

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**Board of Trustees Regular Meeting  
June 20, 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. Bukovac to Darien Lions Club re: Request for Donation Page 4
  2. Trustee Day ILA Conference October 10, 2012, Peoria Page 5
- E. Omnibus Consent Agenda
1. Minutes of Regular Board Meeting, May 16, 2012 Page 6
  2. Treasurer's Report Page 9
  3. Action on Bill/Additional Bills Page 13
  4. Budgetary Calendar 2012/2013 Fiscal Year Page 20
  5. Ordinance #2012-2 Ascertaining the Prevailing Wage Page 22
  6. Ordinance #2012-3 Establishing Regular Meeting Dates Page 32
  7. Minutes Finance Committee June 11, 2012 Page 33
- F. Items Deleted from Omnibus Consent Agenda
- G. Library Director's Report Page 34 Information
- H. Staff Report  
None
- I. Reports
1. Trustee Workshop (Megaridis and Spiros) Page 61 Information
  2. WB/BR Chamber of Commerce Meeting (Birmingham) Page 62 Information
  3. Darien Chamber of Commerce (Bukovac) Page 63 Information

**BOARD MEETING – JUNE 20, 2012 – PAGE 2**

Reports (Continued)

- 4. RAILS Board (none)
- 5. Building and Grounds (none)
- 6. Finance Committee (Krupicka) under New Business
- 7. Plan/Annexation Committee (none)
- 8. Policy Committee (none)

J. Unfinished Business

K. New Business

- |  |         |             |
|--|---------|-------------|
| 1. Relocation of Shelving on First Floor   | Page 64 | Information |
| 2. Property Taxes  |         | Information |
| 3. Capital Items Long Term   | Page 66 | Information |
| 4. Capital Items 2012  | Page 68 | Action      |
| 5. Financial Forecast, Reserves  | Page 69 | Information |
| 6. 2012/2013 Salary Range  | Page 72 | Action      |
| 7. Operating Budget 2012/2013  | Page 75 | Action      |
| 8. Building Bond   |         | Information |
| 9. Appoint Committee to Review Closed Session Minutes and Complete Secretary's Audit |         |             |

L. Scheduled Meetings

M. Community Events

N. Library Events

- 1. Exam Crams, May 29 & May 30, 11 a.m.
- 2. Computer Classes Registration, May 30, 10 a.m.
- 3. Movies & More, June 1, 7 p.m.
- 4. Choosing Local Plans, June 2, 10 a.m.
- 5. Exam Crams, June 4, 1 p.m.
- 6. Lessons from the Lurie Garden, June 4, 7 p.m.
- 7. Exam Crams, June 5 & 6, 11 a.m.
- 8. Summer Afternoon Book Group, June 6, 1 p.m.
- 9. Exam Crams, June 7, 9 a.m.
- 10. Dave Rudolf in Concert on the Lawn, June 11, 6:30 p.m.
- 11. Home Alone Class, June 12, 10:15 a.m.
- 12. 55+ Council Meeting, June 12, 1 p.m.
- 13. Computers for Beginners, June 12, 3:30 p.m.
- 14. Masquerade Mask, June 13, 1 p.m.
- 15. Computers for Beginners, June 13, 3:30 p.m.
- 16. Intro to Word 2010, June 13, 6 p.m.
- 17. Dream Big Days (Legos), June 14, 10:30 a.m.
- 18. Excel II, June 14, 3:30 p.m.
- 19. Beginner's Genealogy on the Web, June 14, 7 p.m.
- 20. Movies & More, June 15, 7 p.m.
- 21. Dinosaur Encounter, June 18, 6:30 p.m.

**BOARD MEETING – JUNE 20, 2012 – PAGE 3**

Library Events (Continued)

- 22. GENLit Book Discussion, June 18, 6:30 p.m. at Tap House Grill in Westmont
- 23. Kindle Users: Learn How to Download E-books, June 19, 6 p.m.
- 24. Nook & iPad Users: Learn How to Download E-books, June 19, 7:30 p.m.
- 25. Lunch & Learn with AtoZdatabases, June 20, 11:30 a.m.
- 26. Girls Night Out, June 20, 5 p.m.

O. Adjournment

401 Plainfield Road | Darien, Illinois 60561-4207  
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June 12, 2012

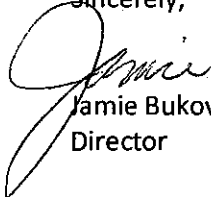
Lloyd Hemauer, President  
Darien Lions Club  
1702 Plainfield Road  
Darien, IL 60561

Dear Lloyd:

On behalf of the Indian Prairie Public Library District I am asking that the Darien Lions Club consider donating funds to the library to assist our patrons in accessing materials and reading information in the library. There are two types of portable devices that patrons could use anywhere in the library. The Optelec Compact 5 HD has the most features and costs \$895.99. The Humanware SmartView is also a good option with a number of good features and sells at \$595.00. With one of these portable devices, a patron could sit wherever he or she would like when using it to read, can use it to read the spines of books on the shelves, read library posters, and even use it to read a computer screen. I've included information about both devices for your review.

Thank you for considering our request. The library is very grateful for the donations given by the Darien Lions Club and for the the partnership we've had through the years.

Sincerely,



Jamie Bukovac  
Director

Board of Trustees

Crystal Megaridis /President Jo Ann Schusterich /Vice President Marian Krupicka /Treasurer Victoria Suriano/Secretary  
Paul Oggerino/Trustee Luanne Spiros/Trustee Robert Thomas/Trustee Jamie Bukovac/Library Director

# Trustee Day

## Wednesday, October 10

Trustee Day runs concurrent with the Illinois Library Association Annual Conference. Pre-registration is required for Trustee Day. Please see the registration form on page 43 or register online at [ila.org/2012](http://ila.org/2012).

8:00 - 8:45 a.m.

### Exhibits Closing Buffet Lunch

Trustee Day attendees are invited to network over breakfast before the day's sessions begin.

**Location:** Room 220

The Trustee Day Continental Breakfast is made possible by the generous support of Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, P.C.



8:45 - 9:00 a.m.

### Welcome and Introductions

9:00 - 11:15 a.m.

### Strategic Planning and Positioning for Library Trustees

Libraries today not only need a method to help your organization build a roadmap for the future, but to assure you a place on that map. This process can be informative, effective, efficient, and fun! We'll answer your questions and provide you with the tools to start your own process. A coffee break will be held from 10:00 to 10:15 p.m.

**Speakers:** Gail Johnson and Pam Parr, Face to Face Communications and Training

**Track:** Trustees

**Sponsor:** ILA Library Trustee Forum

**Location:** Room 220

11:30 a.m. - 12:30 p.m.

### ILA Membership Meeting

Attend the ILA Membership Meeting for an update on the state of your association and a legislative update from Kip Kolkmeier, ILA's Legislative Consultant.

**Location:** Room 221 - 222

12:35 - 1:55 p.m.

### Trustee Day Luncheon

Luncheon will be held for all library trustees who are registered for Trustee Day. A business meeting will also be held.

**Location:** Room 401 - 402

### Luncheon Menu

**Entrée:** Heartland Chicken Sauté: Boneless Chicken Breast with Wild Mushrooms, Diced Tomato & Roasted Pepper, topped with Mornay Sauce

**Vegetarian:** Mediterranean Vegetarian Pasta

**Salad:** Centerplate House Salad; Italian or Ranch Dressing

**Dessert:** Turtle Cheese Cake

**Beverages:** Coffee, Decaffeinated Coffee, and Iced Tea

The Trustee Day Luncheon is made possible by the generous support of Klein, Thorpe & Jenkins, Ltd.



2:00 - 3:30 p.m.

Choose between the two following programs, based on your individual needs:

### Trustee 101: Library Orientation for Directors and Boards

Those new to the library world often get very confused about all those acronyms we so often use. "What is the Director telling me?" Another problem is knowing where we fit in the big picture. "I belong to what?" Take the confusion out of the library talk, and understand how you fit into the big scheme of the library family tree. "Why do I have to belong to that?" or "Who's on first?"

**Speakers:** Robin Krone, Prairie Skies Public Library District

**Track:** Trustees

**Sponsor:** ILA Library Trustee Forum

**Location:** Room 136

### An Overview of State and Federal Laws Affecting Libraries: What Library Directors and Trustees Need to Know

This presentation will provide attendees with an overview of some of the state and federal laws affecting libraries from the federal Americans With Disabilities Act to the State Employee and Officials Ethics Act, among others. Topics include federal and state laws affecting libraries and compliance with these laws.

**Speakers:** James Fessler and Kathleen Henn, Klein, Thorpe, and Jenkins, Ltd.

**Track:** Trustees, Management

**Sponsor:** ILA Library Trustee Forum

**Location:** Room 134

3:30 - 5:00 p.m.

### Exhibits Afternoon Reception

Visit the exhibits for a Carnival Time snack break — assorted baked cookies, bags of Cracker Jack, and bags of buttery popcorn. The first Passport to Prizes drawing for an iPad will be held at 4:45 p.m. — remember you must be present to win!

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Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of May 16, 2012

**Board of Trustees Regular Meeting  
May 16, 2012 – 7 p.m.**

A. Roll Call

President Megaridis called the meeting to order at 7 p.m. Acting-Secretary Spiros called the roll. Present: Marian Krupicka, Crystal Megaridis, Paul Oggerino, Jo Ann Schusterich (arrived at 7:03 p.m.), Luanne Spiros, Robert Thomas

Absent: Victoria Suriano

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Linda Stevanovich

Others:

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

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

Vision Statement: Acting-Secretary Spiros 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.

- C. Public Comment – none

At this point the Board proceeded with the Staff Report. Stevanovich left at 7:20 p.m. and the Board continued with the rest of the agenda.

D. Communications and Announcements

1. McDonnell to Bukovac re: AARP Tax Aide
2. Courtney to Cigler re: Girl Scouts

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, April 18, 2012
2. Treasurer's Report – March
3. Action on Bills/Additional Bills – March
4. Treasurer's Report – April
5. Action on Bills/Additional Bills – April
6. Recommendation to Hire Maul Asphalt for Parking Lot Work
7. Proposed Revisions to Job Descriptions:
  - i. Senior Circulation Services Supervisor
  - ii. Circulation Services Supervisor
  - iii. Circulation Interlibrary Loan Supervisor

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Spiros moved, Schusterich seconded to set the Omnibus Consent Agenda. Roll call vote. Motion carried unanimously. Oggerino moved, Schusterich seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda – none

G. Library Director's Report

Bukovac reported that the Staff Institute took place on May 11. Department reports and longevity awards were given. A presentation was given in the morning by Darien police. A Darien SWOT police officer and the police officer who is responsible for developing and coordinating crisis plans with the schools spoke to IPPL staff about how to respond in a crisis situation and how the police will respond. Their discussion included active shooter versus hostage/lock-down situations; collecting descriptions (person/car) for officers; 911 calls. They are currently working with Bukovac and Birmingham to develop a crisis plan for the library. Bukovac said that once the plan is complete, the officers will come back and talk to staff in smaller groups in order to go over the details. IPPL staff was given the True Colors Personality Test developed by Mary Miscisin to complete before the day of the staff institute. After lunch, professional speaker Laurie Guest of Solutions are Brewing, discussed the results of the test. IPPL staff learned about the strengths and potential challenges that come with each of the four colors as well as specific attributes that each color exhibits. The exercise is meant to help improve communication skills, foster positive attitudes and increase team building. Staff evaluation of the day was very positive. Birmingham reported that the bathroom hand towel dispensers were installed. With respect to Dancing in the Stacks II, the Board agreed that Birmingham should continue pursuing the "sing with a band" karaoke night.

H. Staff Report - Linda Stevanovich, Youth Services Assistant, spoke to the Board about the Explore Time Class that she leads. The class is for three and four year olds accompanied by an adult; children learn the foundations of reading, social skills and creativity. Stevanovich demonstrated the pre-literacy activities she focuses on such as letter knowledge, vocabulary, print motivation, print awareness and phonological awareness. Next, Stevanovich showed the Board two of our pre-school Kreative Krates. These are multi-media, theme-based story boxes for in-home use. Each crate contains a variety of materials on a single theme (i.e. pets). Materials include books, puzzles, DVDs, puppets, pop-up books, etc. We also have primary krates for grades 1-3. We presently have 21 krates which circulate very well.

I. Reports

1. Darien Committee for Intergovernmental Coordination (no report)
2. WB/BR Chamber of Commerce - Cigler's report is in the packet.
3. Darien Chamber of Commerce (no report)
4. RAILS Board (no report)
5. Committee - (no report)
6. Finance Committee – (no report)
7. Plan/Annexation Committee (no report)
8. Policy Committee – (no report)

J. Unfinished Business

1. Trustee Email Procedures for FOIA – Bukovac reviewed the procedure with the Board.

K. New Business

1. Strategic plan 2012-2014 Update – Bukovac explained that the backup gives an update on what we've been doing with each of the items. There were no questions from the Board.

L. Committee Meetings – A Finance Committee Meeting was scheduled for June 11 at 7 p.m.

M. Community Events - none

N. Library Events

1. Computers for Beginners, May 16, 3:30 p.m.
2. Intro to PowerPoint 2010, May 16, 6 p.m.
3. Crime Readers Book Discussion, May 17, 7 p.m. at Shanahan's in Woodridge
4. Big Run Wolf Ranch, May 18, 6:30 p.m. & 7:45 p.m.
5. GenLit Book Discussion, May 21, 6:30 p.m. at Redd Herring Food & Wine in Clarendon Hills
6. Medicare Part D, May 23, 1 p.m.
7. Excel II, May 23, 6 p.m.
8. Super Couponing 1, May 24, 7 p.m.
9. RU Game, May 25, 6:30 p.m.

O. Adjournment

At 7:50 p.m. Spiros moved, Oggerino seconded to adjourn the meeting. All ayes.  
Motion carried unanimously.

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Luanne Spiros, Acting-Secretary



INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 05/31/12

|   |              |
|---|--------------|
| Balance on hand as of April 30, 2012..... | 1,995,153.91 |
| Cash Receipts for May.....                | 19,723.19    |
| Cash Disbursements for May.....           | 262,752.05   |
| Cash on hand as of May 31, 2012.....      | 1,752,125.05 |

Illinois Funds (Money Market) - Average Monthly Rate 0.101%

|                              |              |
|------------------------------|--------------|
| General .....                | \$8,150.38   |
| Special Reserve .....        | 20,930.71    |
| Working Cash.....            | 314.85       |
| Bond .....                   | 28,603.04    |
| Children's Endowment.....    | 2,883.35     |
| Endowment .....              | 11,160.61    |
| <u>MPI Investments</u> ..... | 1,137,911.02 |

JP Morgan Chase - Savings - Rate .16%

|              |              |
|--------------|--------------|
| General..... | \$151,860.52 |
|--------------|--------------|

Working Cash Fund

|  |                 |
|--|-----------------|
| MPI Investments .....                  | 383,747.95      |
| JP Morgan Chase - Checking - Rate .10% |                 |
| General .....                          | 1,545.89        |
| Hinsdale Bank & Trust - Checking ..... | 4,412.73        |
| Petty Cash .....                       | 200.00          |
| Petty Cash/Circulation .....           | 404.00          |
| Balances as of May 31, 2012 .....      | \$ 1,752,125.05 |

FUND BALANCES AS OF 05/31/12

|  |                |
|--|----------------|
| Corporate Fund.....                              | 1,026,922.26   |
| Building & Maintenance Fund .....                | 64,927.34      |
| I.M.R.F. Fund.....                               | 4,447.43       |
| Liability Fund.....                              | 12,426.90      |
| Social Security Fund .....                       | 3,131.35       |
| Special Reserve Fund.....                        | 22,054.61      |
| Working Cash Fund.....                           | 384,150.09     |
| Bond Fund .....                                  | 69,214.92      |
| Misc. Balance Sheet Accounts from all Funds..... | 164,850.15     |
| Grand Total All Funds .....                      | \$1,752,125.05 |

| ACCT.   | DESCRIPTION                        | RECEIVED<br>THIS MONTH | RECEIVED<br>THIS YEAR | PRCT.<br>COLL. | BUDGETED<br>RECEIPTS | UNCOLLECTED<br>RECEIPTS |
|---|------------------------------------|------------------------|-----------------------|----------------|----------------------|-------------------------|
| <u>PROPERTY TAXES &amp; TAX LEVY INTEREST</u> |                                    |                        |                       |                |                      |                         |
| 110   | PROPERTY TAXES                     | 40.31                  | 3,049,193.75          | 98.90          | 3,083,164.00         | 33,970.25               |
| 111   | BOND PROPERTY TAXES                | 0.00                   | 245,915.41            | 50.43          | 487,655.00           | 241,739.59              |
| 115   | NON-CURRENT PROPERTY TAXES         | 0.00                   | 1,386.63              | 277.33         | 500.00               | -886.63                 |
| 310   | INTEREST-TAX LEVY                  | 0.00                   | 18.97                 | 9.48           | 200.00               | 181.03                  |
| TOTAL   | PROPERTY TAXES & TAX LEVY INTEREST | 40.31                  | 3,296,514.76          | 92.30          | 3,571,519.00         | 275,004.24              |
| <u>INTERGOVERNMENTAL</u>                      |                                    |                        |                       |                |                      |                         |
| 220   | PER CAPITA GRANT                   | 0.00                   | 43,613.49             | 99.12          | 44,000.00            | 386.51                  |
| TOTAL   | INTERGOVERNMENTAL                  | 0.00                   | 43,613.49             | 99.12          | 44,000.00            | 386.51                  |
| <u>INTEREST</u>                               |                                    |                        |                       |                |                      |                         |
| 320   | INTEREST-ALL OTHER FUNDS           | 34.44                  | 3,415.07              | 170.75         | 2,000.00             | -1,415.07               |
| 70-350  | INTEREST - INVESTMENT              | 1.58                   | 13.26                 | 0.00           | 0.00                 | -13.26                  |
| 80-350  | INTEREST - INVESTMENT              | 0.02                   | 0.17                  | 0.00           | 0.00                 | -0.17                   |
| 90-350  | INTEREST - INVESTMENT              | 2.16                   | 117.55                | 39.18          | 300.00               | 182.45                  |
| TOTAL   | INTEREST                           | 38.20                  | 3,546.05              | 154.18         | 2,300.00             | -1,246.05               |
| <u>DESK MONIES</u>                            |                                    |                        |                       |                |                      |                         |
| 510   | COPIER                             | 1,262.39               | 13,407.42             | 89.38          | 15,000.00            | 1,592.58                |
| 520   | FINES/FEES                         | 7,400.24               | 56,994.26             | 98.27          | 58,000.00            | 1,005.74                |
| 525   | GIFTS/DONATIONS                    | 0.00                   | 1,710.00              | 85.50          | 2,000.00             | 290.00                  |
| 530   | LOST MATERIALS                     | 501.57                 | 9,288.17              | 77.40          | 12,000.00            | 2,711.83                |
| 535   | NON-RESIDENT FEES                  | 7,904.00               | 80,284.98             | 94.45          | 85,000.00            | 4,715.02                |
| 540   | VIDEO RENTAL                       | 926.70                 | 9,784.57              | 122.31         | 8,000.00             | -1,784.57               |
| 545   | BOOK RENTAL                        | 165.00                 | 2,391.60              | 79.72          | 3,000.00             | 608.40                  |
| 10-555  | MEETING ROOM RENTAL                | 0.00                   | 150.00                | 0.00           | 0.00                 | -150.00                 |
| TOTAL   | DESK MONIES                        | 18,159.90              | 174,011.00            | 95.09          | 183,000.00           | 8,989.00                |
| <u>OTHER INCOME</u>                           |                                    |                        |                       |                |                      |                         |
| 670   | MISCELLANEOUS                      | 235.97                 | 864.97                | 28.83          | 3,000.00             | 2,135.03                |
| TOTAL   | OTHER INCOME                       | 235.97                 | 864.97                | 28.83          | 3,000.00             | 2,135.03                |
| GRAND TOTAL                                   |                                    | 18,474.38              | 3,518,550.27          | 92.50          | 3,803,819.00         | 285,268.73              |

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

PRCT. OF YR: 91.67

RUN: 06/15/12 10:26AM

CONSOLIDATED EXPENDITURES REPORT FOR MAY, 2012

PAGE: 1

| ACCT. NO.         | DESCRIPTION                      | MONTH<br>ACTIVITY | YEAR<br>ACTIVITY | PRCT.<br>USED | WORKING<br>BUDGET | BUDGET<br>REMAINING | PRCT.<br>APPROP. | APPROP.      |
|-------------------|----------------------------------|-------------------|------------------|---------------|-------------------|---------------------|------------------|--------------|
| <u>PERSONNEL</u>  |                                  |                   |                  |               |                   |                     |                  |              |
| 110               | SALARIES-REGULAR HOURS           | 137,579.24        | 1,576,149.94     | 87.48         | 1,801,734.00      | 225,584.06          | 81.06            | 1,944,320.70 |
| 120               | SALARIES-SUNDAY HOURS            | 4,842.23          | 47,331.43        | 94.66         | 50,000.00         | 2,668.57            | 0.00             | 0.00         |
| 130               | BENEFITS-MEDICAL/LIFE INS.       | 6,500.63          | 100,936.15       | 98.96         | 102,000.00        | 1,063.85            | 77.64            | 130,000.00   |
| 135               | EMPLOYEE ASSISTANCE PROGRAM      | 0.00              | 2,500.00         | 100.00        | 2,500.00          | 0.00                | 83.33            | 3,000.00     |
| 140               | BENEFITS-IMRF                    | 13,059.00         | 153,238.64       | 89.35         | 171,500.00        | 18,261.36           | 80.65            | 190,000.00   |
| 145               | BENEFITS - FICA                  | 10,765.59         | 122,879.67       | 86.74         | 141,657.00        | 18,777.33           | 81.92            | 150,000.00   |
| 185               | STAFF DEVELOPMENT                | 1,036.64          | 18,761.05        | 113.70        | 16,500.00         | -2,261.05           | 75.04            | 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                | 190.00            | 941.00           | 94.10         | 1,000.00          | 59.00               | 62.73            | 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              | 2,998.72         | 124.95        | 2,400.00          | -598.72             | 59.97            | 5,000.00     |
| **TOTAL           | PERSONNEL                        | 173,973.33        | 2,034,054.60     | 88.54         | 2,297,291.00      | 263,236.40          | 82.71            | 2,459,320.70 |
| <u>MATERIALS</u>  |                                  |                   |                  |               |                   |                     |                  |              |
| 210               | BOOKS                            | 14,962.01         | 211,061.20       | 85.56         | 246,675.00        | 35,613.80           | 84.42            | 250,000.00   |
| 220               | PERIODICALS                      | 178.28            | 26,632.24        | 70.36         | 37,850.00         | 11,217.76           | 66.58            | 40,000.00    |
| 230               | AUDIO                            | 9,470.72          | 45,979.98        | 87.66         | 52,450.00         | 6,470.02            | 82.11            | 56,000.00    |
| 240               | VIDEO                            | 3,063.88          | 48,997.56        | 102.18        | 47,950.00         | -1,047.56           | 94.23            | 52,000.00    |
| 250               | MULTI MEDIA                      | 0.00              | 527.14           | 117.14        | 450.00            | -77.14              | 75.31            | 700.00       |
| 255               | LIFE SKILLS/ESL                  | 33.53             | 2,704.80         | 102.07        | 2,650.00          | -54.80              | 90.16            | 3,000.00     |
| 260               | GOVT. DOCUMENTS                  | 0.00              | 0.00             | 0.00          | 0.00              | 0.00                | 0.00             | 500.00       |
| 270               | ELECTRONIC REFERENCE RESOURCES   | 2,349.61          | 63,266.42        | 95.86         | 66,000.00         | 2,733.58            | 90.38            | 70,000.00    |
| 282               | SOFTWARE-CD ROM CIRC. COLLECTION | 1,310.63          | 2,798.47         | 79.96         | 3,500.00          | 701.53              | 55.97            | 5,000.00     |
| 290               | PROCESSING SUPPLIES              | 743.51            | 23,987.31        | 109.03        | 22,000.00         | -1,987.31           | 95.95            | 25,000.00    |
| **TOTAL           | MATERIALS                        | 32,112.17         | 425,955.12       | 88.83         | 479,525.00        | 53,569.88           | 84.82            | 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                 | 5,160.80          | 49,725.75        | 99.45         | 50,000.00         | 274.25              | 76.50            | 65,000.00    |
| 321               | GAS                              | 163.10            | 9,850.07         | 61.56         | 16,000.00         | 6,149.93            | 0.00             | 0.00         |
| 322               | ELECTRIC                         | 5,982.57          | 64,813.94        | 90.02         | 72,000.00         | 7,186.06            | 0.00             | 0.00         |
| 323               | TELEPHONE                        | 663.74            | 6,647.87         | 73.87         | 9,000.00          | 2,352.13            | 55.40            | 12,000.00    |
| 324               | WATER/SEWER                      | 478.13            | 5,269.94         | 175.66        | 3,000.00          | -2,269.94           | 0.00             | 0.00         |
| 325               | GARBAGE DISPOSAL                 | 208.28            | 2,250.92         | 75.03         | 3,000.00          | 749.08              | 45.02            | 5,000.00     |
| 340               | MAINTENANCE SUPPLIES             | 309.58            | 11,479.21        | 79.17         | 14,500.00         | 3,020.79            | 57.40            | 20,000.00    |
| 345               | BUILDING MAINT. AND REPAIRS      | 1,813.00          | 40,009.73        | 100.02        | 40,000.00         | -9.73               | 66.68            | 60,000.00    |
| 355               | SECURITY SYSTEM MONITORING       | 200.00            | 1,305.40         | 186.49        | 700.00            | -605.40             | 87.03            | 1,500.00     |
| 360               | PROPERTY MAINTENANCE             | 908.52            | 11,312.37        | 53.87         | 21,000.00         | 9,687.63            | 32.32            | 35,000.00    |
| **TOTAL           | BUILDING                         | 15,887.72         | 202,665.20       | 88.42         | 229,200.00        | 26,534.80           | 58.15            | 348,500.00   |
| <u>OPERATIONS</u> |                                  |                   |                  |               |                   |                     |                  |              |
| 410               | SUPPLIES - OFFICE                | 855.09            | 10,053.65        | 75.03         | 13,400.00         | 3,346.35            | 62.84            | 16,000.00    |
| 422               | PHOTOCOPY SUPPLIES               | 460.36            | 2,541.01         | 50.82         | 5,000.00          | 2,458.99            | 42.35            | 6,000.00     |
| 425               | PATRON CARD SUPPLIES             | 0.00              | 3,709.24         | 92.73         | 4,000.00          | 290.76              | 74.18            | 5,000.00     |
| 450               | POSTAGE                          | 153.17            | 7,089.31         | 88.62         | 8,000.00          | 910.69              | 64.45            | 11,000.00    |
| 460               | NON-PAYMENT REIMBURSEMENT        | 0.00              | 2,222.56         | 63.50         | 3,500.00          | 1,277.44            | 37.04            | 6,000.00     |
| 470               | TRAVEL                           | 14.43             | 616.54           | 102.76        | 600.00            | -16.54              | 61.65            | 1,000.00     |
| 480               | ORGANIZATIONAL MEMBERSHIPS       | 0.00              | 850.00           | 65.38         | 1,300.00          | 450.00              | 42.50            | 2,000.00     |

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INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

PRCT. OF YR: 91.67

RUN: 06/15/12 10:26AM

CONSOLIDATED EXPENDITURES REPORT FOR MAY, 2012

PAGE: 2

| ACCT. NO.                             | DESCRIPTION                          | MONTH<br>ACTIVITY | YEAR<br>ACTIVITY | PRCT.<br>USED | WORKING<br>BUDGET | BUDGET<br>REMAINING | PRCT.<br>APPROP. | APPROP.      |
|---------------------------------------|--------------------------------------|-------------------|------------------|---------------|-------------------|---------------------|------------------|--------------|
| 490                                   | BANK FEES                            | 185.42            | 2,219.59         | 110.98        | 2,000.00          | -219.59             | 73.99            | 3,000.00     |
| **TOTAL                               | OPERATIONS                           | 1,668.47          | 29,301.90        | 77.52         | 37,800.00         | 8,498.10            | 58.60            | 50,000.00    |
| <u>AUTOMATION</u>                     |                                      |                   |                  |               |                   |                     |                  |              |
| 510                                   | SUPPLIES (INK CARTRIDGE)             | 1,310.54          | 8,670.98         | 108.39        | 8,000.00          | -670.98             | 72.26            | 12,000.00    |
| 511                                   | AUTOMATION - PROF. SERVICES          | 1,199.00          | 8,596.00         | 85.96         | 10,000.00         | 1,404.00            | 71.63            | 12,000.00    |
| 520                                   | PURCHASE OF EQUIPMENT                | -955.71           | 9,143.22         | 43.46         | 21,038.00         | 11,894.78           | 30.48            | 30,000.00    |
| 540                                   | AUTOMATION EQUIPMENT MNT./REPAIR     | 5,795.83          | 6,419.86         | 427.99        | 1,500.00          | -4,919.86           | 160.50           | 4,000.00     |
| 585                                   | SOFTWARE                             | 4,136.24          | 15,817.68        | 83.76         | 18,884.00         | 3,066.32            | 75.32            | 21,000.00    |
| 586                                   | SWAN MAINTENANCE                     | 0.00              | 44,922.00        | 100.93        | 44,510.00         | -412.00             | 95.58            | 47,000.00    |
| 587                                   | SWAN DATABASE MAINTENANCE            | 0.00              | 14,006.00        | 99.74         | 14,043.00         | 37.00               | 90.36            | 15,500.00    |
| 590                                   | TELECOMMUNICATIONS                   | 378.85            | 4,501.44         | 89.14         | 5,050.00          | 548.56              | 75.02            | 6,000.00     |
| 595                                   | NEW TECHNOLOGY                       | 0.00              | 0.00             | 0.00          | 0.00              | 0.00                | 0.00             | 8,000.00     |
| **TOTAL                               | AUTOMATION                           | 11,864.75         | 112,077.18       | 91.10         | 123,025.00        | 10,947.82           | 72.08            | 155,500.00   |
| <u>CONTRACTUAL SERVICES</u>           |                                      |                   |                  |               |                   |                     |                  |              |
| 610                                   | GENERAL PROFESSIONAL SERVICES        | 1,838.12          | 10,817.37        | 135.22        | 8,000.00          | -2,817.37           | 90.14            | 12,000.00    |
| 612                                   | LEGAL                                | 0.00              | 2,394.00         | 34.20         | 7,000.00          | 4,606.00            | 19.95            | 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                        | 80.55             | 870.25           | 58.02         | 1,500.00          | 629.75              | 43.51            | 2,000.00     |
| 640                                   | EQUIPMENT-MAINTENANCE REPAIRS        | 46.93             | 180.93           | 22.62         | 800.00            | 619.07              | 15.08            | 1,200.00     |
| 642                                   | EQUIPMENT-MAINTENANCE CONTRACTS      | -5,022.60         | 2,994.02         | 49.90         | 6,000.00          | 3,005.98            | 46.06            | 6,500.00     |
| 643                                   | EQUIPMENT-PHOTOCOPIER MAINT. CONTRAC | 0.00              | 1,229.00         | 61.45         | 2,000.00          | 771.00              | 40.97            | 3,000.00     |
| 693                                   | FEES - BOND REGISTRAR                | 0.00              | 200.00           | 40.00         | 500.00            | 300.00              | 0.00             | 0.00         |
| **TOTAL                               | CONTRACTUAL SERVICES                 | -3,057.00         | 21,410.57        | 75.66         | 28,300.00         | 6,889.43            | 52.61            | 40,700.00    |
| <u>INSURANCE</u>                      |                                      |                   |                  |               |                   |                     |                  |              |
| 715                                   | BONDING                              | 1,794.00          | 1,794.00         | 89.70         | 2,000.00          | 206.00              | 59.80            | 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                            | 1,794.00          | 20,047.00        | 95.92         | 20,900.00         | 853.00              | 77.10            | 26,000.00    |
| <u>PUBLIC INFORMATION</u>             |                                      |                   |                  |               |                   |                     |                  |              |
| 810                                   | MARKETING                            | 1,686.81          | 18,743.08        | 83.30         | 22,500.00         | 3,756.92            | 78.10            | 24,000.00    |
| 815                                   | ADVERTISING                          | 430.00            | 3,847.80         | 147.99        | 2,600.00          | -1,247.80           | 109.94           | 3,500.00     |
| 816                                   | MARKETING SUPPLIES                   | 430.78            | 1,502.45         | 75.12         | 2,000.00          | 497.55              | 50.08            | 3,000.00     |
| 817                                   | MARKETING - INFORMATIONAL PRINTING   | 129.89            | 2,998.00         | 48.35         | 6,200.00          | 3,202.00            | 39.97            | 7,500.00     |
| 830                                   | LEGAL NOTICES                        | 0.00              | 1,803.60         | 90.18         | 2,000.00          | 196.40              | 60.12            | 3,000.00     |
| 840                                   | SPECIAL EVENTS                       | 1,456.89          | 14,528.54        | 68.53         | 21,200.00         | 6,671.46            | 48.43            | 30,000.00    |
| **TOTAL                               | PUBLIC INFORMATION                   | 4,134.37          | 43,423.47        | 76.86         | 56,500.00         | 13,076.53           | 61.16            | 71,000.00    |
| <u>CAPITAL OUTLAY AND CONTINGENCY</u> |                                      |                   |                  |               |                   |                     |                  |              |
| 902                                   | BUILDING IMPROVEMENTS                | 13,550.00         | 29,847.00        | 0.00          | 0.00              | -29,847.00          | 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          | 0.00              | 463,763.13       | 97.29         | 476,685.63        | 12,922.50           | 94.65            | 490,000.00   |
| 995                                   | CONTINGENCIES                        | -12,283.11        | 22,708.06        | 64.84         | 35,022.35         | 12,314.29           | 22.71            | 100,000.00   |
| **TOTAL                               | CAPITAL OUTLAY AND CONTINGENCY       | 1,266.89          | 516,318.19       | 100.90        | 511,707.98        | -4,610.21           | 74.83            | 690,000.00   |
| GRAND TOTAL                           |                                      | 239,644.70        | 3,405,253.23     | 89.98         | 3,784,248.98      | 378,995.75          | 78.40            | 4,343,220.70 |

ACTION ON BILLS May 2012

| <u>Account</u>     | <u>Check #'s</u> | <u>Total</u>  |
|--------------------|------------------|---------------|
| General Checking   |                  |               |
| Bills for Approval | 42503-42632      | \$ 83,255.84  |
| Salaries for March | 34072 thru 34110 | \$ 11,621.72  |
|                    | &                |               |
| Direct Deposits    | 13431 thru 13566 | \$ 94,089.73  |
|                    | TOTAL            | \$ 188,967.29 |

Additional Bills  
(Distributed at  
Board Meeting)

----- thru -----

MONTH'S TOTAL

Payroll Check 33241 voided - lost

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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

RUN: 06/07/12 1:34PM

(JP MORGAN CHASE)

PAGE: 1

| VENDOR | VENDOR NAME                            | BANK | DATE     | CHECK NO. | CHECK AMT. | NON-CHECK DB | TOTAL    |
|--------|--|------|----------|-----------|------------|--------------|----------|
| 3299   | ASHLEY G. JOVIEN                       | 1    | 01/07/10 | 32674     | 31.99      |              | 31.99    |
| 678    | DARIEN CHAMBER OF COMMERCE             | 1    | 02/28/12 | 42199     | -100.00    |              | -100.00  |
| 3281   | LAURIE GUEST                           | 1    | 03/05/12 | 42240     | -500.00    |              | -500.00  |
| 3281   | LAURIE GUEST                           | 1    | 03/05/12 | 42241     | -250.00    |              | -250.00  |
| 334    | CHRISTINE BORUCKI                      | 1    | 03/28/12 | 42342     | -36.08     |              | -36.08   |
| 2778   | WORLD BOOK DIRECT MARKETING            | 1    | 04/10/12 | 42431     | -31.88     |              | -31.88   |
| 395    | BUSINESS CARD                          | 1    | 05/07/12 | 42503     | 4,307.10   |              | 4,307.10 |
| 3143   | GENERAL REVENUE CORPORATION            | 1    | 05/10/12 | 42504     | 117.50     |              | 117.50   |
| 1509   | THE LIBRARY STORE, INC.                | 1    | 05/10/12 | 42505     | 508.13     |              | 508.13   |
| 1606   | MARSHALL CAVENDISH CORP.               | 1    | 05/10/12 | 42506     |            |              | 0.00     |
| 2836   | ELLEN MICHALAK                         | 1    | 05/10/12 | 42507     | 335.00     |              | 335.00   |
| 1677   | MICRO CENTER A/R                       | 1    | 05/10/12 | 42508     | 99.99      |              | 99.99    |
| 1691   | MIDWEST TAPE                           | 1    | 05/10/12 | 42509     | 967.53     |              | 967.53   |
| 3308   | MILLENNIUM PARK INC.                   | 1    | 05/10/12 | 42510     | 100.00     |              | 100.00   |
| 2611   | NATIONWIDE RETIREMENT SOLUTIONS        | 1    | 05/10/12 | 42511     | 610.00     |              | 610.00   |
| 1812   | NCPEERS GROUP LIFE INSURANCE           | 1    | 05/10/12 | 42512     | 96.00      |              | 96.00    |
| 3028   | OVERDRIVE                              | 1    | 05/10/12 | 42513     | 6,397.87   |              | 6,397.87 |
| 2908   | PADDOCK PUBLICATIONS                   | 1    | 05/10/12 | 42514     | 14.36      |              | 14.36    |
| 1980   | THE PENWORTHY COMPANY                  | 1    | 05/10/12 | 42515     | 581.65     |              | 581.65   |
| 1998   | PHILLIP'S INTERIOR PLANTS & DISPLAYS   | 1    | 05/10/12 | 42516     | 215.00     |              | 215.00   |
| 2032   | POSTMASTER                             | 1    | 05/10/12 | 42517     | 1,686.81   |              | 1,686.81 |
| 2089   | QUILL CORPORATION                      | 1    | 05/10/12 | 42518     | 772.44     |              | 772.44   |
| 2109   | RANDOM HOUSE, INC.                     | 1    | 05/10/12 | 42519     | 309.99     |              | 309.99   |
| 2125   | RECORDED BOOKS, LLC                    | 1    | 05/10/12 | 42520     | 542.77     |              | 542.77   |
| 3157   | ROGERS VENDING CO, INC                 | 1    | 05/10/12 | 42521     | 75.00      |              | 75.00    |
| 3283   | RUNCO OFFICE SUPPLY                    | 1    | 05/10/12 | 42522     | 412.87     |              | 412.87   |
| 3303   | SEBERT LANDSCAPING                     | 1    | 05/10/12 | 42523     | 697.00     |              | 697.00   |
| 2323   | SIMPLEX GRINNELL                       | 1    | 05/10/12 | 42524     | 104.00     |              | 104.00   |
| 2364   | SPECIALTY MAT SERVICE                  | 1    | 05/10/12 | 42525     | 170.80     |              | 170.80   |
| 2373   | STANDARD & POOR'S                      | 1    | 05/10/12 | 42526     | 2,510.80   |              | 2,510.80 |
| 2828   | STEPHENS PLUMBING & HEATING, INC.      | 1    | 05/10/12 | 42527     | 292.00     |              | 292.00   |
| 3309   | LINDA STEVANOVIICH                     | 1    | 05/10/12 | 42528     | 26.42      |              | 26.42    |
| 2402   | ANN STOVALL                            | 1    | 05/10/12 | 42529     | 148.83     |              | 148.83   |
| 3304   | TALARIS INC.                           | 1    | 05/10/12 | 42530     | 147.00     |              | 147.00   |
| 2580   | UNIQUE BOOKS, INC.                     | 1    | 05/10/12 | 42531     | 204.54     |              | 204.54   |
| 2621   | VANTAGEPOINT TRANSFER AGENTS - 457     | 1    | 05/10/12 | 42532     | 975.00     |              | 975.00   |
| 2657   | VILLAGE PROFILE                        | 1    | 05/10/12 | 42533     | 495.00     |              | 495.00   |
| 2718   | WEST PAYMENT CENTER                    | 1    | 05/10/12 | 42534     | 48.58      |              | 48.58    |
| 2780   | WORLD BOOK, INC.                       | 1    | 05/10/12 | 42535     | 799.00     |              | 799.00   |
| 3250   | ACCOMTEMP                              | 1    | 05/14/12 | 42536     | 849.39     |              | 849.39   |
| 2882   | JENNIFER ASIMAKOPOULOS                 | 1    | 05/14/12 | 42537     | 45.19      |              | 45.19    |
| 3310   | ATLAS                                  | 1    | 05/14/12 | 42538     | 40.00      |              | 40.00    |
| 3131   | AUDIOGO                                | 1    | 05/14/12 | 42539     | 61.45      |              | 61.45    |
| 226    | BAKER & TAYLOR                         | 1    | 05/14/12 | 42540     | 6,865.80   |              | 6,865.80 |
| 229    | BAKER & TAYLOR ENTERTAINMENT           | 1    | 05/14/12 | 42541     | 1,649.18   |              | 1,649.18 |
| 364    | BROADVIEW PUBLIC LIBRARY               | 1    | 05/14/12 | 42542     | 20.00      |              | 20.00    |
| 421    | CDW GOVERNMENT, INC.                   | 1    | 05/14/12 | 42543     | 489.00     |              | 489.00   |
| 2898   | CENTER POINT LARGE PRINT               | 1    | 05/14/12 | 42544     | 44.34      |              | 44.34    |
| 558    | COLONIAL LIFE & ACCIDENT INSURANCE CO. | 1    | 05/14/12 | 42545     | 47.32      |              | 47.32    |

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INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT  
ACCOUNTS PAYABLE & PAYROLL DEDUCTIONS/EXPENSE CHECKS FOR MAY, 2012

RUN: 06/07/12 1:34PM

(JP MORGAN CHASE)

PAGE: 2

| VENDOR | VENDOR NAME                         | BANK | DATE     | CHECK NO. | CHECK AMT. | NON-CHECK DB | TOTAL    |
|--------|-------------------------------------|------|----------|-----------|------------|--------------|----------|
| 617    | COSMOPOLITAN BUILDING SERVICES      | 1    | 05/14/12 | 42546     | 4,775.00   |              | 4,775.00 |
| 690    | DAVIDSON TITLES, INC.               | 1    | 05/14/12 | 42547     | 11.66      |              | 11.66    |
| 709    | DEMCO                               | 1    | 05/14/12 | 42548     | 107.51     |              | 107.51   |
| 2884   | DOCUMENTATION ADMINISTRATION CORP.  | 1    | 05/14/12 | 42549     | 93.50      |              | 93.50    |
| 785    | MONICA A. DZIERZBICKI               | 1    | 05/14/12 | 42550     | 177.25     |              | 177.25   |
| 3078   | EVANCED SOLUTIONS, INC.             | 1    | 05/14/12 | 42551     | 2,730.00   |              | 2,730.00 |
| 2939   | EXELON ENERGY INC.                  | 1    | 05/14/12 | 42552     | 5,982.57   |              | 5,982.57 |
| 930    | FOX VALLEY FIRE & SAFETY CO.        | 1    | 05/14/12 | 42553     | 272.00     |              | 272.00   |
| 956    | GALE                                | 1    | 05/14/12 | 42554     | 337.36     |              | 337.36   |
| 970    | GARVEY'S OFFICE PRODUCTS            | 1    | 05/14/12 | 42555     | 457.41     |              | 457.41   |
| 1048   | GROOT INDUSTRIES, INC.              | 1    | 05/14/12 | 42556     | 208.28     |              | 208.28   |
| 3281   | LAURIE GUEST                        | 1    | 05/14/12 | 42557     | 875.00     |              | 875.00   |
| 1142   | HINSDALE SOUTH HIGH SCHOOL STINGER  | 1    | 05/14/12 | 42558     | 35.00      |              | 35.00    |
| 1226   | ILLINOIS LIBRARY ASSOCIATION        | 1    | 05/14/12 | 42559     | 150.00     |              | 150.00   |
| 1268   | INGRAM LIBRARY SERVICES             | 1    | 05/14/12 | 42560     | 4.79       |              | 4.79     |
| 1329   | JOHN BASILE BIG RUN WOLF RANCH      | 1    | 05/14/12 | 42561     | 650.00     |              | 650.00   |
| 3299   | ASHLEY G. JOVIEN                    | 1    | 05/14/12 | 42562     | 64.69      |              | 64.69    |
| 3003   | KAPCO                               | 1    | 05/14/12 | 42563     | 167.74     |              | 167.74   |
| 1597   | MARIE'S ASHTON PLACE                | 1    | 05/14/12 | 42564     | 800.00     |              | 800.00   |
| 1691   | MIDWEST TAPE                        | 1    | 05/14/12 | 42565     | 249.95     |              | 249.95   |
| 3311   | MOSIO                               | 1    | 05/14/12 | 42566     | 1,199.00   |              | 1,199.00 |
| 2947   | MYERS-BRIGGS & COMPANY INC.         | 1    | 05/14/12 | 42567     | 1,794.00   |              | 1,794.00 |
| 521    | CHRISTINE NIELS                     | 1    | 05/14/12 | 42568     | 63.75      |              | 63.75    |
| 2066   | PROQUEST LLC                        | 1    | 05/14/12 | 42569     | 1,940.00   |              | 1,940.00 |
| 2089   | QUILL CORPORATION                   | 1    | 05/14/12 | 42570     | 155.66     |              | 155.66   |
| 2109   | RANDOM HOUSE, INC.                  | 1    | 05/14/12 | 42571     | 24.00      |              | 24.00    |
| 2125   | RECORDED BOOKS, LLC                 | 1    | 05/14/12 | 42572     | 194.84     |              | 194.84   |
| 3283   | RUNCO OFFICE SUPPLY                 | 1    | 05/14/12 | 42573     | 56.35      |              | 56.35    |
| 3270   | SWAN                                | 1    | 05/14/12 | 42574     | 117.76     |              | 117.76   |
| 2544   | TUMBLEWEED PRESS INC.               | 1    | 05/14/12 | 42575     | 399.00     |              | 399.00   |
| 2960   | WESTMONT PAINT AND DECORATING, INC. | 1    | 05/14/12 | 42576     | 5.99       |              | 5.99     |
| 3312   | WORLD BOOK ENCYCLOPEDIA, INC.       | 1    | 05/14/12 | 42577     | 31.88      |              | 31.88    |
| 3250   | ACCOUNTEMPS                         | 1    | 05/24/12 | 42578     | 584.73     |              | 584.73   |
| 170    | APPLE BOOKS                         | 1    | 05/24/12 | 42579     | 235.64     |              | 235.64   |
| 3252   | AURICO                              | 1    | 05/24/12 | 42580     | 30.00      |              | 30.00    |
| 226    | BAKER & TAYLOR                      | 1    | 05/24/12 | 42581     | 1,893.20   |              | 1,893.20 |
| 229    | BAKER & TAYLOR ENTERTAINMENT        | 1    | 05/24/12 | 42582     | 450.67     |              | 450.67   |
| 3178   | BANNERVILLE USA, INC.               | 1    | 05/24/12 | 42583     | 300.00     |              | 300.00   |
| 253    | BAYSCAN TECHNOLOGIES                | 1    | 05/24/12 | 42584     | 344.00     |              | 344.00   |
| 2926   | CALL ONE                            | 1    | 05/24/12 | 42585     | 663.74     |              | 663.74   |
| 680    | DARIEN POLICE DEPARTMENT            | 1    | 05/24/12 | 42586     | 200.00     |              | 200.00   |
| 690    | DAVIDSON TITLES, INC.               | 1    | 05/24/12 | 42587     | 11.96      |              | 11.96    |
| 772    | DUPAGE COUNTY PUBLIC WORKS          | 1    | 05/24/12 | 42588     | 478.13     |              | 478.13   |
| 932    | FRANK ELECTRIC CO.                  | 1    | 05/24/12 | 42589     | 1,145.00   |              | 1,145.00 |
| 3313   | FRUGAL MUSE BOOKS                   | 1    | 05/24/12 | 42590     | 71.00      |              | 71.00    |
| 956    | GALE                                | 1    | 05/24/12 | 42591     | 190.52     |              | 190.52   |
| 970    | GARVEY'S OFFICE PRODUCTS            | 1    | 05/24/12 | 42592     | 51.47      |              | 51.47    |
| 3143   | GENERAL REVENUE CORPORATION         | 1    | 05/24/12 | 42593     | 117.50     |              | 117.50   |
| 1042   | GREY HOUSE PUBLISHING, INC.         | 1    | 05/24/12 | 42594     | 478.95     |              | 478.95   |
| 3231   | IMAGINE VIDEO PRODUCTION            | 1    | 05/24/12 | 42595     | 50.00      |              | 50.00    |
| 2838   | SARAH JOYNT                         | 1    | 05/24/12 | 42596     | 121.17     |              | 121.17   |
| 1374   | KEPNER + ASSOCIATES                 | 1    | 05/24/12 | 42597     | 265.00     |              | 265.00   |
| 2896   | LINCOLN NATIONAL LIFE INSURANCE CO. | 1    | 05/24/12 | 42598     | 74.08      |              | 74.08    |
| 1693   | MIDWEST MEDIA                       | 1    | 05/24/12 | 42599     | 426.39     |              | 426.39   |

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INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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

RUN: 06/07/12 1:34PM

(JP MORGAN CHASE)

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| VENDOR                           | VENDOR NAME                            | BANK | DATE     | CHECK NO. | CHECK AMT. | NON-CHECK DB | TOTAL     |
|----------------------------------|--|------|----------|-----------|------------|--------------|-----------|
| 1691                             | MIDWEST TAPE                           | 1    | 05/24/12 | 42600     | 255.99     |              | 255.99    |
| 3314                             | NAPERVILLE PUBLIC LIBRARY              | 1    | 05/24/12 | 42601     | 23.98      |              | 23.98     |
| 2611                             | NATIONWIDE RETIREMENT SOLUTIONS        | 1    | 05/24/12 | 42602     | 610.00     |              | 610.00    |
| 3028                             | OVERDRIVE                              | 1    | 05/24/12 | 42603     | 555.69     |              | 555.69    |
| 1995                             | PETTY CASH-STACY PALMISANO             | 1    | 05/24/12 | 42604     | 192.92     |              | 192.92    |
| 2089                             | QUILL CORPORATION                      | 1    | 05/24/12 | 42605     | 141.27     |              | 141.27    |
| 3259                             | RANDOM HOUSE, INC.                     | 1    | 05/24/12 | 42606     | 2,453.14   |              | 2,453.14  |
| 2109                             | RANDOM HOUSE, INC.                     | 1    | 05/24/12 | 42607     | 223.00     |              | 223.00    |
| 2125                             | RECORDED BOOKS, LLC                    | 1    | 05/24/12 | 42608     | 20.85      |              | 20.85     |
| 2134                             | REGENT BOOK CO.                        | 1    | 05/24/12 | 42609     | 13.74      |              | 13.74     |
| 3157                             | ROGERS VENDING CO, INC                 | 1    | 05/24/12 | 42610     | 75.00      |              | 75.00     |
| 3283                             | RUNCO OFFICE SUPPLY                    | 1    | 05/24/12 | 42611     | 67.59      |              | 67.59     |
| 2406                             | CATHY STREET                           | 1    | 05/24/12 | 42612     | 119.67     |              | 119.67    |
| 2867                             | UNIQUE MANAGEMENT SERVICES, INC        | 1    | 05/24/12 | 42613     | 80.55      |              | 80.55     |
| 2621                             | VANTAGEPOINT TRANSFER AGENTS - 457     | 1    | 05/24/12 | 42614     | 975.00     |              | 975.00    |
| 2726                             | WESTON WOODS STUDIOS                   | 1    | 05/24/12 | 42615     | 33.25      |              | 33.25     |
| 2782                             | DEBRA WORDINGER                        | 1    | 05/24/12 | 42616     | 75.00      |              | 75.00     |
| 297                              | HAROLD H. BLESY                        | 1    | 05/31/12 | 42617     |            |              | 0.00      |
| 395                              | BUSINESS CARD                          | 1    | 05/31/12 | 42618     | 3,149.72   |              | 3,149.72  |
| 558                              | COLONIAL LIFE & ACCIDENT INSURANCE CO. | 1    | 05/31/12 | 42619     | 47.32      |              | 47.32     |
| 3040                             | COMCAST CABLE                          | 1    | 05/31/12 | 42620     | 126.90     |              | 126.90    |
| 1097                             | HEALTHCARE SERVICE CORPORATION         | 1    | 05/31/12 | 42621     | 7,463.72   |              | 7,463.72  |
| 1812                             | NCPERS GROUP LIFE INSURANCE            | 1    | 05/31/12 | 42622     | 96.00      |              | 96.00     |
| 3288                             | VSP VISION SERVICE PLAN (IL)           | 1    | 05/31/12 | 42623     | 210.46     |              | 210.46    |
| TOTAL JP MORGAN CHASE (CKS: 127) |  |      |          |           | 83,320.53  |              | 83,320.53 |



INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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

RUN: 06/15/12 10:33AM

(JP MORGAN CHASE)

PAGE: 1

| VENDOR | VENDOR NAME                             | BANK | DATE     | CHECK NO. | CHECK AMT. | NON-CHECK DB | TOTAL    |
|--------|---|------|----------|-----------|------------|--------------|----------|
| 3250   | ACCOUNTEMP                              | 1    | 06/07/12 | 42624     | 769.38     |              | 769.38   |
| 2882   | JENNIFER ASIMAKOPOULOS                  | 1    | 06/07/12 | 42625     | 38.16      |              | 38.16    |
| 3131   | AUDIOGO                                 | 1    | 06/07/12 | 42626     | 299.89     |              | 299.89   |
| 226    | BAKER & TAYLOR                          | 1    | 06/07/12 | 42627     | 5,037.81   |              | 5,037.81 |
| 229    | BAKER & TAYLOR ENTERTAINMENT            | 1    | 06/07/12 | 42628     | 1,316.18   |              | 1,316.18 |
| 3083   | CABREANA AUDIO GROUP LLC                | 1    | 06/07/12 | 42629     | 43.98      |              | 43.98    |
| 3268   | CAMBRIDGE UNIVERSITY PRESS              | 1    | 06/07/12 | 42630     | 219.67     |              | 219.67   |
| 460    | CASE LOTS INC.                          | 1    | 06/07/12 | 42631     | 702.35     |              | 702.35   |
| 421    | CDW GOVERNMENT, INC.                    | 1    | 06/07/12 | 42632     | 8,839.79   |              | 8,839.79 |
| 486    | CHECKBOOK                               | 1    | 06/07/12 | 42633     | 34.00      |              | 34.00    |
| 499    | CHICAGO SUN-TIMES                       | 1    | 06/07/12 | 42634     | 107.12     |              | 107.12   |
| 690    | DAVIDSON TITLES, INC.                   | 1    | 06/07/12 | 42635     | 13.46      |              | 13.46    |
| 2884   | DOCUMENTATION ADMINISTRATION CORP.      | 1    | 06/07/12 | 42636     | 93.50      |              | 93.50    |
| 880    | FAVORABLE IMPRESSIONS                   | 1    | 06/07/12 | 42637     | 39.96      |              | 39.96    |
| 897    | FIRE & SECURITY SYSTEMS, INC.           | 1    | 06/07/12 | 42638     | 228.00     |              | 228.00   |
| 956    | GALE                                    | 1    | 06/07/12 | 42639     | 68.22      |              | 68.22    |
| 970    | GARVEY'S OFFICE PRODUCTS                | 1    | 06/07/12 | 42640     | 47.97      |              | 47.97    |
| 3316   | BARBARA GEIGER                          | 1    | 06/07/12 | 42641     | 250.00     |              | 250.00   |
| 3143   | GENERAL REVENUE CORPORATION             | 1    | 06/07/12 | 42642     | 117.50     |              | 117.50   |
| 1042   | GREY HOUSE PUBLISHING, INC.             | 1    | 06/07/12 | 42643     | 163.50     |              | 163.50   |
| 1054   | GUARDIAN                                | 1    | 06/07/12 | 42644     | 948.74     |              | 948.74   |
| 1084   | JANE HARTNEY                            | 1    | 06/07/12 | 42645     | 1,448.69   |              | 1,448.69 |
| 2992   | IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC | 1    | 06/07/12 | 42646     | 180.30     |              | 180.30   |
| 1268   | INGRAM LIBRARY SERVICES                 | 1    | 06/07/12 | 42647     | 9.58       |              | 9.58     |
| 1320   | SHIRLEY JENSEN                          | 1    | 06/07/12 | 42648     | 33.45      |              | 33.45    |
| 2838   | SARAH JOYNT                             | 1    | 06/07/12 | 42649     | 70.97      |              | 70.97    |
| 1691   | MIDWEST TAPE                            | 1    | 06/07/12 | 42650     | 1,426.53   |              | 1,426.53 |
| 2611   | NATIONWIDE RETIREMENT SOLUTIONS         | 1    | 06/07/12 | 42651     | 610.00     |              | 610.00   |
| 3028   | OVERDRIVE                               | 1    | 06/07/12 | 42652     | 385.53     |              | 385.53   |
| 3094   | PC MALL GOV                             | 1    | 06/07/12 | 42653     | 73.18      |              | 73.18    |
| 3185   | PEEK-A-BOOK LLC                         | 1    | 06/07/12 | 42654     | 2,280.00   |              | 2,280.00 |
| 1998   | PHILLIP'S INTERIOR PLANTS & DISPLAYS    | 1    | 06/07/12 | 42655     | 215.00     |              | 215.00   |
| 2109   | RANDOM HOUSE, INC.                      | 1    | 06/07/12 | 42656     | 63.75      |              | 63.75    |
| 2125   | RECORDED BOOKS, LLC                     | 1    | 06/07/12 | 42657     | 241.64     |              | 241.64   |
| 3034   | REID SERVICES                           | 1    | 06/07/12 | 42658     | 540.00     |              | 540.00   |
| 3317   | JANET RIEHECKY                          | 1    | 06/07/12 | 42659     | 300.00     |              | 300.00   |
| 2917   | DAVE RUDOLF                             | 1    | 06/07/12 | 42660     | 500.00     |              | 500.00   |
| 3283   | RUNCO OFFICE SUPPLY                     | 1    | 06/07/12 | 42661     | 232.54     |              | 232.54   |
| 3318   | JUDITH SCHNEIDER                        | 1    | 06/07/12 | 42662     | 17.00      |              | 17.00    |
| 3285   | SCOTPRESS PRINTING                      | 1    | 06/07/12 | 42663     | 880.07     |              | 880.07   |
| 2580   | UNIQUE BOOKS, INC.                      | 1    | 06/07/12 | 42664     | 2,024.01   |              | 2,024.01 |
| 2621   | VANTAGEPOINT TRANSFER AGENTS - 457      | 1    | 06/07/12 | 42665     | 975.00     |              | 975.00   |
| 2665   | VISOGRAPHIC, INC.                       | 1    | 06/07/12 | 42666     | 3,535.86   |              | 3,535.86 |
| 2718   | WEST PAYMENT CENTER                     | 1    | 06/07/12 | 42667     | 48.58      |              | 48.58    |
| 2723   | WESTCHESTER PUBLIC LIBRARY              | 1    | 06/07/12 | 42668     | 10.00      |              | 10.00    |
| 3250   | ACCOUNTEMP                              | 1    | 06/14/12 | 42669     | 184.65     |              | 184.65   |
| 3131   | AUDIOGO                                 | 1    | 06/14/12 | 42670     | 68.64      |              | 68.64    |
| 3083   | CABREANA AUDIO GROUP LLC                | 1    | 06/14/12 | 42671     | 43.98      |              | 43.98    |
| 3268   | CAMBRIDGE UNIVERSITY PRESS              | 1    | 06/14/12 | 42672     | 22.80      |              | 22.80    |
| 498    | CHICAGO RIDGE PUBLIC LIBRARY            | 1    | 06/14/12 | 42673     | 30.00      |              | 30.00    |
| 3040   | COMCAST CABLE                           | 1    | 06/14/12 | 42674     | 126.90     |              | 126.90   |
| 617    | COSMOPOLITAN BUILDING SERVICES          | 1    | 06/14/12 | 42675     | 5,150.00   |              | 5,150.00 |
| 1048   | GROOT INDUSTRIES, INC.                  | 1    | 06/14/12 | 42676     | 207.36     |              | 207.36   |
| 2836   | ELLEN MICHALAK                          | 1    | 06/14/12 | 42677     | 268.00     |              | 268.00   |

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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

RUN: 06/15/12 10:33AM

(JP MORGAN CHASE)

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| VENDOR                          | VENDOR NAME                             | BANK | DATE     | CHECK NO. | CHECK AMT. | NON-CHECK DB | TOTAL     |
|---------------------------------|---|------|----------|-----------|------------|--------------|-----------|
| 1893                            | CALL THE UNDERGROOASIS IRRIGATION, INC. | 1    | 06/14/12 | 42678     | 20.27      |              | 20.27     |
| 2364                            | SPECIALTY MAT SERVICE                   | 1    | 06/14/12 | 42679     | 89.80      |              | 89.80     |
| 2505                            | THYSSENKRUPP ELEVATOR CORP.             | 1    | 06/14/12 | 42680     | 715.54     |              | 715.54    |
| 3182                            | U.S. POSTAL SERVICE (POSTAGE-BY-PHONE)  | 1    | 06/14/12 | 42681     | 2,000.00   |              | 2,000.00  |
| TOTAL JP MORGAN CHASE (CKS: 58) |   |      |          |           | 44,408.80  |              | 44,408.80 |

## Bills for approval – Electronic Payments &amp; Automatic Withdrawals

May 2012

| Vendor              | Purpose            | Date Paid | Amount Paid |
|---------------------|--------------------|-----------|-------------|
| EFTPS-Federal       | Payroll taxes      | 05/11/12  | 15,296.01   |
| EFTPS-Federal       | Payroll taxes      | 05/25/12  | 16,487.56   |
| EFTPS-State         | Payroll taxes      | 05/11/12  | 2,971.15    |
| EFTPS-State         | Payroll taxes      | 05/25/12  | 3,240.59    |
| AT&T                | Internet           | 05/11/12  | 251.95      |
| Nicor               | Gas                | 05/22/12  | 163.10      |
| IMRF                | Payroll pension    | 05/07/12  | 17,908.30   |
| IMRF                | Payroll pension    | 05/25/12  | 17,280.68   |
| Dupage Credit Union | Payroll Deductions | 04/12/12  | 1,250.00    |
| Dupage Credit Union | Payroll Deductions | 04/26/12  | 1,250.00    |
| US Bank             | Credit Card Fee    | 04/03/12  | 165.42      |
| Hinsdale Bank       | Fee-direct deposit | 04/03/12  | 20.00       |

# IPPL Budgetary Calendar 2012 – 2013 Fiscal Year

| <u>Board Action</u>  | <u>Suggested Deadline</u> | <u>Statute Citation</u> |
|--|---------------------------|-------------------------|
| 1. Prepare tentative B & A Ordinance, set hearing date   | 7/18/12                   | 50 ILCS 330/3           |
| 2. Post tentative B & A for Public Inspection<br>(At least 30 days prior to adoption)  | 7/20/12                   | 50 ILCS 330/3           |
| 3. Adopt Ordinance for .02% for Bldg. & Maintenance<br>(Petitions requiring a referendum must be submitted within 30 days of publication.)   | 7/18/12                   | 75 ILCS 16/35-5(b)      |
| 4. Publish Bldg. & Maint. Ordinance<br>(Within 15 days of adoption) ( <i>Doings</i> – Thursday)  | 7/26/12                   | 75 ILCS 16/30-5         |
| 5. Publish Notice of B & A Public Hearing<br>(at least 30 days prior to hearing)   | 8/2/12                    | 50 ILCS 330/3           |
| 6. Conduct Public Hearing on B & A Ordinance   | 9/19/12                   | 50 ILCS 330/3           |
| 7. Adopt final B & A Ordinance<br>(By 4 <sup>th</sup> Tuesday in September, 9/25/12)   | 9/19/12                   | 75 ILCS 16/30-85(a)     |
| 8. Post & Publish certified copy of B & A Ordinance<br>(Post within 3 days after adoption, for 14 days)<br>(Publication recommended within 14 days of adoption.)   | 9/21/12 post              | 75 ILCS 16/30-85        |
|  | 9/27/12 publish           |                         |
| 9. File certified copy of B & A with County Clerks<br>(Within 30 days after adoption.)   | 9/28/12                   | 35 ILCS 200/18-50       |
| 10. Adopt Estimate of Revenues   | 9/19/12                   | 35 ILCS 200/18-50       |
| 11. File Estimate of Revenues Certified by Treasurer<br>with County Clerks   | 9/28/12                   | 35 ILCS 200/18-50       |
| 12. Adopt Resolution to Determine Estimate of Funds<br>Needed. (Not less than 20 days prior to adoption of<br>Levy. Statutory deadline is 20 days prior to 1 <sup>st</sup><br>Tuesday in December, 11/14/12) | 10/17/12                  | 35 ILCS 200-55(b)       |
| 3. Publish Notice of Public Hearing on levy if more<br>than 105% of tax extension 7 to 14 days prior to hearing  | 11/8/12                   | 35 ILCS 200/18-80       |

**IPPL 2012-2013 Budgetary Calendar (cont.)**

| <u>Board Action</u>  | <u>Suggested Deadline</u> | <u>Statute Citation</u>                            |
|--|---------------------------|--|
| 14. Conduct Public Hearing if levy is more than 105%   | 11/21/12                  | 75 ILCS 200/18-70                                  |
| 15. Adopt Levy Ordinance<br>(No sooner than 7 days after publication of B & A and no sooner than 20 days after adoption of Resolution to Determine Estimate of Funds Needed Levy Deadline is 1 <sup>st</sup> Tuesday in December, 12/4/12)   | 11/21/12                  | 75 ILCS 16/30-85(b)                                |
| 16. File certified copy of Levy Ordinance with County Statutory deadline is last Tues. in December, 12/25/12)<br>Also file:<br>◆ Certification of Authenticity (by Secretary)<br>◆ Certification of Compliance with TITA or Certificate of Inapplicability of TITA (by President). Attach copy of "black-border notice" if TITA publication was made | 12/7/12                   | 75 ILCS 16/30-85©<br><br><br><br>35 ILCS 200/18-90 |
| 17. District Secretary files certified copies of B & A and Levy Ordinances with the library and makes available to the public.   | 12/7/12                   | 75 ILCS 16/30-85(e)                                |

- Note:
- ◆ All ordinances must be posted within 3 days of adoption and remain posted for 14 days. (75 ILCS 16/1-40)
  - ◆ Every ordinance shall contain an effective date, which shall be no later than 60 days after the enactment.

Recommended Deadlines for Other Legal Requirements

|   |                         |
|---|-------------------------|
| Prevailing Wage Ordinance   | 6/20/12                 |
| Ordinance Establishing Meeting Dates                                | 6/20/12                 |
| Annual Statement of Receipts and Disbursements                      | 7/18/12                 |
| Publish Notice of Availability of Audit Report                      | when audit is completed |
| Secretary's Audit   | 7/18/12                 |
| Review of Closed Session Minutes                                    | 7/18/12                 |
|   | 1/16/13                 |
| Semi-annual Statement of Receipts & Disbursements (Post by 1/18/13) | 1/16/13                 |

AN ORDINANCE OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT,  
DU PAGE COUNTY, ILLINOIS, ASCERTAINING THE PREVAILING RATE OF  
WAGES FOR LABORERS, WORKERS, AND MECHANICS EMPLOYED  
ON PUBLIC WORKS OF SAID DISTRICT

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Ill. Rev. Stat., Ch. 48, par 39s-1 et seq. and

WHEREAS, the aforesaid Act requires that the Board of Trustees of the Indian Prairie Public Library District of the County of DuPage investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Indian Prairie Public Library District employed in performing construction of public works for said Indian Prairie Public Library District;

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of Indian Prairie Public Library District:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Indian Prairie Public Library District is hereby ascertained to be the same as the prevailing rate of wages for construction work in the DuPage County area as determined by the Department of Labor of the State of Illinois as of June 1, 2012, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Indian Prairie Public Library District. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Indian Prairie Public Library District to the extent required by the aforesaid Act.

SECTION 3: The Indian Prairie Public Library District Secretary shall publicly post or keep available for inspection by any interested party in the main office of the Indian Prairie Public Library District this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Indian Prairie Public Library District Secretary shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Indian Prairie Public Library District Secretary shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Indian Prairie Public Library District Secretary shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED this 20th day of June, 2012.

\_\_\_\_\_  
Crystal Megaridis, President

ATTEST:

\_\_\_\_\_  
Victoria Suriano, Secretary

NOTICE OF DETERMINATION OF PREVAILING WAGES

Notice is hereby given that the Indian Prairie Public Library District has determined by Ordinance adopted June 20, 2012, that the prevailing rate of wages for construction work coming under the jurisdiction of the Indian Prairie Public Library District is the same as the prevailing rate of wages for construction work in the DuPage County area as determined by the Department of Labor of the State of Illinois as of June 1, 2012. A copy of said determination may be obtained from the Indian Prairie Public Library District or the Department of Labor.

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Victoria Suriano, Secretary  
Indian Prairie Public Library District



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# Du Page County Prevailing Wage for June 2012

(See explanation of column headings at bottom of wages)

| Trade Name             | RG | TYP | C | Base   | FRMAN  | *M-F>8 | OSA | OSH | H/W   | Pensn | Vac   | Trng  |
|------------------------|----|-----|---|--------|--------|--------|-----|-----|-------|-------|-------|-------|
| ASBESTOS ABT-GEN       |    | ALL |   | 35.200 | 35.700 | 1.5    | 1.5 | 2.0 | 12.18 | 8.820 | 0.000 | 0.450 |
| ASBESTOS ABT-MEC       |    | BLD |   | 32.850 | 0.000  | 1.5    | 1.5 | 2.0 | 10.82 | 10.66 | 0.000 | 0.720 |
| BOILERMAKER            |    | BLD |   | 43.450 | 47.360 | 2.0    | 2.0 | 2.0 | 6.970 | 14.66 | 0.000 | 0.350 |
| BRICK MASON            |    | BLD |   | 39.780 | 43.760 | 1.5    | 1.5 | 2.0 | 9.300 | 11.17 | 0.000 | 0.730 |
| CARPENTER              |    | ALL |   | 40.770 | 42.770 | 1.5    | 1.5 | 2.0 | 12.34 | 11.25 | 0.000 | 0.530 |
| CEMENT MASON           |    | ALL |   | 38.000 | 40.000 | 2.0    | 1.5 | 2.0 | 8.950 | 16.35 | 0.000 | 0.380 |
| CERAMIC TILE FNSHER    |    | BLD |   | 33.600 | 0.000  | 2.0    | 1.5 | 2.0 | 9.200 | 6.680 | 0.000 | 0.580 |
| COMMUNICATION TECH     |    | BLD |   | 32.650 | 34.750 | 1.5    | 1.5 | 2.0 | 9.250 | 14.46 | 0.400 | 0.610 |
| ELECTRIC PWR EQMT OP   |    | ALL |   | 35.400 | 48.110 | 1.5    | 1.5 | 2.0 | 5.000 | 10.97 | 0.000 | 0.270 |
| ELECTRIC PWR GRNDMAN   |    | ALL |   | 27.380 | 48.110 | 1.5    | 1.5 | 2.0 | 5.000 | 8.490 | 0.000 | 0.210 |
| ELECTRIC PWR LINEMAN   |    | ALL |   | 42.390 | 48.110 | 1.5    | 1.5 | 2.0 | 5.000 | 13.14 | 0.000 | 0.320 |
| ELECTRIC PWR TRK DRV   |    | ALL |   | 28.350 | 48.110 | 1.5    | 1.5 | 2.0 | 5.000 | 8.790 | 0.000 | 0.220 |
| ELECTRICIAN            |    | BLD |   | 36.200 | 39.820 | 1.5    | 1.5 | 2.0 | 9.250 | 16.27 | 4.380 | 0.680 |
| ELEVATOR CONSTRUCTOR   |    | BLD |   | 48.560 | 54.630 | 2.0    | 2.0 | 2.0 | 11.03 | 11.96 | 2.910 | 0.000 |
| FENCE ERECTOR          | NE | ALL |   | 32.660 | 34.660 | 1.5    | 1.5 | 2.0 | 12.42 | 10.00 | 0.000 | 0.250 |
| FENCE ERECTOR          | W  | ALL |   | 44.950 | 47.200 | 2.0    | 2.0 | 2.0 | 8.890 | 17.69 | 0.000 | 0.400 |
| GLAZIER                |    | BLD |   | 38.500 | 40.000 | 1.5    | 2.0 | 2.0 | 11.49 | 14.64 | 0.000 | 0.840 |
| HT/FROST INSULATOR     |    | BLD |   | 43.800 | 46.300 | 1.5    | 1.5 | 2.0 | 10.82 | 11.86 | 0.000 | 0.720 |
| IRON WORKER            | E  | ALL |   | 40.750 | 42.750 | 2.0    | 2.0 | 2.0 | 13.20 | 19.09 | 0.000 | 0.350 |
| IRON WORKER            | W  | ALL |   | 44.950 | 47.200 | 2.0    | 2.0 | 2.0 | 8.890 | 17.69 | 0.000 | 0.400 |
| LABORER                |    | ALL |   | 35.200 | 35.950 | 1.5    | 1.5 | 2.0 | 12.18 | 8.820 | 0.000 | 0.450 |
| LATHER                 |    | ALL |   | 40.770 | 42.770 | 1.5    | 1.5 | 2.0 | 12.34 | 11.25 | 0.000 | 0.530 |
| MACHINIST              |    | BLD |   | 43.160 | 45.160 | 1.5    | 1.5 | 2.0 | 7.980 | 8.950 | 0.000 | 0.000 |
| MARBLE FINISHERS       |    | ALL |   | 29.100 | 0.000  | 1.5    | 1.5 | 2.0 | 9.300 | 11.17 | 0.000 | 0.660 |
| MARBLE MASON           |    | BLD |   | 39.030 | 42.930 | 1.5    | 1.5 | 2.0 | 9.300 | 11.17 | 0.000 | 0.730 |
| MATERIAL TESTER I      |    | ALL |   | 25.200 | 0.000  | 1.5    | 1.5 | 2.0 | 12.18 | 8.820 | 0.000 | 0.450 |
| MATERIALS TESTER II    |    | ALL |   | 30.200 | 0.000  | 1.5    | 1.5 | 2.0 | 12.18 | 8.820 | 0.000 | 0.450 |
| MILLWRIGHT             |    | ALL |   | 40.770 | 42.770 | 1.5    | 1.5 | 2.0 | 12.34 | 11.25 | 0.000 | 0.530 |
| OPERATING ENGINEER     |    | BLD | 1 | 45.100 | 49.100 | 2.0    | 2.0 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| OPERATING ENGINEER     |    | BLD | 2 | 43.800 | 49.100 | 2.0    | 2.0 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| OPERATING ENGINEER     |    | BLD | 3 | 41.250 | 49.100 | 2.0    | 2.0 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| OPERATING ENGINEER     |    | BLD | 4 | 39.500 | 49.100 | 2.0    | 2.0 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| OPERATING ENGINEER     |    | BLD | 5 | 48.850 | 49.100 | 2.0    | 2.0 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| OPERATING ENGINEER     |    | BLD | 6 | 46.100 | 49.100 | 2.0    | 2.0 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| OPERATING ENGINEER     |    | BLD | 7 | 48.100 | 49.100 | 2.0    | 2.0 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| OPERATING ENGINEER     |    | HWY | 1 | 43.300 | 47.300 | 1.5    | 1.5 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| OPERATING ENGINEER     |    | HWY | 2 | 42.750 | 47.300 | 1.5    | 1.5 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| OPERATING ENGINEER     |    | HWY | 3 | 40.700 | 47.300 | 1.5    | 1.5 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| OPERATING ENGINEER     |    | HWY | 4 | 39.300 | 47.300 | 1.5    | 1.5 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| OPERATING ENGINEER     |    | HWY | 5 | 38.100 | 47.300 | 1.5    | 1.5 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| OPERATING ENGINEER     |    | HWY | 6 | 46.300 | 47.300 | 1.5    | 1.5 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| OPERATING ENGINEER     |    | HWY | 7 | 44.300 | 47.300 | 1.5    | 1.5 | 2.0 | 14.40 | 9.550 | 1.900 | 1.250 |
| ORNAMNTL IRON WORKER E |    | ALL |   | 40.200 | 42.700 | 2.0    | 2.0 | 2.0 | 12.67 | 15.61 | 0.000 | 0.500 |
| ORNAMNTL IRON WORKER W |    | ALL |   | 44.950 | 47.200 | 2.0    | 2.0 | 2.0 | 8.890 | 17.69 | 0.000 | 0.400 |
| PAINTER                |    | ALL |   | 40.180 | 42.180 | 1.5    | 1.5 | 1.5 | 8.950 | 8.200 | 0.000 | 1.250 |
| PAINTER SIGNS          |    | BLD |   | 33.920 | 38.090 | 1.5    | 1.5 | 1.5 | 2.600 | 2.710 | 0.000 | 0.000 |
| PILEDRIIVER            |    | ALL |   | 40.770 | 42.770 | 1.5    | 1.5 | 2.0 | 12.34 | 11.25 | 0.000 | 0.530 |
| PIPEFITTER             |    | BLD |   | 41.000 | 43.000 | 1.5    | 1.5 | 2.0 | 10.75 | 14.59 | 0.000 | 1.660 |
| PLASTERER              |    | BLD |   | 39.360 | 41.720 | 1.5    | 1.5 | 2.0 | 9.300 | 11.72 | 0.000 | 0.780 |
| PLUMBER                |    | BLD |   | 41.000 | 43.000 | 1.5    | 1.5 | 2.0 | 10.75 | 14.59 | 0.000 | 1.660 |
| ROOFER                 |    | BLD |   | 37.650 | 40.650 | 1.5    | 1.5 | 2.0 | 8.380 | 6.820 | 0.000 | 0.430 |
| SHEETMETAL WORKER      |    | BLD |   | 41.660 | 43.660 | 1.5    | 1.5 | 2.0 | 9.540 | 11.57 | 0.000 | 0.780 |

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|                     |       |        |        |     |     |     |       |       |       |       |
|---------------------|-------|--------|--------|-----|-----|-----|-------|-------|-------|-------|
| SPRINKLER FITTER    | BLD   | 49.200 | 51.200 | 1.5 | 1.5 | 2.0 | 9.750 | 8.200 | 0.000 | 0.450 |
| STEEL ERECTOR       | E ALL | 40.750 | 42.750 | 2.0 | 2.0 | 2.0 | 13.20 | 19.09 | 0.000 | 0.350 |
| STEEL ERECTOR       | W ALL | 44.950 | 47.200 | 2.0 | 2.0 | 2.0 | 8.890 | 17.69 | 0.000 | 0.400 |
| STONE MASON         | BLD   | 39.780 | 43.760 | 1.5 | 1.5 | 2.0 | 9.300 | 11.17 | 0.000 | 0.730 |
| TERRAZZO FINISHER   | BLD   | 35.150 | 0.000  | 1.5 | 1.5 | 2.0 | 9.200 | 9.070 | 0.000 | 0.430 |
| TERRAZZO MASON      | BLD   | 39.010 | 42.010 | 1.5 | 1.5 | 2.0 | 9.200 | 10.41 | 0.000 | 0.510 |
| TILE MASON          | BLD   | 40.490 | 44.490 | 2.0 | 1.5 | 2.0 | 9.200 | 8.390 | 0.000 | 0.640 |
| TRAFFIC SAFETY WRKR | HWY   | 28.250 | 29.850 | 1.5 | 1.5 | 2.0 | 4.896 | 4.175 | 0.000 | 0.000 |
| TRUCK DRIVER        | ALL 1 | 32.550 | 33.100 | 1.5 | 1.5 | 2.0 | 6.500 | 4.350 | 0.000 | 0.150 |
| TRUCK DRIVER        | ALL 2 | 32.700 | 33.100 | 1.5 | 1.5 | 2.0 | 6.500 | 4.350 | 0.000 | 0.150 |
| TRUCK DRIVER        | ALL 3 | 32.900 | 33.100 | 1.5 | 1.5 | 2.0 | 6.500 | 4.350 | 0.000 | 0.150 |
| TRUCK DRIVER        | ALL 4 | 33.100 | 33.100 | 1.5 | 1.5 | 2.0 | 6.500 | 4.350 | 0.000 | 0.150 |
| TUCK POINTER        | BLD   | 39.950 | 40.950 | 1.5 | 1.5 | 2.0 | 8.180 | 10.57 | 0.000 | 0.790 |

Legend:

- RG (Region)
- TYP (Trade Type - All, Highway, Building, Floating, Oil & Chip, Rivers)
- C (Class)
- Base (Base Wage Rate)
- FRMAN (Foreman Rate)
- M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.)
- OSA (Overtime (OT) is required for every hour worked on Saturday)
- OSH (Overtime is required for every hour worked on Sunday and Holidays)
- H/W (Health & Welfare Insurance)
- Pensn (Pension)
- Vac (Vacation)
- Trng (Training)

## Explanations

### DUPAGE COUNTY

IRON WORKERS AND FENCE ERECTOR (WEST) - West of Route 53.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

### EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

TRAFFIC SAFETY - work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal

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of temporary road signs.

#### CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

#### COMMUNICATIONS TECHNICIAN

Low voltage installation, maintenance and removal of telecommunication facilities (voice, sound, data and video) including telephone and data inside wire, interconnect, terminal equipment, central offices, PABX, fiber optic cable and equipment, micro waves, V-SAT, bypass, CATV, WAN (wide area networks), LAN (local area networks), and ISDN (integrated system digital network), pulling of wire in raceways, but not the installation of raceways.

#### MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone,

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granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

#### OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators; Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches; Bobcats (up to and including  $\frac{3}{4}$  cu yd.) .

Class 4. Bobcats and/or other Skid Steer Loaders (other than bobcats up to and including  $\frac{3}{4}$  cu yd.); Oilers; and Brick Forklift.

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Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics.

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane: Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dowell Machine with Air Compressor; Dredges; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Backhoes with shear attachments; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Trenching Machine; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; All Locomotives, Dinky; Off-Road Hauling Units (including articulating)/2 ton capacity or more; Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.;

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Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro- Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tractaire; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Bobcats (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

TERRAZZO FINISHER

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The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

ORDINANCE #2012-3

AN ORDINANCE ESTABLISHING A REGULAR MEETING DATE  
FOR THE BOARD OF TRUSTEES OF THE  
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

Section 1: Regular Meeting - Regular meetings of the Board of Trustees for the months of July, 2012 through June, 2013 shall be held on the third Wednesday of each month at 7 o'clock in the evening at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois.

The exact dates are:

- July 18, 2012
- August 15, 2012
- September 19, 2012
- October 17, 2012
- November 21, 2012
- December 19, 2012
- January 16, 2013
- February 20, 2013
- March 20, 2013
- April 17, 2013
- May 15, 2013
- June 19, 2013

Section 2: This ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 20th day of June, 2012.

\_\_\_\_\_  
Crystal Megaridis, President

ATTEST:

\_\_\_\_\_  
Victoria Suriano, Secretary



Indian Prairie Public Library  
Finance Committee  
June 11, 2012 – 7 p.m.  
Minutes

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Roll call: Marian Krupicka, Luanne Spiros, Rob Thomas, Jamie Bukovac, Library Director

#### Property Taxes

Bukovac reported that she talked with the people in charge of determining the amount of property tax give to taxing bodies at each county. She inquired about the impact of the lowered EAVs. Their response was that as EAV rise the tax rate goes down and as the EAV goes down the tax rate rises to create a balance. The EAV does not impact the amount of property tax money the library receives. What impacts that amount is any new construction and the Consumer Price Index from two years ago. So the library's property tax income should not go down.

#### Salary Range

Bukovac had created a chart showing the salaries for IPPL staff positions compared to the same positions in other libraries. Bukovac is recommending a 1.5% increase to the salary range to keep salaries competitive.

#### Financial Forecast, Reserve and Future Capital Items

Bukovac had prepared a financial forecast to 2021 which shows how anticipated revenue and expenditures as well as major building capital items and how the library's reserves are impacted. Krupicka noted that the library should also consider refurbishment or renovation of the library in future years as well.

#### 2012/13 Budget

The committee reviewed the 2012/13 budget and agreed with it.

#### 2012/13 Capital Items

The committee reviewed requested 2012/13 capital items and agreed with the request.

#### Investments

Bukovac noted that any interest earned from investments is being put back into the investments rather than being used for the operating budget as was done in the past. The committee agreed that this is a good idea. Bukovac will arrange for a presentation about the library investments to the trustees by MPI Investments.

#### Building Bond

The building bond's last payment will be December 2013. The library could choose to go to referendum in the spring of 2013 to ask residents if part of the money that they had been paying to the building bond could be transferred to the library's operating budget. This would be part of a longer strategy of financial viability for the library and maintaining services and the building. Bukovac has asked Steve Larson of Ehlers Finances to meet with the trustees in July to discuss this. Prior to the meeting Larson will examine the library's finances.

Adjourn: 8:30 p.m.

## Agenda

Memos are attached to the various topics listed under "New Business". A revised floor plan for the first floor had been presented to the Building and Grounds Committee. They made suggestions and we made revisions according to their suggestions and are now presenting it to the full Board. The financial reports and recommendations have been reviewed and approved by the Finance Committee

## Office Coordinator

We are currently using the Accountemps person, Dru, who filled in while April was on maternity leave. I have decided to move to Quickbooks for invoice and payroll. Dru will take care of the migration. After learning about Quickboosk and how easy it is to use I've decided to create a position that is twenty hours per week and the person will do the data entry for invoices and payroll, be the HR liaison for staff and oversee office procedures. I'll hire Dru or someone like her to come in each month to do end of month and end of year reconciliations. This plan will ultimately save the library approximately \$10,000.00 from when April worked for us.

I'm going to join the Management Association for \$835.00 which will provide much needed assistance relative to human resources, including training the new person, doing an analysis of our HR procedures, provide hotline resources including legal advice, and discounted prices for specialty services. I've attached information to my report.

## SWAN

We are finalizing all that needs to be done to transfer the staff from RAILS to SWAN July 1 including benefits selection for pension, life and disability insurance, health insurance, leave benefits, the personnel handbook and the hire letter. RAILS has been very helpful in coordinating this process.

At the SWAN Directors' quarterly meeting Aaron Skog, SWAN Director, gave a presentation on an open source software that could potentially replace what SWAN uses now. Called *Evergreen*, it is being used around the country and it's fascinating to see how it is being developed. We know that we need to either upgrade our current software or move to something new in the next two to three years. SWAN is currently working on development of a strategic plan and held two focus groups for the membership this month.

Staff

Nicole Pierce and Gina Spiewak have been hired as Summer Youth Services Assistants starting Mary 25 at a salary of \$9.05/hour.

Meetings and Workshops

- May 14 One-on-ones with Debbie S. and Debbie W.
- May 15 One-on-ones with Ann and Monica
- May 15 Meeting with Aaron Skog regarding SWAN staff transition
- May 16 One-on one with Laura
- May 16 Board meeting
- May 18 SWAN Personnel/Finance Committee
- May 21 One-on-ones with Debbie S., Ann, and Monica.
- May 22 SWAN focus group
- May 22 One-on-one with Laura
- May 24 Department Heads meeting
- May 31 One-on-one with Debbie W.
- June 4 One-on-one with Debbie S.
- June 4 Meeting with the Management Association regarding membership
- June 7 SWAN directors' quarterly meeting
- June 11 Department Heads meeting
- June 11 Finance Committee meeting
- June 12 Darien Chamber lunch meeting
- June 13 Webinar on services to visually handicapped
- June 14 One-on-one with Debbie W.
- June 15 SWAN Board meeting

Jamie Bukovac  
Director

# Capabilities

Whether you have an entire HR department, a sole HR professional or just a staff member with "other-duties-as-assigned," you can be confident that your HR practices are effective, efficient and economical with support from the Management Association.

## Information Resources

**The HR Hotline:** Unlimited access to certified HR professionals, compensation analysts and benefits experts. Hotline access to experienced employment law attorneys — without the hourly fees.

**www.hrsource.org:** Instantly access the full resources of the Management Association right from your desktop. Thousands of pages of searchable data, information, commonly used forms and more.

**HR e-Source:** Our weekly e-newsletter will keep you knowledgeable and current.

## Surveys

We provide the most current, accurate and reliable compensation survey data available. We produce local, Chicago-area surveys as well as national data.

- Annual Wage Survey
- Annual Salary Survey
- Biennial Policies & Benefits Survey
- Annual Executive Compensation Survey
- Sales, IT & Engineering Surveys

*Has a library survey*

## Training & Education

Attend our conveniently scheduled programs at any of our training locations, or we can bring programs on-site to you.

*Human Resources Educational Programs*  
*Employment & Labor Law Compliance*  
*Supervisory & Leadership Training*  
*Organizational Development Resources*  
*On-Site Training Programs*  
*Many Programs Offered in Spanish*

## Professional Services

Whether it's simple advice, document support or full project design and implementation, we'll supply you with the support you need to get the job done.

### HR Services

*Affirmative Action Services*  
*Human Resource Assessments*  
*Temporary HR Assistance*  
*Recruitment Resources*  
*Employee Satisfaction & Engagement Surveys*

### Compensation Services

*Job Descriptions*  
*Compensation Benchmarking*  
*Compensation System Design*  
*Benefit Assessment Services*

### Legal Services for Members

Be comfortable and secure in the knowledge that your organization is protected against risk and liability. Our attorneys can handle employment related legal issues including reviewing and producing documents, representing members before state and federal agencies, and reviewing and developing employee handbooks.

## Employee Benefits & Group Plans

At the Management Association, the sale of an employee benefit plan does not conclude a transaction. It signals the beginning of our service obligation to you.

*Health (PPO, POS, HMO, HRA, & HSA)*  
*Dental and Vision*  
*Life, AD&D and Disability*  
*Voluntary Benefits*  
*Section 125 Cafeteria Plans*  
*Flexible Spending Accounts*  
*COBRA Administration*  
*HIPAA Compliance*

**Assistant Director's Report**  
**June 2012**

**Building & Grounds:**

The landscaping project is done! Christine, Elliot and Jason have been busy watering all the new additions.

Part of our parking lot work (the repair to the front drive) has been done. The seal coating and striping will be done in August.

New double-faced "Slow" signs have been added near the crosswalks.

We received a nice patron comment form thanking us for installing the towel dispensers and making the Computer Area quieter.

Christine single-handedly painted the meeting room the last week in May-it looks great! The new color accents the carpeting nicely.

**Chan Concerts:**

The first outdoor concert of the summer was held on Wednesday, June 13<sup>th</sup>. Andrew Salgado performed a selection of his own songs and some covers. Around 89 people attended. The next concert will be Confetti on July 11<sup>th</sup>.

**Dancing in the Stacks II:**

I have found three bands that do "live karaoke" and am currently reviewing their fees and song lists.

**Strategic Plan:**

"A staff development plan will be developed every year..."

The plan is included in your packet.

**"UnConference"**

I attended the "Chicagoland Library UnConference" on Thursday, May 31<sup>st</sup>. The event was limited to 80 people and sold out in just a couple of days. It is called an "unConference" because the breakout session choices and content were chosen by the participants. In advance of the event, there was an online vote on possible topics. During the event, breakout sessions were "born" as the day went on. Breakouts were led by a facilitator and were very discussion/brainstorming-based.

Two Keynote speakers kicked off the event. Becca Martin, the creator of "EveryBlock" (a neighborhood news and discussion site) and Nick Disabado, a writer, blogger, product designer and publisher. Both speakers gave a modern point of view on the importance of social media, technology, and connecting people with technology.

Breakout sessions that I participated in were "The Apple Way for Libraries", "Outreach for the Non-User", "Tech Programming for Kids", and "Words Words Words" (a discussion about "library lingo"). It was an excellent and inspiring day! I am working on a written report on the day to be shared with the staff and Trustees.

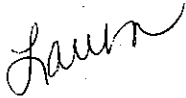
**Marketing:**

Cris Cigler's report is attached.

**Meetings, Service Desk Hours and Workshops:**

5/23 Reference Desk (2 hours)  
5/24 Kids & Teens Desk (2 hours)  
5/24 Department Head Meeting  
5/31 Chicagoland Library unConference @ RAILS (Wheeling)  
6/6 WB/BR Chamber meeting  
6/6 Reference Desk (2 hours)  
6/7 Kids & Teens Desk (2 hours)  
6/11 Department Head Meeting  
6/12 Reference Desk (2 hours)  
6/13 Chan Concert: Andrew Salgado  
6/14 Kids & Teens Desk (2 hours)  
6/20 Reference Desk (2 hours)  
6/20 Library Board Meeting

Submitted by:  
Laura Birmingham



# Staff Development Plan FY 2012 -2013

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## A. Overview:

**Our Mission:** We enrich people's lives by providing opportunities to explore, connect, and be inspired.

### **Our Values:**

We value and respect the individual.

We empower and guide each visitor.

We aspire to bring people together.

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

**Our Library Brand (what we stand for):** We are a trusted and welcoming center of the community where people explore, connect, and are inspired. We continually deliver the highest quality service.

**Our Employer Brand (our promise to our employees to help them do their job):** Indian Prairie provides a dynamic, engaging team environment that values initiative and every individual.

We provide friendly, responsive, knowledgeable service that exceeds our patron's expectations.

**YOU** are what give our brand meaning.

## Basic truths about working at Indian Prairie:

- Patrons come first.
- You are essential to delivery of our library brand.
- You play an important part in supporting the library's employer brand.
- Initiative and creativity are key to providing service that meets and exceeds patron's expectations. Go above and beyond. Surprise and delight our patrons.
- There are no mistakes, only opportunities to learn.
- We are all Indian Prairie Public Library. We're a team, not separate departments or individuals.

## **B. The Staff Development Plan:**

All library workers are responsible for active participation in their training, education, and development. Staff is expected to positively contribute to the culture of quality service at the Indian Prairie Public Library as well as improve their skills and professional knowledge to do their jobs well.

### **1. Customer Service and Hospitality**

Our staff recognizes that providing quality customer service is key to delivering the IPPL Brand.

- All new employees are trained on the employer and employee brand, customer service, hospitality, Fish! principles, and empowerment.
- Supervisors and Department Heads are expected to provide a culture of empowerment and be role-models for their staff.
- ALL staff is given the authority to make the best decision, given the current circumstances, without concern for future repercussions.
- Staff is expected to be able to make a decision based on the knowledge, judgment, and resources at hand in a positive mission and values supporting way.
- Employees are encouraged to recognize each other (Catch the Wave, FISH! cards, Supervisor's Toolkit and other ways that are provided in their departments.)
- All staff is expected to provide a welcoming, clean, comfortable environment for our visitors. Building and maintenance needs should be reported to the Assistant Director immediately.
- Every Staff Institute will have a customer service/hospitality component.

### **2. Technology Training/Knowledge**

Our staff is expected to know their job and the tools/resources needed for their job.

- All supervisors are responsible for scheduling training for their staff as needed. Supervisors must record staff training for their department.
- Supervisors should identify weaknesses and coach each of their employees to strengthen their skills.
- Staff should focus on the development of technology skills and keep abreast of new technologies as related to their job.
  1. The library will arrange appropriate technology training for staff on software and technology used in their jobs.
    - a. Training will be provided to staff to increase/manage the website.
    - b. Training will be provided as needed for staff to assist patrons with: eReaders/downloads, the WebPac/Encore, databases, and other personal computer needs.
  2. As new technologies are implemented, training will be provided.

### **3. Leadership Training**

All staff are considered leaders for patrons and for each other.

- Staff is encouraged to volunteer for system advisory councils and committees and other professional organizations.
- Professional librarians and department heads are encouraged to join and participate in professional library organizations (ALA, PLA, and ILA). Library will pay half of the annual dues.
- Staff should attend any special interest groups or user group meetings pertinent to their position, such as Tech Users Group, ARRT, NWYS, LACONI groups, etc. (ongoing).



- Staff should try to visit other libraries whenever possible to identify new ideas and innovations in library services.
- All supervisors are expected to attend all Leadership Team meetings. (Dates TBA)

**4. Expectations for staff:**

In addition to orientation and initial training, staff is expected to enhance their professional knowledge and skills.

- ALL staff is expected to take advantage of learning opportunities. Learning opportunities include:
  - ILA and Reaching Forward annual Conferences
  - Webinars and in-person training (L2 librarylearning.info)
  - LACONI workshops ([www.LACONI.org](http://www.LACONI.org))
  - PLA Online Learning
  - Webinars and courses on Webjunction ([webjunction.org](http://webjunction.org))
  - Online Learning at ALA ([ala.org/ala/onlinelearning/index.cfm](http://ala.org/ala/onlinelearning/index.cfm))
- All Librarians and Department Heads must obtain at least 10 "learning" hours per year.
- All Youth Services, Reference, Reader's Services, and Computer Help Desk, and IT assistants must obtain at least 4 learning hours per year.
- NOTE: Training must be approved by supervisor and be relevant to employment position.
- All staff is expected to attend the annual Staff Institute Day. (TBD)
- All staff is expected to attend all department meetings. (ongoing)
- Staff is expected to be knowledgeable about the library, its organizational structure, the services available, all departments, and knowledge of policies and procedures.
  1. All staff will be given an in-depth tour of all library departments within the first three months of their employment. (ongoing)
  2. Staff will be provided time to explore the library website and read all internal communications. (ongoing).
  3. Supervisors will have an "open door" culture within their department to clarify questions and act as a daily resource for staff.
  4. All staff will complete the "I Know..." self-assessment tool by September 1<sup>st</sup>, 2012.
  5. Results of "I Know.." assessment will be evaluated for training purposes by October 1<sup>st</sup>, 2012.
- Staff must be personally responsible for staying up to date with library events, new services, policy and procedure changes, etc. Supervisors should encourage their staff to do the following regularly:
  - Check department-specific information areas daily.
  - Read, review and keep a copy of the latest library newsletter handy.
  - Read and keep Catch the Wave
  - If it applies, check e-mail
  - Read internal blogs and online staff announcements
  - Review the Website and recommend changes and additions
  - Check your mailbox(es) at least once during your shift.

- Read the Department Head Meeting minutes, review the board packets, "Listening Posts", and service logs.

**5. Awareness/Security:**

All staff is expected to practice awareness to their surroundings, the users, and each other.

- All new staff will be given training on safety and emergency procedures within their first ninety days of employment.
- All persons-in-charge will be trained on how to deal with patron, building, and weather emergencies.
- All In-Charge staff is expected to read posts on the LIC Intranet blog.
- All front line staff should read selections from The Black Belt Librarian: Real World Safety and Security

**Providing popular materials and programs - children, teens, and adults depend on the library to make their leisure time more enjoyable.**

**The Big Read**

The final author event was a great success. Over 650 people attended and the comments were all positive. Many people asked what we would be doing next year. The committee had a wrap up meeting and a book selection committee is already in place for next year. The total attendance at 32 programs and the author event was 2411 – an average of 55 people per program (not including author event).

**Signage**

Created a new concept for signage – we started out with this to highlight the new subject pullouts and we'll be incorporating this design throughout the entire new section; we have all the sub-categories identified in the 12 pullout sections and new individual shelf signs have been almost finished. We're waiting on some sections that are being weeded.

**eNews**

Two more e-newsletters were sent out in May

**May 8, 2012**

Sent 12,642 with 18.8% open rate (2298 opens) and a 9.3% click rate (213 clicks).

Breakdown of clicks:

- 61 on kids summer reading
- 43 on Mango languages
- 27 on calendar
- 20 on catalog – Maurice Sendak

**May 22, 2012**

Sent 12,624 with an 18.8% open rate (2287 opens) and a 7.5% click rate (172 clicks).

Breakdown on clicks:

- 86 on kids summer reading
- 52 on calendar
- 16 on Find Your Next Great Book

**Enriching lives through technology - technology has become a foundational component in our residents' lives.**

**Promoting e-books**

Work continues on brochures with instructions for downloading.

**Special Promotions - Databases**

Shelf talkers are all in place in the nonfiction section to promote relevant databases.

AtoZdatabase program for chambers promoted at both chambers.

**Enhancing the community**

The library helps residents expand their sense of community by fostering community projects and encouraging interaction and sharing of interests.

**Willowbrook/Burr Ridge Chamber Map**

As we have in the past, we've purchased ad space on this local map and supplied copy for the map. In addition, one of our staunch supporters, Margaret Kukuc, owner of Kukuc Photography offered to take a new photo of the library, pro bono. That will appear on the map.



**Teacher Reacher enewsletter**

The Teacher Reacher enewsletter was successfully switched to the Constant Contact format with this spring issue.

**Summer Newsletter**

Finished and in the mail, on schedule. In addition, the nonresident copies have been mailed and copies were delivered to apartment complexes and the three villages. Letters were sent to all the elected officials, local clubs and organizations, and school districts.

**Summer Reading – also supports lifelong learning**

Supplemental materials were all printed and delivered – brochures that cover Kids & Teens events, plus calendars, plus game boards for the Amazing Library Race game.

**Volunteer Luncheon**

Attended the luncheon and posted photos on Facebook.

**Art and displays in May – also supports lifelong learning**

Jenn Weinschenker exhibited in the art gallery and the Darien Garden Club displayed in both cases.

**Other:****MLS Marketing Group**

The group met in May discussing how to write a marketing plan. There was additional discussion about how the group could continue to function within the framework of RAILS and what changes we might need to make. Overall, everyone wanted to continue the same structure and format that we've had since we started in October 2008. Meetings every other month with one hour devoted to a specific topic and one hour dedicated to general discussion.

**Ongoing**

Program flyers  
Catch the Wave and eNews  
Update home page  
Press releases and online postings  
FB and Twitter posts.  
Today's Photo on FB  
Gathering and using testimonials

Christine Cigler  
Marketing Coordinator  
June 14, 2012

**Youth Services**  
**Monthly Report to the Board**  
**May 2012**

**Collections and Services-**

- To seed the new Junior collection of DVDs, some were shifted from the Teen and Children's collections.. In the catalog, the call number reads: J DVD. All junior DVDs have a large orange star above the call number to make them easier to shelve.
- Eight new apps have been added to the two in-house circulating i-Pads. Two of these apps are created for children with Sensory Skills needs and to assist with other developmental skills.
- Two new formats were added to the console games collections; PSP games (PlayStation Portable) and Nintendo3 DS. Sarah also added 19 ebooks to the collection from the high school summer reading lists.
- The Illinois Department of Natural Resources has created a program to promote science through offering backpacks filled with school aged appropriate materials to circulate through the public library system. IPPL's "back yard" field trip backpack has been catalogued and is available for patron check-out. The loan period for the back pack is the same as the Lincoln Kits/Kreative Krates-two weeks w/\$1.00 a day overdue.

**Programs -**

Youth & Family- YS staff presented 7 programs- highlights include:

- Big Run Wolf Ranch presented two shows to kick-off to Summer Reading.
- Annual Caudill Challenge completer's pizza party.
- Summer Reading 2012 began on May 21<sup>st</sup> for all age levels.

Teens- 6 activities were offered during April. One of the highlights was:

- In addition to offering Quiet study space for Exams weeks, teen gaming and VolunTEEN orientation began.

Outreach-

- The Teens for Xcellence Book Club ended their school year with a discussion of the very popular book Hunger Games by Suzanne Collins. In addition to the discussion students were treated to a special viewing of the movie and an interactive gaming event lead by Sarah and Burr Ridge Middle School faculty.

**Schools -**

- Facilitated and coordinated 14 Summer Reading visits by IPPL staff. (The 3 schools unable to schedule visits received brochures, calendars and poster to be distributed to students.) These annual visits to the schools begin in early April with Judy contacting each school to begin the long process of scheduling dates, times, IPPL staff and in some cases, cooperative visits with staff from Westmont and Woodridge libraries. With-in each school, staff may be scheduled to present a 20-30 minute presentation to the whole student body or all day visits to individual class rooms.  
 An example of the number of classes, students and time Youth Services staff commit is represented in our visit to Eisenhower Junior H.S. in District 61. Two staff split the day by visiting approximately 580 students from 8:30-2:30 (with a 30 minute lunch break for staff) in between 13-18 class rooms.
- Collaborated with Cris C. on new software to produce the Teacher Reacher e-newsletter.
- Three Assignment Alerts/Requests from teachers were processed.

**Staff**

Desk-

- Kelly assisted the Darian Park District Garden Club by providing department materials on trees for use in the Club annual display.
- Nicole Pierce and Gina Spiewak were hired as Summer Assistants. Nicole is a former VolunTEEN who just finished her Sophomore year at Illinois Wesleyan University. Gina is newly graduated from Illinois Wesleyan, and will begin Graduate work at Washington University this fall. Both began on May 25<sup>th</sup> and will be with us until August 17<sup>th</sup>.
- Linda presented Kreative Krates and Explore Time class information at the monthly Board meeting.

- As of June 1<sup>st</sup>, Mary Jo Wolsky is on an extended family leave. As usual, the Youth Services staff has be proactive in stepping in to cover all programs and responsibilities to maintain the smooth operations of the department.
- **Expertise shared-**
- Monica was asked by the Chicago Sun-Times to act as one of the selectors for their Printers Row summer reading activity.
- Monica met with two Ed. Grad students for tour and interview for research on IPPL services provided to area schools, students and teachers.

**Pages-**

- Ashley created the display of the Hinsdale South Summer reading materials loaned from the school. While Mary Lynn assisted in locating all copies and formats owned by IPPL, allowing these to be located to the Teen area for the summer.
- Sarah reviewed Summer Reading registration procedures and materials with all of the Paging staff. As needed, the K&T Pages assist patrons with registration when the VolunTEENs are unavailable, allowing the Desk Staff to assist patrons with Reference and Readers Advisory needs.
- As of May 8<sup>th</sup>, Julian Coss is no longer working as one of K&T's Substitute Pages.

**Meetings & Workshops**

|        |   |                         |
|--------|---|-------------------------|
| 5/1    | Department Heads mtg                                    | Monica                  |
| 5/1-15 | Viewing Managing Teen Behaviors Webinar                 | YS Desk Staff           |
| 5/4    | SRC marketing mtg w/Cris C.                             | Monica                  |
| 5/7    | NWYS mtg  | Sarah                   |
| 5/7    | Dept leadership mtg                                     | Monica & Sarah          |
| 5/7    | YA-sig mtg  | Jane                    |
| 5/9    | IPPL Volunteers Appreciation Luncheon                   | Mary Jo, Monica & Sarah |
| 5/9    | SRC Evance training presented To Readers Advisory Staff | Sarah                   |
| 5/10   | Two Interviews for Summer Assistant Positions           | Monica & Sarah          |
| 5/11   | Staff In-service day                                    | All YS staff            |
| 5/14   | Two Interviews for Summer Assistant positions           | Monica & Sarah          |
| 5/15   | Interview for Summer Assistant Positions                | Monica & Sarah          |
| 5/15   | Meeting w/ Jamie  | Monica                  |
| 5/16   | YS Desk Staff Meeting                                   | All YS Desk Staff       |
| 5/16   | Interview for Summer Assistant Positions                | Monica & Sarah          |
| 5/18   | Hinsdale South Vocational Appreciation Breakfast mtg    | Sarah & Mary Jo         |
| 5/18   | (2)WBC Fall Fest mtgs                                   | Sarah                   |
| 5/24   | Department Heads mtg                                    | Monica                  |
| 5/25   | Dept leadership mtg                                     | Monica & Sarah          |
| 5/25   | Orientation w/new Summer Assistants                     | Monica                  |
| 5/29   | Youth Fall programming mtg                              | Monica & Mary Jo        |
| 5/29   | Meeting w/ Grad students                                | Monica                  |
| 5/30   | Orientation w/new Summer Assistants                     | Monica                  |
| 6/1    | Dept. Training with Summer Assistants                   | Monica                  |

Youth Services Program Attendance May 2012

| Day           | Program                         | Youth       | Family     | Teen       | School      | Outreach  |
|---------------|---------------------------------|-------------|------------|------------|-------------|-----------|
|               | SRC Sign up Youth               | 490         |            |            |             |           |
|               | SRC Sign up Teen                |             |            | 148        |             |           |
|               | Creation Station                | 900         |            |            |             |           |
| 1-May         | BRMS TFE Book Club              |             |            |            |             | 25        |
| 4-May         | ASB (Junior Advisory Board)     | 12          |            |            |             |           |
| 8-May         | BRMS TFE Book Party             |             |            |            | 34          |           |
| 10-May        | After School Chess              | 16          |            |            |             |           |
| 12-May        | TAB Evance SRC 2012             |             |            | 11         |             |           |
| 17-May        | District #60 ELL Family Program |             |            |            |             | 65        |
| 17-May        | Distr. #61 Eisenhower SRC       |             |            |            | 580         |           |
| 18-May        | Our Lady of Peace               |             |            |            | 260         |           |
| 18-May        | Big Wolf 6:30                   |             | 137        |            |             |           |
| 18-May        | Big Wolf 7:45                   |             | 59         |            |             |           |
| 21-May        | Cass Jr. High                   |             |            |            | 415         |           |
| 21-May        | Prairieview                     |             |            |            | 375         |           |
| 21-Jan        | Caudill Party                   | 7           |            |            |             |           |
| 22-May        | Holmes                          |             |            |            | 40          |           |
| 22-May        | BRMS                            |             |            |            | 260         |           |
| 22-May        | Concord                         |             |            |            | 395         |           |
| 23-May        | E. Ide                          |             |            |            | 315         |           |
| 23-May        | Elizabeth Ide/PM Kind.          |             |            |            | 35          |           |
| 23-May        | AMJES.                          |             |            |            | 360         |           |
| 24-May        | Gower West                      |             |            |            | 490         |           |
| 25-May        | R U Game                        |             |            | 17         |             |           |
| 29-May        | Mark DeLay                      |             |            |            | 625         |           |
| 29-May        | Sr Finals Exam Cram             |             |            | 0          |             |           |
| 30-May        | Sr Finals Exam Cram             |             |            | 0          |             |           |
| 31-May        | Lakeview Jr. HS                 |             |            |            | 425         |           |
| 31-May        | Lace                            |             |            |            | 550         |           |
| 31-May        | VolunTeen Training              |             |            | 19         |             |           |
| <b>Totals</b> |                                 | <b>1425</b> | <b>196</b> | <b>195</b> | <b>5159</b> | <b>90</b> |



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Zimbra

dzierzbickim@indianprairielibrary.org

± Font Size =

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**Fwd: Thank you**

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**From :** Sarah Joynt <joynts@indianprairielibrary.org>  
**Subject :** Fwd: Thank you  
**To :** monicad@ippl.info

Thu, May 10, 2012 12:30 PM

Sarah Joynt, MLIS  
Senior Youth Services Librarian  
Indian Prairie Public Library  
630-887-8760 ext. 261  
[ipplkids.info](mailto:ipplkids.info)

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Follow us on [Facebook](#) and [Twitter](#)!

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**From:** "MS Cogan" <mscogan@sbcglobal.net>  
**To:** sarahj@ippl.info  
**Sent:** Thursday, May 10, 2012 12:45:13 PM  
**Subject:** Thank you

Sarah and Library staff,  
Thank you for including me in the volunteer lunch on Wednesday. I enjoyed meeting other volunteers and hearing about the future plans for the library. It has been a joy for me to spend time at Indian Prairie Library with Emilie. It is such a friendly, helpful and supportive environment to work. Thank you again for providing such a wonderful place to work and spend time.

Sincerely,

Mary Cogan

May 17, 2012

Dear Mary Jo,

Thank you very much for your information on literary speakers. Mr. Hob sounds like an interesting person and Ashleigh and I look forward to reading his book when it is published. I forwarded his business card to the chairperson and teacher responsible for the scheduling of speakers for Pleasantdale Elementary. Thank you again for your time.

Sincerely,  
Laura Schetter  
(Ashleigh's mom)

Monica-

Thank you for your willingness to help MSI get the word out about our Summer Brain Games initiative. Enclosed are postcards about the program and sample activities, passes for free general admission and information about our upcoming Snoozeum. Please let me know if you have any questions or feedback!

Thank you! Lisa Miner

DEAR MR. ARAH, Paris Molex

THANK YOU FOR SUPPORTING OUR BRMS BOOK CLUB!

Ellie Fichtelberg

Tanisha Young

Agne N.

Marie-Paol Mookiama

Reynaldo Martinez

Khadija Raykot

Charles Woods

Jayden Rivera

July Hartle

Aviance Carson

Niko Williams

Deimante Tucker

Linda Montes

Maleah Williams

Gylenn Fichtelberg

Destinee Lewis

Michelle Perez

Arielle Spaulding

Marcus Martinez

Rebecca Ajayi

2011-2012 school year

**TECHNICAL & COMPUTER SERVICES (CS) MONTHLY REPORT**  
**May 10 – June 12, 2012**

Personnel, Professional Development, Meetings

- May 11 – Everyone in the Department attend Staff Institute Day
- May 17- Diane attended Tech Services Users Group meeting at Addison Public Library
- May 24 & June 11- Department Head Meeting

Technical Services

- Contributions to SWAN database in May – Created 373 and modified 538 bibliographic pre-cataloging records.
- Added two new game formats for PSPs and Nintendo 3DS.

Computer Services Projects, Technology Improvements & Problems

- Updated digital kiosk to highlight the adult services topic collections and where they are located.
- Kids/Teens Senior Librarian computer was replaced.
- Purchased and two Ultra Laptops to replace older Adult & Kids/Teens staff laptops. The Ultra Laptops are more portable and are set-up to access SWAN for staff inventory and to assist patrons.
- Teen Laptop 2 hard drive failed. It is being replaced under warranty.
- To support Summer Reading Volunteers assistance, CS configured two spare laptops to use for Adult and Kids/Teens.
- The new book area self-check computer was replaced twice under warranty due to windows errors.
- Evanced online service for program registration, summer reading and room booking has been running slowly and down on at least two occasions this past month. We've been contacting Evanced each day this happens and also have been tracking it on our CS event tracker.
- New electrical line and APC UPS battery back-up was installed in data room in preparation for new server and to replace old UPS.

Update on New Website

- Added App link and QR Code for AtoZdatabases access on Mobile App page.

- Added feed for Job & Careers Accelerator Blog to the Jobs & Careers page.

Databases



Job & Career Accelerator is a resource to explore occupation profiles, build a resume and cover letter, and search for jobs. Also contains tutorials for Microsoft Office products, Windows and Mac operating systems, Adobe Photoshop, and more.



LearningExpressLibrary contains complete online interactive practice tests for the ACT, SAT, GRE, LSAT, MCAT, and many career tests. Also, includes skill improvement tests for elementary, middle, and high school students. Tutorials for Microsoft Office products, Windows and Mac operating systems, Adobe Photoshop, and more.



Vocations, Careers and Technical Education is a collection of articles from 400 journals on finding the right career, enrolling in the right institution of learning, searching for a job, and advancing your career.

**Job and Career Accelerator Blog**

How to Evaluate a Job Offer  
By Alison Green In this economy, it's easy to feel like you should jump at any job offer that comes...

Are You Ready To Return to the Workforce?  
By Lisa Chenofsky Singer What motivates you to enter or return to the workforce? Is it a need for compensation,...

How to Format a Cover Letter  
By Miriam Salpeter Once job seekers compose a strong, targeted resume, the next important step is to write a cover...

What Makes a Good Cover Letter?  
By Alison Green At a time when most job seekers are wondering how to stand out in a crowded field...

Computer Classes/Programs

May 30- Computer Class Sign-up

| Date    | Class                              | Instructor | Attendance |
|---------|------------------------------------|------------|------------|
| May 12  | Excel II                           | Rich       | 9          |
| May 15  | Computers for Beginners, Session 1 | Ann        | 5          |
| May 15  | Intro to Word 2010, Session 2      | Ellen      | 3          |
| May 16  | Computers for Beginners, Session 2 | Ann        | 3          |
| May 16  | Intro to PowerPoint, Session 2     | Ellen      | 7          |
| May 23  | Excel II                           | Rich       | 10         |
| June 12 | Computers for Beginners, Session 1 | Ann        | 12         |

Professional Computer Services

Cleaver Consulting: As of May 27- 13.25 block hours remain

Print Center Report Revenue & Scan Station Usage for April

(Does not include wireless printing)

| Printer Area                       | Service Type | B & W Printer | Color Printer |
|------------------------------------|--------------|---------------|---------------|
| 1 <sup>st</sup> floor Print Center | Adult        | \$662.40      | \$173.50      |
| 2 <sup>nd</sup> floor Print Center | Youth        | \$37.90       | \$47.00       |

Ann M. Stovall, Head of Technical & Computer Services, June 13, 2012

Circulation Services

May 2012

Surprisingly, our circulation was down slightly from May 2011. Last year we circulated 72,416 items compared to 69,927 this year (down 3%). However, patron visits were up 5% and ILLs processed were up 8%. We are still on track to have our busiest year ever. Previously that was fiscal year 2009/2010 with 901,299 items circulated.

In May, patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 37,454 of our check outs or renewals or 53% of our total circulation. This is the 10<sup>th</sup> time in over a year that self- service has accounted for more than 50% of our circulation. The specific self-check numbers for May are as follows:

Hold pick up – 11,581(3,686 patron sessions)

ADA – 9,615\*

Kids & Teens – 10,064 (1,665 patron sessions)

\*The CPU in the self- check across from the Circulation desk had to be replaced a second time in May. When it was replaced all data was lost. The number presented here is not a statistic from the machine itself, rather from a compilation of data.

Summer reading has started! June traditionally is our busiest month, and 2012 will not be an exception! Staff is reporting heavy check-outs and even heavier check-ins (due to checkouts at the self checks)!

Our Ill Supervisor (Patty Czuba) continued to be off the month of May. Because of scheduling conflicts, I had the opportunity to work that desk on May 4. I had not done out of system ILL work for several years, so it was an interesting and very busy day for me. Patty returned from her medical leave on June 4. I would like to thank Gail Johnson for stepping into that position and making sure that our patrons did not see any reduction in service. Both Gail and Mieko Fujiura took on extra responsibilities while Patty was off and while we were without a 4<sup>th</sup> supervisor. They both did a great job! We are currently accepting applications for the 4<sup>th</sup> supervisor.

Mieko Fujiura has accepted the new position of Senior Circulation Supervisor! I am excited to work with Mieko as we initiate this important new position.

Meetings and Workshops Attended:

- May 1 Dept. Heads
- May 9 Circ. Advisory RAILS
- May 11 Staff In-Service
- May 24 Dept. Heads
- June 6 Circ. Advisory Training (Get Smart) Downers Grove PL

Kids & Teens Desk - May 5

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 | 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     |            | 86,301     |
| Aug.  | 59,393      | 61,544     | 62,107      | 66,710     | 66,665     | 67,898     | 64,625     | 72,584     | 80,592     | 77,314     |            | 84,118     |
| Sept.   | 49,693      | 49,619     | 59,179      | 55,769     | 55,283     | 53,975     | 55,798     | 62,798     | 69,066     | 71,475     |            | 70,089     |
| Oct.  | 58,042      | 61,084     | 59,726      | 61,117     | 55,646     | 58,620     | 63,670     | 66,511     | 75,131     | 42,400     | **         | 71,702     |
| Nov.  | 54,417      | 55,829     | 59,438      | 60,497*    | 55,000     | 55,020     | 59,559     | 66,395     | 71,373     | 53,470     | **         | 67,626     |
| Dec.  | 45,312      | 47,200     | 52,378      | 53,593     | 46,961     | 50,059     | 51,403     | 59,953     | 64,351     | 67,699     |            | 67,864     |
| Jan.  | 62,937      | 60,222     | 67,000      | 60,631     | 60,336     | 60,832     | 64,730     | 72,058     | 76,341     | 77,035     |            | 74,604     |
| Feb.  | 59,851      | 60,354     | 65,032      | 60,160     | 57,337     | 54,435     | 62,086     | 69,661     | 71,385     | 69,341     |            | 73,132     |
| Mar.  | 64,547      | 64,878     | 71,245      | 68,128     | 67,087     | 65,230     | 70,477     | 80,579     | 81,058     | 83,103     |            | 79,502     |
| Apr.  | 62,184      | 58,151     | 59,272      | 61,606     | 55,281     | 57,505     | 64,763     | 73,007     | 72,010     | 68,953     |            | 73,470     |
| May   | 58,446      | 60,420     | 57,551      | 58,429     | 54,656     | 54,410     | 62,724     | 68,994     | 67,337     | 72,416     |            | 69,927     |
| June  | 65,000      | 66,123     | 72,163      | 69,281     | 69,165     | 67,386     | 74,029     | 84,888     | 87,748     | 87,635     |            |            |
| Renewals through the webpack not included before April    |             |            |             |            |            |            |            | 1,284      |            |            |            |            |
| Yearly  |             |            |             |            |            |            |            |            |            |            |            |            |
| Total   | 703,881     | 716,144    | 756,795     | 745,681    | 711,599    | 714,820    | 763,920    | 857,901    | 901,299    | 855,777    |            | 818,335    |
| 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                         |             |            |             |            |            |            |            |            |            |            |            |            |



Adult Services Monthly Report: May 2012

**Groups and Staff Led Discussions :** Chess averaged 14 at their meetings. Genealogy had 49. ESL met twice with an average attendance of 15. Great Decisions had their two final meetings and averaged 15.

The GenLit book discussion had 14 in attendance. We had 16 at A Novel Idea and 14 at the Crime Readers. We showed the movie Hugo as part of our Academy Award nominee movie series with 21 in attendance. The Play Reading Group started with 4 at their first meeting and 7 at their second.

**Programs:** We had 30 people at a cooking program on Mother's Day brunch ideas, and 30 people at the Roy Lichtenstein program. The 4<sup>th</sup> Wednesday program on Medicare attracted 26 people and the SuperCouponing program had 75. Twelve people stopped by to speak to College of DuPage.

**The Big Read :** We had a wrap up meeting with the ten libraries for the Big Read. All thought the movie was quite a success. A committee has been formed to start looking at titles for next year.

**Summer Reading:** We have 352 adults signed up so far this year.

**Marketing and Collections:** Jennifer tried a Book Blitz one Friday in May. In the e-news we announced we would be doing it and then on Facebook Jennifer promoted it. Then through Facebook on Friday patrons could tell us three books they enjoyed and we would give them suggestions for addition books to try. We had seven patrons contact us. The library Jennifer had gotten the idea from has a similar number whenever they offer it, and they are twice as large as we are. Jennifer is also working on an online form for patrons to fill out to ask for book recommendations. Shirley and Suzy are exploring options for online magazine subscriptions and other downloadable book providers. Jennifer, Shirley and I have been working on weeding the Reference Collection down. We have been cancelling standing orders and moving some items to Circulation. Mary Krekelberg has gone through the reference books on genealogy and local history to give us recommendations on what to keep, move, or withdraw. Suzy and Shirley have been working on creating a "job search" area. Shirley is working on brochures for job searching.

**Continuing Education:** Jennifer watched an online course on marketing databases and Suzy participated in an online workshop on Novelist.

**Debbie Wordinger**

| STATISTICS FOR                   | May-12 | SAME MONTH<br>PREV. YEAR | FYTD     | LAST FYTD | FYTD %<br>CHANGE |
|----------------------------------|--------|--------------------------|----------|-----------|------------------|
| <b><u>Circulation</u></b>        |        |                          |          |           |                  |
| Adult                            | 44,062 | 46,309                   | 510,754  | 492,453   | 4%               |
| Teen                             | 3,262  | 3,613                    | 40,866   | 37,152    | 10%              |
| Kids                             | 20,969 | 21,878                   | 253,909  | 233,340   | 9%               |
| TOTAL                            | 68,293 | 71,800                   | 805,529  | 762,945   | 6%               |
| Electronic Circulation           | 1,634  | 616                      | 12,806   | 5,197     | 146%             |
| GRAND TOTAL CIRC.                | 69,927 | 72,416                   | 818,335  | 768,142   | 7%               |
| % Reciprocal Borrowing           | 15%    | 16%                      | 15%      | 16%       |                  |
| Patron Visits                    | 43,127 | 41,013                   | 457,777  | 370,876   | 23%              |
| <b><u>Current Cards</u></b>      |        |                          |          |           |                  |
| Resident                         | 172    | 209                      | 23,518   | 23,766    | -1%              |
| Non-Resident                     | 106    | 31                       | 1,019    | 946       | 8%               |
| TOTAL                            | 278    | 240                      | 24,537   | 24,712    | -1%              |
| <b><u>Reference Reg.</u></b>     |        |                          |          |           |                  |
| Adult                            | 3,266  | 3,163                    | 37,590   | 31,715    | 19%              |
| Kids                             | 3,684  | 3,879                    | 41,559   | 36,905    | 13%              |
| TOTAL                            | 6,950  | 7,042                    | 79,149   | 68,620    | 15%              |
| <b><u>ILL/Reserves</u></b>       |        |                          |          |           |                  |
| Holds                            | 9,357  | 9,379                    | 111,540  | 106,194   | 5%               |
| ILLs Sent                        | 5,278  | 4,630                    | 59,756   | 52,186    | 15%              |
| ILLs Checked Out                 | 5,826  | 5,397                    | 67,465   | 68,563    | -2%              |
| ILLs Received                    | 6,315  | 6,073                    | 73,512   | 73,677    | 0%               |
| Copy/Fax Sent                    | 0      | 0                        | 2        | 7         | -71%             |
| Copy/Fax Received                | 6      | 4                        | 72       | 33        | 118%             |
| <b><u>Outreach-Homebound</u></b> |        |                          |          |           |                  |
| Items Delivered                  | 196    | 146                      | 1,873    | 1,685     | 11%              |
| <b><u>Volunteers</u></b>         |        |                          |          |           |                  |
| Number Active                    | 81     | 62                       | 950      | 795       | 19%              |
| Hours Worked                     | 552.25 | 424.75                   | 6,508.25 | 4,834     | 35%              |
| <b><u>Programs - Adult</u></b>   |        |                          |          |           |                  |
| # Programs                       | 6      | 6                        | 60       | 36        | 67%              |
| Attendance                       | 823    | 242                      | 2,472    | 1,412     | 75%              |
| <b><u>Computer Classes</u></b>   |        |                          |          |           |                  |
| # Programs                       | 9      | 0                        | 59       | 16        | 269%             |
| Attendance                       | 55     | 0                        | 622      | 185       | 236%             |
| <b><u>Groups</u></b>             |        |                          |          |           |                  |
| # Programs                       | 14     | 15                       | 137      | 127       | 8%               |
| Attendance                       | 227    | 158                      | 1,984    | 1,568     | 27%              |
| <b><u>Others</u></b>             |        |                          |          |           |                  |
| #Programs                        | 0      | 0                        | 20       | 25        | -20%             |
| Attendance                       | 0      | 0                        | 319      | 508       | -37%             |
| <b><u>Programs - Teen</u></b>    |        |                          |          |           |                  |
| # Programs                       | 11     | 8                        | 84       | 85        | -1%              |
| Attendance                       | 1,934  | 1,600                    | 3,136    | 3,199     | -2%              |
| <b><u>Programs - Kids</u></b>    |        |                          |          |           |                  |
| # Programs                       | 17     | 12                       | 317      | 278       | 14%              |
| Attendance                       | 5,096  | 4,378                    | 22,254   | 15,647    | 42%              |
| GRAND TOTAL ATT.                 | 8,135  | 6,378                    | 30,787   | 22,519    | 37%              |

| STATISTICS FOR                      | May-12        | SAME MONTH<br>PREV. YEAR | FYTD            | LAST FYTD      | FYTD %<br>CHANGE |
|-------------------------------------|---------------|--------------------------|-----------------|----------------|------------------|
| <b>Computers</b>                    |               |                          |                 |                |                  |
| <b>Patron Use</b>                   |               |                          |                 |                |                  |
| Adult Computers                     | 4,098         | 3,768                    | 44,465          | 41,026         | 8%               |
| Kids Computers                      | 1,497         | 869                      | 18,420          | 9,293          | 98%              |
| Teen Laptop                         | 250           | 238                      | 2,159           | 1,185          | 82%              |
| Adult Laptop                        | 124           | 89                       | 1,302           | 496            | 163%             |
| <b>TOTAL PATRON USE</b>             | <b>5,969</b>  | <b>4,964</b>             | <b>66,346</b>   | <b>52,000</b>  | <b>28%</b>       |
| <b>Hours Used</b>                   |               |                          |                 |                |                  |
| Adult Computers                     | 2,879         | 2,710                    | 31,749          | 29,229         | 9%               |
| Kids Computers                      | 843           | 574                      | 10,738          | 6,347          | 69%              |
| <b>TOTAL HOURS USED</b>             | <b>3,722</b>  | <b>3,284</b>             | <b>42,487</b>   | <b>35,576</b>  | <b>19%</b>       |
| <b>IPPL Web Site Visitors</b>       | <b>15,465</b> | <b>23,648</b>            | <b>234,166</b>  | <b>222,563</b> | <b>5%</b>        |
| <b>IPPL Total Page Views</b>        | <b>18,704</b> | <b>45,340</b>            | <b>398,970</b>  | <b>406,594</b> | <b>-2%</b>       |
| <b>Subscription Database Logins</b> | <b>3,973</b>  | <b>4,408</b>             | <b>48,891</b>   | <b>31,740</b>  | <b>54%</b>       |
| <b>Staff Training Hours</b>         | <b>578</b>    | <b>186.50</b>            | <b>2,144.50</b> | <b>1,361</b>   | <b>58%</b>       |
| <b>Room Use</b>                     |               |                          |                 |                |                  |
| Multi-Purpose Room                  | 20            | 3                        | 190             | 199            | -5%              |
| Meeting Room                        |               |                          |                 |                |                  |
| Library                             | 26            | 19                       | 365             | 200            | 83%              |
| Non-Library                         | 28            | 21                       | 237             | 139            | 71%              |
| Group Study Room                    | 258           | 346                      | 3,636           | 1,774          | 105%             |
| Lobby Programs                      | 2             | 1                        | 16              | 14             | 14%              |
| Conference Room                     | 10            | 19                       | 148             | 167            | -11%             |
| <b>Clavinova</b>                    | <b>0</b>      | <b>1</b>                 | <b>0</b>        | <b>2</b>       | <b>-100%</b>     |

MATERIALS COLLECTION STATISTICS - MAY 2012

|                           | Prev. Month<br>Total | Added        | Withdrawn    | Current Total  | YEAR TO DATE<br>Added | YEAR TO DATE<br>Withdrawn |
|---------------------------|----------------------|--------------|--------------|----------------|-----------------------|---------------------------|
| <b>BOOKS <u>Adult</u></b> |                      |              |              |                |                       |                           |
| Reference                 | 2,172                | 12           | 275          | 1,909          | 189                   | 1,082                     |
| Non-fiction               | 52,977               | 481          | 657          | 52,801         | 4,613                 | 4,510                     |
| Fiction                   | 37,831               | 395          | 90           | 38,136         | 4,665                 | 2,585                     |
| <b>TOTAL</b>              | <b>92,980</b>        | <b>888</b>   | <b>1,022</b> | <b>92,846</b>  | <b>9,467</b>          | <b>8,177</b>              |
| <b>BOOKS <u>Kids</u></b>  |                      |              |              |                |                       |                           |
| Reference                 | 888                  | 1            | 0            | 889            | 39                    | 62                        |
| Non-fiction               | 20,208               | 35           | 70           | 20,173         | 1,545                 | 3,072                     |
| Fiction                   | 26,950               | 143          | 153          | 26,940         | 2,012                 | 1,251                     |
| <b>TOTAL</b>              | <b>48,046</b>        | <b>179</b>   | <b>223</b>   | <b>48,002</b>  | <b>3,596</b>          | <b>4,385</b>              |
| <b>BOOKS <u>Teen</u></b>  |                      |              |              |                |                       |                           |
| Non-fiction               | 891                  | 1            | 1            | 891            | 132                   | 134                       |
| Fiction                   | 3,607                | 64           | 579          | 3,092          | 797                   | 821                       |
| <b>TOTAL</b>              | <b>4,498</b>         | <b>65</b>    | <b>580</b>   | <b>3,983</b>   | <b>929</b>            | <b>955</b>                |
| <b>GRAND TOTAL BOOKS</b>  | <b>145,524</b>       | <b>1,132</b> | <b>1,825</b> | <b>144,831</b> | <b>13,992</b>         | <b>13,517</b>             |

|                                 |               |            |            |               |              |              |
|---------------------------------|---------------|------------|------------|---------------|--------------|--------------|
| <b>AUDIOVISUAL <u>Adult</u></b> |               |            |            |               |              |              |
| Video                           | 13,117        | 129        | 28         | 13,218        | 2,045        | 226          |
| Audio                           | 13,517        | 123        | 18         | 13,622        | 1,309        | 219          |
| CD-Roms                         | 350           | 0          | 0          | 350           | 0            | 24           |
| <b>TOTAL</b>                    | <b>26,984</b> | <b>252</b> | <b>46</b>  | <b>27,190</b> | <b>3,354</b> | <b>469</b>   |
| <b>AUDIOVISUAL <u>Kids</u></b>  |               |            |            |               |              |              |
| Video                           | 5,004         | 146        | 50         | 5,100         | 525          | 495          |
| Audio                           | 2,124         | 9          | 7          | 2,126         | 223          | 225          |
| <b>TOTAL</b>                    | <b>7,128</b>  | <b>155</b> | <b>57</b>  | <b>7,226</b>  | <b>748</b>   | <b>720</b>   |
| <b>AUDIOVISUAL <u>Teen</u></b>  |               |            |            |               |              |              |
| Video                           | 557           | 0          | 118        | 439           | 95           | 182          |
| Audio                           | 761           | 10         | 16         | 755           | 124          | 108          |
| Console Games                   | 378           | 21         | 15         | 384           | 81           | 41           |
| PC-Games                        | 479           | 0          | 5          | 474           | 35           | 132          |
| <b>TOTAL</b>                    | <b>2,175</b>  | <b>31</b>  | <b>154</b> | <b>2,052</b>  | <b>335</b>   | <b>463</b>   |
| <b>GRAND TOTAL AV</b>           | <b>36,287</b> | <b>438</b> | <b>257</b> | <b>36,468</b> | <b>4,437</b> | <b>1,652</b> |

| DIGITAL COLLECTIONS                  |      |     |  |      |  |
|--------------------------------------|------|-----|--|------|--|
| Adult ebooks                         | 680  | 30  |  | 710  |  |
| Kids & Teens ebooks                  | 183  | 19  |  | 202  |  |
| Reference ebooks                     | 329  | 0   |  | 329  |  |
| Media Library<br>(ebooks&audiobooks) | 9565 | 152 |  | 9717 |  |

**Trustee Workshop Notes**

May 19, 2012 – Held by “ATLAS” – Area Training for Librarians & Staff, held at Homewood Public Library

Overall, a very well organized morning for Trustees. Would highly recommend any training they offer. Except for one, all speakers were truly informative and spoke about how the trends in our world are shaping and defining the future public library. We have a great group of local library directors who eagerly and happily shared their knowledge and various viewpoints. They all, genuinely, want us all to succeed in being great libraries.

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**General takeaways:**

Younger users are not as concerned about the concepts of confidentiality as older users or libraries.

eBook publishers are making things very difficult for public libraries, in terms of access to “hot” eBooks. Some publishers will not sell to libraries at all; or, they charge exorbitant fees. The public library community needs to work with publishers to find a solution. As one speaker said, it’s a similar situation to that of years past when everyone thought bookstores would mean the end of libraries; but now look at Borders. The eBook issue is a current problem the library community needs to resolve.

The “new thing” at public libraries is creating digital media labs: a special room where patrons can use library-owned equipment for transferring videos to dvd’s; turn slides into digital media; create videos, such as local businesses making commercials on their own with this “shared community equipment”; and much more. The libraries can partner with local companies that also do this work – have them come in to do workshops & training, where they can also promote their higher end work as well. Further, some have volunteers who can operate the equipment – allow them special usage privileges if they volunteer X hours to help other users.

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**Takeaway action ideas:**

Perhaps invite the Teen Board come speak with our Board at one meeting

We should ensure that other local community blogs are linking to us (not just that we link to them)

Are we tracking what is being said about us on social media?

We should keep an eye on some of the local libraries who have recently opened digital media labs and see how well they are received by their patrons. (Seemed to be several in the northern suburbs).

Freegal (<https://deschutes.freegalmusic.com/users/idlogin> ) is a music site libraries can subscribe to.

Sounded interesting.

**Willowbrook Chamber Report – June 6, 2012**

As the library's representative in Cris' absence, I invited the members to the "Lunch and Learn" program at the library on Wednesday, June 20<sup>th</sup>. The program will feature a representative from "A to Z Databases" who will demonstrate how to use this powerful tool to find people, businesses, sales leads, job opportunities and more.

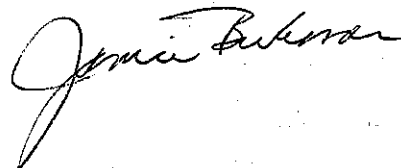
The featured speaker was Deb Ward, a dietitian from Adventist Hinsdale Hospital who reviewed how to "eat the My Plate Way" ([myplate.gov](http://myplate.gov)).

**Laura Birmingham**

Darien Chamber of Commerce  
June 12, 2012

Jacob Woods was the motivational speaker. Jacob's presentation is called *Driven by a Dream*. Jacob is 24 and has cerebral palsy and he shared how he has never let that stop him from achieving and trying new things. The challenges he has faced have only made him stronger. He is devoting time to speaking on issues related to living with disabilities and help people to "understand that a disability doesn't make a person really different." He speaks to students about how to accept diversity, to families of people with disabilities and companies looking for insight on implementing diversity programs, to organizations and to encourage others with disabilities. He had just been employed by an assistive living organization in DeKalb.

I spoke on the library's upcoming *Lunch and Learn* workshop, geared toward Chamber members, about our new AtoZ Database which includes 30 million business profiles and 220 million residents. It can be used for business leads, marketing, etc. I also spoke with someone who is opening a new pre-school, The Goddard School, which will be located near 83<sup>rd</sup> Street and Plainfield Road.

A handwritten signature in cursive script, appearing to read "Jennie Baker". The signature is written in dark ink and is positioned in the lower right quadrant of the page.

## Relocation of Shelving

As I mentioned earlier, after living with the renovation we've made a few minor changes. On the first floor we've examined how we're providing services and placement of materials and furniture. Staff have determined that they can remove more of the reference collection than was done prior to the renovation. This will, of course, free up space and allow for moving shelving around. I had reviewed ideas with the Building and Grounds Committee and received suggestions from them. After further review with staff and incorporating the input from the committee we've created a plan. The new floor plan will move the magazines and newspapers from the center of the floor, opening up the space, reducing the maze-like feel that some patrons commented on, and allow the Adult Services Desk a view of the north end of the department.

The magazines and newspapers will be moved to where the audiobooks are located. In addition, a five section shelving unit of magazines will be placed where tables are located now and the tables will be moved to the new open area. The audiobooks will be moved to the east of the ASK Us Desk. The non-fiction topics will be shifted south and into the empty reference shelves.





**Capital Items**

The Capital Replacement Schedule is based on the study done by PSA-Dewberry prior to the renovation. The "possible costs" are extremely conservative. Most items probably won't be as expensive as stated.

The Capital Requests for 2012 would come out of the Building and Maintenance Fund and require a motion by the trustees.

Both of these reports were reviewed by the Finance Committee and approved.

### CAPITAL REPLACEMENT SCHEDULE *(as of June 2012)*

| <b>Item</b>            | <b>Average Useful Life</b> | <b>Current Age</b> | <b>Year for Possible Replacement</b> | <b>Possible Cost</b> |
|------------------------|----------------------------|--------------------|--------------------------------------|----------------------|
| Sewer ejector pumps    | 10 years                   | 9 / 1 year(s)      | 2011/2021                            | \$5,000              |
| Chiller                | 20 years                   | 9 years            | 2015                                 | \$100,000            |
| Brick/Masonry          | 25 years                   | 17 years           | 2020                                 | \$150,000            |
| Circulating pumps      | 12 years                   | 3 years            | 2021                                 | \$10,000             |
| Asphalt paving         | 20 years                   |                    | 2022<br>(Est replacement date)       | \$150,000            |
| Boiler                 | 30 years                   | 17 years           | 2025                                 | \$130,000            |
| Emerg Generator        | 30 years                   | 17 years           | 2025                                 | \$40,000             |
| Air Handler -Bearings  | 20 years                   | 6 years            | 2026                                 | \$15,000             |
| Humidifier             | 20 years                   | 3 year             | 2030                                 | \$12,000             |
| Roof                   | 25 years                   | 2 years            | 2035                                 | \$91,000             |
| Electrical switchboard | 40 years                   | 17 years           | 2035                                 | \$42,000             |

**Capital Requests for 2012**

4 DVD/CD Displayers @ 1575.00 = \$6,300.00

New server with back-up and disaster recovery = \$20,000.00 (not more than)

Six additional security cameras for the building = \$5,000.00

Total: \$31,300.00

**Financial Forecast, Reserves**

Attached is the report on projected revenues and expenditures through 2021 and our reserves (on 2 sheets). The projected revenue includes the Willowbrook TIF money in 2015 – approximately \$20,000.00.

If you look at 2011 you'll see under "capital projects" the money spent on the renovation. Also under "capital projects" for 2012 is money we spent on the HVAC upgrades and the security cameras. For 2013 I've listed the capital project money I've requested for the DVD shelving, additional security cameras and the server update.

At the bottom of the page are capital items that are listed on the Capital Replacement Schedule. The cost of these are reflected in the subsequent budget year's fund balance total.

**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FISCAL YEAR ENDING JUNE 30 AS INDICATED**

Updated June 2012

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|  |                  |                  |                  |                  |                   | estimated        | projected        |
|--|------------------|------------------|------------------|------------------|-------------------|------------------|------------------|
|  | <u>2007</u>      | <u>2008</u>      | <u>2009</u>      | <u>2010</u>      | <u>2011</u>       | <u>2012</u>      | <u>2013</u>      |
| <b>Revenues</b>  |                  |                  |                  |                  |                   |                  |                  |
| Taxes  | 2,690,502        | 2,546,899        | 2,777,957        | 2,956,007        | 2,978,979         | 3,049,153        | 3,144,629        |
| taxes for bonds  | 411,557          | 422,757          | 444,774          | 467,440          | 487,947           | 487,655          | 495,545          |
| Intergovernmental  | 58,186           | 82,986           | 58,085           | 0                | 90,676            | 42,000           | 42,000           |
| Fines and rentals  | 96,440           | 78,890           | 73,981           | 78,134           | 184,722           | 187,700          | 181,500          |
| Interest   | 207,375          | 180,792          | 86,159           | 56,588           | 38,013            | 35,000           | 35,000           |
| Miscellaneous  | 122,647          | 119,987          | 122,734          | 128,111          | 3,625             | 1,000            | 1,000            |
| Settlement Payment   | 0                | 0                | 0                |                  |                   |                  |                  |
| Donations and gifts  | 2,137            | 2,419            | 3,330            | 2,169            | 2,533             | 2,000            | 2,000            |
| <b>Total Revenues</b>  | <b>3,588,844</b> | <b>3,434,730</b> | <b>3,567,020</b> | <b>3,688,449</b> | <b>3,786,495</b>  | <b>3,804,508</b> | <b>3,901,674</b> |
| <b>Expenditures</b>  |                  |                  |                  |                  |                   |                  |                  |
| Personnel  | 1,854,175        | 1,989,864        | 2,097,014        | 2,197,070        | 2,270,869         | 2,299,091        | 2,379,629        |
| Materials  | 464,704          | 462,510          | 475,309          | 474,191          | 459,066           | 479,525          | 483,243          |
| Building   | 257,559          | 263,530          | 283,289          | 247,930          | 222,710           | 229,200          | 235,000          |
| Automation   | 148,613          | 122,325          | 104,915          | 110,574          | 106,148           | 123,025          | 123,595          |
| Operations   | 33,156           | 30,133           | 24,476           | 34,105           | 35,474            | 37,800           | 33,950           |
| Contractual Service  | 35,437           | 15,110           | 29,001           | 29,650           | 19,224            | 27,800           | 27,300           |
| Insurance  | 31,634           | 21,793           | 18,529           | 20,193           | 20,098            | 20,900           | 22,112           |
| Public Information   | 33,817           | 52,332           | 52,933           | 49,621           | 48,266            | 56,500           | 60,685           |
| Contingency  | 43,887           | -1,487           | 23,424           | 14,148           | 54,456            | 21,500           | 8,845            |
| Debt Service   | 409,416          | 417,366          | 430,166          | 437,506          | 467,933           | 463,963          | 485,845          |
| Capital Projects   | 9,006            | 116,996          | 34,195           | 71,538           | 1,291,231         | 29,847           | 31,300           |
| <b>Total Expenditures</b>  | <b>3,321,404</b> | <b>3,490,472</b> | <b>3,573,251</b> | <b>3,686,526</b> | <b>4,995,475</b>  | <b>3,789,151</b> | <b>3,891,504</b> |
| <b>Excess revenues over (under) expenditures</b>                       | <b>267,440</b>   | <b>-55,742</b>   | <b>-6,231</b>    | <b>1,923</b>     | <b>-1,208,980</b> | <b>15,357</b>    | <b>10,170</b>    |
| District Fund Balance July 1   | 2,454,297        | 2,719,613        | 2,682,330        | 2,676,099        | 2,678,022         | 1,469,042        | 1,484,399        |
| District Fund Balance June 30  | 2,719,613        | 2,682,330        | 2,676,099        | 2,678,022        | 1,469,042         | 1,484,399        | 1,494,569        |
| <i>less</i> Fund Balance for Cash Flow<br><i>(25% of expenditures)</i> | 830,351          | 872,618          | 893,313          | 921,632          | 1,248,869         | 947,288          | 972,876          |
| <i>equals</i> Fund Balance for Special<br>Reserves and Projects        | 1,889,262        | 1,809,712        | 1,782,786        | 1,756,391        | 220,173           | 537,111          | 521,693          |

Potential Projects

5,000  
ejector pump



## IPPL Staff Salaries

I am proposing a 1.5% increase to the libraries salary scale. Attached are the current salary scale and a comparison of IPPL starting salaries to other, local libraries

Crystal did some additional research which is listed below (thank you Crystal!). IPPL's median librarian salary is currently \$51,749.00.

At IPPL, our current Median librarian salary is \$51,749 for 2011-12. (source: Jamie). Why do we base our salaries on other local, comparably sized libraries? Who says those local libraries know what they are doing? Shouldn't we base it on economic facts and data?

Nationwide, the Median salary for librarian is \$54,500. (source: Bureau of Labor Statistics (BLS) Occupational Outlook 2010 – most current data) <http://www.bls.gov/ooh/Education-Training-and-Library/Librarians.htm> )

However, we live in Darien – Willowbrook Illinois. In our geographic area, our income levels, as well as our cost of living expenses, are above "Median". The 2012 Census provides the most recent data from 2009: <http://www.census.gov/compendia/statab/2012/tables/12s0706.pdf>

US Median Income (all jobs) = \$50,221

IL Median Income (all jobs) = \$53,966

This indicates that the Median Salary for librarians in our state should be closer to 107% of the US Median for librarians (\$54,500.), or \$58,315.

More to the point is the Chicago MSA (Metropolitan Statistic Area), and if we look at our subsection of the Chicago MSA (Chicago – Naperville – Aurora), we see that the Median Hourly Wage for a Librarian is \$27.06/hr, which comes to \$56, 284. (source: [http://www.bls.gov/oes/current/oes\\_16974.htm](http://www.bls.gov/oes/current/oes_16974.htm) )

### To recap:

- IPPL Median Librarian Salary: \$51,749 (2011/12)
- Chicago MSA Median Librarian Salary: \$56,284 (2011)
- IL Median Librarian Salary: \$58,315 (2009)
- US Median Librarian Salary: \$54,500 (2010)

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Librarians are sometimes compared to Teachers in terms of salaries, I took a look on that front too, and we are severely lagging.

The Median salary in the US for an elementary school teacher for 10 months annual work is \$51,380; add the value of two additional months for comparison to a full-time employed librarian, and the Median U. S. teacher salary is \$62,796. (source: BLS Occupational Handbook - <http://www.bls.gov/ooh/Education-Training-and-Library/Kindergarten-and-elementary-school-teachers.htm> )

Further, in our specific MSA, elementary school teacher salaries are listed at \$61,790; with middle school teachers listed at \$62,670. (source: [http://www.bls.gov/oes/current/oes\\_16974.htm](http://www.bls.gov/oes/current/oes_16974.htm) ).

What used to be considered a comparable profession (despite teachers not being required to have a Masters degree for an entry level position) is no longer a comparable salary to a librarian. Unions have helped teachers across American in the last decades; no one has done the same for librarians.

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**INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2011-2012  
EFFECTIVE 8/1/11**

| Grade Level and Position   | FY2011-12<br>Minimum  | FY 2011-12<br>Maximum |
|--|-----------------------|-----------------------|
| Grade I<br>Adult Services Page<br>Circulation Page<br>ILL Page   | 8.55                  | 12.30                 |
| Grade II<br>Youth Services Page<br>Summer Youth Services Assistant<br>Reference Clerical Assistant   | 9.05                  | 13.15                 |
| Grade III<br>Administrative Technical Assistant  | 9.70                  | 14.05                 |
| Grade IV<br>Technical Services Assistant   | 10.85                 | 15.80                 |
| Grade V<br>Computer/Magazine Assistant<br>Circulation Assistant<br>Graphic Artist<br>Librarian Intern<br>Substitute Bookkeeper<br>Security Monitor<br>Technical Services Assistant II<br>Technology Assistant<br>Custodian | 12.30                 | 18.00                 |
| Grade VI<br>Administrative Assistant<br>Technical Services Supervisor<br>Youth Services Assistant<br>Circulation Supervisor<br>ILL Supervisor<br>Readers Advisory Assistant  | 13.95                 | 20.20                 |
| Grade VII<br>Technology Librarian<br>Reference Librarian<br>Youth Services Librarian<br>Administrative Office Coordinator<br>Marketing & Public Information Coordinator<br>Substitute Librarian                            | 20.76<br>40,495       | 30.11<br>58,716       |
| Grade VIII<br>Senior Youth Services Librarian<br>Senior Reference Librarian  | 23.46<br>45,758       | 34.03<br>66,352       |
| Grade IX<br>Department Head  | 26.51<br>51,701       | 38.45<br>74,977       |
| Grade X<br>Assistant Director  | 29.96<br>58,428       | 43.44<br>84,714       |
| Grade XI<br>Library Director   | To be set<br>by Board |                       |

Proposal - increase starting salaries by 1.5%

2012 Librarian Salaries where IPPL is ranked within each position (lowest salary is ranked 1)

|                       | IPPL current | 1.5% increase | Downers | Woodridge | Tinley Park | Elmhurst | Lisle  |            |
|-----------------------|--------------|---------------|---------|-----------|-------------|----------|--------|------------|
| asst director         | 58,428       | 59,304.42     | 56968   |           | 64,397      | 67177    | 57,096 | 3 out of 5 |
| dept head             | 51,701       | 52,476.52     | 52769   | 48,473    | 55755       | 56706    | 51,051 | 3 out of 6 |
| senior librarian      | 45,758       | 46,444.37     |         | 41,384    |             | 51909    | 40,618 | 3 out of 4 |
| librarian             | 40,495       | 41,102.43     | 41,888  | 38,355    | 41,795      | 43,368   | 36,231 | 3 out of 6 |
| marketing             | 40,495       | 41,102.43     | 45238   |           | 41795       | 48262    | 36,321 | 2 out of 5 |
| office coordinator    | 40,495       | 41,102.43     |         | 41394     | 48273       | 43368    | 36,231 | 2 out of 5 |
| admin assistant       | 13.95        | 14.16         | 16.54   |           | 17.4        | 10.8     |        | 2 out of 4 |
| tech serv supervisor  | 13.95        | 14.16         | 14.38   |           |             | 17.94    | 15.71  | 1 out of 4 |
| circ supervisor       | 13.95        | 14.16         | 14.38   | 15.49     | 13.04       | 17.94    |        | 2 out of 5 |
| RA/Youth assistant    | 13.95        | 14.16         | 14.38   | 16.36     | 15.06       | 17.94    | 15.71  | 1 out of 6 |
| circ assistant        | 12.30        | 12.48         | 10.88   | 11.29     | 11.29       | 13.54    | 11.26  | 5 out of 6 |
| monitor               | 12.30        | 12.48         | 10.88   |           |             |          | 11.26  | 3 out of 3 |
| custodian             | 12.30        | 12.48         | 10.88   | 15.49     | 11.29       | 10.8     | 11.26  | 5 out of 6 |
| tech serv assistant   | 12.30        | 12.48         | 10.88   | 13.22     | 13.04       | 13.54    | 11.26  | 3 out of 6 |
| Comp serv assistant   | 12.30        | 12.48         | 14.38   |           | 9.78        | 13.54    |        | 2 out of 4 |
| technology assistant  | 12.30        | 12.48         | 14.38   |           |             |          |        | 1 out of 2 |
| tech services assista | 10.85        | 11.01         | 10.88   |           | 9.65        | 10.8     |        | 3 out of 4 |
| page                  | 8.55         | 8.68          | 9.45    | 8.42      | 8.44        | 9.43     | 8.50   | 4 out of 6 |

Operating Budget 2012/2013

| <u>Expenditures</u>    |                           |                | <u>Revenue</u>             |                         |              |
|------------------------|---------------------------|----------------|----------------------------|-------------------------|--------------|
|                        |                           | % of Operating |                            |                         | % of Revenue |
| Personnel              | \$2,379,629.00            | 70.52%         | Property Taxes             | \$3,143,629.00          | 93%          |
| Materials              | \$483,213.00              | 14.32%         | Non-Current Property Taxes | \$1,000.00              | 0%           |
| Building               | \$235,000.00              | 6.96%          | Tax Levy Interest          | \$200.00                | 0%           |
| Operations             | \$33,950.00               | 1.01%          | State Grant                | \$42,000.00             | 1%           |
| Automation             | \$123,595.00              | 3.66%          | Interest                   | \$3,000.00              | 0%           |
| Contractual            | \$27,300.00               | 0.81%          | Desk Monies                | \$183,500.00            | 5%           |
| Insurance              | \$22,112.00               | 0.66%          | Misc                       | \$1,000.00              | 0%           |
| Public Information     | \$60,685.00               | 1.80%          |                            |                         |              |
| Contingency            | \$8,845.00                | 0.26%          |                            |                         |              |
| total operating budget | <del>\$3,374,329.00</del> |                | Total                      | <del>3,374,329.00</del> |              |
| Bonds                  | \$485,845.00              |                | Bond taxes                 | \$495,545.00            |              |
| Bond fees              | \$500.00                  |                |                            |                         |              |
| total                  | \$3,860,674.00            |                | Total                      | \$3,869,874.00          |              |

## 2012/2013 Operating Budget

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|                           | 2010/11                 | 2011/12                    | 2012/13                      | notes  |
|---------------------------|-------------------------|----------------------------|------------------------------|--|
| <b>Personnel</b>          |                         |                            |                              |  |
|                           | 3% increase salary line | 1% increase in salary line | 3.5% increase in salary line |  |
| Salaries                  | 1,833,400.00            | 1,851,734.00               | 1,916,545                    | 64,810.69 difference                                   |
| Benefits - Med/Life Ins   | 98,392.00               | 102,000.00                 | 108,000                      | 6% increase provides for 12% increase in premium       |
| Employee Asst             | 2,500.00                | 2,500.00                   | 2,500                        |  |
| Benefits - IMRF           | 169,599.00              | 171,500.00                 | 176,129                      |  |
| Benefits - FICA           | 138,502.00              | 141,657.65                 | 146,616                      |  |
| Staff development         | 21,100.00               | 16,500.00                  | 16,600                       | 6 staff presenting at ILA Conference in Peoria         |
| Recruitment               | 1,000.00                | 1,000.00                   | -                            |  |
| Board development         | 1,000.00                | 1,000.00                   | 1,000                        |  |
| Worker's compensation     | 5,848.00                | 7,000.00                   | 9,200                        |  |
| Unemployment insurance    | 2,700.00                | 4,200.00                   | 3,040                        |  |
| <b>Total Personnel</b>    | <b>2,274,041.00</b>     | <b>2,299,091.65</b>        | <b>2,379,629</b>             |  |
| <b>Materials</b>          |                         |                            |                              |  |
| Books                     | 246,275.00              | 251,675.00                 | 248,775                      | Reduced reference budget, increase ebooks budget       |
| Periodicals               | 38,300.00               | 37,850.00                  | 36,150                       | less business magazines, money for online magazine     |
| Audio                     | 51,450.00               | 47,450.00                  | 47,450                       |  |
| Video                     | 46,500.00               | 47,950.00                  | 54,700                       | increase adult & teen DVD for copies of popular titles |
| Kreative Krates           | 450.00                  | 450.00                     | 500                          |  |
| Life skills/ESL           | 2,750.00                | 2,650.00                   | 2,150                        |  |
| Electronic ref. resources | 66,500.00               | 66,000.00                  | 66,988                       |  |
| CDRom                     | 4,000.00                | 3,500.00                   | 3,500                        |  |
| Processing supplies       | 22,000.00               | 22,000.00                  | 23,000                       |  |
| <b>Total Materials</b>    | <b>478,225.00</b>       | <b>479,525.00</b>          | <b>483,213</b>               |  |
| <b>Building</b>           |                         |                            |                              |  |
| Cleaning service          | 50,000.00               | 52,000.00                  | 55,000                       | includes plant service and extra floor cleaning        |
| Water/Sewer               | 4,000.00                | 3,000.00                   | 5,500                        | price has increased                                    |
| Gas                       | 17,000.00               | 16,000.00                  | 12,000                       | based on 3 years usage                                 |
| Electric                  | 75,000.00               | 72,000.00                  | 75,000                       | based on 3 years usage                                 |
| Telephone                 | 9,000.00                | 9,000.00                   | 8,000                        | based on 3 years usage                                 |
| Maintenance supplies      | 14,500.00               | 14,500.00                  | 14,500                       |  |
| Bldg maintenance/repairs  | 40,000.00               | 42,000.00                  | 40,000                       |  |
| Security system           | 700.00                  | 700.00                     | 1,000                        |  |
| Property maintenance      | 21,000.00               | 22,000.00                  | 21,000                       |  |
| Garbage disposal          | 3,000.00                | 3,300.00                   | 3,000                        |  |
| <b>Total Building</b>     | <b>234,200.00</b>       | <b>234,500.00</b>          | <b>235,000</b>               |  |

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**Operations**

|                           |                  |                  |               |                                      |
|---------------------------|------------------|------------------|---------------|--------------------------------------|
| Supplies - office         | 14,100.00        | 13,400.00        | 12,400        |                                      |
| Photocopy supplies        | 5,000.00         | 5,000.00         | 5,000         |                                      |
| Patron card supplies      | 1,000.00         | 4,000.00         | 1,000         | don't need to purchase library cards |
| Postage                   | 6,900.00         | 8,000.00         | 8,000         |                                      |
| Non-payment reimburse     | 4,500.00         | 3,500.00         | 3,500         |                                      |
| Admin staff travel        | 700.00           | 600.00           | 650           |                                      |
| Organizational membership | 1,200.00         | 1,300.00         | 1,300         |                                      |
| Bank fees                 | 2,000.00         | 2,000.00         | 2,100         |                                      |
| <b>Total Operations</b>   | <b>35,400.00</b> | <b>37,800.00</b> | <b>33,950</b> |                                      |

**Automation**

|                             |                   |                   |                |                                    |
|-----------------------------|-------------------|-------------------|----------------|------------------------------------|
| Supplies (paper, cartridge) | 9,000.00          | 8,000.00          | 9,000          |                                    |
| Automation - prof services  | 10,000.00         | 10,000.00         | 10,000         |                                    |
| Purchase of equipment       | 21,000.00         | 21,038.00         | 13,600         | equipment getting less expensive   |
| Automation equipment maint. | 1,500.00          | 1,500.00          | 1,500          |                                    |
| Software                    | 9,100.00          | 18,884.00         | 20,000         | new services require more software |
| SWAN maintenance            | 56,700.00         | 58,553.00         | 61,495         |                                    |
| Telecommunications          | 5,050.00          | 5,050.00          | 8,000          | new email host service             |
| <b>Total Automation</b>     | <b>112,350.00</b> | <b>123,025.00</b> | <b>123,595</b> |                                    |

**Contractual Services**

|                                   |                  |                  |               |   |
|-----------------------------------|------------------|------------------|---------------|---|
| General prof. services            | 10,000.00        | 8,000.00         | 10,000        | Accounting temp included for interim and training |
| Legal                             | 10,000.00        | 7,000.00         | 5,000         |   |
| Audit                             | 2,500.00         | 2,500.00         | 2,800         |   |
| Credit bureau                     | 1,500.00         | 1,500.00         | 1,500         |   |
| Equipment-maint/repairs           | 800.00           | 800.00           | 1,000         |   |
| Equipment - maint contracts       | 6,000.00         | 6,000.00         | 5,000         |   |
| Equipment - photocopier           | 2,000.00         | 2,000.00         | 2,000         |   |
| <b>Total Contractual Services</b> | <b>32,800.00</b> | <b>27,800.00</b> | <b>27,300</b> |   |

**Insurance**

|                                    |                  |                  |               |
|------------------------------------|------------------|------------------|---------------|
| Multi peril - physical & liability | 13,504.00        | 15,000.00        | 16,212        |
| Bonding                            | 2,000.00         | 2,000.00         | 2,000         |
| Officers/directors                 | 2,500.00         | 1,000.00         | 1,000         |
| Umbrella liability                 | 2,678.00         | 2,900.00         | 2,900         |
| <b>Total Insurance</b>             | <b>20,682.00</b> | <b>20,900.00</b> | <b>22,112</b> |

**Public Information**

|                                 |                  |                  |               |
|---------------------------------|------------------|------------------|---------------|
| Marketing supplies              | 3,000.00         | 2,000.00         | 2,200         |
| Advertising                     | 2,600.00         | 2,600.00         | 3,600         |
| Newsletter                      | 22,500.00        | 22,500.00        | 22,685        |
| Informational printing          | 5,200.00         | 6,200.00         | 5,000         |
| Legal notices                   | 2,000.00         | 2,000.00         | 2,000         |
| Special events                  | 20,700.00        | 21,200.00        | 25,200        |
| <b>Total Public Information</b> | <b>56,000.00</b> | <b>56,500.00</b> | <b>60,685</b> |

4 color and "mobile PDF" version

includes increase computer classes and matches adult budget at other libraries.

Contingency 16,000.00 37,000.00 8,845

**Total Expenditures** 3,259,698.00 3,316,141.65 3,374,329

**Total Operating Revenue** 3,260,414.00 3,316,164.00 3,374,329

Listening Posts May 2012

Kids & Teens

Mom called- "Have to let you know that the wolves program was fabulous. "Best thing the library has done (one of the best)". Kids and adults all enjoyed.

Circulation

I Love that you guys have notary service! This is awesome!

Patron complained that it always sounds like a daycare in here and that we better hope that no one is trying to read" War & Peace".

Patron said we are so lucky to have this library. It really is a wonderful gift.

Patron said this is the nosiest library he's ever been in. People are yapping & their voices carrying throughout the library. The children making noises & the carts rattling around are noisy on the tiles.

Patron has a friend who went to libraries in western countries to build patron programs etc. He told her that he goes to IPPL instead of Clarendon Hills and that she was lucky because our programs are the best around.

A patron was very impressed that we already had a section of Robin Gibbs CD's it was just what he was looking for.

IPPL patron wished we would have key chain library cards.

Patron said "Thank you", for replacing the hand dryers with paper towels!!!

Patron was upset that he did not receive an email notification when his card expired. He said. "You think that with all the high tech stuff you people have it would be easy to send an email". He also thinks our electronic signature pad is "ridiculous!"

Adult & Computer Help Desk

Can we move the books on the new shelves all the way to the top and get rid of the books that are on display on the top shelf? I can't see the books on the bottom shelf, and there is no stool around (Denise found a step stool and gave it to the patron. I can't believe I'm the only one having problems with this.)

Patron highly recommends A to Z – likes it better than Ref USA.

"The computer staff saved my life – helped her with online form from work which was difficult to use".

"The programs are always excellent!"

"I am looking forward to the outdoor concerts this summer".

**Technology**

Patron stop by the 1st floor ask us desk today and said "I really appreciate the end cap book displays. I think they are wonderful!"

**Administration**

Patron commented on how wonderful Ann was to help her find an on line typing program for her son. She said that she will be coming several days a week over the summer to use the program and was so happy that Ann took the time to show her.

Patron commented on how wonderful the two gentlemen were that helped set up the sound system and the projector for a meeting they were having in the meeting room. She said that they worked very hard to get it perfect and that she would not have been able to do it by herself.



**INDIAN PRAIRIE PUBLIC LIBRARY SALARY SCHEDULE 2012-2013  
EFFECTIVE 7/1/12**

| Grade Level and Position   | Minimum               | Maximum         |
|--|-----------------------|-----------------|
| Grade I<br>Adult Services Page<br>Circulation Page<br>ILL Page   | 8.68                  | 12.48           |
| Grade II<br>Youth Services Page<br>Summer Youth Services Assistant<br>Reference Clerical Assistant   | 9.18                  | 13.35           |
| Grade III<br>Administrative Technical Assistant  | 9.84                  | 14.26           |
| Grade IV<br>Technical Services Assistant   | 11.01                 | 16.03           |
| Grade V<br>Computer/Magazine Assistant<br>Circulation Assistant<br>Graphic Artist<br>Librarian Intern<br>Substitute Bookkeeper<br>Security Monitor<br>Technical Services Assistant II<br>Technology Assistant<br>Custodian | 12.48                 | 18.27           |
| Grade VI<br>Administrative Assistant<br>Technical Services Supervisor<br>Youth Services Assistant<br>Circulation Supervisor<br>ILL Supervisor<br>Readers Advisory Assistant  | 14.16                 | 20.50           |
| Grade VII<br>Technology Librarian<br>Reference Librarian<br>Youth Services Librarian<br>Administrative Office Coordinator<br>Marketing & Public Information Coordinator<br>Substitute Librarian                            | 21.08<br>41,106       | 30.56<br>59,597 |
| Grade VIII<br>Senior Youth Services Librarian<br>Senior Reference Librarian  | 23.82<br>46,449       | 34.54<br>67,353 |
| Grade IX<br>Department Head  | 26.92<br>52,494       | 39.03<br>76,108 |
| Grade X<br>Assistant Director  | 30.42<br>59,319       | 44.10<br>85,995 |
| Grade XI<br>Library Director   | To be set<br>by Board |                 |