees *are never* dismissed for," "warnings... *are required*... before," or "termination *cannot* occur if". We also recommend including a disclaimer/employee acknowledgment. A sample employee acknowledgment is attached.

EMPLOYEE ACKNOWLEDGMENT

The employee handbook describes information about the Library.

I understand:

- a) The information, policies, and benefits described in the handbook are subject to change.
- b) Revised policies may supersede, modify, or eliminate existing policies.
- c) Only the Board of Library Trustees has authority to revise the handbook.

I have entered into an employment relationship with the Library voluntarily.

I acknowledge:

- 1) There is no specified length of employment.
- 2) I can terminate the employment relationship at will, at any time, with or without cause, as long as there is no violation of applicable law.
- 3) The Library can terminate the employment relationship at will, at any time, with or without cause, as long as there is no violation of applicable law.
- 4) The handbook is not a contract of employment.
- 5) The handbook does not create any right of continued employment.

I received the handbook and I understand it is my responsibility to read the handbook and comply with policies contained in the handbook.

EMPLOYEE'S SIGNATURE: _____

DATE SIGNED: _____

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PUBLICATION OF ANNUAL TREASURER'S REPORT

Public Act 97-146

TO: Public Library Clients
FROM: Roger Ritzman/Robert Kay
DATE: January 12, 2012

Effective January 1, 2012, newspaper publication of the annual "Treasurer's Report" (Annual Statement of Receipts and Disbursements) is not required if:

1. An audit of the funds is made by a certified public accountant;
2. The audit report is filed with County Clerk;
3. A notice of availability of the audit report is published once in a local newspaper.

As to publication of the notice of availability of the audit report, the notice should include, at a minimum:

- A. The time period covered by the audit report;
- B. The name of the firm conducting the audit;
- C. The address, business hours and location where the audit report may be inspected.

A sample Notice of Availability of Audit Report is attached.

Also attached is a copy of the Public Funds Statement Publication Act (as amended by P.A. 97-146).

Please note that the amendment referred to in this Memo provides an option to publishing the Treasurer's Report. The amendment does not eliminate the need to prepare the Treasurer's Report and file the Treasurer's Report with the County Clerk. The preparation and filing requirement contained in Section 1 of the Act is unchanged, i.e.:

"each public officer...who, by virtue of his office receives for disbursement and disburses public funds in the discharge of governmental or municipal debts and liabilities, shall, at the expiration of each fiscal year, prepare a statement:

- (1) Of all moneys received and from what sources received, giving items, particulars and details;
- (2) Except as provided in paragraph (3) of this Section, of all monies paid out where the total amount paid during the fiscal year exceeds \$2,500 in the aggregate, giving the name of each individual to whom paid and the amount paid to each person;
- (3) Of all monies paid out as compensation for personal services, giving the name of each individual to whom paid and the total amount paid to each person, except that any public officer may elect to report the compensation for personal services of all personnel by name, listing each employee in one of the following categories:
 - A. Under \$25,000.00;
 - B. \$25,000.00 to \$49,999.99;
 - C. \$50,000.00 to \$74,999.99;
 - D. \$75,000.00 to \$99,999.99;
 - E. \$100,000.00 to \$124,999.99; or
 - F. \$125,000.00 to over; and
- (4) A summary statement of operations for all funds and account groups. Such statement shall be subscribed and sworn to by the public officer making such statement, and, within 6 months after the expiration of such fiscal year shall be filed in the office of the county clerk of the county in which such public officer resides." 30 ILC 15/1.

Accordingly, preparation and filing of the Treasurer's Report should remain on your calendar. Pursuant to P.A. 97-146 effective 1/1/12, you now have the option of publishing the Treasurer's Report or, in the alternative, publishing a Notice of Availability of Audit Report

Roger A. Ritzman/Robert T. C. Kay
PEREGRINE, STIME, NEWMAN,
RITZMAN & BRUCKNER, LTD.
221 E. Illinois Street, P.O. Box 564
Wheaton, Illinois 60187-0564
Phone (630) 665-1900
Facsimile (630) 665-0407

MA_LIBRARIYDIST\MEMO\PublicationAnnualTreasurersReport.docx

Notice Of Availability Of Audit Report

Notice is given pursuant to the Public Funds Statement Publication Act of the availability of an audit report for the _____ Public Library (District).

The audit report:

1. Covers the time period from _____ to _____;
2. The audit was conducted by _____, certified public accountants;
3. The audit report is available for inspection at the _____ Public Library, 123 Main Street, _____, Illinois between the hours of _____ a.m. and _____ p.m., Monday through Friday.

By the Board of Library Trustees

Public Library (District)

FINANCE
(30 ILCS 15/) Public Funds Statement Publication Act.

(30 ILCS 15/0.01) (from Ch. 102, par. 4.90)

Sec. 0.01. Short title. This Act may be cited as the Public Funds Statement Publication Act.

(Source: P.A. 86-1324.)

(30 ILCS 15/1) (from Ch. 102, par. 5)

Sec. 1. Except as provided in Section 2.1, each public officer, other than a state officer, (and other than a city or village treasurer or municipal officer who is required by Article 3 of the Illinois Municipal Code, approved May 29, 1961, as heretofore and hereafter amended, to file an annual report to the city council or board of trustees which report is required to be published, and other than a treasurer of a city, village or incorporated town, who is required to file an account with the municipal clerk, which account is published as required by "An Act in relation to the preparation, publication and filing of annual accounts of certain municipalities, the payment of tax monies to treasurers of certain municipalities, and providing penalties for violations thereof", approved August 15, 1961, as heretofore and hereafter amended), who, by virtue of his office receives for disbursement and disburses public funds in the discharge of governmental or municipal debts and liabilities, shall, at the expiration of each fiscal year, prepare a statement:

(1) Of all moneys received and from what sources received, giving items, particulars and details;

(2) Except as provided in paragraph (3) of this Section, of all moneys paid out where the total amount paid during the fiscal year exceeds \$2,500 in the aggregate, giving the name of each individual to whom paid and the amount paid to each person;

(3) Of all monies paid out as compensation for personal services, giving the name of each individual to whom paid and the total amount paid to each person, except that any public officer may elect to report the compensation for personal services of all personnel by name, listing each employee in one of the following categories:

- (A) under \$25,000.00;
- (B) \$25,000.00 to \$49,999.99;
- (C) \$50,000.00 to \$74,999.99;
- (D) \$75,000.00 to \$99,999.99;
- (E) \$100,000.00 to \$124,999.99; or
- (F) \$125,000.00 and over; and

(4) A summary statement of operations for all funds and account groups.

Such statement shall be subscribed and sworn to by the public officer making such statement, and, within 6 months after the expiration of such fiscal year shall be filed in the office of the county clerk of the county in which such public officer resides.

(Source: P.A. 92-354, eff. 8-15-01; 92-582, eff. 7-1-02.)

(30 ILCS 15/2) (from Ch. 102, par. 6)

Sec. 2. Except as provided in Section 2.1, such public officer shall also, within 6 months after the expiration of such fiscal year, cause a true, complete and correct copy of such statement to be published one time in an English language newspaper published in the town, district or municipality in which such public officer holds his office, or, if no newspaper is published in such town, district or municipality, then in a newspaper printed in the English language published in the county in which such public officer holds his or her office. However, such publication requirement shall not apply to any county funds or county offices or funds or offices of other units of local government when an audit of such funds or offices has been made by a certified public accountant and a report of such audit has been filed with the appropriate county board or county clerk and a notice of the availability of the audit report has been published one time in an English language newspaper published in the town, district, or municipality in which that public officer holds his or her office, or, if no newspaper is published in such town, district, or municipality, then in a newspaper printed in the English language published in the county in which that public officer holds his or her office. The notice of availability shall include, at a minimum, the time period covered by the audit, the name of the firm conducting the audit, and the address and business hours of the location where the audit report may be publicly inspected.

(Source: P.A. 97-146, eff. 1-1-12.)

* (30 ILCS 15/2.1) (from Ch. 102, par. 6.1)

Sec. 2.1. In any statement prepared and published under Sections 1 and 2 of this Act, no public officer may disclose the name or address of any person to whom child support or maintenance was paid in accordance with a court order requiring the withholding of child support or maintenance from an employee's wages.

(Source: P.A. 87-263.)

(30 ILCS 15/3) (from Ch. 102, par. 7)

Sec. 3. The publisher of the newspaper in which a copy of such statement is published shall, within ten days after the publication of such statement, file in the office of the county clerk a certificate of such publication with a printed copy of such statement attached, stating the number of times which the same shall have been published, and the dates of the first and last papers containing the same.

(Source: Laws 1919, p. 713.)

(30 ILCS 15/3a) (from Ch. 102, par. 7a)

Sec. 3a. In counties having a population of less than 500,000, if any such public officer in the discharge of his or her official duties, receives all or any part of his funds from the county collector, the county treasurer, or the township collector, and if the county treasurer determines, by reviewing documents filed with the county clerk under Section 3 of this Act, that the public officer has failed to comply with Section 2 of this Act, then the county treasurer shall withhold the payment to that public official of any and all funds until the public official has complied with Section 2 of this Act.

(Source: P.A. 95-367, eff. 8-23-07.)

(30 ILCS 15/4) (from Ch. 102, par. 8)

Sec. 4. The cost of such publication shall be paid out of the funds of the county, district, city, town, village or other body in which the officer holds office.
(Source: Laws 1927, p. 604.)

(30 ILCS 15/4a) (from Ch. 102, par. 8a)

Sec. 4a. The provisions of this Act do not apply to any school board or school district which is subject to the provisions of Section 10-17 of The School Code, as now or hereafter amended, nor shall any provisions of this Act apply to the treasurer or any other officer of any such school board or school district.

(Source: P.A. 84-225.)

(30 ILCS 15/5) (from Ch. 102, par. 9)

Sec. 5. Any public officer, or any publisher, subject to this Act, failing, neglecting or refusing to discharge any duty imposed upon him by this Act shall, for each offense, forfeit the sum of not less than \$25 nor more than \$500 to be recovered in a civil action in the name of the People of the State of Illinois for the use of any person who may sue for the same.

(Source: P.A. 79-1365; 79-1366.)

(30 ILCS 15/6) (from Ch. 102, par. 10)

~~Sec. 6. Misdemeanor-Sentence.~~

In addition to the sentences provided for in the foregoing section, any public officer, including any county collector or any county treasurer, or any publisher, subject to the provisions of this Act, failing, neglecting or refusing to discharge any duty imposed upon him by this Act shall be deemed guilty of a Class A misdemeanor.

(Source: P. A. 77-2830.)

D6

Jamie Bukovac

From: Lynn Dubman [ldubman@darienil.gov]
ent: Monday, January 09, 2012 9:35 AM
To: jtiede@ccsd66.org; nwahl@hinsdale86.org; Bob Carlo; kfoderaro@cass63.org; bukovacj@indianprairielibrary.org; sgurgone@darienparks.com; dlambright@dwfd.org; mgibson@tristatefire.org; Clare Bongiovanni
Cc: Kathy Weaver; Bryon Vana; Halil Avci; Maria Gonzalez
Subject: DCIC Invitation - February 7, 2012

On behalf of Mayor Weaver please forward the following to your district's Board President:

Hi and I would like to wish you a Happy New Year. One of my goals for the new year is to reconvene a meeting of the *Darien Committee for Intergovernmental Coordination* (DCIC). The group, which consisted of the board presidents and one other elected official from each local government unit, began meeting in February of 2008. The meetings continued through May of 2009. The original purpose of the group was to explore opportunities for various joint activities among the participating organizations with the goal of reducing costs and improving services.

I would like to hold the next meeting on February 7th, 2012, at 7:00 p.m. at Darien City Hall. Please fill out the information below and e-mail to Lynn Dubman, Darien City Hall, at ldubman@darienil.gov. Please respond by January 20th.

Thanks in advance and I look forward to a continued great working relationship with our local districts.

Kathy

Kathleen Weaver
Mayor – City of Darien

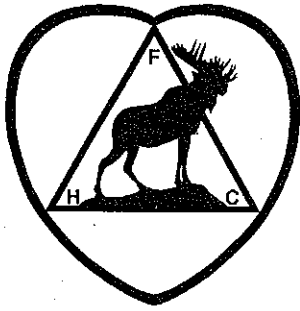
RESPONSE INFORMATION

Name/Title:

District:

I am interested in continuing meeting with the *Darien Committee for Intergovernmental Coordination* (DCIC): YES or NO

I am available to meet on February 7th, 2012: YES or NO



Women of the Moose

D7

DOWNERS GROVE CHAPTER NO. 973

P.O. BOX 459

DOWNERS GROVE, IL 60515-3601

January 1, 2012

Indian Prairie Public Library
Monica Dzierzbicki
Head of Youth Services
401 Plainfield Road
Darien, IL 60561

Dear Ms. Dzierzbicki,

Our Chairman Beverly Dahl and her committee once again have chosen the five local Libraries as their community service project again this year. They have been able to do this service project for the past several years. They split the proceeds from a drawing among the five local community libraries, so each Library could put the money towards a purchase of a new book for the children.

Attached please find a check in the amount of \$25.00, as a donation for the Indian Prairie Public Library. This donation comes from the Women of the Moose Star Recorder Committee and their Chairman Beverly Dahl.

Yours in Faith, Hope and Charity,

Women of the moose Chapter 973
1030 Warren Avenue
Downer Grove, IL 60515
Chapter973 mooseunits.org
(630) 334-2388

enclosed: Check #3247

D8

401 Plainfield Road | Darien, Illinois 60561-4207
T 630/887-8760 F 630/887-1018 ippl.info



January 11, 2012

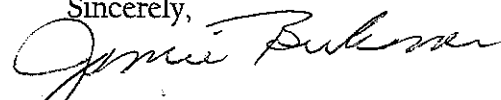
Women of the Moose #973
1030 Warren Ave.
Downers Grove, IL 60515

Dear Women of the Moose,

On behalf of the Library Board of Trustees and the staff of the Indian Prairie Public Library, we wish to extend a sincere thank you for your donation to the library. The funds will be used to purchase books for the Youth Department and a special donation plaque will be placed in the books. Children will be able to use and enjoy the books purchased with your donation for years to come.

We appreciate your support of libraries and thank you for your generosity.

Sincerely,


Jamie Bukovac
Directory

D9

The Neverly Brothers

DECEMBER 26TH, 2011

LAURA BIRMINGHAM
ASSISTANT DIRECTOR
INDIAN PRAIRIE PUBLIC LIBRARY
401 PLAINFIELD ROAD
DARIEN, IL 60561

DEAR LAURA,

AS BAND LEADER, I WOULD LIKE TO THANK YOU FOR HIRING THE NEVERLY BROTHERS FOR THE 2011 DANCIN' IN THE STACKS CONCERT. I'M HAPPY TO HEAR THAT WE CONTINUE TO BE ONE OF THE MAIN COMPONENTS THAT CONTRIBUTE TO THE SUCCESS OF YOUR EVENTS. YOU AND YOUR STAFF ALWAYS MAKE IT A GREAT EXPERIENCE FOR US BECAUSE OF YOUR WARM HOSPITALITY AND GRACIOUS ACCOMMODATIONS. MOST IMPORTANTLY, WE ARE ALWAYS PLEASED TO SEE THAT ALL THOSE WHO ATTEND YOUR EVENTS HAVE A FUN TIME AND LEAVE WITH A GOOD FEELING ABOUT THE LIBRARY AND THE NEVERLY BROTHERS.

2011 IS WINDING DOWN AND HAS BEEN ANOTHER GREAT YEAR FOR THE NEVERLY BROTHERS. OUR CAREER CONTINUES TO HIT NEW PEAKS OF SUCCESS AND OUR FAN BASE CONTINUES TO GROW IN NUMBERS AND IN GEOGRAPHIC AREA. WE COULD NOT HAVE ACCOMPLISHED ALL THIS WITHOUT THE SUPPORT OF PERSONS LIKE YOURSELF.

THANK YOU FOR CONTINUING TO FEATURE OUR ACT YEAR AFTER YEAR. WE ARE LOOKING FORWARD TO CONTINUING THE TRADITION AND PERFORMING AT YOUR 2012 SUMMER CONCERTS.

SINCERELY,



KEVIN GIRAGOSIAN
BAND LEADER - BUSINESS MANAGER
THE NEVERLY BROTHERS

DIGGING RECORDS

P.O. BOX 1011
ORLAND PARK, ILLINOIS 60462

WEBSITE: WWW.THENEVERLYBROTHERS.COM

PHONE/FAX (708)301-0936
E.MAIL: DIGGINGRECORDS@COMCAST.NET

Update: Burr Ridge Patch has a Facebook page! Like us at <http://facebook.com/burrridge> to get updates right in your news stream.

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BurrRidgePatch

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Editor [Sabrina Wu](#): Heard some news you want us to check out? Let me know: sabrina@patch.com

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[Schools](#), [Elections](#), [The Neighborhood Files](#), [Local Connections](#)

Referendum For Gower District Repairs and Improvements To Appear on March Ballot

The Gower District needs voter approval to pay for repairs and improvements to the middle and elementary schools.

By [Kathy Cichon](#) [Email the author](#) 5:59 am

[Email](#) [Print](#) [2 Comments](#)

Related Topics: [Burr Ridge](#), [Gower Middle School](#), [Gower West Elementary](#), [Patch](#), [Referendum](#), and [Repairs](#)



The decision of whether or not to build an addition on [Gower Middle School](#) in Burr Ridge and make other facility improvements will be answered by the voters. But if the measure passes, [District 62](#) residents are not expected to see an increase on their tax bills. Instead they would continue to pay at their current rate for the bond issue approved in 2004.

"Kind of a scenario where if you have a car payment, we're just going to continue that car payment. Just the status quo, no impact on your tax obligation," Board President Ryan Asmus said. "We're hopeful that folks will be excited about that because this is a great time to borrow money and also get great construction bids."

With the voters' approval, the district would look to refinance existing debt and take out an additional \$9 million in debt at the lower interest rate, he said. "It's still unknown how far we have to go out. Probably anywhere from nine to 13 years, depending on how it's ultimately structured," Asmus said.

In 2004 voters approved a \$1.85 million referendum for roof and technology improvements at Gower Middle School. Currently the district has about two and a half years left in payments for that issue, Asmus said.

"Our plan is to continue that same tax obligation through the repayment of the bonds," he said. "So it's a status quo referendum."

At Tuesday's meeting, the District 62 Board of Education unanimously agreed to place the referendum on the March 20, 2012 primary ballot.

The initiative asks voters if the district should issue \$9 million in school building bonds in order to "build and equip an addition to the Gower Middle School building and improve the sites of, alter, repair and equip the Gower Middle School and the Gower West Elementary School buildings." That involves approximately 17 different projects estimated to cost \$9.1 million.

"They go beyond our ability to pay with our existing tax rate, and our unrestricted fund balances," Superintendent Steve Griesbach said. For the past year, the district has been looking at the feasibility of making several improvements to its two schools, including new science rooms and lab space at Gower Middle School and renovating the gym at Gower West Elementary School in Willowbrook.

Other projects include the construction of a new gym on the east side of the middle school, along with adequate storage space. An instructional sound system would be added to the existing gym, and existing locker rooms would be remodeled. And at Gower West, the size of the Early Childhood classroom would be increased.

In the fall the board reviewed a list of the proposed projects, and last month officials discussed funding options for the work. To place the measure on the March ballot, the board must notify the DuPage County Board of Election by Jan. 10.

The next school board meeting will be held at 7 p.m. Jan. 17 in the Rynne Board Room at the district office, 7700 Clarendon Hills Road, Willowbrook.

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Mike Sandrolini

9:26 am on Wednesday, December 14, 2011

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What do residents in District 62 think of the referendum? Are you going to vote for it, or not?

[Log in to reply](#)

Donna Nuger

11:35 am on Wednesday, December 14, 2011

[Flag as inappropriate](#)

I would like to see the complete plan and drawings. Gower has been know for providing a quality education for a very reasonable tax. This is a good time to do this type of project. The bonds should not extend past 9 years, since the district will need to continue to upgrade its facilities and programs in the future. Don't tie the hands of future boards with extended terms on the debt. Good schools are vital for families and the property owners of the district.

[Log in to reply](#)

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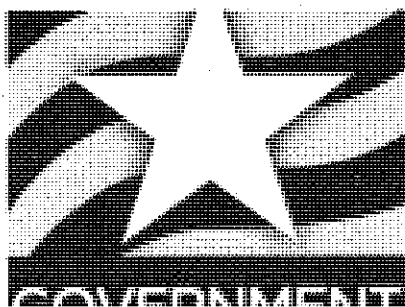
DarienPatch

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News

Property Tax Assessments Go Out and the Questions Roll In

Several residents have complained to city hall about inconsistent assessments in Darien, officials said.

By [Lauren Williamson](#) | [Email the author](#) | 6:00 am[Email](#)[Print](#)[Comment](#)

Related Topics: [Downers Grove Township Assessor, Theresa Cockrell, and property tax assessments](#)

'Tis the season for comfort and joy—and property tax assessments.

Residents of Downers Grove Township, which includes [Darien](#), received their 2011 property tax assessments a little less than two weeks ago.

This was a general assessment year, the time every four years when the township is required to reassess every home within its boundaries.

Since the real estate market's 2008 downturn, many homeowners expected the assessed value of their properties to plummet this year.

And some did.

But others increased or stayed the same, and the owners aren't happy about it.

Several have complained about what they say are wildly different assessments for similar properties.

"Some have dropped dramatically, but it's really all over the board," said Assistant City Administrator Scott Coren. "It's tough to tell why one is assessed one way and why others have gone up."

About 15 Darien residents have discussed their assessments with Coren during the past two weeks. Most have complained about increases, though Coren noted one resident whose assessed value dropped about 10 percent.

Ward 6 Alderman Sylvia McIvor's assessment increased by 1.8 percent to \$130,190 from \$127,850 in 2010.

The assessed value of a home is one-third of its fair-market value, said DuPage Township Assessor Theresa Cockrell.

Her office calculates the fair-market value by examining sales data for similar homes in the area from the past three years—in this case 2008, 2009 and 2010.

McIvor found three other homes in her subdivision that are the same model as her own. The one with the next highest assessed value—\$120,560—was assessed at \$10,000 less than McIvor's house.

"It seems like there's no rhyme or reason to it," she said.

Cockrell said it's not uncommon for properties that look the same from the outside to have differences inside. Add-ons such as patios, a finished basement or extra bathrooms can all raise a home's value.

Though nearly everyone gets a homeowner's exemption, special exemptions for being a senior citizen or completing home improvements could also be a factor, she said. (A home improvement exemption of about \$3,000 will be deducted from Mclvor's assessment when she receives her tax bill, Cockrell wrote in an email to Mclvor that was shared with Patch.)

Upon further examination, Mclvor noticed the square footage on her home was listed as significantly higher than the other similar homes.

She decided to measure her basement and found that the assessment inaccurately listed the space's square footage as 1,389—nearly four times its actual size.

If, like Mclvor, a homeowner suspects an error in this year's calculations, Cockrell encourages him or her to come to the assessor's office.

"It could be as simple as a human error in calculation because we still do these calculations by hand," she said. "So we'll correct that right away."

Cockrell said homeowners will get some relief in 2012 when a new rule allows assessors to use data from foreclosures and short sales in their market calculations. Until now, only homes sold through traditional transactions were included in the calculations.

Lyman Avenue resident Steve Szot said the effect of foreclosures on home values in his neighborhood has been frustrating.

"I don't think it's fair with property values going down for them to reassess higher because everywhere you look there are foreclosures," he said.

It's unjustifiable, he said, for the assessments to be increasing in light of the market.

Next year when foreclosures are included, however, Cockrell said assessed values will likely drop 10 to 14 percent.

Homeowners have until Dec. 27 to file an appeal with the DuPage County Board of Review over their 2011 assessment.

After having her 2009 appeal rejected, Mclvor said this year she plans to appeal with the help of an outside firm.

"I'm going to give it my best shot," she said. "I hope other people do too."

Interested in filing an appeal? Check out our video tutorial, [How to Appeal Your Property Tax Assessment in DuPage County](#).

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ILA Library Trustee Forum 2012 Workshops

D12

North: Saturday, February 4, 2012

Chicago Marriott Oak Brook

1401 W. 22nd St.

Oak Brook, IL 60523

South: Saturday, March 24, 2012

President Abraham Lincoln Hotel and Conference Center

701 E Adams St

Springfield, IL 62701-1616

Register Online Here

Download the Registration Form Here (Coming Soon)

Agenda

- | | |
|-------------------------|--|
| 7:30-8:45 a.m. | Continental Breakfast and Networking |
| 8:45-9:00 a.m. | Welcome and Introductions |
| 9:00-10:15 a.m. | Trustee 101: How to be an Effective Trustee |
| 10:15-10:30 a.m. | Break |
| 10:30 a.m.-Noon | You Are the Library: Advocacy for Trustees |

- 12:15-1:30 p.m. Lunch**

- 1:45 – 2:30 p.m. Legislative Update**

- 2:30-2:45 p.m. Break**

- 2:45-3:30 p.m. Legal Q&A**



- Login
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- Online Store
- Event Registration
- Contact ILA
- ILA Home

[Description](#) [Location](#)

Event Details

22nd Presidents' Day Legislative Breakfast

Feb 20, 2012 08:30am - Feb 20, 2012 10:30am
 Event Type: Legislative Day
 Category: Networking Breakfast

Description

22nd Presidents' Day Library Legislative Breakfast

Monday, 20 February, 2012 | Arboretum Club, Buffalo Grove

Mark your calendar for Presidents' Day Library Legislative Breakfast, February 20, 2012!

The tradition continues for the twenty-second year for this highly popular breakfast with the Illinois legislative leadership for the north and northwest suburbs. The Presidents' Day Library Legislative Breakfast gives you an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate.

Featured speakers will be ILA President Lynn Elam, ILA Advocacy Committee chair Betsy Adamowski, ILA Legislative Consultant Kip Kolkmeier, and ILA Executive Director Robert P. Doyle.

When: Monday, February 20, 8:30-10:30 AM

Where: Arboretum Club, 401 Half Day Road, Buffalo Grove (one block east of Buffalo Grove Road)

Who: Library trustees, directors, and staff from public, school, and academic libraries.

Interested in learning more about about advocating for Illinois Libraries? Visit the new [ILA Legislative Action Network](#) website and download the new [Legislative Toolkit](#) and access other resources.

Payment is required for online registration.

Early registration ends on 12/04/2011.
 Regular registration starts on 12/05/2011 and ends on 02/20/2012.
 Late registration starts on 02/20/2012.
 All times are 12:00am (GMT-05:00) Eastern Time (US & Canada).

**Register
for this
Event**

Registration Fees

Fee Type	Member Fee	Non-Member Fee
22nd Presidents' Day Legislative Breakfast		
Early:	\$25.00	\$25.00
Regular:	\$25.00	\$25.00
Late:	\$25.00	\$25.00

E1

Indian Prairie Public Library
Board of Trustees Minutes

**Truth in Taxation Hearing
November 16, 2011 - 7 p.m.**

- A. Call to Order and Statement of Purpose – President Megaridis called the meeting to order at 7:03 p.m. Present were Marian Krupicka, Crystal Megaridis, Luanne Spiros, Victoria Suriano, Robert Thomas, Jamie Bukovac, Laura Birmingham, Maria Wlosinski. Absent: Paul Oggerino, Jo Ann Schusterich. Megaridis stated that the purpose of the hearing was to provide opportunity for public comment on the proposed property tax levy increase. She read the Legal Notice of Proposed Property Tax Increase for Indian Prairie Public Library District that ran in The Doings Newspaper on November 3, 2011.
- B. Public Questions/Comments – There was no public in attendance.
- C. Closing of Hearing – Megaridis closed the hearing at 7:05 p.m.

**Board of Trustees Regular Meeting
November 16, 2011 – 7:10 p.m.**

A. Roll Call

President Megaridis called the meeting to order at 7:10 p.m. Secretary Suriano called the roll. Present: Marian Krupicka, Crystal Megaridis, Jo Ann Schusterich, Luanne Spiros, Victoria Suriano, Robert Thomas
Absent: Paul Oggerino
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Jennifer Asimakopoulos
Others:

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

B. Oath of Office: Thomas took the oath of office.

C. Mission Statement: Secretary Suriano read the library mission statement. We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Secretary Suriano 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 welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.

D. Public Comment

E. Communications and Announcements

- 1. Topinka to Krupicka re: Fiscal Responsibility Report Card

At this point the Board proceeded with the Staff Report. Asimakopoulos left at 7:40 p.m. and the Board continued with the Omnibus Consent Agenda and the rest of the agenda.

F. Omnibus Consent Agenda

- 1. Minutes of Regular Board Meeting, October 19, 2011
- 2. Treasurer's Report

and onto our website. Spiros suggested that a thank-you note and a copy of the brochure be sent to the stakeholders. Suriano pointed out that the vision statement is incomplete; Bukovac will make the correction. Spiros moved, Suriano seconded to approve the 2012-2014 Strategic Plan. Motion carried unanimously.

2. 2011 Strategic Plan Update – Bukovac said that staff has done a great job conducting how-to workshops for staff from other libraries.
3. Ordinance #2011-6 Levying and Assessing Taxes – The Truth in Taxation Hearing took place before the Board meeting tonight and Item K3 was presented at the October Board meeting in draft form. Suriano moved, Spiros seconded to approve Ordinance #2011-6 Levying and Assessing Taxes. Motion carried unanimously.

L. New Business

1. 2012 Health Insurance – The Board discussed the backup and compared the plans. Krupicka moved, Suriano seconded to offer Plan A and Plan C to staff. Motion carried unanimously. Suriano moved, Krupicka seconded to offer Plan C at a cost of 15% to staff and 85% to the library as presented in library policy. Motion carried unanimously.
2. Donation in honor of Dimpy Pathria – Bukovac said that the library was the only institution that Dimpy, a Burr Ridge resident, had mentioned to her husband. Dimpy's parents who live in California would like to make a \$5,000 donation to the library. Bukovac discussed the donation with Dimpy's husband. He is interested in using a portion of the donation for a bench or sculpture in the Reading Garden. The Board liked the sculpture idea so Bukovac will work with the art committee and Dimpy's husband on it. Bukovac also suggested some type of an endowment be created in Dimpy's name that could be used each year. She will discuss the idea with Dimpy's husband. The library has received other donations in honor of Dimpy that went toward a brick for the Reading Garden, a leaf for the Donor Tree and books to add to our collection.

M. Scheduled Meetings

Committee members for the Building and Grounds Committee discussed meeting dates. Birmingham will e-mail Oggerino to get his input. Due to a lack of agenda items the Board will not meet in December.

N. Community Events

O. Library Events

1. The Splendors of Sicily-Palermo and Monreale, November 16, 7 p.m.
2. Book Discussion, *The Talented Mr. Ripley* by Patricia Highsmith, November 17, 7 p.m. at Downers Grove Wine Shop
3. Family Movie, *African Cats*, November 23, 2:30 p.m.
4. Teen Movie Time, *Transformers: Dark of the Moon*, November 25, 6:15 p.m.
5. Bulletproof Interviewing: Your Best Answers to the Worst Questions, November 29, 7 p.m.
6. Lyric Opera Lecture: The Magic Flute, December 1, 7 p.m.

P. Adjournment

At 9:05 p.m. Spiros moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Victoria Suriano, Secretary

3. Action on Bill/Additional Bills
4. 2012 Days Closed
5. Ordinance #2011-7 Directing County Clerk as to PTELL Reduction
6. Resolution #2011-E To Provide IPPL Cards to Residents Who Pay the Building Bond Tax
Item F3 was distributed tonight. There was no information for item F2 and it was deleted from the Omnibus Consent Agenda.
Suriano moved, Schusterich seconded to set the Omnibus Consent Agenda. Roll call vote. Motion carried unanimously. Krupicka moved, Suriano seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

G. Items Deleted from Omnibus Consent Agenda – Item F2

H. Library Director's Report

Bukovac distributed material regarding the privatization of libraries for the Board to review. They will determine if they want the topic on a future agenda. Bukovac updated the Board with respect to House Bill 3793 and the status of other bills. Bukovac reported that the bricks were installed yesterday in the Reading Garden. Bukovac demonstrated the new calendar and program registration. In the spring, outside groups will be able to reserve rooms; we are working out the details. Schusterich said she was very impressed with Cigler's report and the business card analysis. Suriano said that Dancin' in the Stacks was wonderful and thanked Birmingham for doing a great job.

- I. Staff Report - Jennifer Asimakopoulos, Senior Adult Services Librarian, spoke to the Board about the library's databases for which she assumed responsibility six months ago. She distributed a listing of our databases and usage statistics and demonstrated the Job and Career Accelerator database. With respect to marketing, Asimakopoulos said that according to our community survey only about half of our users are aware of our databases. So she worked with Cigler to develop a long-term marketing campaign. It included: focusing on two databases intensely for six months; adding more newsletter coverage; featuring a new database in each e-news; highlighting databases on our website; redesigning our brochure and developing a separate kids and teens brochure; developing business cards for our twelve most popular resources; advertising in the high schools to increase teacher and student awareness. Asimakopoulos showed the Board the database page on our current website and what it will look like on our new website; we will be introducing some widgets and rotating featured resources. Asimakopoulos would like to do more cross-promotion by including information at the consumer and investment tables; adding the resource business cards in more areas in adult services as well as adding them to the kids and teens area; adding shelf talkers in the stacks. The Board thanked Asimakopoulos for the great job she has done in the short time she has been responsible for the databases.

J. Reports

1. WB/BR Chamber of Commerce – Cigler's report is in the packet.
2. Darien Chamber of Commerce (no report)
3. RAILS (no report)
4. Building and Grounds (no report)
5. Finance Committee (no report)
6. Plan/Annexation Committee (no report)
7. Policy Committee (no report)

K. Unfinished Business

1. 2012-2014 Strategic Plan – Bukovac said that the information will be put into a brochure

Balance on hand as of November 30, 2011	3,528,574.70
Cash Receipts for December.....	45,461.42
Cash Disbursements for December	730,601.54
Cash on hand as of December 31, 2011.....	2,843,434.58

Illinois Funds (Money Market) - Average Monthly Rate 0.077%

General	\$494,326.37
Special Reserve	20,922.62
Working Cash.....	314.75
Bond	24,486.03
Children's Endowment.....	2,882.27
Endowment	11,156.31
<u>MPI Investments</u>	1,137,911.02

JP Morgan Chase - Savings - Rate .16%

General.....	\$401,653.92
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Working Cash Fund

MPI Investments	383,747.93
IIIT	2,182.99
JP Morgan Chase - Checking - Rate .10%	
General	149,545.33
Hinsdale Bank & Trust - Checking	213,701.04
Petty Cash	200.00
Petty Cash/Circulation	404.00
Balances as of December 31, 2011	\$ 2,843,434.58

FUND BALANCES AS OF 12/31/11

Corporate Fund.....	2,186,986.50
Building & Maintenance Fund	111,757.29
I.M.R.F. Fund.....	3,933.88
Liability Fund.....	12,279.31
Social Security Fund.....	2,655.88
Special Reserve Fund.....	22,046.52
Working Cash Fund.....	384,149.97
Bond Fund	-180,733.07
Misc. Balance Sheet Accounts from all Funds.....	300,358.30
Grand Total All Funds	\$ 2,843,434.58

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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CONSOLIDATED REVENUE REPORT FOR DECEMBER, 2011

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ACCT.	DESCRIPTION	RECEIVED THIS MONTH	RECEIVED THIS YEAR	PRCT. COLL.	BUDGETED RECEIPTS	UNCOLLECTED RECEIPTS
<u>PROPERTY TAXES & TAX LEVY INTEREST</u>						
110	PROPERTY TAXES	25,172.80	3,023,748.45	98.07	3,083,164.00	59,415.55
111	BOND PROPERTY TAXES	4,009.61	241,804.87	49.59	487,655.00	245,850.13
115	NON-CURRENT PROPERTY TAXES	353.60	1,852.10	370.42	500.00	-1,352.10
310	INTEREST-TAX LEVY	4.32	18.69	9.35	200.00	181.31
TOTAL	PROPERTY TAXES & TAX LEVY INTEREST	29,540.33	3,267,424.11	91.49	3,571,519.00	304,094.89
<u>INTERGOVERNMENTAL</u>						
220	PER CAPITA GRANT	0.00	0.00	0.00	44,000.00	44,000.00
TOTAL	INTERGOVERNMENTAL	0.00	0.00	0.00	44,000.00	44,000.00
<u>INTEREST</u>						
320	INTEREST-ALL OTHER FUNDS	118.34	3,066.27	153.31	2,000.00	-1,066.27
70-350	INTEREST - INVESTMENT	1.36	5.17	0.00	0.00	-5.17
80-350	INTEREST - INVESTMENT	0.02	0.05	0.00	0.00	-0.05
90-350	INTEREST - INVESTMENT	28.34	106.52	35.51	300.00	193.48
TOTAL	INTEREST	148.06	3,178.01	138.17	2,300.00	-878.01
<u>DESK MONIES</u>						
510	COPIER	989.25	6,877.37	45.85	15,000.00	8,122.63
520	FINES/FEES	3,783.53	27,515.52	47.44	58,000.00	30,484.48
525	GIFTS/DONATIONS	0.00	1,470.00	73.50	2,000.00	530.00
530	LOST MATERIALS	1,493.76	5,851.69	48.76	12,000.00	6,148.31
535	NON-RESIDENT FEES	6,648.00	43,460.00	51.13	85,000.00	41,540.00
540	VIDEO RENTAL	475.90	6,217.52	77.72	8,000.00	1,782.48
545	BOOK RENTAL	174.30	1,409.30	46.98	3,000.00	1,590.70
10-555	MEETING ROOM RENTAL	25.00	25.00	0.00	0.00	-25.00
TOTAL	DESK MONIES	13,589.74	92,826.40	50.72	183,000.00	90,173.60
<u>OTHER INCOME</u>						
670	MISCELLANEOUS	8.00	492.53	16.42	3,000.00	2,507.47
TOTAL	OTHER INCOME	8.00	492.53	16.42	3,000.00	2,507.47
GRAND TOTAL		43,286.13	3,363,921.05	88.44	3,803,819.00	439,897.95

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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CONSOLIDATED EXPENDITURES REPORT FOR DECEMBER, 2011

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ACT. NO.	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>PERSONNEL</u>								
110	SALARIES-REGULAR HOURS	135,345.47	827,073.19	45.90	1,801,734.00	974,660.81	42.54	1,944,320.70
120	SALARIES-SUNDAY HOURS	4,305.85	24,669.42	49.34	50,000.00	25,330.58	0.00	0.00
130	BENEFITS-MEDICAL/LIFE INS.	6,049.44	40,088.82	39.30	102,000.00	61,911.18	30.84	130,000.00
135	EMPLOYEE ASSISTANCE PROGRAM	0.00	0.00	0.00	2,500.00	2,500.00	0.00	3,000.00
140	BENEFITS-IMRF	12,902.08	79,253.57	46.21	171,500.00	92,246.43	41.71	190,000.00
145	BENEFITS - FICA	10,570.24	64,479.83	45.52	141,657.00	77,177.17	42.99	150,000.00
185	STAFF DEVELOPMENT	245.00	10,464.09	63.42	16,500.00	6,035.91	41.86	25,000.00
192	RECRUITMENT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	2,000.00
193	BOARD DEVELOPMENT	0.00	195.00	19.50	1,000.00	805.00	13.00	1,500.00
196	WORKERS' COMPENSATION	0.00	8,318.00	118.83	7,000.00	-1,318.00	97.86	8,500.00
197	UNEMPLOYMENT INSURANCE	0.00	693.73	28.91	2,400.00	1,706.27	13.87	5,000.00
**TOTAL	PERSONNEL	169,418.08	1,055,235.65	45.93	2,297,291.00	1,242,055.35	42.91	2,459,320.70
<u>MATERIALS</u>								
210	BOOKS	14,786.32	122,643.58	49.72	246,675.00	124,031.42	49.06	250,000.00
220	PERIODICALS	11,180.53	25,423.92	67.17	37,850.00	12,426.08	63.56	40,000.00
230	AUDIO	4,256.30	19,305.15	36.81	52,450.00	33,144.85	34.47	56,000.00
240	VIDEO	4,610.93	28,091.04	58.58	47,950.00	19,858.96	54.02	52,000.00
250	MULTI MEDIA	0.00	403.96	89.77	450.00	46.04	57.71	700.00
255	LIFE SKILLS/ESL	1,263.86	2,445.50	92.28	2,650.00	204.50	81.52	3,000.00
260	GOVT. DOCUMENTS	0.00	0.00	0.00	0.00	0.00	0.00	500.00
270	ELECTRONIC REFERENCE RESOURCES	0.00	60,910.46	92.29	66,000.00	5,089.54	87.01	70,000.00
282	SOFTWARE-CD ROM CIRC. COLLECTION	136.73	458.31	13.09	3,500.00	3,041.69	9.17	5,000.00
290	PROCESSING SUPPLIES	1,596.56	11,495.51	52.25	22,000.00	10,504.49	45.98	25,000.00
**TOTAL	MATERIALS	37,831.23	271,177.43	56.55	479,525.00	208,347.57	54.00	502,200.00
<u>BUILDING</u>								
300	BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
305	CLEANING SERVICE	8,825.60	28,761.35	57.52	50,000.00	21,238.65	44.25	65,000.00
321	GAS	1,062.23	4,176.80	26.11	16,000.00	11,823.20	0.00	0.00
322	ELECTRIC	5,354.94	39,340.89	54.64	72,000.00	32,659.11	0.00	0.00
323	TELEPHONE	0.00	3,166.28	35.18	9,000.00	5,833.72	26.39	12,000.00
324	WATER/SEWER	1,088.47	2,981.32	99.38	3,000.00	18.68	0.00	0.00
325	GARBAGE DISPOSAL	199.17	1,189.74	39.66	3,000.00	1,810.26	23.79	5,000.00
340	MAINTENANCE SUPPLIES	184.71	4,500.63	31.04	14,500.00	9,999.37	22.50	20,000.00
345	BUILDING MAINT. AND REPAIRS	11,333.62	24,352.47	60.88	40,000.00	15,647.53	40.59	60,000.00
355	SECURITY SYSTEM MONITORING	528.00	985.40	140.77	700.00	-285.40	65.69	1,500.00
360	PROPERTY MAINTENANCE	183.99	6,201.99	29.53	21,000.00	14,798.01	17.72	35,000.00
**TOTAL	BUILDING	28,760.73	115,656.87	50.46	229,200.00	113,543.13	33.19	348,500.00
<u>OPERATIONS</u>								
410	SUPPLIES - OFFICE	700.52	4,391.09	32.77	13,400.00	9,008.91	27.44	16,000.00
422	PHOTOCOPY SUPPLIES	0.00	490.86	9.82	5,000.00	4,509.14	8.18	6,000.00
425	PATRON CARD SUPPLIES	0.00	3,699.24	92.48	4,000.00	300.76	73.98	5,000.00
450	POSTAGE	501.60	3,028.40	37.85	8,000.00	4,971.60	27.53	11,000.00
460	NON-PAYMENT REIMBURSEMENT	185.43	1,645.56	47.02	3,500.00	1,854.44	27.43	6,000.00
470	TRAVEL	62.50	301.23	50.21	600.00	298.77	30.12	1,000.00
480	ORGANIZATIONAL MEMBERSHIPS	100.00	640.00	49.23	1,300.00	660.00	32.00	2,000.00

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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CONSOLIDATED EXPENDITURES REPORT FOR DECEMBER, 2011

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OBJECT NO.	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
490	BANK FEES	162.94	1,272.78	63.64	2,000.00	727.22	42.43	3,000.00
**TOTAL	OPERATIONS	1,712.99	15,469.16	40.92	37,800.00	22,330.84	30.94	50,000.00
<u>AUTOMATION</u>								
510	SUPPLIES (INK CARTRIDGE)	1,450.12	4,583.25	57.29	8,000.00	3,416.75	38.19	12,000.00
511	AUTOMATION - PROF. SERVICES	0.00	5,022.00	50.22	10,000.00	4,978.00	41.85	12,000.00
520	PURCHASE OF EQUIPMENT	0.00	1,799.96	8.56	21,038.00	19,238.04	6.00	30,000.00
540	AUTOMATION EQUIPMENT MNT./REPAIR	0.00	5,042.59	336.17	1,500.00	-3,542.59	126.06	4,000.00
585	SOFTWARE	119.94	11,288.12	59.78	18,884.00	7,595.88	53.75	21,000.00
586	SWAN MAINTENANCE	11,277.50	22,367.00	50.25	44,510.00	22,143.00	47.59	47,000.00
587	SWAN DATABASE MAINTENANCE	3,510.75	6,984.50	49.74	14,043.00	7,058.50	45.06	15,500.00
590	TELECOMMUNICATIONS	985.78	2,696.71	53.40	5,050.00	2,353.29	44.95	6,000.00
595	NEW TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
**TOTAL	AUTOMATION	17,344.09	59,784.13	48.60	123,025.00	63,240.87	38.45	155,500.00
<u>CONTRACTUAL SERVICES</u>								
610	GENERAL PROFESSIONAL SERVICES	1,606.75	3,672.13	45.90	8,000.00	4,327.87	30.60	12,000.00
612	LEGAL	0.00	1,026.00	14.66	7,000.00	5,974.00	8.55	12,000.00
616	AUDIT	0.00	2,725.00	109.00	2,500.00	-225.00	68.13	4,000.00
630	CREDIT BUREAU	163.20	592.80	39.52	1,500.00	907.20	29.64	2,000.00
640	EQUIPMENT-MAINTENANCE REPAIRS	0.00	0.00	0.00	800.00	800.00	0.00	1,200.00
642	EQUIPMENT-MAINTENANCE CONTRACTS	190.62	1,505.54	25.09	6,000.00	4,494.46	23.16	6,500.00
643	EQUIPMENT-PHOTOCOPIER MAINT. CONTRAC	0.00	438.85	21.94	2,000.00	1,561.15	14.63	3,000.00
693	FEES - BOND REGISTRAR	0.00	200.00	40.00	500.00	300.00	0.00	0.00
**TOTAL	CONTRACTUAL SERVICES	1,960.57	10,160.32	35.90	28,300.00	18,139.68	24.96	40,700.00
<u>INSURANCE</u>								
715	BONDING	0.00	0.00	0.00	2,000.00	2,000.00	0.00	3,000.00
720	OFFICERS & DIRECTORS LIABILITY	0.00	1,000.00	100.00	1,000.00	0.00	50.00	2,000.00
725	UMBRELLA LIABILITY	0.00	2,678.00	92.34	2,900.00	222.00	0.00	0.00
**TOTAL	INSURANCE	0.00	18,253.00	87.33	20,900.00	2,647.00	70.20	26,000.00
<u>PUBLIC INFORMATION</u>								
810	MARKETING	3,534.73	10,383.60	46.15	22,500.00	12,116.40	43.27	24,000.00
815	ADVERTISING	70.00	1,033.90	39.77	2,600.00	1,566.10	29.54	3,500.00
816	MARKETING SUPPLIES	168.62	666.57	33.33	2,000.00	1,333.43	22.22	3,000.00
817	MARKETING - INFORMATIONAL PRINTING	0.00	1,499.91	24.19	6,200.00	4,700.09	20.00	7,500.00
830	LEGAL NOTICES	165.60	1,803.60	90.18	2,000.00	196.40	60.12	3,000.00
840	SPECIAL EVENTS	643.21	6,777.86	31.97	21,200.00	14,422.14	22.59	30,000.00
**TOTAL	PUBLIC INFORMATION	4,582.16	22,165.44	39.23	56,500.00	34,334.56	31.22	71,000.00
<u>CAPITAL OUTLAY AND CONTINGENCY</u>								
902	BUILDING IMPROVEMENTS	0.00	7,743.50	0.00	0.00	-7,743.50	0.00	0.00
970	SPECIAL RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
980	BOND INTEREST AND PRINCIPAL	463,763.13	463,763.13	97.29	476,685.63	12,922.50	94.65	490,000.00
995	CONTINGENCIES	1,206.23	9,681.90	27.64	35,022.35	25,340.45	9.68	100,000.00
**TOTAL	CAPITAL OUTLAY AND CONTINGENCY	464,969.36	481,188.53	94.04	511,707.98	30,519.45	69.74	690,000.00
GRAND TOTAL		726,579.21	2,049,090.53	54.15	3,784,248.98	1,735,158.45	47.18	4,343,220.70

ACTION ON BILLS December 2011

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
General Checking		
Bills for Approval	41882-42076	\$ 170,434.81
Salaries for December	33848 thru 33886	\$ 11,613.91
Direct Deposits	& 12671 thru 12811	\$ 89,638.55
	TOTAL	\$ 271,687.27

Additional Bills
(Distributed at
Board Meeting)

----- thru -----

MONTH'S TOTAL

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

ACCOUNTS PAYABLE & PAYROLL DEDUCTIONS/EXPENSE CHECKS FOR DECEMBER, 2011

RUN: 01/18/12 12:31PM

(JP MORGAN CHASE)

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VENDOR	VENDOR NAME	BANK	DATE	CHECK NO.	CHECK AMT.	NON-CHECK DB	TOTAL
395	BUSINESS CARD	1	12/06/11	41882	4,519.96		4,519.96
3250	ACCOMTEMPS	1	12/07/11	41883	575.75		575.75
3131	AUDIOGO	1	12/07/11	41884	467.86		467.86
3252	AURICO	1	12/07/11	41885	110.00		110.00
226	BAKER & TAYLOR	1	12/07/11	41886	5,866.63		5,866.63
229	BAKER & TAYLOR ENTERTAINMENT	1	12/07/11	41887	1,774.94		1,774.94
253	BAYSCAN TECHNOLOGIES	1	12/07/11	41888	688.00		688.00
353	LIZA BRANHAM	1	12/07/11	41889	28.99		28.99
3111	BRUCE PACKAGING	1	12/07/11	41890	34.37		34.37
521	CHRISTINE NIELS	1	12/07/11	41891	46.96		46.96
2937	JUDY COCHRAN	1	12/07/11	41892	30.00		30.00
558	COLONIAL LIFE & ACCIDENT INSURANCE CO.	1	12/07/11	41893	47.32		47.32
617	COSMOPOLITAN BUILDING SERVICES	1	12/07/11	41894	3,625.00		3,625.00
709	DEMCO	1	12/07/11	41895	295.33		295.33
772	DUPAGE COUNTY PUBLIC WORKS	1	12/07/11	41896	1,088.47		1,088.47
897	FIRE & SECURITY SYSTEMS, INC.	1	12/07/11	41897	228.00		228.00
930	FOX VALLEY FIRE & SAFETY CO.	1	12/07/11	41898	1,230.00		1,230.00
932	FRANK ELECTRIC CO.	1	12/07/11	41899	524.00		524.00
936	FRANKFORT PUBLIC LIBRARY	1	12/07/11	41900	14.00		14.00
956	GALE	1	12/07/11	41901	184.73		184.73
970	GARVEY'S OFFICE PRODUCTS	1	12/07/11	41902	562.27		562.27
978	GAYLORD BROS.	1	12/07/11	41903	107.41		107.41
3143	GENERAL REVENUE CORPORATION	1	12/07/11	41904	117.50		117.50
1097	HEALTHCARE SERVICE CORPORATION	1	12/07/11	41905	6,858.82		6,858.82
3265	NANCY HULL	1	12/07/11	41906	100.00		100.00
1268	INGRAM LIBRARY SERVICES	1	12/07/11	41907	9.58		9.58
2838	SARAH JOYNT	1	12/07/11	41908	50.00		50.00
3010	KROESCHELL, INC.	1	12/07/11	41909	8,171.38		8,171.38
3266	LIFE STREAM COACHING	1	12/07/11	41910	200.00		200.00
2896	LINCOLN NATIONAL LIFE INSURANCE CO.	1	12/07/11	41911	74.08		74.08
1691	MIDWEST TAPE	1	12/07/11	41912	825.90		825.90
2611	NATIONWIDE RETIREMENT SOLUTIONS	1	12/07/11	41913	610.00		610.00
1812	NCPERS GROUP LIFE INSURANCE	1	12/07/11	41914	96.00		96.00
1893	CALL THE UNDERGROOASIS IRRIGATION, INC.	1	12/07/11	41915	57.00		57.00
3258	STACY PALMISANO	1	12/07/11	41916	15.54		15.54
2955	PARVIN-CLAUSS SIGN COMPANY	1	12/07/11	41917	98.00		98.00
1998	PHILLIP'S INTERIOR PLANTS & DISPLAYS	1	12/07/11	41918	215.00		215.00
2089	QUILL CORPORATION	1	12/07/11	41919	161.94		161.94
2109	RANDOM HOUSE, INC.	1	12/07/11	41920	105.75		105.75
2125	RECORDED BOOKS, LLC	1	12/07/11	41921	1,071.57		1,071.57
3157	ROGERS VENDING CO, INC	1	12/07/11	41922	75.00		75.00
2250	SCHOLASTIC LIBRARY PUBLISHING	1	12/07/11	41923	29.95		29.95
2282	SENTIMENTAL PRODUCTIONS	1	12/07/11	41924	90.00		90.00
2364	SPECIALTY MAT SERVICE	1	12/07/11	41925	260.60		260.60
2365	SPECIALTY STORE SERVICES	1	12/07/11	41926	127.82		127.82
2505	THYSSENKRUPP ELEVATOR CORP.	1	12/07/11	41927	678.24		678.24
2512	TINLEY PARK PUBLIC LIBRARY	1	12/07/11	41928	25.00		25.00
2621	VANTAGEPOINT TRANSFER AGENTS - 457	1	12/07/11	41929	950.00		950.00
2665	VISOGRAPHIC, INC.	1	12/07/11	41930	3,534.73		3,534.73
2765	MARY-JO BRYAN WOLSKY	1	12/07/11	41931	12.00		12.00
3267	LINDA YANG	1	12/07/11	41932	100.00		100.00
3250	ACCOMTEMPS	1	12/21/11	41933	882.00		882.00
226	BAKER & TAYLOR	1	12/21/11	41934	3,633.77		3,633.77
229	BAKER & TAYLOR ENTERTAINMENT	1	12/21/11	41935	2,167.62		2,167.62

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

ACCOUNTS PAYABLE & PAYROLL DEDUCTIONS/EXPENSE CHECKS FOR DECEMBER, 2011

RUN: 01/18/12 12:31PM

(JP MORGAN CHASE)

PAGE: 2

VENDOR	VENDOR NAME	BANK	DATE	CHECK NO.	CHECK AMT.	NON-CHECK DB	TOTAL
395	BUSINESS CARD	1	12/21/11	41936	491.77		491.77
2926	CALL ONE	1	12/21/11	41937	643.77		643.77
3268	CAMBRIDGE UNIVERSITY PRESS	1	12/21/11	41938	1,059.98		1,059.98
2898	CENTER POINT LARGE PRINT	1	12/21/11	41939	65.91		65.91
486	CHECKBOOK	1	12/21/11	41940	34.00		34.00
499	CHICAGO SUN-TIMES	1	12/21/11	41941	72.80		72.80
3040	COMCAST CABLE	1	12/21/11	41942	119.90		119.90
617	COSMOPOLITAN BUILDING SERVICES	1	12/21/11	41943	4,725.00		4,725.00
678	DARIEN CHAMBER OF COMMERCE	1	12/21/11	41944	100.00		100.00
680	DARIEN POLICE DEPARTMENT	1	12/21/11	41945	300.00		300.00
709	DEMCO	1	12/21/11	41946	812.00		812.00
3251	SUZANNE DEUCHER	1	12/21/11	41947	57.31		57.31
734	DIVERSE MEDIA INC.	1	12/21/11	41948	24.45		24.45
2884	DOCUMENTATION ADMINISTRATION CORP.	1	12/21/11	41949	93.50		93.50
767	DUPAGE COUNTY CLERK	1	12/21/11	41950	10.00		10.00
2861	ELLISON	1	12/21/11	41951	26.00		26.00
832	ELSEVIER	1	12/21/11	41952	774.64		774.64
2939	EXELON ENERGY INC.	1	12/21/11	41953	5,354.94		5,354.94
930	FOX VALLEY FIRE & SAFETY CO.	1	12/21/11	41954	830.00		830.00
956	GALE	1	12/21/11	41955	430.24		430.24
970	GARVEY'S OFFICE PRODUCTS	1	12/21/11	41956	349.79		349.79
3143	GENERAL REVENUE CORPORATION	1	12/21/11	41957	117.50		117.50
1042	GREY HOUSE PUBLISHING, INC.	1	12/21/11	41958	164.50		164.50
1048	GROOT INDUSTRIES, INC.	1	12/21/11	41959	199.17		199.17
1054	GUARDIAN	1	12/21/11	41960	449.19		449.19
1142	HINSDALE SOUTH HIGH SCHOOL STINGER	1	12/21/11	41961	70.00		70.00
2992	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC	1	12/21/11	41962	190.62		190.62
1268	INGRAM LIBRARY SERVICES	1	12/21/11	41963	22.08		22.08
1487	LEXISNEXIS MATTHEW BENDER	1	12/21/11	41964	69.89		69.89
2896	LINCOLN NATIONAL LIFE INSURANCE CO.	1	12/21/11	41965	74.08		74.08
1691	MIDWEST TAPE	1	12/21/11	41966	885.22		885.22
2611	NATIONWIDE RETIREMENT SOLUTIONS	1	12/21/11	41967	610.00		610.00
1980	THE PENWORTHY COMPANY	1	12/21/11	41968	1,537.51		1,537.51
3194	PITNEY BOWES	1	12/21/11	41969	165.00		165.00
2066	PROQUEST LLC	1	12/21/11	41970	1,615.95		1,615.95
2089	QUILL CORPORATION	1	12/21/11	41971	314.67		314.67
2109	RANDOM HOUSE, INC.	1	12/21/11	41972	228.63		228.63
2125	RECORDED BOOKS, LLC	1	12/21/11	41973	540.32		540.32
2157	THE RISK MANAGEMENT ASSOCIATION	1	12/21/11	41974	337.00		337.00
3157	ROGERS VENDING CO, INC	1	12/21/11	41975	23.01		23.01
2373	STANDARD & POOR'S	1	12/21/11	41976	5,742.78		5,742.78
500	SUN-TIMES MEDIA	1	12/21/11	41977	165.60		165.60
3270	SWAN	1	12/21/11	41978	14,687.67		14,687.67
2928	THE PROFESSIONAL STORE DESIGN GROUP	1	12/21/11	41979	787.95		787.95
2867	UNIQUE MANAGEMENT SERVICES, INC	1	12/21/11	41980	143.20		143.20
2621	VANTAGEPOINT TRANSFER AGENTS - 457	1	12/21/11	41981	950.00		950.00
3269	WARREN DAVIS GRAHAM	1	12/21/11	41982	1,964.90		1,964.90
3060	WOLPER SUBSCRIPTION SERVICES INC	1	12/21/11	41983	5,315.95		5,315.95
2773	WOODRIDGE PUBLIC LIBRARY	1	12/21/11	41984	10.00		10.00

TOTAL JP MORGAN CHASE (CKS: 103)

107,213.17

107,213.17

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

ACCOUNTS PAYABLE & PAYROLL DEDUCTIONS/EXPENSE CHECKS FOR JANUARY, 2012

RUN: 01/04/12 2:36PM

(JP MORGAN CHASE)

PAGE: 1

VENDOR	VENDOR NAME	BANK	DATE	CHECK NO.	CHECK AMT.	NON-CHECK DB	TOTAL
36	ACCUCUT	1	01/04/12	41985	28.00		28.00
2936	ALARM FINANCIAL SERVICES INC.	1	01/04/12	41986	60.00		60.00
170	APPLE BOOKS	1	01/04/12	41987	186.64		186.64
3131	AUDIOGO	1	01/04/12	41988	299.30		299.30
226	BAKER & TAYLOR	1	01/04/12	41989	6,401.27		6,401.27
229	BAKER & TAYLOR ENTERTAINMENT	1	01/04/12	41990	1,506.99		1,506.99
3271	CLAIRE BOONE	1	01/04/12	41991	200.00		200.00
384	JAMIE BUKOVAC	1	01/04/12	41992	92.50		92.50
395	BUSINESS CARD	1	01/04/12	41993	4,934.29		4,934.29
3083	CABREANA AUDIO GROUP LLC	1	01/04/12	41994	49.48		49.48
3268	CAMBRIDGE UNIVERSITY PRESS	1	01/04/12	41995	79.50		79.50
3020	CANON BUSINESS SOLUTIONS, INC.	1	01/04/12	41996	334.91		334.91
3272	CYNTHIA CLAMPITT	1	01/04/12	41997	125.00		125.00
558	COLONIAL LIFE & ACCIDENT INSURANCE CO.	1	01/04/12	41998	47.32		47.32
2843	COOK COUNTY CLERK	1	01/04/12	41999	10.00		10.00
3273	SPERO DALIETOS	1	01/04/12	42000	25.00		25.00
3274	DELICIOUS CREATIONS	1	01/04/12	42001	75.00		75.00
709	DEMCO	1	01/04/12	42002	420.62		420.62
2875	DISPLAYS2GO	1	01/04/12	42003	70.70		70.70
956	GALE	1	01/04/12	42004	410.52		410.52
970	GARVEY'S OFFICE PRODUCTS	1	01/04/12	42005	207.88		207.88
3143	GENERAL REVENUE CORPORATION	1	01/04/12	42006	117.50		117.50
1054	GUARDIAN	1	01/04/12	42007	449.19		449.19
1097	HEALTHCARE SERVICE CORPORATION	1	01/04/12	42008	6,858.82		6,858.82
2992	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC	1	01/04/12	42009	211.43		211.43
1268	INGRAM LIBRARY SERVICES	1	01/04/12	42010	15.56		15.56
3238	INTERACT BUSINESS PRODUCTS	1	01/04/12	42011	7,743.50		7,743.50
1453	LAW BULLETIN PUBLISHING COMPANY	1	01/04/12	42012	67.00		67.00
1542	LIVE OAK MEDIA	1	01/04/12	42013	74.85		74.85
1691	MIDWEST TAPE	1	01/04/12	42014	843.85		843.85
2611	NATIONWIDE RETIREMENT SOLUTIONS	1	01/04/12	42015	610.00		610.00
1812	NCBERS GROUP LIFE INSURANCE	1	01/04/12	42016	96.00		96.00
1945	PALOS HEIGHTS PUBLIC LIBRARY	1	01/04/12	42017	23.00		23.00
1954	PARACLETE PRESS, INC.	1	01/04/12	42018	107.97		107.97
1998	PHILLIP'S INTERIOR PLANTS & DISPLAYS	1	01/04/12	42019	215.00		215.00
3275	BEATRICE PROBST	1	01/04/12	42020	13.30		13.30
2089	QUILL CORPORATION	1	01/04/12	42021	368.43		368.43
2109	RANDOM HOUSE, INC.	1	01/04/12	42022	566.40		566.40
2125	RECORDED BOOKS, LLC	1	01/04/12	42023	321.07		321.07
3276	ROSE PRODUCTIONS	1	01/04/12	42024	325.00		325.00
2268	SCOTPRESS PRINTING	1	01/04/12	42025	124.48		124.48
3277	SERVICE FORMS AND GRAPHICS, INC.	1	01/04/12	42026	281.40		281.40
2305	SIEBERT ENTERPRISES, INC.	1	01/04/12	42027	60.00		60.00
3270	SWAN	1	01/04/12	42028	701.96		701.96
2607	UPSTART	1	01/04/12	42029	51.75		51.75
2621	VANTAGEPOINT TRANSFER AGENTS - 457	1	01/04/12	42030	950.00		950.00
TOTAL JP MORGAN CHASE (CKS: 46)					36,762.38		36,762.38

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

ACCOUNTS PAYABLE & PAYROLL DEDUCTIONS/EXPENSE CHECKS FOR JANUARY, 2012

RUN: 01/18/12 10:06AM

(JP MORGAN CHASE)

PAGE: 1

VENDOR	VENDOR NAME	BANK	DATE	CHECK NO.	CHECK AMT.	NON-CHECK DB	TOTAL
3250	ACCOUNTEMPS	1	01/18/12	42031	1,232.93		1,232.93
139	AMERICAN LIBRARY ASSOCIATION	1	01/18/12	42032	163.75		163.75
170	APPLE BOOKS	1	01/18/12	42033	118.73		118.73
2882	JENNIFER ASIMAKOPOULOS	1	01/18/12	42034	260.60		260.60
188	ASSOCIATED MEDIA COMPANIES	1	01/18/12	42035	109.90		109.90
3131	AUDIOGO	1	01/18/12	42036	92.43		92.43
226	BAKER & TAYLOR	1	01/18/12	42037	5,599.33		5,599.33
229	BAKER & TAYLOR ENTERTAINMENT	1	01/18/12	42038	1,401.06		1,401.06
3178	BANNERVILLE USA, INC.	1	01/18/12	42039	102.00		102.00
253	BAYSCAN TECHNOLOGIES	1	01/18/12	42040	185.60		185.60
293	BLACKSTONE AUDIO, INC.	1	01/18/12	42041	20.00		20.00
3111	BRUCE PACKAGING	1	01/18/12	42042	77.58		77.58
3268	CAMBRIDGE UNIVERSITY PRESS	1	01/18/12	42043	34.00		34.00
460	CASE LOTS INC.	1	01/18/12	42044	724.75		724.75
2898	CENTER POINT LARGE PRINT	1	01/18/12	42045	85.08		85.08
501	CHICAGO TRIBUNE	1	01/18/12	42046	123.50		123.50
561	COMPSYCH CORPORATION	1	01/18/12	42047	2,500.00		2,500.00
617	COSMOPOLITAN BUILDING SERVICES	1	01/18/12	42048	4,725.00		4,725.00
679	DARIEN PARK DISTRICT	1	01/18/12	42049	356.25		356.25
709	DEMCO	1	01/18/12	42050	483.99		483.99
785	MONICA A. DZIERZBICKI	1	01/18/12	42051	181.48		181.48
956	GALE	1	01/18/12	42052	384.66		384.66
970	GARVEY'S OFFICE PRODUCTS	1	01/18/12	42053	343.88		343.88
3143	GENERAL REVENUE CORPORATION	1	01/18/12	42054	117.50		117.50
1048	GROOT INDUSTRIES, INC.	1	01/18/12	42055	198.29		198.29
1268	INGRAM LIBRARY SERVICES	1	01/18/12	42056	45.08		45.08
3238	INTERACT BUSINESS PRODUCTS	1	01/18/12	42057	810.00		810.00
3221	J&H DECOR	1	01/18/12	42058	49.50		49.50
2838	SARAH JOYNT	1	01/18/12	42059	260.60		260.60
3010	KROESCHELL, INC.	1	01/18/12	42060	2,007.81		2,007.81
2896	LINCOLN NATIONAL LIFE INSURANCE CO.	1	01/18/12	42061	74.08		74.08
3278	ROBERT LINKOWSKI	1	01/18/12	42062	15.30		15.30
1691	MIDWEST TAPE	1	01/18/12	42063	225.91		225.91
2611	NATIONWIDE RETIREMENT SOLUTIONS	1	01/18/12	42064	610.00		610.00
2955	PARVIN-CLAUSS SIGN COMPANY	1	01/18/12	42065	273.40		273.40
1980	THE PENWORTHY COMPANY	1	01/18/12	42066	587.76		587.76
2109	RANDOM HOUSE, INC.	1	01/18/12	42067	29.99		29.99
2134	REGENT BOOK CO.	1	01/18/12	42068	13.67		13.67
3157	ROGERS VENDING CO, INC	1	01/18/12	42069	75.00		75.00
2954	SAGE PUBLICATIONS, INC.	1	01/18/12	42070	216.41		216.41
3279	SKILLPATH SEMINARS	1	01/18/12	42071	199.00		199.00
2364	SPECIALTY MAT SERVICE	1	01/18/12	42072	170.80		170.80
3270	SWAN	1	01/18/12	42073	120.06		120.06
2867	UNIQUE MANAGEMENT SERVICES, INC	1	01/18/12	42074	71.60		71.60
2621	VANTAGEPOINT TRANSFER AGENTS - 457	1	01/18/12	42075	950.00		950.00
2723	WESTCHESTER PUBLIC LIBRARY	1	01/18/12	42076	31.00		31.00
TOTAL JP MORGAN CHASE (CKS: 46)					26,459.26		26,459.26

Bills for approval – Electronic Payments & Automatic Withdrawals

December 2011

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	12/09/11	15,746.86
EFTPS-Federal	Payroll taxes	12/23/11	15,581.22
EFTPS-State	Payroll taxes	12/09/11	3,085.34
EFTPS-State	Payroll taxes	12/23/11	3,038.14
AT&T	Internet	12/13/11	222.11
Nicor	Gas	12/16/11	1,062.23
The Bank Of New York	Bond Payment	12/28/11	463,763.13
IMRF	Payroll pension	12/23/11	17,231.68
Dlx For Business	Payroll Checks	12/02/11	42.26
Dupage Credit Union	Payroll Deductions	12/09/11	975.00
Dupage Credit Union	Payroll Deductions	12/23/11	1,225.00
US Bank	Credit Card Fee	12/02/11	142.94
Hinsdale Bank	Fee-direct deposit	12/02/11	20.00

Indian Prairie Public Library
Art Committee
November 30, 2011 – 4 p.m.
Minutes

Present: V. Suriano, M. Krupicka, J. Bukovac

Check Ebay, Ikea, Hobby Lobby, Michaels, Bed Bath & Beyond for ideas and frames.
Question – has Cris kept any documentation, photos, brochures, etc. relative to artists who have displayed in the gallery. Potential pieces for the library.

Stairway

Fabric panels on the east and west walls of the stairway.

Conference Room

Keep the rendering but remat it. Outer mat 2 1/2", inner mat 3/4", use black and brown scheme.

Frame original floor plan and current floor plan.

A framed, or unframed, collage effect using parts of floor plans, photos of exterior, photos of interior.

Administration Office

Photographs on south wall.

Meeting Room

Paint white walls, consider using Putnam Ivory.

Youth

East wall

Space over large chair by picture books – what to do there??

Space under Magazine sign – get framed posters (24 x 36) and change them out

Corner between bulletin boards – hang a mobile, look for Calder on Ebay

Over workroom windows – do something with words

Teen – north purple wall – soft sculpture (move the clock over the bulletin board.

Café

Place "café" art print over coffee machine, black frame

Purchase coffee cups wall art from Grandinroad.com

Behind checkout desk

3 – 5 exterior photos of building. Seasonal?? Moving painting of the building – where to hang (admin office?)

Computer Desk
Oblong shape
Something the represent technology
Technology art (type into Ebay)
Old poster of typewriter and other old technology
Put shelves with old technology on the shelves (Marian has a typewriter)

East wall by mysteries
Colorful framed poster, abstract, look at Miro

East wall, either side of window
Large landscapes

East wall, white wall area
Chicago photos?
Clocks?
Framed maps (could use maps of explorations)

Study Rooms
Photos or logos of universities
North Central
Lewis
Benedictine
COD
Midwest
Dominican
Northwestern
Northern
DePaul
U of IL

Discussion re Pathria donation
Sculpture is tough because of cost.
Recommend putting the money into the circular front garden. Idea of using limestone stacks and evergreens. Plaque with name on a rock. Jamie will talk to her husband about it.

Adjourned 5:00

Director's Report January 2012

Agenda

There are a number of communications from the library attorney and one from Lisa Madigan which we will discuss at the meeting.

Under New Business, is the days closed policy which some trustees have requested be reviewed. I've included the policy, the library's past 5 years' schedules of closings, a spreadsheet of other libraries' days closed over the Christmas and New Year holidays, and other libraries' 2012 days closed schedules.

Also under New Business I've listed "digital board packets". I'd like to talk with the trustees about sending the packet via email. During the meeting I would provide a paper copy of the agenda but would display the packet on the television screen. Trustees who have their own laptops, netbooks or iPads could bring them to the meeting and view their packet online. The library can also provide a laptop for each trustee to view the packet. We can also still print a copy of the packet for those trustees who prefer that method.

The audit is in the packet. If you'd like the auditor to attend the February meeting I can arrange that.

The first closed session is to determine whether or not to keep the closed session minutes closed. This is done semi-annually and last June the trustees determined to keep the minutes closed. Nothing has changed since then. You will also approve the minutes from the closed session that was held in January.

The Building and Grounds meeting that was scheduled in December was cancelled and needs to be rescheduled and the Policy Committee will do its annual review of policies.

Building

The surveillance cameras have been installed and we're very pleased with them. I added an additional camera to the outside book drops.

Friday there was a meeting to discuss the circulation floor. Attending was myself and Laura with Sara Chzarnowski from PSA, Leopardo, the flooring installer, the flooring manufacturer and someone from the adhesive company. You may remember that the second install resulted in the floor bubbling again in one area. We had expected that epoxy would be used, but found out after the installation that the manufacturer had said that they would not guarantee epoxy. If we had known that we would have insisted on a different floor product rather than installing the same product with the same adhesive. Also, the flooring that was installed behind the checkout desk was not manufactured properly and needs to be replaced. They pulled up the bubbled area, examined the floor, took photos and sent samples of the floor to the adhesive company to be examined. The options discussed are either the area will be replaced with a different adhesive that is guaranteed by the manufacturer or an entirely new product will be installed.

Sara Chrzanowski has been extremely persistent with the manufacturer in stating the floor as installed is not acceptable and she was the person responsible for making the meeting happen. This has been a huge help to me to have her fighting for us. FYI, PSA will charge us for Sara's time at the meeting but we will not be charged for her time spent making numerous phone calls and sending numerous emails to bring about action on this problem

I had still been going back and forth with the Leopardo supervisor about the yellowed VCT floor which I believe should be replaced because the cleaning company Leopardo hired did not follow the manufacturer's instructions when they did the initial cleaning of the floor and I believe this impacted the floor finish. After the meeting about the circulation floor I talked with Leopardo supervisor and got her to agree that Leopardo would replace the VCT (yeah!).

Staff

We had a very successful staff institute day. The morning presentation was given by the National Alliance on Mental Illness and was extremely interesting and informative. They described the various manifestations of mental illness and ways to work with people suffering from this. The other presentation was a very entertaining and motivating workshop on customer services. I've attached handouts from each workshop to the back of the packet.

I also held a management team meeting with all the supervisors. For their training we watched a webinar titled "The Accidental Leader" presented by George Needham. I used it to emphasize their role as leaders in the library - that they are influencers, supporters and motivators. We're meeting again in February to continue this discussion. I attached the PDF of the power point if you'd like to see a shorthand version of his talk and behind that is the transcription from his talk if you'd like to get the full version - it's very interesting.

Kathleen Fischer has resigned as an Adult Services Page. Jeanne Hotchkin has resigned as Circulation Assistant. Ariel Koprowski has been hired as Adult Services Page January 3, 2012 at a salary of \$8.55 per hour.

Meetings and Workshops

Nov 15	SWAN Board meeting
Nov 16	Library Board meeting
Nov 17	Zone 1 Directors meeting
Nov 21	RAILS Board meeting
Nov 22	Department Heads meeting
Nov 29	Meeting with LLSAPs and State Library
Nov 29	Management Team meeting
Nov 30	Art Committee meeting
Dec 1	SWAN Quarterly Directors meeting
Dec 2	Staff Institute Day
Dec 8	Department Heads meeting
Dec 13	Black Belt Librarian workshop
Dec 14	Ebook webinar
Dec 15	Health insurance information staff meeting
Dec 15	IT Team meeting
Dec 16	SWAN Board meeting
Dec 19	Department Heads meeting

Dec 19 RAILS Board meeting
Jan 3 Leadership Group
Jan 6 SWAN Personnel/Finance Committee meeting
Jan 11 RAILS/LLSAP Committee meeting
Jan 13 Meeting regarding Circulation floor

Jamie Bukovac, Director

Assistant Director's Report
December 2011/January 2012

Building & Grounds:

The security staff has been trained to use the DVR on the security camera system. It is very user friendly and it has had a variety of uses. For instance, one day, Christine found an abandoned backpack in the DVD aisle. Using the DVR, she was able to review the recording and locate the owner who had migrated upstairs, forgetting the bag behind.

Christine moved the "Computers/Restrooms" sign to make it more visible. Of course, moving the sign meant a major repair to the wall and then repainting it; she did a fantastic job.

Distinctive Interiors repaired a broken YS lounge chair.

GMA (Glass and Mirror America) repaired a broken crank in a window in the Adult Services area.

I am currently receiving quotes for landscape maintenance for 2012.

Green Initiative:

Ann and I are currently setting up some special recycling days for April 2012 ("Earth Month"). Details to follow.

Staff Institute:

The December 2nd Staff Institute Day has record breaking attendance: 86! I was happy to have such a great turnout. In the morning session, we had three speakers from NAMI of DuPage (National Alliance on the Mentally Ill) which was very informative. In the afternoon, we had a very entertaining speaker, Steve Beck, who gave us great insight into customer service. The staff filled out surveys and the workshop received very high ratings and positive comments overall.

Black Belt Librarian:

On December 13th, we were fortunate to host Warren Graham, a security expert known as the "Black Belt Librarian". He gave a great presentation about library security and dealing with problem patrons. The security monitors and I have incorporated his practical suggestions into our daily routine. I found his presentation to be very useful to my job and I know the monitors got a lot out of it as well.

Marketing:

- The winter newsletter was in homes the week of November 29th. Personalized letters and a copy of the newsletter went out to all elected officials, grade schools, high schools and local clubs and organizations.
- Cris presented Reference USA at the November Willowbrook/Burr Ridge meeting. She will present Reference USA at the Darien Chamber meeting in April.
- Cris is currently working with the Big Read publicity committee.

- Last month, staff contributed to the gallery and display cases: a collection of "Dr. Who" items (owned by staff member Sarah Smith) graced the display cases and paintings and photos from Anna Grob were featured in the gallery.
- This month, the display cases feature the Salt Creek Quilters Guild and the art gallery will feature mixed media portraits by Rhea Biravar.
- Cris and Theresa have been going through pages on the new website and editing copy, checking format, resizing photos, etc.
- On January 6th, Cris presented to a homeowners group at a senior apartment complex in Darien. She reviewed how to get a library card, homebound delivery, and the new features of the library.
- Cris has been working to migrate our e-News to Constnat Contact.

Friends of the Library:

The ornaments did not sell as well as I hoped. We did not make any money on the project. We will sell the remaining supply next year as well. Debbie Sheehan suggested that we have a "Christmas in July" ornament sale this summer – it's an idea that we might try!

The Annual FOL membership drive is underway.

The next Friends meeting will be held on Tuesday, February 7 at 1:30pm. Future meeting dates and times will be discussed.

Foundation:

The end of the year annual mailing brought in two donations totaling \$150.

Sharing Our Expertise:

A few staff from Chicago Ridge PL were here on Thursday, January 12 and I showed them around the Kids and Teens Department, including a demonstration of the self-checkout, the iPad, and PC Reservation.

Cris will be working with a MLIS student from Dominican University this January. She will be doing a 120 hour practicum at Indian Prairie.

Meetings, Service Desk Hours and Workshops:

12/1	Kids & Teens Desk (2 hours)
12/2	Staff Institute Day
12/6	Leadership Group
12/7	E-books Webinar
12/7	Reference Desk (2 hours)
12/8	Kids & Teens Desk (2 hours)
12/8	Department Head Meeting
12/13	Black Belt Librarian
12/14	Reference Desk (2 hours)
12/15	Kids & Teens Desk (2 hours)

12/15	IT Team
12/19	Department Head Meeting
12/21	Reference Desk (4 hours)
12/22	Kids & Teens Desk (2 hours)
1/4	Reference Desk (2 hours)
1/5	Kids & Teens Desk (2 hours)
1/11	Reference Desk (2 hours)
1/12	Kids & Teens Desk (2 hours)
1/18	Library Board Meeting

Submitted by:



Laura Birmingham

Youth Services
Monthly Report to the Board
November & December 2011

Collections and Services

- As part of Strategic Plan 2012-2014 Strategic Priorities ; *To Provide Popular Materials and Programs* a Junior music CD collection has been created. The new collection will be available in January 2012. (Dec) This collection will also contain DVD titles that are of high interest to this group. New display shelving is on order to house these items.
- In December staff was asked to note K&T Group Study Room use by tutors. Of the 172 users of the room-21 were tutors.
- Judy completed the Poetry weeding project in November. The books will be de-Dewey for a pull out collection. Also as part of this Strategic Plan 2012-2014 Strategic Priorities to highlight youth non-fiction, shelves have been shifted to clear space from the six pull out collections. New sign holders will highlight these.
- Monica completed weeding the J900 collection and Sarah worked with the Pages to weed the Children's and Teens audio book collections and CD-ROMs.
- Sarah also completed working with the COD intern on the VHS/DVD conversion project. The intern, Norma Duke created a very detailed Excel file allowing Sarah to now order replacement DVD to complete or goal to withdrawn VHS materials from the collection.
- Judy created two new bibliographies – magazines and Early Reader sports.

School Services

- As school liaison, Judy worked with Mary Jo to provide a tour to parents and story time to the children of the AMJES preschool. This is an annual event for the schools' Family Fun Day event.
- Judy also completed an inventory of the textbook collection, contacting schools as needed, assisted 2 teachers with Assignment Alert requests, Sent emails with attachments of ESL brochures that Joe created to Districts 61, 62, 63, 66, 180 per Joe's request, and published the Fall Teacher Reacher.

Programs-

Youth- YS staff presented 8 Youth and Family programs in November and 9 in December. Program highlights include:

- The Junior Advisory Board held it second meeting. Kelly VonZee has an enthusiastic group of twelve to fourteen 4-6th grade students eager to share their ideas to 'be Awesome'. The members created artful book reviews that are displayed on the tack in the Junior lounge area. The Board will be helping to create summer programming and decorating.
- Popular family and children's programs included Lego Building, \$1.00 or Less Swap n' Shop, and the Holiday Family Movie days.
- Also in December, we began the Read-To-Me Patch Club. Children not yet reading can earn patches by being read to and earn patches just like their older siblings.

Teens-

- Winners of the 6th Annual Write-On Literary Festival were announced by author Alex Flinn at the November 10th author event that hosted 47 teens and adults. In addition, WOLF author visits were also held at Hinsdale South & Central, and Burr Ridge Middle School as part of the monthly after-school book club Sarah is hosting with the WBC.
- Teens also participated in holiday movies-with a marathon showing of the final Harry Potter series. TAB members collected over 200 hats, mittens and scarfs for their annual Giving Tree project. TAB members also hosted the Duct Tape creations program on Dec 21st for 28 teens and adults and National Gaming Day & Mario Kart programs for the 4-6th grade students.

Outreach-

- In November, Sarah hosted two scouting tours and programs. The 3rd grade boy Scouts program included a tutorial on how to use the Chicago Tribune database to find special dates in history, and a short lesson on Folklore and Tall Tales.

- In December, Sarah meet with the Teens for Excellence book club and worked with Kelly to present a tour & storytime to the families of the CDI HeadStart preschool program.

Staff

Desk –

- At the November Desk Staff meeting Ann Stovall presented a hands-on training session for staff on the Evanced online calendar & program registration software. Training focused on what staff need to know to assist patrons and provide marketing of the new service.
- In addition, Kelly, Monica, Mary Jo and Jane received individual training as department administrators and programmers. Staff worked with Ann directly to learn program input and procedures.
- At the December meeting Sarah & Kelly presented training on Sensory Storytime techniques that staff will be including in our programs. Monica discussed the 2012-2014 Strategic goal focusing on our branding of early literacy, inclusion and reviewed age appropriate book selection techniques. Linda provided a brief overview of the i-Pad apps for use in story class.
- As our annual holiday gift project the K&T staff donated funds that purchased gifts for three children as part of the School District 180's "Adopt-a-Family" program.
- Sarah has worked with Graphic Artist Theresa Papaurelis & Monica to create new web page looks for the Kids home pages.
- Linda has been working with Monica to update the materials in several of the Kreative Krates. We have also created a brief survey for Krates users and Linda is in the process of creating a binder of Krates & the materials, as well as, working with Cris on Marketing.

Sharing Our Expertise-

In November, via phone conference, Monica assisted the Head of YS at the Downers Grove PL with their proposed strategic goal planning.

In December-Jane hosted the Young Adults-SIG meeting for YA staff from nine libraries.

-Monica was asked to be a part of a presentation panel at the 2012 ILA conference in Peoria. The panel will be sharing the many stages of new cataloging trends in picture book collections.

Pages -

In November-The brief shelving slow down during the holiday months have been a great time for the departments' Pages to help out with some collection shifting and weeding projects. Ashley assisted in removing all of the "new" and month labels from console games as they are now available to interlibrary loan. Marybeth and Mary Lynn assisted Monica in shifting the J/900s as the weeding process was completed.

In December-Mary Lynn & Marybeth assisted Sarah in the Children's audio book weeding project, while Barbara assisted with the weeding of the Teen's audio book. To assist the department in managing our weeding of multiple copies of teen fiction books no longer needed, Ashley was trained by Sarah in how to change material status to "storage" in Mil-circ. The Pages assistants in these many non-shelving projects are invaluable and help to provide a timely turnaround of materials.

Long-time substitute Page Jason Kruski resigned his position as substitute effective January 1 because of his student teaching obligations in the spring. He will continue with his Security Monitor position, but we will miss having him in the Youth Services department regularly.

Meetings

11/1	Project meeting	Kelly & Monica
11/2	Department Leadership mtg	Monica & Sarah
11/3	Sensory Storytimes webinar	Kelly & Sarah
11/3	WBC book club planning mtg	Sarah
11/7	Department Heads mtg	Monica
11/7	Kids [Big] Read comm. mtg	Mary Jo
11/14	Kids Read program mtg	Mary Jo & Monica
11/15	Collaborating with Teens to Build Better Library Programs pt 1- webinar	Jane
11/15	Evanced online calendar hands on training	Kelly & Monica

11/16	Desk Staff meeting	All K&T desk staff
11/17	Meeting w/ Jamie	Monica
11/17	Collaborating with Teens to Build Better Library Programs pt 2- webinar	Jane
11/18	WillowBrook Coalition mtg	Sarah
11/21	NWYS meeting on booktalking	Mary Jo & Sarah
11/21	Evanced online calendar training w/Ann	Jane
11/22	Evanced online calendar training w/Ann	Mary Jo
11/22	Department Heads mtg	Monica
11/29	Leadership Team mtg	Sarah & Monica
12/2	Staff Institute Day	All K&T desk and available Paging staff
12/5	YA-Sig meeting	Hosted at IPPL -Jane
12/6	Managing Multiple Projects Workshop	Monica
12/7	Dept Leadership Meeting	Monica & Sarah
12/8	Bookseller meeting	Sarah & Monica
12/8	Department Heads mtg	Monica
12/12	Meeting w/ Jamie	Monica
12/13	Blackbelt Librarian training	Jane, Judy, Kelly, Mary Jo, Monica & Sarah
12/14	Desk Staff meeting	All K&T desk staff
12/15	Tech Team meeting	Sarah
12/19	Department Heads mtg	Monica

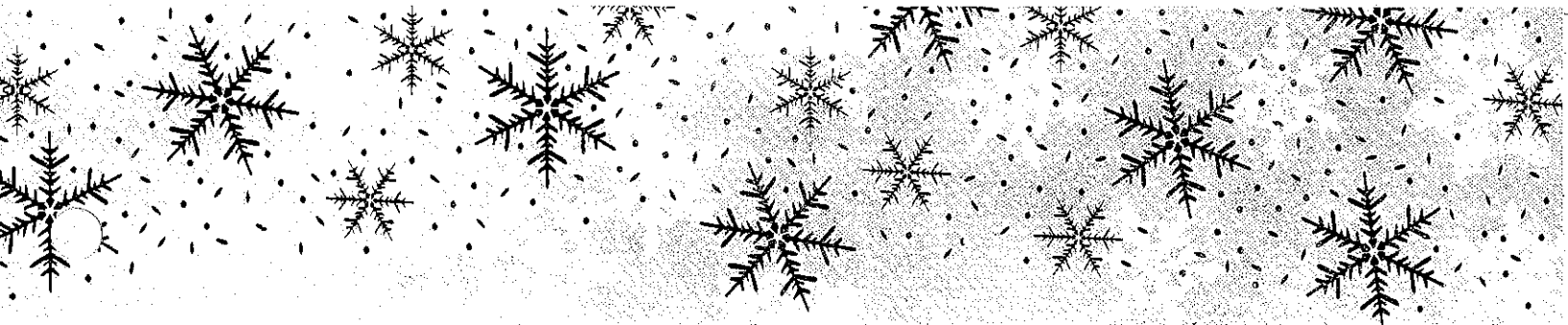
Submitted by Monica Dzierzbicki 1/12/2012

Youth Services Program Attendance 2011

Day	Program	Youth	Family	Teen	School	Outreach	Column1
1-Dec	TAB Gaming Committee meeting				9		
5-Dec	CDI HeadStart preschool family visit						13
6-Dec	BRMS Teens for Excellence book club						7
8-Dec	After School Chess	14					
9-Dec	Junior Advisory Board	10					
16-Dec	RU Game				18		
17-Dec	TAB meeting				21		
20-Dec	Mario Kart Wii tournament	17			7		
21-Dec	Teen Duct Tape craft				28		
22-Dec	After School Chess	15					
27-Dec	Family Holiday Movie-Mr Poppers Penguins		126				
28-Dec	Teen Holiday Movie-Parts 1 & 2 Harry Potter				33		
29-Dec	Family Holiday Movie-Kung Fu Panda 2		143				
December	Reading Patch Club	16					
December	Read to Me Patch Club		5				
December	Creation Station	1015					
	Total	1087	274	116	0	20	1497

Youth Services Program Attendance November 2011

Day	Program	Youth	Family	Teen	School	Outreach	Column1
2-Nov	TAB Gaming Committee meeting			9			
3-Nov	Burr Ridge Middle School book club					15	
7-Nov	Money Smart work shop			23			
9-Nov	Anne M. Jeans Preschool Family Fun Day				80		
10-Nov	After School Chess	13					24
10-Nov	BRMS book club WOLF author visit						
10-Nov	WOLF Author prog & awards			47			
11-Nov	Lego Building		104				
11-Nov	Junior Advisory Board meeting	13					
11-Nov	Kids Swap n Shop		70				
12-Nov	RU Game National Gaming Day	19		3			
19-Nov	TAB meeting			20			
23-Nov	Holiday Family Movie-African Cats		53				
25-Nov	Teen's Holiday Movie-Transformers 3			7			
25-Nov	TAB Giving Tree committee			9			
November	Reading Patches	37					
November	Creation Station	675					
Total		757	227	118	80	39	1221



*Community Consolidated School District 180
15 W451 Ninety First Street
Burr Ridge, IL 60527*

January 3, 2012

Dear Friends,

Thank you so much for your contribution to the Adopt-A-Family Program. This year was another huge success! With your help and generosity, we were able to make the holiday season a little brighter for 316 children (138 families) within our community. Each and every one of the recipient families was extremely thankful for the gifts that they received and wanted us to pass their gratitude along to you.

We personally appreciate your support, kindness and good will, which contributed to the success of our program. We wish you and your families a happy and healthy 2012.

Sincerely,

*Meghan Radtke, Lynn Moynihan and Beth Reynolds
CCSD180 Social Work and Counseling Staff*

Adult Services Monthly Report: December 2011

Groups: The Current Events group met once with nine at the meeting. Chess averaged nine at their three meetings. Genealogy did not meet. ESL met once with 16 people in attendance.

Staff Led Discussions: The GenLit book discussion takes November and December off. The Novel Idea book discussion had 10 in attendance and the Crime Readers also had nine. Mary Krekelberg had an idea to try something she had seen done at another library. She called them and got more information, and then she and Suzy tried it here. It was a book party for people to share books they have liked with each other. They called it BYQB (Bring Your Own Book) and had 12 people. Everyone seemed to enjoy it and would like to do it again. I had thought possibly right before summer reading and then in the fall. December might have been a time when people were too busy.

Programs: The Lyric opera lecture had 11 people. The 55+ program on Medicare had 27 and the program Gifts from the Hearth had 20.

The Big Read: The booklet for *The Paris Wife* was proofread by Joe and Jennifer and sent back to Downers Grove. They are to be out by February 1.

Collections: Jennifer finished weeding the Biography section. She also pulled out biographies of performers and artists. These are now in the 700s. If someone wants to read about royalty or statesmen, those books are in Biography. If they want to read about celebrities, these books are now together in either the music or acting section. Books on artists are now all together in that area, also. This means all the books about Van Gogh are next to each other. Before, a biography was in Biography and a book about the art was in the 750s.

Because of the weeding in the biography section we are able to make more room for the Large Print books. Joe is having his volunteers shift these.

Jennifer, Shirley and I have started looking at the Reference collection and cutting it back even more. We have so far just looked at the science books and managed to cut that by nearly 60%.

Since Christmas we have been flooded with requests for information about downloading library books. The first day we were open after the holiday I was on the desk from 9-1 and had at least two questions every hour about downloading. It has slowed down now, but I know I still get about one per shift I am on desk. Jennifer and Suzy had one downloading class scheduled. They took names off of the waiting list and added another class, and now they have added a third.

I met with the reference staff and we discussed some of the nomenclature used for topics in the pullout sections. We did some tweaking, and then I met with Ann to go over changes with her. We are now pulling books to match the changes we are making.

Staffing: We are looking for a new computer desk assistant. We recently hired a new page. Jennifer is in the process of updating the page's manual and is looking at increasing the minimum items shelved per hour to reflect what the majority of the staff has shown itself capable of.

Debbie Wordinger

Circulation Services
November & December 2011

Because we were closed for half of November in 2010, I will once again compare the circulation statistics of November 2011 to November 2009. Our total circulation was down from 71,373 to 67,626 or a decrease of 5%. The decreases came in adult (8%) and Youth (4%). Teens saw an increase of 4%. However, December was the busiest December in the history of the library. (I have attached the Circulation Statistics from the last 10 years for you to see). Our total Circulation was 67,864 which is slightly higher than last year (67,310) or almost 1%. Holds placed were slightly lower, but Inter Library Loans processed were up.

Electronic circulation jumped up in December. I am attaching a graph that shows the Circulation of E-Books for the past year.

In November, patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 34,737 of our check outs or renewals or 51% of our total circulation. This is the 6th month in a row that self-service has accounted for more than 50% of our circulation.

In December, patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 35,928 of our check outs or renewals or 53% of our total circulation. This is the 7th month in a row that self-service has accounted for more than 50% of our circulation.

The specific self-check numbers are as follows:

November:

Hold pick up – 10,761 (3,425 patron sessions)
ADA – 10,025 (3,022 patron sessions)
Kids & Teens – 10,598 (1,797 patron sessions)

December:

Hold pick up – 10,071 (3,207 patron sessions)
ADA – 9,913 (2,902 patron sessions)
Kids & Teens – 9,130 (1,497 patron sessions)

We had a problem with the self checks not showing fines under \$5.00 that we were able to trace back to an upgrade to the system back in November. After working with ITG and then Innovative, the problem has been fixed.

In early December we did our annual "Food for Fines". Due to a timing issue, we no longer do this with Hinsdale South High School, instead we contact two local food pantries directly (Our Lady of Peace and Our Lady of Mt. Carmel). This year we took in almost 3300 items – the most we have ever collected. Many patrons are very generous and give more than they owe! Both food pantries were very appreciative!

Staff have been very busy the past few weeks. After being closed for the 2 holidays, we were buried in returned items – and mostly DVDs!! It took several days each week to get caught up, but the pages all pulled together and worked hard to get the work done. They deserve to be commended!

Jeanne Hotchkin, a long time Circulation Assistant, retired at the end of January due to health reasons. I will be posting her position soon.

Workshops and Meeting Attended:

Nov. 22 Department Heads
Nov. 29 Leadership Team (Formerly Management Team)
Dec. 2 Staff Institute
Dec. 13 Black Belt Librarian
Dec. 19 Department Heads

Adult Ask Us Desk – November 11 & 18, December 1 & 23

Kids & Teens Desk - November 15 & 21, December 6 & 20

Debbie Sheehan
Head of Circulation Services

	Circ. Stats		Circ Stats		Circ Stats		Circ Stats		Circ Stats		Circ Stats		Circ Stats		Circ Stats		Circ Stats		Circ Stats	
Month	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012								
July	64,059	70,720	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936										
Aug.	59,393	61,544	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314										
Sept.	49,693	49,619	59,179	55,769	55,283	53,975	55,798	62,798	69,066	71,475										
Oct.	58,042	61,084	59,726	61,117	55,646	58,620	63,670	66,511	75,131	42,400	**									
Nov.	54,417	55,829	59,438	60,497*	55,000	55,020	59,559	66,395	71,373	53,470	**									
Dec.	45,312	47,200	52,378	53,593	46,961	50,059	51,403	59,953	64,351	67,699										
Jan.	62,937	60,222	67,000	60,631	60,336	60,832	64,730	72,058	76,341	77,035										
Feb.	59,851	60,354	65,032	60,160	57,337	54,435	62,086	69,661	71,385	69,341										
Mar.	64,547	64,878	71,245	68,128	67,087	65,230	70,477	80,579	81,058	83,103										
Apr.	62,184	58,151	59,272	61,606	55,281	57,505	64,763	73,007	72,010	68,953										
May	58,446	60,420	57,551	58,429	54,656	54,410	62,724	68,994	67,337	72,416										
June	* 65,000	66,123	72,163	69,281	69,165	67,386	74,029	84,888	87,748	87,635										
Renewals through the webpage not included before April																				
Yearly								1,284												
Total	703,881	716,144	756,795	745,681	711,599	714,820	763,920	857,901	901,299	855,777										448,420
Beginning 2010-2011 totals include electronic circulation																				
*Missing data--used an average number to get a total																				
Highest totals for months relative to previous years																				
**Construction 10/11/10 -11/11/10																				

Advantage Library

Circulation Activity By Month

Last updated 01/10/2012 3:58 PM ET

Branches: Indian Prairie Public Library District

From 12/1/2010 through 12/31/2011

Date	Checkouts
12/2011	1,184
11/2011	870
10/2011	800
9/2011	705
8/2011	623
7/2011	583
6/2011	646
5/2011	535
4/2011	504
3/2011	526
2/2011	405
1/2011	437
12/2010	383
Grand Total (13 Months):	8,201 Checkouts

TECHNICAL & COMPUTER SERVICES (CS) MONTHLY REPORT

November 11, 2011 – January 11, 2012

Personnel, Professional Development, Meetings

- November 29 -IPPL Leadership Meeting, Ann and Diane
- December 1 – Content Management System Webinar- Ann and Dave
- December 2 – Staff Institute, All attended
- December 13- Black Belt Librarian Workshop- Ann and Dave
- December 15- IT Meeting to discuss New Website- Dave
- January 1- Geri Barnett will be regularly schedule 12 hours a week per her request. Anna Hinkley will pick-up the four hours and will be regularly scheduled 23 hours per week.
- January 5- Department Head Meeting
- January 10- Met with Laura B. to discuss and plan a public recycling event (paper shredding & electronics) during the month of April. (SG-Partner with other organizations to provide recycling opportunities for the community) and to develop a job description and application for a new “Tech Tutor” volunteer corps. (SG-Develop volunteer corps for one-on-one computer assistance for residents)

Technical Services

- Contributions to SWAN database in November– Created 362 and modified 488 bibliographic pre-cataloging records.
- Contributions to SWAN database in December– Created 328 and modified 456 bibliographic pre-cataloging records.
- Completed re-classifying biographies on actors, artists, sports from the biography section into the 700 area with the other books on those topics.
- Started simplifying Dewey in the collectible area (745.1***), so that all books on a specific collectible are together (745.1/FIGURINES/LLARDO). (SG: Improve patron browsing within Dewey topics.-2012-2013)

Computer Services Projects, Technology Improvements & Problems

- Brett configured public workstations to perform Windows updates automatically, saving time, money and preventing possible security or other issues. All public computer workstations have been done except for a few that require manual updating.
- Security camera system was put on our network so that security monitors and administrative staff have access to it from their computers.
- Our HVAC company set-up a computer for troubleshooting the HVAC system remotely. Laura can also remote into the HVAC computer from her office.
- CS has been investing the use of thin client technology as a more cost effective way to replace public catalogs and other basic use computers.
- Teen laptop 6 battery died. To improve battery life of laptops CS staff has created a schedule to swap laptop battery amongst adult and teen laptops based on usage.

- There was a brief period of time where our Comcast connection had an issue allowing our patrons to access our websites. Dave worked with Tim (Lighthouse) to route all ipp.info requests to go through our T1 line instead of our sonic wall.
- It was discovered that there was a problem with Evanced email set-up using our e-mail host, so patrons who registered for programs were not receiving confirmation e-mails or reminder notices. I figured out a way to fix this issue using the setting from Gmail using our indianprairielibrary@gmail account.

Update on New Website

- The homepage of the new site is just about done except for the a few additional graphics and adding to the "How Do I" drop down menu links (because the location will change once we switch to the ipp.info site we have to wait to link these topics). Each department continues to work on internal pages while Dave and I work on technical aspects.
- Sarah has been working with our consultant Diane on the Kids area.
- Dave imported blog postings from current blogs (Trustee Notes, Technobytes, and The Big Issue to new Hot Topic's blog; updated pages by adding images and adjusting formats; fixed coding to improve calendar feeds.
- I have been going over the footer linked pages to update and rearrange content and add images.

Staff Training

- I trained adult & YS staff on Evanced program registration and requests for assistance and training on the new Web site.

Computer Classes/Programs

Date	Class	Instructor	Attendance
11/12	Tips on Buying Technology	Best Buy	29

Professional Computer Services

- Cleaver Consulting- (Web site) Continues to working on new Web site design. As of Jan. 3, 2012 remaining block time hours: 13.75

Print Center Report Revenue & Scan Station Usage for November & December (Does not include wireless printing)

Printer Area	Service Type	B & W Printer	Color Printer
1 st floor Print Center	Adult	1,216.50	192.00
2 nd floor Print Center	Youth	104.80	123.00

Ann M. Stovall, Head of Technical & Computer Services, January 12, 2012

STATISTICS FOR	Nov-11	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	41,361	32,456	235,479	208,703	13%
Teen	3,469	2,730	20,323	17,156	18%
Kids	21,821	17,861	120,175	101,824	18%
TOTAL	66,651	53,047	375,977	327,683	15%
Electronic Circulation	975	423	3,859	1,912	102%
GRAND TOTAL CIRC.	67,626	53,470	379,836	329,595	15%
% Reciprocal Borrowing	16%	14%	15%	15%	
Patron Visits	38,330	28,900	222,373	142,257	56%
<u>Current Cards</u>					
Resident	175	203	23,561	23,613	0%
Non-Resident	52	82	945	945	0%
TOTAL	227	285	24,506	24,558	0%
<u>Reference Req.</u>					
Adult	3,223	2,551	16,503	12,488	32%
Kids	3,310	3,015	20,010	14,972	34%
TOTAL	6,533	5,566	36,513	27,460	33%
<u>ILL/Reserves</u>					
Holds	9,377	9,358	51,261	48,261	6%
ILLs Sent	5,110	3,584	27,046	21,264	27%
ILLs Checked Out	5,241	8,187	30,351	33,254	-9%
ILLs Received	5,772	8,464	33,345	35,542	-6%
Copy/Fax Sent	0	0	1	0	
Copy/Fax Received	12	0	36	7	414%
<u>Outreach-Homebound</u>					
Items Delivered	139	97	797	708	13%
<u>Volunteers</u>					
Number Active	76	60	480	392	22%
Hours Worked	471.75	381	3,039	2,212.25	37%
<u>Programs - Adult</u>					
# Programs	6	1	25	2	1150%
Attendance	160	37	648	50	1196%
<u>Computer Classes</u>					
# Programs	1	0	14	4	250%
Attendance	13	0	173	40	333%
<u>Groups</u>					
# Programs	11	8	61	41	49%
Attendance	154	93	847	504	68%
<u>Others</u>					
#Programs	0	0	1	1	0%
Attendance	0	0	39	61	-36%
<u>Programs - Teen</u>					
# Programs	7	7	39	34	15%
Attendance	154	129	751	672	12%
<u>Programs - Kids</u>					
# Programs	11	22	163	101	61%
Attendance	1,094	444	8,836	5,112	73%
GRAND TOTAL ATT.	1,575	703	11,294	6,439	75%

STATISTICS FOR	Nov-11	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers					
Patron Use					
Adult Computers	4,026	2,288	21,019	18,786	12%
Kids Computers	1,636	578	8,794	4,311	104%
Teen Laptop	188	65	862	332	160%
Adult Laptop	91		651		
TOTAL PATRON USE	5,941	2,931	31,326	23,429	34%
Hours Used					
Adult Computers	2,818	1,685	14,777	12,499	18%
Kids Computers	1,109	390	5,297	2,972	78%
TOTAL HOURS USED	3,927	2,075	20,074	15,471	30%
IPPL Web Site Visitors	21,803	16,665	120,435	91,305	32%
IPPL Total Page Views	42,206	31,912	218,411	166,031	32%
Subscription Database Logins	5,045	1,578	23,746	8,277	187%
Staff Training Hours	111	564.50	659.50	911.50	-28%
Room Use					
Multi-Purpose Room	7	19	82	72	14%
Meeting Room					
Library	25	9	154	16	863%
Non-Library	25	10	101	33	206%
Group Study Room	335	78	1,675	208	705%
Lobby Programs	1	1	8	3	167%
Conference Room	13	8	71	64	11%
Clavinova	0	0	0	0	

MATERIALS COLLECTION STATISTICS - NOVEMBER 2011

	Prev. Month Total	Added	Withdrawn	Current Total	YEAR TO DATE Added	YEAR TO DATE Withdrawn
BOOKS <u>Adult</u>						
Reference	2,754	24	29	2,749	104	157
Non-fiction	52,075	231	475	51,831	2,021	2,888
Fiction	37,101	433	655	36,879	2,187	1,364
TOTAL	91,930	688	1,159	91,459	4,312	4,409
BOOKS <u>Kids</u>						
Reference	916	2	2	916	12	8
Non-fiction	21,310	368	429	21,249	805	1,256
Fiction	26,473	314	168	26,619	1,182	742
TOTAL	48,699	684	599	48,784	1,999	2,006
BOOKS <u>Teen</u>						
Non-fiction	956	6	1	961	72	4
Fiction	3,370	32	53	3,349	385	152
TOTAL	4,326	38	54	4,310	457	156
GRAND TOTAL BOOKS	144,955	1,410	1,812	144,553	6,768	6,571

AUDIOVISUAL <u>Adult</u>						
Video	12,162	154	12	12,304	966	61
Audio	12,869	157	11	13,015	562	79
CD-Roms	353	0	1	352	0	22
TOTAL	25,384	311	24	25,671	1,528	162
AUDIOVISUAL <u>Kids</u>						
Video	4,982	50	55	4,977	197	290
Audio	2,143	42	8	2,177	73	24
CD-Roms	452	31	8	475	31	33
TOTAL	7,577	123	71	7,629	301	347
AUDIOVISUAL <u>Teen</u>						
Video	519	21	0	540	45	31
Audio	893	24	0	917	58	8
Console Games	346	6	2	350	14	8
CD-Roms	82	0	66	16	0	72
TOTAL	1,840	51	68	1,823	117	119
GRAND TOTAL AV	34,801	485	163	35,123	1,946	628

DIGITAL COLLECTIONS						
Adult ebooks	187	169		356		
Kids & Teens ebooks	137	0		137		
Reference ebooks	329	0		329		
Media Library (ebooks&audiobooks)	6477	557		7034		

STATISTICS FOR	Dec-11	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	43,148	45,504	278,627	254,207	10%
Teen	3,679	2,817	24,002	19,973	20%
Kids	19,757	18,989	139,932	120,813	16%
TOTAL	66,584	67,310	442,561	394,993	12%
Electronic Circulation	1,280	389	5,139	2,301	123%
GRAND TOTAL CIRC.	67,864	67,699	447,700	397,294	13%
% Reciprocal Borrowing	15%	15%	15%	15%	
Patron Visits	32,761	33,812	255,134	176,069	45%
<u>Current Cards</u>					
Resident	162	130	23,552	23,576	0%
Non-Resident	86	50	981	928	6%
TOTAL	248	180	24,533	24,504	0%
<u>Reference Req.</u>					
Adult	2,897	3,075	19,400	15,563	25%
Kids	3,097	3,109	23,107	18,081	28%
TOTAL	5,994	6,184	42,507	33,644	26%
<u>ILL/Reserves</u>					
Holds	9,294	9,571	60,555	57,832	5%
ILLs Sent	4,858	4,381	31,904	25,645	24%
ILLs Checked Out	5,970	5,847	36,321	39,101	-7%
ILLs Received	6,386	6,381	39,731	41,923	-5%
Copy/Fax Sent	1	1	2	1	100%
Copy/Fax Received	7	0	43	7	514%
<u>Outreach-Homebound</u>					
Items Delivered	216	181	1,013	889	14%
<u>Volunteers</u>					
Number Active	76	72	556	464	20%
Hours Worked	527.75	511.75	3,566.75	2,724.00	31%
<u>Programs - Adult</u>					
# Programs	4	2	29	4	625%
Attendance	70	23	718	73	884%
<u>Computer Classes</u>					
# Programs	0	0	14	4	250%
Attendance	0	0	173	40	333%
<u>Groups</u>					
# Programs	7	8	68	49	39%
Attendance	71	67	918	571	61%
<u>Others</u>					
#Programs	0	0	1	1	0%
Attendance	0	0	39	61	-36%
<u>Programs - Teen</u>					
# Programs	9	6	48	40	20%
Attendance	130	90	881	762	16%
<u>Programs - Kids</u>					
# Programs	10	20	173	121	43%
Attendance	1,374	1,125	10,210	6,237	64%
GRAND TOTAL ATT.	1,645	1,305	12,939	7,744	67%

STATISTICS FOR	Dec-11	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers					
Patron Use					
Adult Computers	3,482	3,481	24,501	22,267	10%
Kids Computers	1,550	823	10,344	5,134	101%
Teen Laptop	173	66	1,035	398	160%
Adult Laptop	84		735		
TOTAL PATRON USE	5,289	4,370	36,615	27,799	32%
Hours Used					
Adult Computers	2,527	2,561	17,304	15,060	15%
Kids Computers	906	440	6,203	3,412	82%
TOTAL HOURS USED	3,433	3,001	23,507	18,472	27%
IPPL Web Site Visitors	20,949	18,631	141,384	109,936	29%
IPPL Total Page Views	38,408	32,521	256,819	198,552	29%
Subscription Database Logins	3,713	2,094	27,459	11,566	137%
Staff Training Hours	570.50	30	1,230	941.50	31%
Room Use					
Multi-Purpose Room	7	13	89	85	5%
Meeting Room					
Library	17	12	171	28	511%
Non-Library	16	11	117	44	166%
Group Study Room	339	115	2,014	323	524%
Lobby Programs	1	4	9	7	29%
Conference Room	9	11	80	75	7%
Clavinova	0	0	0	0	

MATERIALS COLLECTION STATISTICS - DECEMBER 2011

	Prev. Month Total	Added	Withdrawn	Current Total	YEAR TO DATE Added	YEAR TO DATE Withdrawn
BOOKS <u>Adult</u>						
Reference	2,749	20	79	2,690	124	236
Non-fiction	51,831	345	524	51,652	2,366	3,412
Fiction	36,879	296	194	36,981	2,483	1,558
TOTAL	91,459	661	797	91,323	4,973	5,206
BOOKS <u>Kids</u>						
Reference	916	2	0	918	14	8
Non-fiction	21,249	444	271	21,422	1,249	1,527
Fiction	26,619	147	79	26,687	1,329	821
TOTAL	48,784	593	350	49,027	2,592	2,356
BOOKS <u>Teen</u>						
Non-fiction	961	19	4	976	91	8
Fiction	3,349	64	9	3,404	449	161
TOTAL	4,310	83	13	4,380	540	169
GRAND TOTAL BOOKS	144,553	1,337	1,160	144,730	8,105	7,731

AUDIOVISUAL <u>Adult</u>						
Video	12,304	250	14	12,540	1,216	75
Audio	13,015	129	8	13,136	691	87
CD-Roms	352	0	0	352	0	22
TOTAL	25,671	379	22	26,028	1,907	184
AUDIOVISUAL <u>Kids</u>						
Video	4,977	57	24	5,010	254	314
Audio	2,177	91	75	2,193	164	99
CD-Roms	475	2	2	475	33	35
TOTAL	7,629	150	101	7,678	451	448
AUDIOVISUAL <u>Teen</u>						
Video	540	8	1	547	53	32
Audio	917	14	128	803	72	136
Console Games	350	12	3	359	26	11
CD-Roms	16	12	3	25	12	75
TOTAL	1,823	46	135	1,734	163	254
GRAND TOTAL AV	35,123	575	258	35,440	2,521	886

DIGITAL COLLECTIONS						
Adult ebooks	356	99		455		
Kids & Teens ebooks	137	7		144		
Reference ebooks	329	0		329		
Media Library (ebooks&audiobooks)	7034	259		7293		

Willowbrook/Burr Ridge Chamber meeting**January 4, 2012****Topic: "State of Business" in Willowbrook and Burr Ridge.****BURR RIDGE**

Mayor Gary Grasso spoke about the state of business in Burr Ridge. In the new Burr Ridge Center, 125,000 square feet is leased; 70,000 square feet is still not leased; 145 out of 195 condos are sold and 32,000 square feet of office space is sold and 4,000 is available.

The businesses are starting a restaurant association and a Burr Ridge charitable foundation is being started as well. They are working on 501C3 status and have developed a wish list of items. They have already received a donation of over \$5,000 toward a specific item on the wish list.

Upcoming activities include their summer concert series which will run from June 8 through August 10, the car show on June 16 and a 5K race on June 23. The Farmers Market will run from June through September and they are looking for help and additional vendors. Their new marketing campaign is "shop local."

WILLOWBROOK

Village Administrator Tim Halik presented the overview of Willowbrook's state of business. He discussed savings in the village's budget which included four police officers retiring and not being replaced. They have hired Kristin Violate for their Parks and Recreation department and have started sending out a combined village newsletter/park district brochure. It will come out three times a year – winter/spring, summer, and fall. They found that going to a completely electronic newsletter wasn't working.

They recently completed a village survey. They send out 1,000 surveys and got a 24% response. For the first time, 100% of the residents are satisfied or very satisfied, with the primary reason being the location of the village and the shopping. The senior adult programs received the lowest satisfaction score.

The village received the Governors Home Town Award.

Following the meeting, I sought out Tim Halik to discuss opportunities for the library to work with Willowbrook in promoting library membership and programs, especially in light of their survey results showing an unfavorable result in satisfaction with senior programs. I told him about our 55+ council, our 4th Wednesday programs and reminded him that everyone who lives in the village of Willowbrook is in our district. He was very interested in finding a way to promote the library and has since contacted me so that IPPL could have a more dynamic presence on the village's website.

Mayor Gary Grasso and I spoke about the library as well. He indicated that residents still ask about getting a library and we discussed, briefly, promoting purchasing library cards for those residents who do not live in the district.

Christine Cigler
Marketing Coordinator
January 10, 2012

Darien Chamber meeting
January 10, 2012
Topic: Introducing new chairman

At this meeting, Claire Bongiovanni introduced the new Chairman of the Board, Mary Kay Slowikowski. The chamber has been restructured, with Claire serving as Chairman and CEO with a Chairman of the Board and various committees.

Mary Kay talked about the upcoming year for the Darien Chamber and informed the group that she'll be starting out with a focus group to be held at the Darien Police Department on January 31 and an economic summit that will be held here, at Indian Prairie, on February 8.

She plans to identify goals for the chamber and is actively seeking ways to help chamber members find new business opportunities. The meeting included a discussion topic at each table – what would you like to see the chamber do to increase business opportunities? Each table presented its suggestions.

Indian Prairie had been scheduled to make a presentation to the entire chamber, but the 2012 schedule has been shifted and we will probably present another "library toolbox" seminar instead of addressing the entire chamber.

A local group for women entrepreneurs in the western suburbs is interested in having the library make a presentation on Reference USA and other online library tools for businesses.

Christine Cigler
Marketing Coordinator
January 10, 2012

SERVICES

K1

400 - Services

410 - Hours of Operation

Monday through Friday — 9:00 a.m. to 9:00 p.m.

Saturday — 9:00 a.m. to 5:00 p.m.

Sunday — 1:00 p.m. to 5 p.m.

415 - Closings

415.1 - Scheduled Closings

The library will be closed on the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. When Independence Day, Christmas Day or New Year's day fall on Sunday the library will be closed on Sunday and on the following Monday.

The library may also close for other reasons such as staff institute day. The Board of Trustees will approve a calendar of closings each year.

415.2 - Unscheduled Closings

415.2-1 - Special Circumstances

The library may close for special circumstances (such as remodeling, inventory, etc.) with prior board approval.

415.2-2 - Emergency Closings

The library may close during and/or after an emergency at which time stated procedures for such closings shall be followed. See Sec. 1000, Emergency Situations.

Adopted 4/13/88, Revised 4/22/92, 3/15/00, 11/20/02 (eff. 12/1/02), Rev. 4/16/03 (eff. 9/2/03), Rev. 11/19/03, Rev. 6/16/04 (eff. 9/17/04), 12/21/05 (eff. 12/27/05), complete review & revision approved 4/18/07

2007 HOLIDAY CALENDAR

New Year's Day	Monday, January 1, 2007
Memorial Day	Monday, May 28, 2007
Independence Day	Wednesday, July 4, 2007
Labor Day	Monday, September 3, 2007
Thanksgiving	Thursday, November 22, 2007
Christmas Eve	Monday, December 24, 2007
Christmas Day	Tuesday, December 25, 2007
New Year's Eve	Monday, December 31, 2007

Additional Closings (Not holidays)

Easter Sunday, April 8, 2007

Sunday, May 27, 2007

Sunday, September 2, 2007

Friday, September 7, 2007 (closed from 6 p.m. to 9 p.m. – DarienFest)

Saturday, September 8, 2007 (closed from 1 p.m. to 5 p.m. - DarienFest)

Sunday, September 9, 2007 (DarienFest)

Staff Institute Day, May 4, 2007 (library closed)

2008 HOLIDAY CALENDAR

New Year's Day	Tuesday, January 1, 2008
Memorial Day	Monday, May 26, 2008
Independence Day	Friday, July 4, 2008
Labor Day	Monday, September 1, 2008
Thanksgiving	Thursday, November 27, 2008
Christmas Eve	Wednesday, December 24, 2008
Christmas Day	Thursday, December 25, 2008
New Year's Eve	Wednesday, December 31, 2008

Additional Closings (Not holidays)

Easter Sunday, March 23, 2008

Sunday, May 25, 2008

Sunday, August 31, 2008

Friday, September 5, 2008 (closed from 6 p.m. to 9 p.m. – DarienFest)

Saturday, September 6, 2008 (closed from 1 p.m. to 5 p.m. - DarienFest)

Sunday, September 7, 2008 (DarienFest)

Staff Institute Day, February 15, 2008 (library closed)

2009 HOLIDAY CALENDAR

New Year's Day	Thursday, January 1, 2009
Memorial Day	Monday, May 25, 2009
Independence Day	Saturday, July 4, 2009
Labor Day	Monday, September 7, 2009
Thanksgiving	Thursday, November 26, 2009
Christmas Eve	Thursday, December 24, 2009
Christmas Day	Friday, December 25, 2009
New Year's Eve	Thursday, December 31, 2009

Additional Closings (Not holidays)

Easter Sunday, April 12, 2009

Sunday, May 24, 2009

Sunday, September 6, 2009

Friday, September 11, 2009 (closed from 6 p.m. to 9 p.m. – DarienFest)

Saturday, September 12, 2009 (closed from 1 p.m. to 5 p.m. - DarienFest)

Sunday, September 13, 2009 (DarienFest)

Staff Institute Day, March 6, 2009 (library closed)

2010 Days Closed

Holidays

New Year's Day	Friday, January 1, 2010
Memorial Day	Monday, May 31, 2010
Independence Day	Sunday, July 4, 2010
Labor Day	Monday, September 6, 2010
Thanksgiving	Thursday, November 25, 2010
Christmas Eve	Friday, December 24, 2010
Christmas Day	Saturday, December 25, 2010
New Year's Eve	Friday, December 31, 2010

Additional Closings

Easter Sunday, April 4, 2010
Sunday, May 30, 2010
Monday, July 5, 2010 (per policy)
Sunday, September 5, 2010
Friday, September 10, 2010 (closed from 6 p.m. to 9 p.m. – DarienFest)
Saturday, September 11, 2010 (closed from 1 p.m. to 5 p.m. - DarienFest)
Sunday, September 12, 2010 (DarienFest)

Staff Institute Day, May 14, 2010 (library closed)

2011 Days Closed

Holidays

New Year's Day	Saturday, January 1, 2011
Memorial Day	Monday, May 30, 2011
Independence Day	Monday, July 4, 2011
Labor Day	Monday, September 5, 2011
Thanksgiving	Thursday, November 24, 2011
Christmas Eve	Saturday, December 24, 2011
Christmas Day	Sunday, December 25, 2011
New Year's Eve	Saturday, December 31, 2011

Additional Closings

Easter Sunday, April 24, 2011
Sunday, May 29, 2011
Sunday, September 4, 2011
Friday, September 9, 2011 (closed from 6 p.m. to 9 p.m. – DarienFest)
Saturday, September 10, 2011 (closed from 1 p.m. to 5 p.m. - DarienFest)
Sunday, September 11, 2011 (DarienFest)
Monday, December 26, 2011 (per policy)

Staff Institute Day, December 2, 2011 (library closed)

2012 Days Closed**Holidays**

New Year's Day	Sunday, January 1, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012
Thanksgiving	Thursday, November 22, 2012
Christmas Eve	Monday, December 24, 2012
Christmas Day	Tuesday, December 25, 2012
New Year's Eve	Monday, December 31, 2012

Additional Closings

Monday, January 2, 2012 (per policy)
Easter Sunday, April 8, 2012
Sunday, May 27, 2012
Sunday, September 2, 2012
Friday, September 7, 2012 (closed from 6 p.m. to 9 p.m. – DarienFest)
Saturday, September 8, 2012 (closed from 1 p.m. to 5 p.m. - DarienFest)
Sunday, September 9, 2012 (DarienFest)

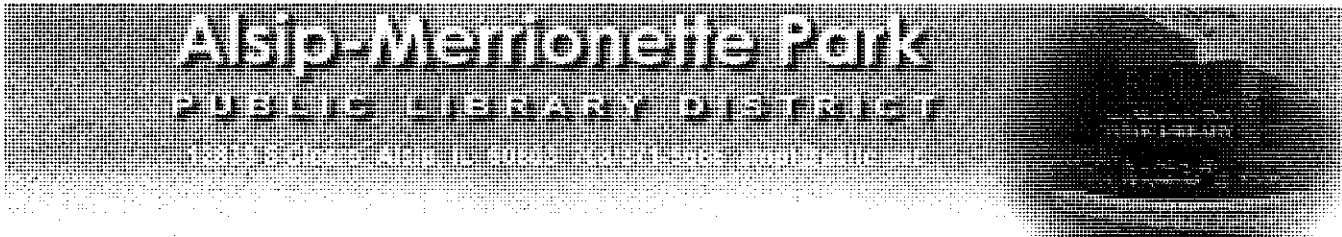
2011 Holiday Closings

LIBRARY	12/24	12/25	12/26	12/31	1/1	1/2
Alsip	X	xx	X	X	xx	X
Berwyn +	X	X	X	X	X	X
Blue Island	X	X		X	X	
Chicago Ridge	X	X	X	X	X	X
Downers Grove	X	X		Open until 5pm	X	
Elmhurst	X	X	X	X	X	X
Green Hills	Open until 3pm	X	X	Open until 3pm	X	X
Hinsdale	X	X		X	X	
Homewood	X	X	X	X	X	X
LaGrange	X	X	X	Open until 1pm	X	X
LaGrange Pk	X	X	X	X	X	X
Lisle	X	X	X	X	X	X
Matteson	X	X		X	X	
Midlothian	X	X	X	X	X	X
Oak Park	X	X		X	X	
Orland Park	X	X		X	X	
Palos Heights	X	X	X	X	X	X
River Grove	X	X	X	X	X	X
S. Holland	X	X	X	X	X	X
Thos Ford	X	X	X	X	X	X
Tinley	X	X	X	X	X	X
Westchester	X	X	X	X	X	X
Westmont	X	X		X	X	
Woodridge	X	X	X	Open until 5pm	X	X

"X" DESIGNATES CLOSED

"xx" DESIGNATES ALWAYS CLOSED ON SUNDAY

+ Berwyn was also closed on 12/23 & 12/30



About Us

Temporary Location:
12838 S. Cicero, Alsip, IL 60803

GETTING A LIBRARY CARD: Instructions in [English](#) OR [Español](#)

HOURS:
Monday-Thursday: 9 am - 9 pm
Friday-Saturday: 9 am - 5 pm
Sunday: Closed

HOLIDAYS:
The Library will be closed on the following holidays:

New Year's Day	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
	New Year's Eve Day



OVERVIEW:
The Alsip-Merrionette Park Public Library District is currently located in a temporary facility at 128th Street and Cicero Avenue in Alsip, Illinois. The Library's permanent building was built in 1981, and is at the corner of 120th Street and Pulaski Road, also in Alsip. This 25,000 square foot building is currently undergoing a building project which will add a two-story, 14,000 square foot addition to the building, as well as a complete renovation of the existing facility. This project is estimated to be completed in early 2013. The Library District, which was formed in 1973 and has a collection of over 104,000 items, provides services to over 22,000 residents of the Villages of Alsip and Merrionette Park, and the unincorporated community of Garden Homes.

MISSION STATEMENT:
The Alsip-Merrionette Park Public Library District is committed to providing high quality service to the public in all phases of its operation. In addition to its general mission of providing information and recreational reading in a variety of formats to its diverse population, the library has determined 4 service responses: Current Topics and Titles, Information Literacy, Formal Learning Support, and Provision of a Secure, Well-Maintained Facility.

Summer Hours & Scheduled Closings

Berwyn

[Library Home](#)

Video Checkout & Computer Use

Video checkout and patron computer availability end 15 minutes before the library closes (daily).

Sunday Summer Hours

Sunday Summer Hours are Memorial Day Weekend through Labor Day Weekend.

In 2012, that means:

Open May 20

Closed on Sunday from May 27 - September 2

Open September 9

Miscellaneous Scheduled Closings

Closed all day on days listed, unless otherwise noted.

2012

January 1, 2012 (Sunday)

January 2, 2012 (Monday)

February 20, 2012 (Monday)

April 8, 2012 (Sunday)

April 10, 2012 (Tuesday)

May 28, 2012 (Monday)

July 3, 2012 (Tuesday) **Close at 5:00 p.m.**

July 4, 2012 (Wednesday)

September 3, 2012 (Monday)

October 8, 2012 (Monday)

November 21, 2012 (Wednesday) **Close at 5:00 p.m.**

November 22, 2012 (Thursday)

December 10, 2012 (Monday) **Closed from 12:30 - 2:30 p.m.**

December 24, 2012 (Monday) **Close at 1:00 p.m.**

December 25, 2012 (Tuesday)

December 31, 2012 (Monday) **Close at 1:00 p.m.**

Blue Island

Proposed 2012 Calendar of Holidays and Days Closed

Sunday, January 1	New Year's Day	Holiday, Closed
Monday, February 20	Presidents' Day	Holiday, Closed
Friday, March 30	Staff In-Service	Closed
Sunday, April 8	Easter	Closed
Monday, May 28	Memorial Day	Holiday, Closed
Wednesday, July 4	Independence Day	Holiday, Closed
Monday, September 3	Labor Day	Holiday, Closed
Thursday, November 22	Thanksgiving	Holiday, Closed
Friday, November 23	Thanksgiving Friday	Closed
Monday, December 24	Christmas Eve	Holiday, Closed
Tuesday, December 25	Christmas Day	Holiday, Closed
Monday, December 31	New Year's Eve	Holiday, Closed

~ Closed on Sundays from May 27 through September 2, 2012 ~

Chicago Ridge Public Library
2012 Holiday Dates

January 1, 2012 – New Years
Monday, January 2, 2012

April 8, 2012 – Easter

May 13, 2012 – Mother's Day

May 28, 2012 – Memorial Day

July 4, 2012 – 4th of July

September 3, 2012 – Labor Day

November 22, 2012 – Thanksgiving

December 24, 2012 – Christmas Eve

December 25, 2012 – Christmas Day

December 31, 2011– New Year's Eve

Hours & Closings

Downers Grove Public Library

1050 Curtiss Street
Downers Grove, IL 60515
Phone: (630) 960-1200 | Fax: (630) 960-9374 |
TDD (630) 960-1345

Library Hours

Monday - Friday: 9 a.m. to 9 p.m.
Saturday: 9 a.m. to 5 p.m.
Sunday: 1 p.m. to 5 p.m.

For questions about library hours, call the
Circulation Desk at (630) 960-1200.

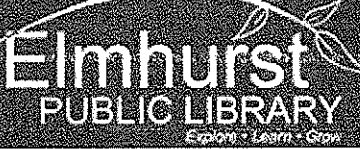
The library is open on the following holidays:
Martin Luther King, Jr. Day, Presidents' Day,
Lincoln's Birthday, Washington's Birthday, Good
Friday, Casimir Pulaski Day, Columbus Day, and
Veterans Day.

Library Closings

Sunday, January 1, 2012, New Year's Day	Closed
Friday, January 13, In-Service Training Day	Closed
Sunday, April 8, Easter Sunday	Closed
Sunday, May 27, day before Memorial Day	Closed
Monday, May 28, Memorial Day	Closed
Thursday, June 21, GroveFest*	Close at 7:00 p.m.
Friday, June 22, GroveFest*	Close at 7:00 p.m.
Saturday, June 23, GroveFest*	Close at 1:00 p.m.
Sunday, June 24, GroveFest*	Closed
Wednesday, July 4, Independence Day	Closed
Sunday, September 2, day before Labor Day	Closed
Monday, September 3, Labor Day	Closed
Thursday, November 22, Thanksgiving	Closed
Monday, December 24, Christmas Eve	Closed
Tuesday, December 25, Christmas	Closed
Monday, December 31, New Year's Eve	Close at 5:00 p.m.
Tuesday, January 1, 2013, New Year's Day	Closed

**Possible GroveFest Dates and Closings*

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KIDS | TEENS | ADULTS | NEWS & EVENTS | ABOUT THE LIBRARY

Home || [About the Library](#) || Hours and Closings

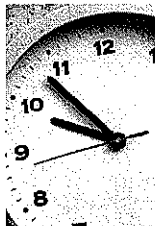
Quick Links



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- Freedom of Information Act
- FAQs
- Friends of the Library
- Hours and Closings
- Library Cards and Borrowing Information
- Strategic Plan

Hours and Closings



Library Hours:

Monday - Friday 9:00 a.m. - 9:00 p.m.
 Saturday 9:00 a.m. - 5:00 p.m.
 Sunday 1:00 p.m. - 5:00 p.m.

Library Holidays and Scheduled Closings

The following is a list of the days the library will be closed.

2012

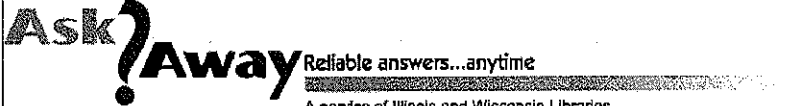
- **Easter** (Sunday, April 8, 2012)
- **Memorial Day** (Monday, May 28, 2012)
- **Independence Day** (Wednesday, July 4, 2012)
- **Staff Institute Day** (August 2012 - Exact date TBD)
- **Labor Day** (Monday, September 3, 2012)
- **Thanksgiving** (Thursday, November 22, 2012)
- **Christmas** (Monday, December 24 and Tuesday December 25, 2012)
- **New Year's Day** (Closing at 5:00pm Monday, December 31, 2012 and closed all day Tuesday, January 1, 2013)

Please note: When a holiday occurs on Sunday, the library will be closed on both Sunday and the following Monday except in the case of Easter Sunday.

Contact the Library any time at reference@elmhurst.org.

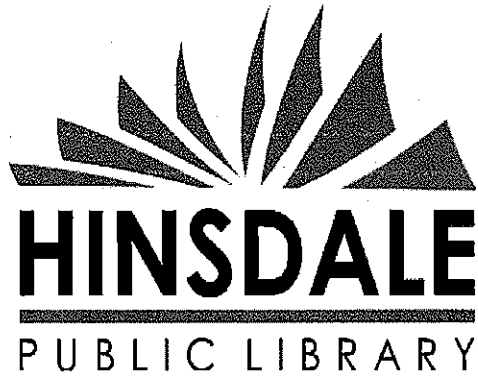
Reference Service

The Library offers a reference service 24/7, even when we're closed!



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 125 S. Prospect Avenue, Elmhurst, IL 60126
 Phone: 630-279-8696 | TTY: 630-782-4310
 Administration Fax: 630-516-1364 | Interlibrary Loan Fax: 630-279-0636
[Directions](#)

Library Hours
 Monday - Friday: 9am - 9pm
 Saturday: 9am - 5pm
 Sunday: 1pm - 5pm



2012 HOLIDAY CLOSINGS

New Year's Day, Sunday 1-1-12
Easter Sunday, 4-8-12
Staff In-Service, 4-20-12
Memorial Day Sunday, 5-27-12
Memorial Day, Monday, 5-28-12
Independence Day, Wednesday, 7-4-12
Labor Day, Sunday, 9-2-12
Labor Day, Monday, 9-3-12
Thanksgiving Wednesday, 11-21-12 (5 PM Closing)
Thanksgiving Day, Thursday, 11-22-12
Christmas Eve, Monday, 12-24-12
Christmas Day, Tuesday, 12-25-12
New Year's Eve, Monday, 12-31-12 (1 PM Closing)

2012



Paid Holiday



Unpaid -Closed

1 paid floating holiday

JANUARY

S	M	T	W	T	F	S
		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

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		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 3 - close at 5 p.m.

Nov. 21 - close at 5 p.m.

Dec. 31 - close at 5 p.m.

Approved



LA GRANGE PUBLIC LIBRARY MEMO

TO: ALL STAFF
FROM: JEANNIE DILGER-HILL, LIBRARY DIRECTOR
SUBJECT: 2012 HOLIDAY SCHEDULE
DATE: 10/20/2011

The Board of Trustees has approved the following official holidays and in-service training days for 2012:

- | | | |
|---------------------|-----------|--|
| • January 1, 2012 | Sunday | New Year's Day – not a paid holiday |
| • January 2, 2012 | Monday | New Year's Day – paid holiday |
| • January 16, 2012 | Monday | MLK Day – open (floating holiday) |
| • February 3, 2012 | Friday | In-Service Day – closed (staff work day) |
| • February 20, 2012 | Monday | Presidents Day |
| • April 8, 2012 | Sunday | Easter – not a paid holiday |
| • May 28, 2012 | Monday | Memorial Day |
| • July 4, 2012 | Wednesday | Independence Day |
| • August 24, 2012 | Friday | In-Service Day – closed (staff work day) |
| • September 3, 2012 | Monday | Labor Day |
| • October 8, 2012 | Monday | Columbus Day |
| • November 22, 2012 | Thursday | Thanksgiving Day |
| • December 24, 2012 | Monday | Christmas Eve |
| • December 25, 2012 | Tuesday | Christmas Day |
| • December 31, 2012 | Monday | New Year's Eve – closing at 5:00 pm |

Jeannie Dilger-Hill

**Matteson Public Library
Resolution 050911-02
Holiday Closings for FY11-12**

Paid Holidays for Full-time staff:

The Personnel Handbook calls for 10 paid holidays a year to be determined every May. When a regular part-time employee's regularly scheduled hours fall on a holiday, the employee may be given the opportunity to make up the time missed, subject to approval by their supervisor.

When the Library observes a holiday on the day a regular full time employee is scheduled to be off as part of that employee's regular and usual working schedule, the employee will receive a floating holiday to be used within 30 days.

May 30, 2011	Memorial Day
July 4, 2011	Independence Day
September 5, 2011	Labor Day
November 24 and 25, 2011	Thanksgiving Break
December 24, 2011	Christmas Eve
December 25, 2011	Christmas Day
December 31, 2011	New Year's Eve
January 1, 2012	New Year's Day
February 20, 2012	President's Day

Unpaid Closing Dates:

May 09, 2011 and May 13, 2012	Sunday, Mother's Day
April 08, 2012	Sunday, Easter

All Sundays in the summer -- from Memorial Day weekend until September 11, 2011.

ADOPTED this _____ day of _____, 2011, vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Board of Trustees of the Matteson Public Library.

President, Board of Library Trustees


Secretary, Board of Library Trustees

Midlothian Public Library

14701 S. Kenton
Midlothian, Illinois 60445

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Encore Catalog



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 - Events
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 - Reference Resources
 - Services
 - Sitio Web en Español
 - Summer Reading Program
 - Support Your Library
 - Tax Forms
 - Teachers Comer
 - Teen Comer

- Upcoming Events**
- Upcoming Programs
- Preschool Story Time
January 10 & 17 at 10:30 am
 - Evening Story Time
January 11 & 18 at 6:30 pm
 - Kindle Class
January 12 at 10:00 am & 6:30 pm
 - Adult Book Club
January 14 at 10:00 am
 - Martin Luther King Jr. Craft

| Print |

Midlothian Public Library
14701 S. Kenton Avenue
Midlothian, IL 60445
3 Blocks East of Cicero Avenue
Phone (708) 535-2027

Fax (708) 535-2053

Hours:

Monday thru Thursday 9AM - 8PM
Friday 9AM - 5PM
Saturday 9AM - 4PM
Closed Sunday

2011 Holiday Closings

November

Thanksgiving - November 24

December

Christmas Eve - December 24
Christmas Day Observed - December 26
New Years Eve - December 31

2012 Holiday Closings

January

New Years Day Observed - January 2

May

Memorial Day - May 28

July

Independence Day - July 4

September

Labor Day - September 3

November

Thanksgiving - November 22

December

Christmas Eve - December 24
Christmas Day - December 25
New Years Eve - December 31



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SPARK

CLOSINGS - 2012

New Year's Day

SUNDAY 1/1/2012

All locations closed

Martin Luther King Day

MONDAY 1/16/2012

Main Library, 9:00 a.m. - 9:00p.m.
Maze Library, 10:00 a.m. - 9:00 p.m.
Dole Library, closed

Presidents' Day

MONDAY 2/20/2012

Main Library, 9:00 a.m. - 9:00p.m.
Maze Library, 10:00 a.m. - 9:00 p.m.
Dole Library, closed

Memorial Day

MONDAY 5/28/2012

All locations closed

Independence Day

WEDNESDAY 7/4/2012

All locations closed

Labor Day

MONDAY 9/3/2012

All locations closed

Thanksgiving

WEDNESDAY 11/21/2012

Main Library, 9:00 a.m. - 5:00 p.m.
Maze Library, 10:00 a.m. - 5:00 p.m.
Dole Library, 10:00 a.m. - 5:00 p.m.

THURSDAY 11/22/2012

All locations closed

Christmas Eve

MONDAY 12/24/2012

All locations closed

Christmas Day

TUESDAY 12/25/2012

All locations closed

New Year's Eve

MONDAY 12/31/2012

Main Library, 9:00 a.m. - 5:00p.m.

Maze Library, 10:00 a.m. - 5:00 p.m.

Dole Library, closed

New Year's Day

TUESDAY 1/1/2013

All locations closed

< Hours - effective January 1, 2012

up

Collection Management and Selection of
Library Materials >

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Search the Catalog:

Keyword

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Orland Park Public Library

14921 Ravinia Avenue
Orland Park, IL 60462
708-428-5100
708-349-8196 (Fax)

[Find us on Google maps](#)

Hours

9:00 a.m.-9:00 p.m. Monday-Friday
9:00 a.m.-5:00 p.m. Saturday
1:00 p.m.-5:00 p.m. Sunday

Library Closings

The library closes for these holidays:

- Spring Holiday (Easter Sunday)
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas
- New Year's Eve
- New Year's Day

The library will be OPEN for these holidays:

- Dr. Martin Luther King Day
- Lincoln's Birthday
- Presidents' Day

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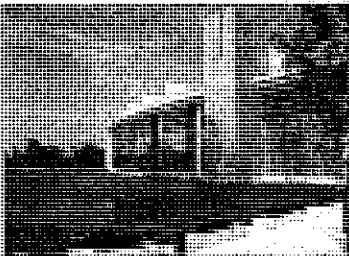
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Give us a call!
(708) 428-5100

About Us

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[Employment](#) | [Policies](#) | [Board of Trustees](#) | [Freedom of Information Act](#)
[Financial Information](#)

The Orland Park Public Library serves the residents of the Village of Orland Park. Our library serves a population of over 57,000 people and we circulate over 625,000 items per year. The library moved into its new award-winning 93,000 square foot building in September 2004. We currently have a collection of over 263,811 items.



Patrons of all ages have access to a well-rounded collection of both print and non-print materials, educational and recreational programs, access to computers and instructional computer classes, excellent reference service, outreach programs for seniors and homebound patrons, and innovative services such as downloadable books and instant messaging reference.

We are a member of the Metropolitan Library System allowing our patrons access to the SWAN catalog listing over 70 different public libraries' collections. As a member, our patrons enjoy reciprocal borrowing privileges with these libraries and interlibrary loan service.

History of the Library

The Orland Park Public Library began in 1937 when the Orland Park Women's Club decided to make the founding of a public library its major activity for the year. Partial funding was provided by a WPA library project through the State Library Extension board in Springfield. Mr. Roy Loebe donated the Purple Candle Building to use rent free. Many others contributed to the fledgling library.

In 1940 the population of Orland Park was 631; in 1941 the Village Board passed an ordinance establishing a free public library operated by volunteers and stocked by donations. Then in 1943 a referendum was passed allowing taxes to be levied for the operation of the library.

By 1960 the population had grown to 2,592 and the library began receiving a new state library service, a bookmobile. This service continued until 1967 when the library joined the Suburban Library System. The population in 1970 was 6,391 and the Purple Candle Building simply could not hold another thing. Records were stacked in a bathtub and plans were made to move the library into a larger building.

Expansion came in the form of a gift. As the Orland Park Herald reported in January 1975, "In an unprecedented gesture of largesse Andrew Corporation gave a gift of a new Library Building to the community of Orland Park at the Village Board meeting on January 13." The 7,000 square foot building, the Aileen S. Andrew Memorial, was dedicated on November 14, 1976.

The Village of Orland Park kept growing; the population for 1980 was 23,045. The Andrew Foundation once again donated the needed money, providing an addition to the library building, which increased its size to almost 18,500 square feet. Besides the addition, completed in August 1983, the library began contracting for bookmobile service from the Frankfort Library during the summers.

The 1990 census reported 35,720 residents and the library was again in need of space. The Library Board purchased a bookmobile and an expansion of the building was begun. The second addition added the bookmobile garage, meeting room, boardroom and Technical Services area. There was also a small remodeling project to add shelves where the old Technical Services area had been. Financing, for the first time, was through a municipal bond issue.



In 2002, the Board of Trustees placed on the ballot a referendum to build a new facility to be located on 149th and Ravinia Avenue, replacing the current facility. The referendum passed with two-thirds of the votes in favor of the proposed building. Michael Barnes, an architect from Lohan Anderson, designed the 93,000 square foot building and W.E. O'Neil was chosen as the General Contractor. The new facility

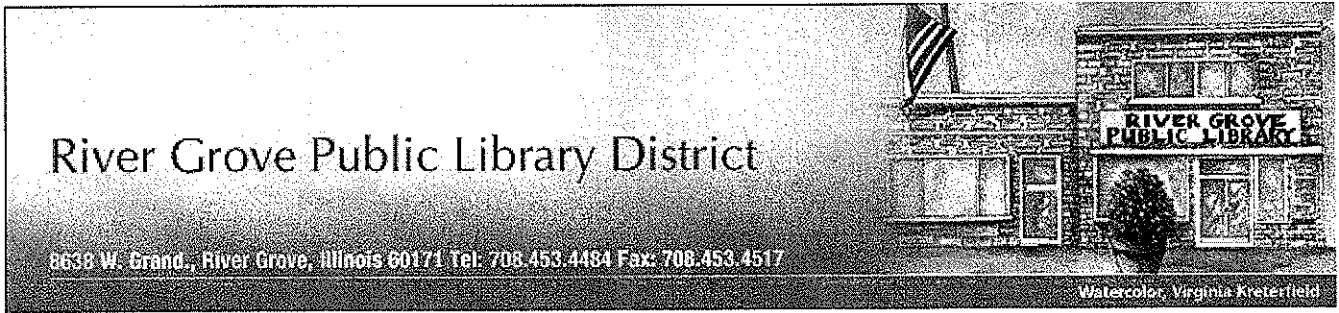
PALOS HEIGHTS PUBLIC LIBRARY

2012 LIBRARY CLOSINGS

Sunday, January 1	New Year's Day*
Monday, January 2	
Monday, March 5	In-Service 9AM-1PM
Sunday, April 8	Easter
Sunday, May 13	Mother's Day
Sunday, May 27	Closed Sundays til Sépt. 9th
Monday, May 28	Memorial Day*
Wednesday, July 4	Independence Day*
Thursday, July 19	Close 5pm (Classic Car Event due to parking)
Friday, August 24	In-Service Day
Monday, September 3	Labor Day*
Wednesday, November 21	Close at 5:00p.m.
Thursday, November 22	Thanksgiving Day*
Sunday, December 23	
Monday, December 24	Christmas Eve Holiday*
Tuesday, December 25	Christmas Day*
Monday, December 31	New Year's Eve Holiday*
Tuesday, January 1, 2013	New Year's Day*

**Holiday per Personnel Policy*

September 8, 2011



- ▣ Home
- ▣ Calendar of Events
- ▣ Library Catalog
- ▣ Databases
- ▣ Library Policies
- ▣ Administration
- ▣ Tax Forms

Welcome

LIBRARY HOURS

Monday through Thursday: 9:00 A.M. to 9:00 P.M.
 Friday: 9:00 A.M. to 6:00 P.M.
 Saturday: 9:00 A.M. to 4:00 P.M.



The Library is closed Sundays, holidays and other occasions as determined by the Board of Trustees.

The library will be closed on the following days:

- New Year's Eve, New Year's Day, plus the following business day after New Year's Day
- Good Friday and Holy Saturday
- Memorial Day weekend (includes Saturday, Sunday, and Monday)
- The preceding business day of the 4th of July and July 4th
- Labor Day weekend (includes Saturday, Sunday, and Monday)
- Thanksgiving Day plus the Friday after Thanksgiving
- Christmas Eve, Christmas Day, plus the following business day after Christmas-Day)

Note:

If Christmas Eve Day and New Year's Eve Day fall on a Sunday, the library will be closed on the preceding Saturday.

If a National holiday falls on Sunday, we will be closed that following Monday.





South Holland Public Library

16250 Wausau Avenue • South Holland, IL • Phone: 708-331-5262 • Fax: 708-331-6557

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- Newsletter
- About Us
- Jobs
- New Materials
- Library Catalog
- Online Resources
- Library Programs
- Adult Services
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- Library Policies
- Get a Library Card
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- Kids Links
- Village of South Holland

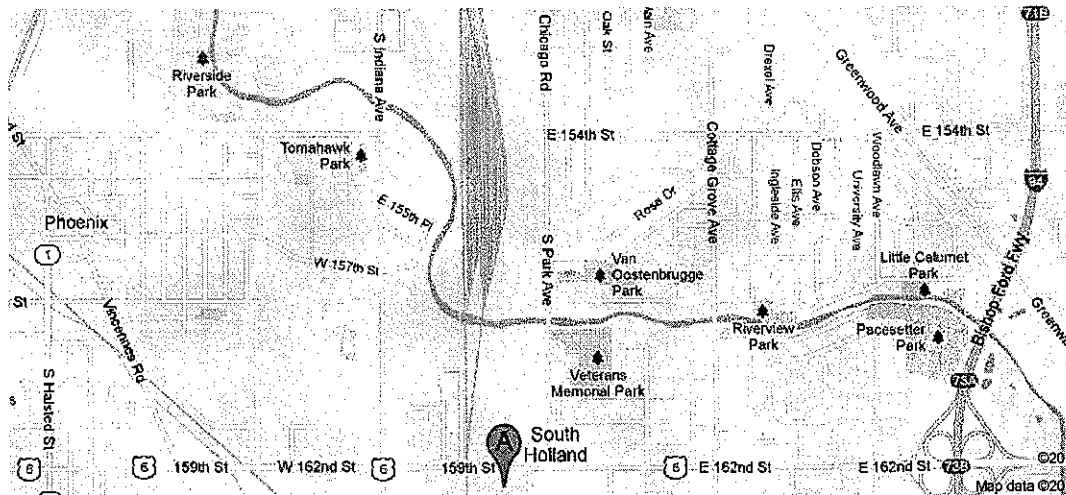
About the Library



16250 Wausau Avenue
South Holland, IL 60473

Phone: 708-331-5262
Fax: 708-331-6557

Map and Driving Directions:



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Library Hours

Monday - Thursday	10am - 9pm
Friday	10am - 6pm
Saturday	10am - 5pm
Sunday	CLOSED

PLEASE NOTE:

COMPUTERS AND WI-FI ARE TURNED OFF
30 MINUTES BEFORE CLOSING.

Holidays the Library is Closed

- New Years Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve



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Upcoming Events

- Read 'n' Rhyme Romp (Monday Group)
- Storytime Pals
- Lyric Opera Lecture: Aida
- Toddler Time (Tuesday Group)
- Tiny Terrariums Craft
- Read 'n' Rhyme Romp (Wednesday Group)
- Toddler Time (Thursday Group)

About Us

Thomas Ford Memorial Library, founded in 1925, is a public library serving the Village of Western Springs. Library materials, programs, and services are offered for children, teens, and adults.

The Village has a population of about 12,000 people. We are approximately 15 miles west of downtown Chicago and adjacent to La Grange, Westchester, and Hinsdale. The library is located at the corner of Wolf Road and Chestnut Street, approximately 2 blocks north of the Burlington tracks, in Western Springs.



View Larger Map

Street and Mailing Address

800 Chestnut Street
Western Springs, Illinois 60558

Phone: 708-246-0520
Fax: 708-246-0403

Email: info@fordlibrary.org

Library Hours

Monday-Thursday: 9:30 am-9:00 pm
Friday and Saturday: 9:30 am-5:00 pm
Sunday (September-May): 1:00 pm-5:00 pm
Closed Sundays in the summer.

Library Holidays

We are closed on the following days.

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

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How do I?

- Renew a book
- Find a book
- Find a database
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- Find an article
- Attend a program
- Request a room
- Ask a librarian

Blogroll

- Teen Reviews
- Thommy Ford Kids
- Thommy Ford Reads
- Western Springs Reads

BookLetters

Get new book alerts from the library!

Tinley Park

Laura Birmingham

From: Susan Dienes [S_Dienes@tplibrary.org]
Sent: Wednesday, January 11, 2012 12:25 PM
To: Laura Birmingham
Subject: RE: [MLSpubl] Holiday Closings/Days closed calendar

Ooops—here it is:

- Jan.1
 - Jan.2
 - April 6
 - May 28
 - July 4
 - Sept. 3
 - Nov. 22
 - Dec. 24
 - Dec. 25
 - Dec. 31
- (in addition, April 8, May 13, May 27, and Sept. 2)

Susan

From: Laura Birmingham [mailto:birminghaml@indianprairielibrary.org]
Sent: Wednesday, January 11, 2012 12:19 PM
To: Susan Dienes
Subject: RE: [MLSpubl] Holiday Closings/Days closed calendar

Thanks Susan!

Can you send me a current "Days Closed" calendar that your board approved?

Laura

From: Susan Dienes [mailto:S_Dienes@tplibrary.org]
Sent: Wednesday, January 11, 2012 12:21 PM
To: Laura Birmingham
Subject: RE: [MLSpubl] Holiday Closings/Days closed calendar

Tinley Park was closed December 24, 25, and 26, then December 31, January 1, and January 2, following the federal guidelines. In 2012, we will be closed December 24 and 25, then December 31 and January 1.

Susan Dienes

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Days We Are Closed

The Library is Closed for the Following Holidays:

- Easter Sunday, April 8, 2012
- Memorial Day, May 28, 2012
- Independence Day, July 4, 2012
- Labor Day, September 3, 2012
- Thanksgiving Day, November 22, 2012
- Christmas Eve, December 24, 2012
- Christmas Day, December 25, 2012
- New Year's Eve, December 31, 2012

Library Staff Meetings

Quarterly meetings for training & staff development.
The Library is closed until noon.

- February 3, 2012
- May 4, 2012
- August 3, 2012
- November 2, 2012

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Westmont

Laura Birmingham

From: Christine Kuhn [christinekuhn@westmontlibrary.org]
nt: Thursday, January 12, 2012 7:04 PM
o: Laura Birmingham
Cc: 'Lori Craft'; 'Jolene Carlson'; 'Susan McNeil-Marshall'; 'Katharine Seelig'; Julia Coen
Subject: Re: Holiday Closings

Westmont PL was closed on December. 24, 25, 30 and January 1.

In 2012 WPL will be closed-

Sunday, January 1 (duh)

Sunday, April 8

Friday, May 18 (inservice)

Sunday, May 27

Monday, May 28

Wednesday, July 4

Sunday, September 2

Monday, September 3

Wednesday, November 21 ...5pm closing

Thursday, November 22

Monday, December 24

Tuesday, December 25

Monday, December 31

Tuesday, January 1, 2013

Sorry, the learning curve was too steep for this time of day to print out and attach just our Days Closed.

On 1/12/2012 12:07 PM, Laura Birmingham wrote:

Hi all,

What were your hours this past holiday season? Can you also attach a copy of your current Days Closed calendar as well?

THANKS!

Laura Birmingham
Assistant Director
Indian Prairie Public Library
(630) 887-8760 ext. 243

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Library Hours

[Print](#)

Monday through Friday	9:00 a.m. to 9:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 5:00 p.m.

Hours

The Library is *closed* the following holidays:

- New Year's Day
- Easter
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas
- New Year's Eve (close at 5:00 p.m.)

The Library is *open* normal hours the following holidays:

- Martin Luther King, Jr. Day
- Lincoln's Birthday
- Presidents' Day
- Veterans Day
- Pulaski Day
- Washington's Birthday
- Columbus Day

For questions about library hours, call the Circulation Desk at (630) 964-7899.

What's Going On?

Event Registration

About Us

Library Cards & Borrowing

Adults

Young Adults

Children

Digital Books

Computers

Other Services

Woodridge & Beyond

K3

MEMORANDUM

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

From: Brian Zabel, CPA

Date: October 19, 2011

Re: Independent Auditors Report Summary

The fiscal year ended June 30, 2011 was another successful year for the Indian Prairie Public Library District from a financial perspective and financial reporting perspective.

Revenues:

Total revenues increased compared to the prior year by just under \$100,000 dollars. This increase was primarily due to property tax and per capita grant revenue. Interest income decreased as interest rates continued to fall.

Expenditures:

Material expenditures decreased from the prior year by \$15,125. Total expenditures in the General Fund increased by \$54,840 over the prior year. The total General Fund expenditures were \$39,302 less than total revenues. A decreasing principal balance in the Debt Service fund caused interest expense to decrease by \$9,345 from the prior year. There were no capital outlay expenditures in the general fund. Overall expenditures were \$1,308,859 higher than the previous fiscal year and that increase was mainly due to the building remodel project. Overall expenditures for the year were \$1,208,980 more than the revenues however \$1,291,231 of the expenditures were due to capital outlay.

Balance Sheet:

The district remains in a solid cash position with a little over \$3.1 million in savings. As far as fund balances are concerned the state recommends having about 3-6 months worth of expenditures sitting in your general fund. As of June 30, 2011 the district has approximately 3 months worth of expenditures in unreserved funds in the general fund. Thus the district's fund balance is right at the recommended level. None of the funds have an excessive accumulation fund balance for tax levy purposes.

Listening Posts November, 2011

Kids & Teens

"You guys are a Godsend!" comment from a parent needed help finding an activity picture book to read during a parent visit next week at school.

A little 2 year old boy told me "Thank you for finding me "missmass" (Christmas) music. He was so sweet!

Patron returned Kids Krate (primary/ Visiting the Dr.) She said it was the best, used it in the classroom.

Circulation

Two patrons came in with their daughter, who was visiting from out-of-town. They said they wanted to show her the library.

Patron asked where we show our movies. When told that it is held in the meeting room she said, "Eww- those chairs would be so uncomfortable for 2 hours".

Patron thinks someone should be at the library overnight to make sure the outside drop box does not jam up with books.

A patron came in and said how wonderful the Dancing in the Stacks was and hopes we will have more events like it. His suggestion was the dancing should be in front of the band rather than on the side.

Member mentioned that a patron was watching TV shows on his computer in the "quite area" and she really doesn't like to complain but she noticed a number of people getting up and leaving because of it was very annoying. She just wishes we can provide a designated quite area & reinforce the issue.

"Boy, you guys are good! I requested something less than a month ago and asked you to buy it and you did! And here it is. You guys are good!"

Adult & Computer Help Desk

"You have such great programs here".

"Thanks for offering such a nice variety of events".

"I'm just having too much fun!" (Heard after member finished printing for the second time.)

"I really like the setup you have here. I am visiting my mother-in-law and you have the scanner, printer, everything I need."

"That's a good idea, more secure." (Heard while putting a member's photo id in the laptop cabinet.)

Adult & Computer Help Desk

“Who engineered this place? The ventilation is really bad in the bathroom.”

Saturday morning, a senior couple said their IPPL cards were expired in 2009; they had not visited our library for a long time. They needed to get their account history from the bank as soon as possible this weekend. The bank advised them to come to the library to get the documents online, since it would take them at least 4 days, and would cost them a fortune to get the documents from the bank. I put them on the guest sit-down computer, and tried to figure out ways to help printing the history (instead of just the permitted online viewing only). Finally, after I tried a few different ways, I was able to make the reports printed out successfully. They were so pleased with my extra efforts to save them time and money. They were so thankful and said they had never realized the library was so useful, this time they saw the amazing work, so they asked for Shirley's name and phone number, I also gave them Jamie's business card.

After I used the color labeling method to re-organize the laptops in the cabinet, I had received feedbacks from the patrons. They said it was a great idea, which saved their waiting time at checkout. In the past, they had to wait for our staff to untangle the cord along with the laptop, and now, all they have to do is to just pull out the laptop in seconds, and it was ready to go.

After calling the Woodridge Library to put their copy of Entourage Season 2 on hold for a member, the man said “I love this library.”

A woman was looking for a book that was checked out. Because she is a non-member I offered to show her how to request it online and it would be sent to Hinsdale. She said “I feel this is my library not Hinsdale.”

“My husband was in the military and we moved all over and this is the best library ever.”

“Individuals who need to make conference calls for class should be allowed to reserve a study room.”

Member says she loves our new crafts section. “I'm very familiar with it by now.”

Patron wanted to know if we could post the Best Seller Lists for children's books in Kids & Teens, just as we do for Adults.

Patron came in to get another business card for Consumers Reports online because he had given the card he had to a friend.

Technology

“My son was panicking on Sunday because he had forgotten his textbook at school and could not finish his homework. (I told him if he received two afterschool "homework labs" in a semester I would make him get a short hair cut.) I told him the Library carries text books for his school. So we came over and his book was here. He was so grateful to Indian Prairie Library and to me for bringing him here! He could not stop saying THANK YOU!!”

Administration

Phone call: "Loved Dancin' in the Stacks. I hope you have more events like this one in the future".

Gentleman from a meeting reserved in the conference room thanked me for our hospitality in using the conference room he also said that we have a wonderful library. He said, "It is also my library since I just moved to Darien so this is a special treat for me".

From online comment form: "We enjoy and are grateful for many aspects of Indian Prairie Library; the variety of materials it offers, the new refurnished building, the ongoing friendliness and efficiency of it's' staff! Keep up the good work....

Listening Posts December, 2011

Kids & Teens

Comment from elementary school student visiting the library K&T dept, "Where did you get all the Dr. Who stuff?" I mentioned that we allow members to display their personal collections here in our art gallery hallway. "Oh wow! It is like a nerd's paradise!" stated this young man.

Patron coming from Family Movie screening offered to donate to popcorn fund.

Circulation

Male patron asked for "more air freshener control" in the bathrooms by the computers. He said that the bathroom "gets heavy use".

"The Library is my lifeline....everyone here is so nice".

Patron thought the names on our employee name tags should be longer.

A woman thinks it's silly we don't take expired items for Food-for-Finds because she would still eat them.

Patron said that she thinks the idea for Food-for-Finds is a great idea.

Adult & Computer Help Desk

"Thank you for being so patient, that is very unusual."

"You have security cameras, did something happen?"

"I came in for a Christmas book on CD. It really helped having the Christmas stickers on them."

Patron commented he was happy to see we are purchasing more operas/classical music CDs.

Technology

While at the 1st floor "Ask Us Desk" I was helping a person who had questions regarding eBooks for the Kindle and how they could find a video and a handout on our Website. She responded "Thanks for your help, I really appreciate it! I feel inspired now!"

Patron: "I'm really looking forward to the upcoming computer classes"

Patron: "Wow, they have video games here!"

Administration

Patron commented on reserving the conference room for a board meeting, "Thank you for your hospitality; it was a great place for our meeting".