

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Board of Trustees Regular Meeting
May 16, 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. McDonnel to Bukovac re: AARP Tax Aide Page 3
 - 2. Courtney to Cigler re: Girl Scouts Page 4

- E. Omnibus Consent Agenda
 - 1. Minutes of Regular Board Meeting, April 18, 2012 Page 5
 - 2. Treasurer's Report – March Page 10
 - 3. Action on Bills/Additional Bills – March Page 14
 - 4. Treasurer's Report – April Distribute @ mtg.
 - 5. Action on Bills/Additional Bills – April Distribute @ mtg.
 - 6. Recommendation to Hire Maul Asphalt for Parking Lot Work Page 18
 - 7. Proposed Revisions to Job Descriptions:
 - i. Senior Circulation Services Supervisor Page 19
 - ii. Circulation Services Supervisor Page 20
 - iii. Circulation Interlibrary Loan Supervisor Page 21

- F. Items Deleted from Omnibus Consent Agenda

- G. Library Director's Report Page 22 Information

- H. Staff Report Information
 - Linda Stevanovich, Youth Services Assistant – Explore Time and Kreative Krates

BOARD MEETING – MAY 16, 2012 – PAGE 2

I. Reports

- 1. Darien Committee for Intergovernmental Coordination (None)
- 2. WB/BR Chamber of Commerce Meeting (Cigler) Page 42 Information
- 3. Darien Chamber of Commerce (None)
- 4. RAILS (None)
- 5. Building and Grounds Committee (None)
- 6. Finance Committee (None)
- 7. Plan/Annexation Committee (None)
- 8. Policy Committee (None)

J. Unfinished Business

- 1. Trustee Email Procedures for FOIA Page 43 Information

K. New Business

- 1. Strategic Plan 2012-2014 Update Page 50 Information

L. Committee Meetings

Schedule Finance Committee – Krupicka, Spiros, Thomas
6/12, 6/13, 6/11, 6/6, 6/5, or 6/4

M. Community Events

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

Jamie Bukovac

From: mcdonnell7925@comcast.net
Sent: Wednesday, April 18, 2012 5:59 PM
To: jamieb@ippl.info
Cc: Kenneth Reger
Subject: AARP Tax Aide Volunteers

Ms. Jamie Bukovac,

On behalf of the Tax Aide volunteers, I thank you and your staff for supporting our efforts to assist taxpayers. The staff could not have been more helpful.

Once again, we were able to prepare hundreds of tax returns and otherwise assist taxpayers who for the most part could ill afford to pay for this service. More could have been helped if we had more time and additional volunteers.

Sincerely,
Jack McDonnell
Local Coordinator

Dear Chris,

Thank you for letting the Girl Scouts of Greater Chicago and Northwest Indiana put a display in the library's cases celebrating the 100th Anniversary of Girl Scouts of the USA. Also, thank you to the Youth Services staff that stamped many Passport books.

Sincerely,

Rosemarie Courtney

Curator

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of April 18, 2012

**Board of Trustees Regular Meeting
April 18, 2012 – 7 p.m.**

A. Roll Call

President Megaridis called the meeting to order at 7:13 p.m. Secretary Suriano called the roll.

Present: Marian Krupicka, Crystal Megaridis, Paul Oggerino, Jo Ann Schusterich, Luanne Spiros, Victoria Suriano, Robert Thomas

Absent:

Staff Present: Jamie Bukovac, Laura Birmingham, Cris Cigler

Others: Andrew Brennecke, Branch Manager with Sebert Landscaping regarding Item J1

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

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

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

C. Public Comment – none

At this point the Board proceeded with Landscape Design, Item J1 under Unfinished Business. They then moved on to Newsletter Advertisement, Item K3 under New Business. When the discussion was finished they continued with Communications and Announcements and with the rest of the agenda.

D. Communications and Announcements

1. Napoli to Megaridis re: Remodeling
2. Bukovac to Vuillaume re: Resolution
3. Goodwin to Birmingham re: VFW Donation Drive
4. Bongiovanni to Bukovac re: Use of Parking Lot
5. Bukovac to Bongiovanni re: Use of Parking Lot
6. Claney to Library re: ESL
7. Contreras to Library re: ESL
8. Martin to Library re: ESL
9. ATLAS Trustee Workshop
10. MPI Investment Management
11. Ritzman to Public Library Clients re: Use of Meeting Rooms
Spiros and Megaridis will attend the Trustee Workshop.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, March 21, 2012
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2012-1 Authorizing Non-Resident Cards
5. Close the Library for Staff Institute Day May 11, 2012

There was no backup for Items E2 and E3 so both were removed from the Omnibus Consent Agenda. Thomas moved, Suriano seconded to set the Omnibus Consent Agenda. Roll call vote. Motion carried unanimously. Spiros moved, Schusterich seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda – Item E2 and Item E3

G. Library Director's Report

Our new Administrative Office Coordinator, Sandy Novak, resigned yesterday. Bukovac is working to get a good portion, if not all, of our money back from the search firm. The Accountemps person is coming back on Monday for payroll and accounts payable. Bukovac is considering outsourcing payroll. She also wants to look at new financial software. Our current system is not intuitive and is not state-of-the-art in terms of what most accountants/bookkeepers use. Bukovac would like to have the payroll outsourcing and the new financial software in place when the fiscal year starts on July 1 since it is difficult to move the finances in the middle of the year. Bukovac would like to have our Accountemps person help us with the transition so that we have standard practices in place when a new Administrative Office Coordinator is hired. Bukovac is looking into various financial software programs (i.e. Quicken) and is talking to other libraries about what they are using. Ideally, Bukovac would like to find someone for the Administrative Office Coordinator position but she wants to be sure it's the right person. If she is unable to find the right person, another option would be to create an administrative position that would do data entry but then outsource with an accounting firm to do the end of the month reconciliation, etc. This is a model that some libraries use. It would create more work for Bukovac and Birmingham in terms of personnel matters that they would then have to get involved in. Spiros asked if we could temporarily reallocate some duties to other staff until someone is hired. Bukovac said when Krzeczowski resigned she spoke with Palmisano and Wlosinski about taking over some tasks that were administrative in nature and they have done so. Bukovac noted that even though Krzeczowski resigned as of February 29, she came back to train and continues to help us during this transition; Bukovac greatly appreciates her help. The library received our per capita grant of \$43,000. As noted in her report, Bukovac and Birmingham met with Chief Brown. In addition to working with the police on a crisis plan, we are looking into having our security cameras web based so that the police could access our security cameras and look inside the building if necessary. Birmingham reported an update to providing a shredding service for patrons. S.C.A.R.C.E. will partner with the library. The event will be held in our parking lot and S.C.A.R.C.E. will ask a local bank to fund it. S.C.A.R.C.E. will also do an electronics recycling event. Birmingham will be scheduling it for late summer or in the fall.

H. Staff Report - none

I. Reports

1. Darien Committee for Intergovernmental Coordination – Minutes from the meeting are in the packet. Bukovac noted that AARP (not Darien Park District) provides tax assistance for seniors at the library. Krupicka will note the error to the committee.
2. WB/BR Chamber of Commerce - Cigler's report is in the packet.

- 7
3. Darien Chamber of Commerce - Cigler's report is in the packet.
 4. RAILS Board - Backup is in the packet. Bukovac said that they found enough people to run for the board.
 5. Building and Grounds Committee - (no report)
 6. Finance Committee - (no report)
 7. Plan/Annexation Committee (no report)
 8. Policy Committee - (no report)

J. Unfinished Business

1. Landscape Design - Bukovac, Birmingham, Krupicka and Suriano met with Sebert Landscaping. Changes were made to their plan and bed 1 was extended to include the area on the other side of the brick walkway. Krupicka and Suriano reviewed the plants with the designer. The Board reviewed the proposals and diagrams for the 3 beds. Brennecke discussed the installation of the limestone outcroppings; with respect to color, they will try to work with the color of the existing flagstone. Bukovac noted that the original cost for bed 1 increased due to the addition of the japenese maple, the outcropping, and the area on the other side of the brick walkway. The original cost for bed 2 increased due to the addition of the weeping cherry and the outcropping. Brennecke said that the project will take about 3 days with the prep and outcropping work taking the longest. Brennecke reiterated that they will warranty everything for as long as they maintain the property. After Brennecke left, the Board continued with the discussion. Birmingham reported that due to the mild winter, she has enough money in her budget line to pay for bed 1 and bed 3 (bed 2 is the Dimpy Pathria memorial garden). As a result, we won't have to use building reserve funds. Spiros asked about negotiating Sebert's price. The Board agreed that Sebert's warranty is excellent and negotiation of price is not needed. Also, Sebert was the low bidder for property maintenance and Birmingham said that Sebert's monthly maintenance fee won't change based on these new plants. Suriano noted that the pricing was fair for the type and size of plants we are getting. Bukovac said their quote was comparable to what we did three years ago with Julie's Garden. Thomas moved, Spiros seconded to approve the proposal for bed #1, bed #2 and bed #3 from Sebert Landscaping. Motion carried unanimously. Megaridis thanked the committee (Krupicka and Suriano) and Bukovac and Birmingham for all their work.

K. New Business

1. Digital Board Packets - The Board agreed that we will continue with the digital board packets.
2. Trustee Email Procedures Per FOIA - Bukovac said there was a ruling in Illinois regarding a FOIA request which said that the requestor was entitled to a trustee's personal phone and e-mails because they had conducted trustee business using their personal phone and e-mail. Bukovac said that we will set up individual e-mail accounts on the library's server so that trustees will not have library related e-mails on their personal account. Also, trustees should not text library business among themselves. We have been having trouble with our e-mail for about a week so Stovall will be moving us to a different e-mail provider. We will have instructions for the trustees at the next board meeting.
3. Newsletter Advertisement - As Bukovac noted in her Director's Report, she and Cigler met with Darien Neighbors and Strathmore Printing. The library currently pays \$3500 per issue for printing four times a year for all households in our district. Publishing the newsletter in Darien Neighbors would cost \$3200 per issue six times a year and we would still need to provide the newsletter to households in Willowbrook and to our residents in Burr Ridge. Thus we would have to try to manage two different publishing schedules. With respect to Strathmore, their sales team goes out and gets the ads for the newsletter. A newsletter from

the City of Aurora and from Aurora Public Library was distributed. Cigler said that Aurora Public Library has made a little over \$600 for each of the 2 newsletters they have done with Strathmore; IPPL is about one-third the size of Aurora PL. Cigler explained that the businesses supply the printer with camera ready art; if a business needed help with an ad, the printer would help them with it. So our graphic artist would not have to create any ad and would only have to place them in the body of the newsletter while doing the layout. Depending on how much ad space is sold, there could be additional pages added to the newsletter. This would not result in any additional cost but would require us to create more content to fill those pages. The additional pages could also be a way to create more white space within the newsletter. Krupicka said she found the ads to be distracting and it felt like businesses were being promoted. Of the two newsletters distributed tonight, her preference would be having all the ads on the last page. Spiros asked if there would be any risk to the library as far as implied endorsement of an advertiser. Bukovac will ask the attorney if we have the right to control content. Cigler noted that Aurora PL said there was a lot of back and forth with their attorney with respect to creating the contract. The Board agreed that the matter would need more discussion. They will wait and watch how this works for Aurora. Bukovac said that even if we don't use Strathmore's ad service, they told Cigler they could print our newsletter in full color for the same price we are currently paying VISOgraphic. Cigler is looking at another full color quote and will also ask VISOgraphic for a full color quote based on competitors' pricing.

4. Meeting Room Policy – Bukovac reported on the number of tutors using the group study rooms and on turnaways. The Board decided the number of turnaways does not indicate a problem but want to check statistics again later in the year.

L. Committee Meetings - none

M. Community Events - none

N. Library Events

1. Email for Beginners, April 18, 3:30 p.m.
2. Word II, April 18, 6 p.m.
3. Crime Readers Book Discussion, April 19, 7 p.m. at Shanahan's in Woodridge
4. Movies & More, April 20, 7 p.m.
5. Celebrate Earth Day, April 22, 2:30 p.m.
6. Water Conservation & Rain Barrels, April 23, 7 p.m.
7. Intro to Excel 2010, April 24, 3:30 p.m.
8. Intro to PowerPoint 2010, April 24, 6 p.m.
9. Paris Today-Connections to Yesterday & Tomorrow, April 25, 1 p.m.
10. After School Chess, April 26, 3:45 p.m.
11. Protecting Your Nest Egg, April 26, 7 p.m.
12. R U Game, April 27, 6:30 p.m.
13. Friends of the Library Book Sale, April 28, 9 a.m.
14. Friends of the Library Book Sale, April 29, 1 p.m.
15. Email for Beginners, April 30, 3:30 p.m.
16. Intro to Word 2010, April 30, 6 p.m.
17. Intro to Excel 2010, May 1, 3:30 p.m.
18. Intro to Word 2010, May 1, 6 p.m.
19. Intro to PowerPoint 2010, May 2, 6 p.m.
20. A Visit with Paula McLain, May 3, 7 p.m.
21. Movies & More, May 4, 7 p.m.
22. Book Discussion, May 9, 7:30 p.m.

- 23. After School Chess, May 10, 3:45 p.m.
- 24. What You Need to Know-College of DuPage, May 10, 5 p.m.
- 25. Mother's Day Brunch Ideas, May 10, 7 p.m.
- 26. Excel II, May 12, 9:30 a.m.
- 27. The Art of Roy Lichtenstein, May 14, 7 p.m.
- 28. Computers for Beginners, May 15, 3:30 p.m.
- 29. Intro to Word 2010, May 15, 6 p.m.

O. Adjournment

At 8:57 p.m. Spiros moved, Schusterich seconded to adjourn the meeting. All ayes.
Motion carried unanimously.

Victoria Suriano, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 03/31/12

Balance on hand as of February 29, 2012.....	2,424,705.63
Cash Receipts for March.....	139,784.15
Cash Disbursements for March	334,773.77
Cash on hand as of March 31, 2012.....	2,229,716.01

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

General	\$144,507.94
Special Reserve	20,927.70
Working Cash.....	314.81
Bond	28,592.53
Children's Endowment	2,882.95
Endowment	11,159.01
<u>MPI Investments</u>	1,137,911.02

JP Morgan Chase - Savings - Rate .16%

General.....	\$301,790.82
--------------	--------------

Working Cash Fund

MPI Investments	383,747.93
JP Morgan Chase - Checking - Rate .10%	
General	55,396.33
Hinsdale Bank & Trust - Checking	141,880.97
Petty Cash	200.00
Petty Cash/Circulation	404.00
Balances as of March 31, 2012.....	\$ 2,229,716.01

FUND BALANCES AS OF 03/31/12

Corporate Fund.....	1,474,464.06
Building & Maintenance Fund	91,233.15
I.M.R.F. Fund.....	4,446.62
Liability Fund	12,426.67
Social Security Fund	3,130.78
Special Reserve Fund.....	22,051.60
Working Cash Fund	384,150.03
Bond Fund	69,210.81
Misc. Balance Sheet Accounts from all Funds.....	168,602.29
Grand Total All Funds	\$ 2,229,716.01

ACCT.	DESCRIPTION	RECEIVED THIS MONTH	RECEIVED THIS YEAR	PRCT. COLL.	BUDGETED RECEIPTS	UNCOLLECTED RECEIPTS
<u>PROPERTY TAXES & TAX LEVY INTEREST</u>						
110	PROPERTY TAXES	0.00	3,049,153.44	98.90	3,083,164.00	34,010.56
111	BOND PROPERTY TAXES	0.00	245,915.41	50.43	487,655.00	241,739.59
115	NON-CURRENT PROPERTY TAXES	441.17	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	441.17	3,296,474.45	92.30	3,571,519.00	275,044.55
<u>INTERGOVERNMENTAL</u>						
220	PER CAPITA GRANT	43,613.49	43,613.49	99.12	44,000.00	386.51
TOTAL	INTERGOVERNMENTAL	43,613.49	43,613.49	99.12	44,000.00	386.51
<u>INTEREST</u>						
320	INTEREST-ALL OTHER FUNDS	71.79	3,326.57	166.33	2,000.00	-1,326.57
70-350	INTEREST - INVESTMENT	1.78	10.25	0.00	0.00	-10.25
80-350	INTEREST - INVESTMENT	0.02	0.11	0.00	0.00	-0.11
90-350	INTEREST - INVESTMENT	2.43	113.44	37.81	300.00	186.56
TOTAL	INTEREST	76.02	3,450.37	150.02	2,300.00	-1,150.37
<u>DESK MONIES</u>						
510	COPIER	1,465.88	10,723.20	71.49	15,000.00	4,276.80
520	FINES/FEES	4,968.04	44,777.16	77.20	58,000.00	13,222.84
525	GIFTS/DONATIONS	165.00	1,660.00	83.00	2,000.00	340.00
530	LOST MATERIALS	665.43	7,308.77	60.91	12,000.00	4,691.23
535	NON-RESIDENT FEES	7,280.00	66,134.98	77.81	85,000.00	18,865.02
540	VIDEO RENTAL	525.40	8,068.82	100.86	8,000.00	-68.82
545	BOOK RENTAL	224.60	2,079.70	69.32	3,000.00	920.30
10-555	MEETING ROOM RENTAL	25.00	75.00	0.00	0.00	-75.00
TOTAL	DESK MONIES	15,319.35	140,827.63	76.95	183,000.00	42,172.37
<u>OTHER INCOME</u>						
670	MISCELLANEOUS	0.00	629.00	20.97	3,000.00	2,371.00
TOTAL	OTHER INCOME	0.00	629.00	20.97	3,000.00	2,371.00
GRAND TOTAL		59,450.03	3,484,994.94	91.62	3,803,819.00	318,824.06

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

PRCT. OF YR: 75

RUN: 04/28/12

2:42PM

CONSOLIDATED EXPENDITURES REPORT FOR MARCH, 2012

PAGE: 1

ACT. NO.	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>PERSONNEL</u>								
110	SALARIES-REGULAR HOURS	206,198.78	1,300,579.03	72.18	1,801,734.00	501,154.97	66.89	1,944,320.70
120	SALARIES-SUNDAY HOURS	7,394.60	38,939.13	77.88	50,000.00	11,060.87	0.00	0.00
130	BENEFITS-MEDICAL/LIFE INS.	18,873.12	75,934.88	74.45	102,000.00	26,065.12	58.41	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	20,330.66	126,646.32	73.85	171,500.00	44,853.68	66.66	190,000.00
145	BENEFITS - FICA	16,207.45	101,413.29	71.59	141,657.00	40,243.71	67.61	150,000.00
185	STAFF DEVELOPMENT	2,701.00	16,241.51	98.43	16,500.00	258.49	64.97	25,000.00
192	RECRUITMENT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	2,000.00
193	BOARD DEVELOPMENT	0.00	751.00	75.10	1,000.00	249.00	50.07	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	1,121.39	46.72	2,400.00	1,278.61	22.43	5,000.00
**TOTAL	PERSONNEL	271,705.61	1,672,444.55	72.80	2,297,291.00	624,846.45	68.00	2,459,320.70
<u>MATERIALS</u>								
210	BOOKS	14,165.71	174,768.40	70.85	246,675.00	71,906.60	69.91	250,000.00
220	PERIODICALS	123.50	26,373.23	69.68	37,850.00	11,476.77	65.93	40,000.00
230	AUDIO	4,032.55	32,571.58	62.10	52,450.00	19,878.42	58.16	56,000.00
240	VIDEO	3,296.49	42,399.65	88.42	47,950.00	5,550.35	81.54	52,000.00
250	MULTI MEDIA	0.00	505.22	112.27	450.00	-55.22	72.17	700.00
255	LIFE SKILLS/ESL	12.09	2,671.27	100.80	2,650.00	-21.27	89.04	3,000.00
260	GOVT. DOCUMENTS	0.00	0.00	0.00	0.00	0.00	0.00	500.00
270	ELECTRONIC REFERENCE RESOURCES	0.00	60,916.81	92.30	66,000.00	5,083.19	87.02	70,000.00
282	SOFTWARE-CD ROM CIRC. COLLECTION	0.00	942.44	26.93	3,500.00	2,557.56	18.85	5,000.00
290	PROCESSING SUPPLIES	3,094.84	21,341.55	97.01	22,000.00	658.45	85.37	25,000.00
**TOTAL	MATERIALS	24,725.18	362,490.15	75.59	479,525.00	117,034.85	72.18	502,200.00
<u>BUILDING</u>								
300	BUILDING	0.00	810.00	0.00	0.00	-810.00	0.54	150,000.00
305	CLEANING SERVICE	5,110.80	44,179.15	88.36	50,000.00	5,820.85	67.97	65,000.00
321	GAS	1,225.91	9,047.34	56.55	16,000.00	6,952.66	0.00	0.00
322	ELECTRIC	4,581.03	53,337.80	74.08	72,000.00	18,662.20	0.00	0.00
323	TELEPHONE	1,404.58	5,266.09	58.51	9,000.00	3,733.91	43.88	12,000.00
324	WATER/SEWER	402.19	4,692.81	156.43	3,000.00	-1,692.81	0.00	0.00
325	GARBAGE DISPOSAL	198.29	1,783.73	59.46	3,000.00	1,216.27	35.67	5,000.00
340	MAINTENANCE SUPPLIES	1,535.08	8,617.50	59.43	14,500.00	5,882.50	43.09	20,000.00
345	BUILDING MAINT. AND REPAIRS	4,636.57	35,680.73	89.20	40,000.00	4,319.27	59.47	60,000.00
355	SECURITY SYSTEM MONITORING	60.00	1,105.40	157.91	700.00	-405.40	73.69	1,500.00
360	PROPERTY MAINTENANCE	451.77	9,706.85	46.22	21,000.00	11,293.15	27.73	35,000.00
**TOTAL	BUILDING	19,606.22	174,227.40	76.02	229,200.00	54,972.60	49.99	348,500.00
<u>OPERATIONS</u>								
410	SUPPLIES - OFFICE	720.40	7,919.50	59.10	13,400.00	5,480.50	49.50	16,000.00
422	PHOTOCOPY SUPPLIES	419.44	1,579.78	31.60	5,000.00	3,420.22	26.33	6,000.00
425	PATRON CARD SUPPLIES	0.00	3,699.24	92.48	4,000.00	300.76	73.98	5,000.00
450	POSTAGE	276.78	6,242.10	78.03	8,000.00	1,757.90	56.75	11,000.00
460	NON-PAYMENT REIMBURSEMENT	0.00	1,645.56	47.02	3,500.00	1,854.44	27.43	6,000.00
470	TRAVEL	85.50	471.09	78.52	600.00	128.91	47.11	1,000.00
480	ORGANIZATIONAL MEMBERSHIPS	210.00	850.00	65.38	1,300.00	450.00	42.50	2,000.00

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

PRCT. OF YR: 75

RUN: 04/28/12 2:42PM

CONSOLIDATED EXPENDITURES REPORT FOR MARCH, 2012

PAGE: 2

ACT. NO.	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
490	BANK FEES	207.13	1,829.01	91.45	2,000.00	170.99	60.97	3,000.00
**TOTAL	OPERATIONS	1,919.25	24,236.28	64.12	37,800.00	13,563.72	48.47	50,000.00
<u>AUTOMATION</u>								
510	SUPPLIES (INK CARTRIDGE)	1,108.70	7,029.58	87.87	8,000.00	970.42	58.58	12,000.00
511	AUTOMATION - PROF. SERVICES	0.00	7,397.00	73.97	10,000.00	2,603.00	61.64	12,000.00
520	PURCHASE OF EQUIPMENT	0.00	2,987.96	14.20	21,038.00	18,050.04	9.96	30,000.00
540	AUTOMATION EQUIPMENT MNT./REPAIR	451.16	575.15	38.34	1,500.00	924.85	14.38	4,000.00
585	SOFTWARE	0.00	11,625.49	61.56	18,884.00	7,258.51	55.36	21,000.00
586	SWAN MAINTENANCE	0.00	33,644.50	75.59	44,510.00	10,865.50	71.58	47,000.00
587	SWAN DATABASE MAINTENANCE	0.00	10,495.25	74.74	14,043.00	3,547.75	67.71	15,500.00
590	TELECOMMUNICATIONS	222.11	3,616.84	71.62	5,050.00	1,433.16	60.28	6,000.00
595	NEW TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
**TOTAL	AUTOMATION	1,781.97	77,371.77	62.89	123,025.00	45,653.23	49.76	155,500.00
<u>CONTRACTUAL SERVICES</u>								
610	GENERAL PROFESSIONAL SERVICES	988.14	7,619.70	95.25	8,000.00	380.30	63.50	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	98.45	789.70	52.65	1,500.00	710.30	39.49	2,000.00
640	EQUIPMENT-MAINTENANCE REPAIRS	0.00	0.00	0.00	800.00	800.00	0.00	1,200.00
642	EQUIPMENT-MAINTENANCE CONTRACTS	479.27	7,460.76	124.35	6,000.00	-1,460.76	114.78	6,500.00
643	EQUIPMENT-PHOTOCOPIER MAINT. CONTRAC	0.00	773.76	38.69	2,000.00	1,226.24	25.79	3,000.00
693	FEES - BOND REGISTRAR	0.00	200.00	40.00	500.00	300.00	0.00	0.00
**TOTAL	CONTRACTUAL SERVICES	1,565.86	21,962.92	77.61	28,300.00	6,337.08	53.96	40,700.00
<u>INSURANCE</u>								
715	BONDING	0.00	0.00	0.00	2,000.00	2,000.00	0.00	3,000.00
720	OFFICERS & DIRECTORS LIABILITY	0.00	1,000.00	100.00	1,000.00	0.00	50.00	2,000.00
725	UMBRELLA LIABILITY	0.00	2,678.00	92.34	2,900.00	222.00	0.00	0.00
**TOTAL	INSURANCE	0.00	18,253.00	87.33	20,900.00	2,647.00	70.20	26,000.00
<u>PUBLIC INFORMATION</u>								
810	MARKETING	190.00	13,520.41	60.09	22,500.00	8,979.59	56.34	24,000.00
815	ADVERTISING	600.00	2,855.85	109.84	2,600.00	-255.85	81.60	3,500.00
816	MARKETING SUPPLIES	7.98	898.94	44.95	2,000.00	1,101.06	29.96	3,000.00
817	MARKETING - INFORMATIONAL PRINTING	484.55	2,257.01	36.40	6,200.00	3,942.99	30.09	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	3,123.70	11,949.46	56.37	21,200.00	9,250.54	39.83	30,000.00
**TOTAL	PUBLIC INFORMATION	4,406.23	33,285.27	58.91	56,500.00	23,214.73	46.88	71,000.00
<u>CAPITAL OUTLAY AND CONTINGENCY</u>								
902	BUILDING IMPROVEMENTS	0.00	15,487.00	0.00	0.00	-15,487.00	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	7,500.00	34,337.79	98.05	35,022.35	684.56	34.34	100,000.00
**TOTAL	CAPITAL OUTLAY AND CONTINGENCY	7,500.00	513,587.92	100.37	511,707.98	-1,879.94	74.43	690,000.00
GRAND TOTAL		333,210.32	2,897,859.26	76.58	3,784,248.98	886,389.72	66.72	4,343,220.70

ACTION ON BILLS March 2012

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
General Checking		
Bills for Approval	42234-42375	\$ 26,340.44
Salaries for March	33964 thru 34024	\$ 17,868.35
Direct Deposits	& 13087 thru 13293	\$ 141,390.90
	TOTAL	\$ 185,599.69

Additional Bills
(Distributed at
Board Meeting)

----- thru -----

MONTH'S TOTAL

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

RUN: 03/27/12 4:00PM

(JP MORGAN CHASE)

PAGE: 1

VENDOR	VENDOR NAME	BANK	DATE	CHECK NO.	CHECK AMT.	NON-CHECK DB	TOTAL
3250	ACCONTEMPS	1	03/28/12	42334	369.30		369.30
2936	ALARM FINANCIAL SERVICES INC.	1	03/28/12	42335	60.00		60.00
3293	ALL WINED UP	1	03/28/12	42336			0.00
2882	JENNIFER ASIMAKOPOULOS	1	03/28/12	42337	1,324.85		1,324.85
3131	AUDIOGO	1	03/28/12	42338	219.93		219.93
226	BAKER & TAYLOR	1	03/28/12	42339	2,919.23		2,919.23
229	BAKER & TAYLOR ENTERTAINMENT	1	03/28/12	42340	1,108.49		1,108.49
253	BAYSCAN TECHNOLOGIES	1	03/28/12	42341	344.00		344.00
334	CHRISTINE BORUCKI	1	03/28/12	42342	36.08		36.08
2926	CALL ONE	1	03/28/12	42343	680.82		680.82
2898	CENTER POINT LARGE PRINT	1	03/28/12	42344	22.17		22.17
501	CHICAGO TRIBUNE	1	03/28/12	42345	123.50		123.50
709	DEMCO	1	03/28/12	42346	1,321.53		1,321.53
956	GALE	1	03/28/12	42347	47.13		47.13
970	GARVEY'S OFFICE PRODUCTS	1	03/28/12	42348	141.50		141.50
978	GAYLORD BROS.	1	03/28/12	42349	222.05		222.05
1017	GRAINGER	1	03/28/12	42350	29.88		29.88
1097	HEALTHCARE SERVICE CORPORATION	1	03/28/12	42351	7,463.72		7,463.72
3295	HIGHLAND ESTATES COFFEE TRADERS	1	03/28/12	42352	50.00		50.00
2979	HIGHSMITH	1	03/28/12	42353	201.56		201.56
1268	INGRAM LIBRARY SERVICES	1	03/28/12	42354	7.18		7.18
2838	SARAH JOYNT	1	03/28/12	42355	147.67		147.67
2896	LINCOLN NATIONAL LIFE INSURANCE CO.	1	03/28/12	42356	74.08		74.08
3296	MAD SCIENCE OF CHICAGO'S WSTRN SUBURBS	1	03/28/12	42357	750.00		750.00
3297	MARY WRIGHT SPECIALTIES	1	03/28/12	42358	31.00		31.00
1691	MIDWEST TAPE	1	03/28/12	42359	372.23		372.23
3028	OVERDRIVE	1	03/28/12	42360	372.83		372.83
2089	QUILL CORPORATION	1	03/28/12	42361	-397.95		-397.95
2109	RANDOM HOUSE, INC.	1	03/28/12	42362	454.50		454.50
2125	RECORDED BOOKS, LLC	1	03/28/12	42363	33.00		33.00
2301	SHOWCASES	1	03/28/12	42364	19.00		19.00
3290	SMARTYPANTSWORLD LLC	1	03/28/12	42365	500.00		500.00
3270	SWAN	1	03/28/12	42366	111.78		111.78
2580	UNIQUE BOOKS, INC.	1	03/28/12	42367	367.84		367.84
2727	WEST PAYMENT CTR.	1	03/28/12	42368	77.05		77.05
3143	GENERAL REVENUE CORPORATION	1	03/28/12	42369	117.50		117.50
2611	NATIONWIDE RETIREMENT SOLUTIONS	1	03/28/12	42370	610.00		610.00
2621	VANTAGEPOINT TRANSFER AGENTS - 457	1	03/28/12	42371	975.00		975.00

TOTAL JP MORGAN CHASE (CKS: 38)

21,308.45

21,308.45

16

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

RUN: 04/28/12 2:32PM

(JP MORGAN CHASE)

PAGE: 3

VENDOR	VENDOR NAME	BANK	DATE	CHECK NO.	CHECK AMT.	NON-CHECK DB	TOTAL
226	BAKER & TAYLOR	1	03/28/12	42339	2,919.23		2,919.23
229	BAKER & TAYLOR ENTERTAINMENT	1	03/28/12	42340	1,108.49		1,108.49
253	BAYSCAN TECHNOLOGIES	1	03/28/12	42341	344.00		344.00
334	CHRISTINE BORUCKI	1	03/28/12	42342	36.08		36.08
2926	CALL ONE	1	03/28/12	42343	680.82		680.82
2898	CENTER POINT LARGE PRINT	1	03/28/12	42344	22.17		22.17
501	CHICAGO TRIBUNE	1	03/28/12	42345	123.50		123.50
709	DEMCO	1	03/28/12	42346	1,321.53		1,321.53
956	GALE	1	03/28/12	42347	47.13		47.13
970	GARVEY'S OFFICE PRODUCTS	1	03/28/12	42348	141.50		141.50
978	GAYLORD BROS.	1	03/28/12	42349	222.05		222.05
1017	GRAINGER	1	03/28/12	42350	29.88		29.88
1097	HEALTHCARE SERVICE CORPORATION	1	03/28/12	42351	7,463.72		7,463.72
3295	HIGHLAND ESTATES COFFEE TRADERS	1	03/28/12	42352	50.00		50.00
2979	HIGHSMITH	1	03/28/12	42353	201.56		201.56
1268	INGRAM LIBRARY SERVICES	1	03/28/12	42354	7.18		7.18
2838	SARAH JOYNT	1	03/28/12	42355	147.67		147.67
2896	LINCOLN NATIONAL LIFE INSURANCE CO.	1	03/28/12	42356	74.08		74.08
3296	MAD SCIENCE OF CHICAGO'S WSTRN SUBURBS	1	03/28/12	42357	750.00		750.00
3297	MARY WRIGHT SPECIALTIES	1	03/28/12	42358	31.00		31.00
1691	MIDWEST TAPE	1	03/28/12	42359	372.23		372.23
3028	OVERDRIVE	1	03/28/12	42360	372.83		372.83
2089	QUILL CORPORATION	1	03/28/12	42361			0.00
2109	RANDOM HOUSE, INC.	1	03/28/12	42362	454.50		454.50
2125	RECORDED BOOKS, LLC	1	03/28/12	42363	33.00		33.00
2301	SHOWCASES	1	03/28/12	42364	19.00		19.00
3290	SMARTYPANTSWORLD LLC	1	03/28/12	42365	500.00		500.00
3270	SWAN	1	03/28/12	42366	111.78		111.78
2580	UNIQUE BOOKS, INC.	1	03/28/12	42367	367.84		367.84
2727	WEST PAYMENT CTR.	1	03/28/12	42368	77.05		77.05
3143	GENERAL REVENUE CORPORATION	1	03/28/12	42369	117.50		117.50
2611	NATIONWIDE RETIREMENT SOLUTIONS	1	03/28/12	42370	610.00		610.00
2621	VANTAGEPOINT TRANSFER AGENTS - 457	1	03/28/12	42371	975.00		975.00

3299	ASHLEY G. JOVIEN	1	04/05/12	42374	31.99		31.99
2884	DOCUMENTATION ADMINISTRATION CORP.	1	04/05/12	42375	5,000.00		5,000.00

TOTAL JP MORGAN CHASE (CKS: 141) 89,971.47 89,971.47

THERE ARE 1 ERRORS ON THE ABOVE REPORT.

Bills for approval – Electronic Payments & Automatic Withdrawals

March 2012

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	3/2/12	15,893.45
EFTPS-Federal	Payroll taxes	3/14/12	15,772.62
EFTPS-Federal	Payroll taxes	3/30/12	16,402.66
EFTPS-State	Payroll taxes	3/2/12	3,089.42
EFTPS-State	Payroll taxes	3/14/12	3,081.59
EFTPS-State	Payroll taxes	3/30/12	3,185.50
AT&T	Internet	3/14/12	222.11
Nicor	Gas	3/19/12	1,225.91
IMRF	Payroll pension	3/30/12	26,903.08
Dupage Credit Union	Payroll Deductions	3/1/12	1,250.00
Dupage Credit Union	Payroll Deductions	3/15/12	1,250.00
Dupage Credit Union	Payroll Deductions	3/29/12	1,250.00
US Bank	Credit Card Fee	03/02/12	187.13
Hinsdale Bank	Fee-direct deposit	03/01/12	20.00

Distributed At
Meeting

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 04/30/12

Balance on hand as of March 31, 2012.....	2,229,716.01
Cash Receipts for April.....	15,228.76
Cash Disbursements for April.....	249,790.86
Cash on hand as of April 30, 2012.....	1,995,153.91

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

General	\$50,592.67
Special Reserve	20,929.13
Working Cash.....	314.83
Bond	28,594.48
Children's Endowment.....	2,883.14
Endowment	11,159.77
<u>MPI Investments</u>	1,137,911.02

JP Morgan Chase - Savings - Rate .16%

General.....	\$301,831.80
--------------	--------------

Working Cash Fund

MPI Investments	383,747.95
JP Morgan Chase - Checking - Rate .10%	
General	8,062.66
Hinsdale Bank & Trust - Checking	48,522.46
Petty Cash	200.00
Petty Cash/Circulation	404.00
Balances as of April 30, 2012.....	\$ 1,995,153.91

FUND BALANCES AS OF 04/30/12

Corporate Fund.....	1,227,925.52
Building & Maintenance Fund	85,099.95
I.M.R.F. Fund.....	4,446.62
Liability Fund	12,426.67
Social Security Fund	3,130.78
Special Reserve Fund.....	22,053.03
Working Cash Fund	384,150.07
Bond Fund	69,212.76
Misc. Balance Sheet Accounts from all Funds.....	186,708.51
Grand Total All Funds	\$1,995,153.91

ACCT.	DESCRIPTION	RECEIVED THIS MONTH	RECEIVED THIS YEAR	PRCT. COLL.	BUDGETED RECEIPTS	UNCOLLECTED RECEIPTS
<u>PROPERTY TAXES & TAX LEVY INTEREST</u>						
110	PROPERTY TAXES	0.00	3,049,153.44	98.90	3,083,164.00	34,010.56
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	0.00	3,296,474.45	92.30	3,571,519.00	275,044.55
<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	54.06	3,380.63	169.03	2,000.00	-1,380.63
70-350	INTEREST - INVESTMENT	1.43	11.68	0.00	0.00	-11.68
80-350	INTEREST - INVESTMENT	0.04	0.15	0.00	0.00	-0.15
90-350	INTEREST - INVESTMENT	1.95	115.39	38.46	300.00	184.61
TOTAL	INTEREST	57.48	3,507.85	152.52	2,300.00	-1,207.85
<u>DESK MONIES</u>						
510	COPIER	1,421.83	12,145.03	80.97	15,000.00	2,854.97
520	FINES/FEES	4,816.86	49,594.02	85.51	58,000.00	8,405.98
525	GIFTS/DONATIONS	50.00	1,710.00	85.50	2,000.00	290.00
530	LOST MATERIALS	1,477.83	8,786.60	73.22	12,000.00	3,213.40
535	NON-RESIDENT FEES	6,246.00	72,380.98	85.15	85,000.00	12,619.02
540	VIDEO RENTAL	789.05	8,857.87	110.72	8,000.00	-857.87
545	BOOK RENTAL	146.90	2,226.60	74.22	3,000.00	773.40
10-555	MEETING ROOM RENTAL	75.00	150.00	0.00	0.00	-150.00
TOTAL	DESK MONIES	15,023.47	155,851.10	85.16	183,000.00	27,148.90
<u>OTHER INCOME</u>						
670	MISCELLANEOUS	0.00	629.00	20.97	3,000.00	2,371.00
TOTAL	OTHER INCOME	0.00	629.00	20.97	3,000.00	2,371.00
GRAND TOTAL		15,080.95	3,500,075.89	92.01	3,803,819.00	303,743.11

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

PRCT. OF YR: 83.33

RUN: 05/10/12 4:05PM

CONSOLIDATED EXPENDITURES REPORT FOR APRIL, 2012

PAGE: 1

ACCT. NO.	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>PERSONNEL</u>								
110	SALARIES-REGULAR HOURS	137,991.67	1,438,570.70	79.84	1,801,734.00	363,163.30	73.99	1,944,320.70
120	SALARIES-SUNDAY HOURS	3,550.07	42,489.20	84.98	50,000.00	7,510.80	0.00	0.00
130	BENEFITS-MEDICAL/LIFE INS.	18,500.64	94,435.52	92.58	102,000.00	7,564.48	72.64	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	13,533.32	140,179.64	81.74	171,500.00	31,320.36	73.78	190,000.00
145	BENEFITS - FICA	10,700.79	112,114.08	79.14	141,657.00	29,542.92	74.74	150,000.00
185	STAFF DEVELOPMENT	1,482.90	17,724.41	107.42	16,500.00	-1,224.41	70.90	25,000.00
192	RECRUITMENT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	2,000.00
193	BOARD DEVELOPMENT	0.00	751.00	75.10	1,000.00	249.00	50.07	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	1,877.33	2,998.72	124.95	2,400.00	-598.72	59.97	5,000.00
**TOTAL	PERSONNEL	187,636.72	1,860,081.27	80.97	2,297,291.00	437,209.73	75.63	2,459,320.70
<u>MATERIALS</u>								
210	BOOKS	21,330.79	196,099.19	79.50	246,675.00	50,575.81	78.44	250,000.00
220	PERIODICALS	80.73	26,453.96	69.89	37,850.00	11,396.04	66.13	40,000.00
230	AUDIO	3,937.68	36,509.26	69.61	52,450.00	15,940.74	65.20	56,000.00
240	VIDEO	3,534.03	45,933.68	95.79	47,950.00	2,016.32	88.33	52,000.00
250	MULTI MEDIA	21.92	527.14	117.14	450.00	-77.14	75.31	700.00
255	LIFE SKILLS/ESL	0.00	2,671.27	100.80	2,650.00	-21.27	89.04	3,000.00
260	GOVT. DOCUMENTS	0.00	0.00	0.00	0.00	0.00	0.00	500.00
270	ELECTRONIC REFERENCE RESOURCES	0.00	60,916.81	92.30	66,000.00	5,083.19	87.02	70,000.00
282	SOFTWARE-CD ROM CIRC. COLLECTION	545.40	1,487.84	42.51	3,500.00	2,012.16	29.76	5,000.00
290	PROCESSING SUPPLIES	1,902.25	23,243.80	105.65	22,000.00	-1,243.80	92.98	25,000.00
**TOTAL	MATERIALS	31,352.80	393,842.95	82.13	479,525.00	85,682.05	78.42	502,200.00
<u>BUILDING</u>								
300	BUILDING	-810.00	0.00	0.00	0.00	0.00	0.00	150,000.00
305	CLEANING SERVICE	385.80	44,564.95	89.13	50,000.00	5,435.05	68.56	65,000.00
321	GAS	639.63	9,686.97	60.54	16,000.00	6,313.03	0.00	0.00
322	ELECTRIC	5,493.57	58,831.37	81.71	72,000.00	13,168.63	0.00	0.00
323	TELEPHONE	718.04	5,984.13	66.49	9,000.00	3,015.87	49.87	12,000.00
324	WATER/SEWER	99.00	4,791.81	159.73	3,000.00	-1,791.81	0.00	0.00
325	GARBAGE DISPOSAL	258.91	2,042.64	68.09	3,000.00	957.36	40.85	5,000.00
340	MAINTENANCE SUPPLIES	2,552.13	11,169.63	77.03	14,500.00	3,330.37	55.85	20,000.00
345	BUILDING MAINT. AND REPAIRS	2,516.00	38,196.73	95.49	40,000.00	1,803.27	63.66	60,000.00
355	SECURITY SYSTEM MONITORING	0.00	1,105.40	157.91	700.00	-405.40	73.69	1,500.00
360	PROPERTY MAINTENANCE	697.00	10,403.85	49.54	21,000.00	10,596.15	29.73	35,000.00
**TOTAL	BUILDING	12,550.08	186,777.48	81.49	229,200.00	42,422.52	53.59	348,500.00
<u>OPERATIONS</u>								
410	SUPPLIES - OFFICE	1,279.06	9,198.56	68.65	13,400.00	4,201.44	57.49	16,000.00
422	PHOTOCOPY SUPPLIES	500.87	2,080.65	41.61	5,000.00	2,919.35	34.68	6,000.00
425	PATRON CARD SUPPLIES	10.00	3,709.24	92.73	4,000.00	290.76	74.18	5,000.00
450	POSTAGE	694.04	6,936.14	86.70	8,000.00	1,063.86	63.06	11,000.00
460	NON-PAYMENT REIMBURSEMENT	577.00	2,222.56	63.50	3,500.00	1,277.44	37.04	6,000.00
470	TRAVEL	131.02	602.11	100.35	600.00	-2.11	60.21	1,000.00
480	ORGANIZATIONAL MEMBERSHIPS	0.00	850.00	65.38	1,300.00	450.00	42.50	2,000.00

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

PRCT. OF YR: 83.33

RUN: 05/10/12 4:05PM

CONSOLIDATED EXPENDITURES REPORT FOR APRIL, 2012

PAGE: 2

ACCT. NO.	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
490	BANK FEES	205.16	2,034.17	101.71	2,000.00	-34.17	67.81	3,000.00
**TOTAL	OPERATIONS	3,397.15	27,633.43	73.10	37,800.00	10,166.57	55.27	50,000.00
<u>AUTOMATION</u>								
510	SUPPLIES (INK CARTRIDGE)	330.86	7,360.44	92.01	8,000.00	639.56	61.34	12,000.00
511	AUTOMATION - PROF. SERVICES	0.00	7,397.00	73.97	10,000.00	2,603.00	61.64	12,000.00
520	PURCHASE OF EQUIPMENT	7,110.97	10,098.93	48.00	21,038.00	10,939.07	33.66	30,000.00
540	AUTOMATION EQUIPMENT MNT./REPAIR	48.88	624.03	41.60	1,500.00	875.97	15.60	4,000.00
585	SOFTWARE	55.95	11,681.44	61.86	18,884.00	7,202.56	55.63	21,000.00
586	SWAN MAINTENANCE	11,277.50	44,922.00	100.93	44,510.00	-412.00	95.58	47,000.00
587	SWAN DATABASE MAINTENANCE	3,510.75	14,006.00	99.74	14,043.00	37.00	90.36	15,500.00
590	TELECOMMUNICATIONS	505.75	4,122.59	81.64	5,050.00	927.41	68.71	6,000.00
595	NEW TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
**TOTAL	AUTOMATION	22,840.66	100,212.43	81.46	123,025.00	22,812.57	64.45	155,500.00
<u>CONTRACTUAL SERVICES</u>								
610	GENERAL PROFESSIONAL SERVICES	1,359.55	8,979.25	112.24	8,000.00	-979.25	74.83	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	0.00	789.70	52.65	1,500.00	710.30	39.49	2,000.00
640	EQUIPMENT-MAINTENANCE REPAIRS	134.00	134.00	16.75	800.00	666.00	11.17	1,200.00
642	EQUIPMENT-MAINTENANCE CONTRACTS	555.86	8,016.62	133.61	6,000.00	-2,016.62	123.33	6,500.00
643	EQUIPMENT-PHOTOCOPIER MAINT. CONTRAC	455.24	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	2,504.65	24,467.57	86.46	28,300.00	3,832.43	60.12	40,700.00
<u>INSURANCE</u>								
715	BONDING	0.00	0.00	0.00	2,000.00	2,000.00	0.00	3,000.00
720	OFFICERS & DIRECTORS LIABILITY	0.00	1,000.00	100.00	1,000.00	0.00	50.00	2,000.00
725	UMBRELLA LIABILITY	0.00	2,678.00	92.34	2,900.00	222.00	0.00	0.00
**TOTAL	INSURANCE	0.00	18,253.00	87.33	20,900.00	2,647.00	70.20	26,000.00
<u>PUBLIC INFORMATION</u>								
810	MARKETING	3,535.86	17,056.27	75.81	22,500.00	5,443.73	71.07	24,000.00
815	ADVERTISING	561.95	3,417.80	131.45	2,600.00	-817.80	97.65	3,500.00
816	MARKETING SUPPLIES	172.73	1,071.67	53.58	2,000.00	928.33	35.72	3,000.00
817	MARKETING - INFORMATIONAL PRINTING	611.10	2,868.11	46.26	6,200.00	3,331.89	38.24	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	1,122.19	13,071.65	61.66	21,200.00	8,128.35	43.57	30,000.00
**TOTAL	PUBLIC INFORMATION	6,003.83	39,289.10	69.54	56,500.00	17,210.90	55.34	71,000.00
<u>CAPITAL OUTLAY AND CONTINGENCY</u>								
902	BUILDING IMPROVEMENTS	810.00	16,297.00	0.00	0.00	-16,297.00	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	653.38	34,991.17	99.91	35,022.35	31.18	34.99	100,000.00
**TOTAL	CAPITAL OUTLAY AND CONTINGENCY	1,463.38	515,051.30	100.65	511,707.98	-3,343.32	74.65	690,000.00
GRAND TOTAL		267,749.27	3,165,608.53	83.65	3,784,248.98	618,640.45	72.89	4,343,220.70

Distributed at meeting

ACTION ON BILLS April 2012

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
General Checking		
Bills for Approval	42376-42502	\$ 94,011.20
Salaries for March	34027 thru 34071 &	\$ 11,581.00
Direct Deposits	13294 thru 13430	\$ 93,338.51
	TOTAL	\$ 198,930.71

Additional Bills
(Distributed at
Board Meeting)

----- thru -----

MONTH'S TOTAL

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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

RUN: 05/10/12 2:18PM

(JP MORGAN CHASE)

PAGE: 1

VENDOR	VENDOR NAME	BANK	DATE	CHECK NO.	CHECK AMT.	NON-CHECK DB	TOTAL
3293	ALL WINED UP	1	04/03/12	42376			0.00
395	BUSINESS CARD	1	04/03/12	42377	3,462.66		3,462.66
3300	C.L.A.S.S.	1	04/03/12	42378	30.00		30.00
558	COLONIAL LIFE & ACCIDENT INSURANCE CO.	1	04/03/12	42379	47.32		47.32
1017	GRAINGER	1	04/03/12	42380	599.94		599.94
1054	GUARDIAN	1	04/03/12	42381	474.37		474.37
3281	LAURIE GUEST	1	04/03/12	42382	750.00		750.00
3024	HERITAGE HOUSE FLORIST	1	04/03/12	42383	55.00		55.00
3159	MARY-JO WOLSKY	1	04/03/12	42384	155.40		155.40
1812	NCPERS GROUP LIFE INSURANCE	1	04/03/12	42385	96.00		96.00
521	CHRISTINE NIELS	1	04/03/12	42386	36.08		36.08
3028	OVERDRIVE	1	04/03/12	42387	807.22		807.22
1995	PETTY CASH-STACY PALMISANO	1	04/03/12	42388	187.97		187.97
2089	QUILL CORPORATION	1	04/03/12	42389	188.72		188.72
3283	RUNCO OFFICE SUPPLY	1	04/03/12	42390	263.87		263.87
3285	SCOTPRESS PRINTING	1	04/03/12	42391	383.96		383.96
2607	UPSTART	1	04/03/12	42392	19.30		19.30
2665	VISOGRAPHIC, INC.	1	04/03/12	42393	3,535.86		3,535.86
3301	WE CARE, INDIA TODAY	1	04/03/12	42394	78.00		78.00
67	ADVANCED DATA SYSTEMS INC.	1	04/10/12	42395	17.13		17.13
3293	ALL WINED UP	1	04/10/12	42396	200.00		200.00
3131	AUDIOGO	1	04/10/12	42397	59.42		59.42
226	BAKER & TAYLOR	1	04/10/12	42398	6,062.57		6,062.57
229	BAKER & TAYLOR ENTERTAINMENT	1	04/10/12	42399	2,120.80		2,120.80
3083	CABREANA AUDIO GROUP LLC	1	04/10/12	42400	154.50		154.50
3020	CANON BUSINESS SOLUTIONS, INC.	1	04/10/12	42401	455.24		455.24
421	CDW GOVERNMENT, INC.	1	04/10/12	42402	5,670.37		5,670.37
3040	COMCAST CABLE	1	04/10/12	42403	126.90		126.90
690	DAVIDSON TITLES, INC.	1	04/10/12	42404	732.15		732.15
709	DEMCO.	1	04/10/12	42405	279.72		279.72
3302	DIONNE DIETRICH	1	04/10/12	42406	201.25		201.25
2884	DOCUMENTATION ADMINISTRATION CORP.	1	04/10/12	42407	93.50		93.50
2852	FINDAWAY WORLD, LLC	1	04/10/12	42408	428.74		428.74
956	GALE	1	04/10/12	42409	1,212.86		1,212.86
970	GARVEY'S OFFICE PRODUCTS	1	04/10/12	42410	587.37		587.37
1042	GREY HOUSE PUBLISHING, INC.	1	04/10/12	42411	478.95		478.95
3242	HINSDALE CENTRAL HIGH SCHOOL	1	04/10/12	42412	180.00		180.00
2992	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC	1	04/10/12	42413	208.74		208.74
3003	KAPCO	1	04/10/12	42414	318.41		318.41
1606	MARSHALL CAVENDISH CORP.	1	04/10/12	42415	119.75		119.75
3193	MARY KREKELBERG	1	04/10/12	42416	57.50		57.50
1691	MIDWEST TAPE	1	04/10/12	42417	809.74		809.74
2611	NATIONWIDE RETIREMENT SOLUTIONS	1	04/10/12	42418	610.00		610.00
3028	OVERDRIVE	1	04/10/12	42419	45.97		45.97
1998	PHILLIP'S INTERIOR PLANTS & DISPLAYS	1	04/10/12	42420	215.00		215.00
3259	RANDOM HOUSE, INC.	1	04/10/12	42421	105.75		105.75
2125	RECORDED BOOKS, LLC	1	04/10/12	42422	483.72		483.72
2144	RESEARCH TECHNOLOGY INTERNATIONAL CO.	1	04/10/12	42423	269.95		269.95
3157	ROGERS VENDING CO, INC	1	04/10/12	42424	291.55		291.55
3285	SCOTPRESS PRINTING	1	04/10/12	42425	227.14		227.14
3303	SEBERT LANDSCAPING	1	04/10/12	42426	697.00		697.00
2305	SIEBERT ENTERPRISES, INC.	1	04/10/12	42427	60.00		60.00
2364	SPECIALTY MAT SERVICE	1	04/10/12	42428	170.80		170.80
2365	SPECIALTY STORE SERVICES	1	04/10/12	42429	126.59		126.59

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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

RUN: 05/10/12 2:18PM

(JP MORGAN CHASE)

PAGE: 2

VENDOR	VENDOR NAME	BANK	DATE	CHECK NO.	CHECK AMT.	NON-CHECK DB	TOTAL
2621	VANTAGEPOINT TRANSFER AGENTS - 457	1	04/10/12	42430	975.00		975.00
2778	WORLD BOOK DIRECT MARKETING	1	04/10/12	42431	31.88		31.88
3250	ACCOMTEMP	1	04/11/12	42432	369.30		369.30
226	BAKER & TAYLOR	1	04/11/12	42433	1,926.58		1,926.58
229	BAKER & TAYLOR ENTERTAINMENT	1	04/11/12	42434	488.93		488.93
291	LAURA BIRMINGHAM	1	04/11/12	42435	77.83		77.83
384	JAMIE BUKOVAC	1	04/11/12	42436	207.97		207.97
3041	DAVID BUNN	1	04/11/12	42437	50.53		50.53
2898	CENTER POINT LARGE PRINT	1	04/11/12	42438	22.17		22.17
690	DAVIDSON TITLES, INC.	1	04/11/12	42439	84.52		84.52
709	DEMCO	1	04/11/12	42440	624.90		624.90
970	GARVEY'S OFFICE PRODUCTS	1	04/11/12	42441	204.62		204.62
1048	GROOT INDUSTRIES, INC.	1	04/11/12	42442	258.91		258.91
3295	HIGHLAND ESTATES COFFEE TRADERS	1	04/11/12	42443	50.00		50.00
1268	INGRAM LIBRARY SERVICES	1	04/11/12	42444	13.22		13.22
1691	MIDWEST TAPE	1	04/11/12	42445	342.03		342.03
3258	STACY PALMISANO	1	04/11/12	42446	12.21		12.21
3259	RANDOM HOUSE, INC.	1	04/11/12	42447	136.25		136.25
2125	RECORDED BOOKS, LLC	1	04/11/12	42448	99.42		99.42
3270	SWAN	1	04/11/12	42449	14,911.07		14,911.07
2867	UNIQUE MANAGEMENT SERVICES, INC	1	04/11/12	42450	53.70		53.70
3060	WOLPER SUBSCRIPTION SERVICES INC	1	04/11/12	42451	2.73		2.73
3143	GENERAL REVENUE CORPORATION	1	04/20/12	42452	117.50		117.50
67	ADVANCED DATA SYSTEMS INC.	1	04/27/12	42453	134.00		134.00
109	ALSIP-MERRIONETTE PARK LIBRARY	1	04/27/12	42454	25.00		25.00
111	ALTERNATIVE ENERGY SOLUTIONS, LTD.	1	04/27/12	42455	291.00		291.00
2881	AMERICAN CHAMBER OF COMMERCE RESOURCES	1	04/27/12	42456	300.00		300.00
180	ART EXCURSIONS, INC.	1	04/27/12	42457	275.00		275.00
3131	AUDIOGO	1	04/27/12	42458	457.48		457.48
226	BAKER & TAYLOR	1	04/27/12	42459	6,986.96		6,986.96
229	BAKER & TAYLOR ENTERTAINMENT	1	04/27/12	42460	379.86		379.86
369	BROOKFIELD PUBLIC LIBRARY	1	04/27/12	42461	24.00		24.00
3111	BRUCE PACKAGING	1	04/27/12	42462	37.23		37.23
2926	CALL ONE	1	04/27/12	42463	658.04		658.04
460	CASE LOTS INC.	1	04/27/12	42464	667.75		667.75
3305	JILL CATALDO	1	04/27/12	42465	300.00		300.00
421	CDW GOVERNMENT, INC.	1	04/27/12	42466	1,638.16		1,638.16
2898	CENTER POINT LARGE PRINT	1	04/27/12	42467	171.96		171.96
3040	COMCAST CABLE	1	04/27/12	42468	126.90		126.90
640	CRITICS' CHOICE VIDEO	1	04/27/12	42469	41.91		41.91
690	DAVIDSON TITLES, INC.	1	04/27/12	42470	205.73		205.73
709	DEMCO	1	04/27/12	42471	1,041.46		1,041.46
3306	DESIGNER WHOLESALE WINDOW FASHIONS	1	04/27/12	42472	80.00		80.00
3251	SUZANNE DEUCHER	1	04/27/12	42473	14.00		14.00
2875	DISPLAYS2GO	1	04/27/12	42474	94.78		94.78
835	EMERALD MARKETING, INC.	1	04/27/12	42475	311.95		311.95
2939	EXELON ENERGY INC.	1	04/27/12	42476	5,493.57		5,493.57
930	FOX VALLEY FIRE & SAFETY CO.	1	04/27/12	42477	145.00		145.00
932	FRANK ELECTRIC CO.	1	04/27/12	42478	2,985.00		2,985.00
956	GALE	1	04/27/12	42479	1,537.16		1,537.16
970	GARVEY'S OFFICE PRODUCTS	1	04/27/12	42480	156.46		156.46
1042	GREY HOUSE PUBLISHING, INC.	1	04/27/12	42482	478.95		478.95
3281	LURIE GUEST	1	04/27/12	42483	875.00		875.00

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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

RUN: 05/10/12 2:18PM

(JP MORGAN CHASE)

PAGE: 3

VENDOR	VENDOR NAME	BANK	DATE	CHECK NO.	CHECK AMT.	NON-CHECK DB	TOTAL
1096	HEALTH CONCEPTS, LLC	1	04/27/12	42484	99.00		99.00
1097	HEALTHCARE SERVICE CORPORATION	1	04/27/12	42485	7,463.72		7,463.72
3024	HERITAGE HOUSE FLORIST	1	04/27/12	42486	55.00		55.00
1142	HINSDALE SOUTH HIGH SCHOOL STINGER	1	04/27/12	42487	70.00		70.00
2992	IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC	1	04/27/12	42488	347.12		347.12
1254	INDIAN PRAIRIE PUBLIC LIBRARY FOUNDTN.	1	04/27/12	42489	122.62		122.62
1424	LACONI-OPP	1	04/27/12	42490	15.00		15.00
1519	LIMRICC UNEMPLOYMENT COMPENSATION GROUP	1	04/27/12	42491	1,877.33		1,877.33
2896	LINCOLN NATIONAL LIFE INSURANCE CO.	1	04/27/12	42492	74.08		74.08
3297	MARY WRIGHT SPECIALTIES	1	04/27/12	42493	53.50		53.50
3307	MIDDLE TENNESSEE UNIVERSITY /	1	04/27/12	42494	30.00		30.00
2947	MYERS-BRIGGS & COMPANY INC.	1	04/27/12	42495	30.00		30.00
2158	RIVERDALE PUBLIC LIBRARY DISTRICT	1	04/27/12	42497	15.00		15.00
2274	SECRETARY OF STATE	1	04/27/12	42498	10.00		10.00
3143	GENERAL REVENUE CORPORATION	1	04/27/12	42500	117.50		117.50
2611	NATIONWIDE RETIREMENT SOLUTIONS	1	04/27/12	42501	610.00		610.00
2621	VANTAGEPOINT TRANSFER AGENTS - 457	1	04/27/12	42502	975.00		975.00
TOTAL JP MORGAN CHASE (CKS: 124)					94,011.20		94,011.20

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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

RUN: 05/14/12 4:20PM

(JP MORGAN CHASE)

PAGE: 1

VENDOR	VENDOR NAME	BANK	DATE	CHECK NO.	CHECK AMT.	NON-CHECK DB	TOTAL
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
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	119.75		119.75
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	NCPERS 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 STEVANOVICH	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	ACCOUNTEMPS	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
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

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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

RUN: 05/14/12 4:20PM

(JP MORGAN CHASE)

PAGE: 2

VENDOR	VENDOR NAME	BANK	DATE	CHECK NO.	CHECK AMT.	NON-CHECK DB	TOTAL
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
TOTAL JP MORGAN CHASE (CKS: 79)					58,250.46		58,250.46

Bills for approval – Electronic Payments & Automatic Withdrawals

April 2012

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	04/13/12	16,308.89
EFTPS-Federal	Payroll taxes	04/27/12	15,285.72
EFTPS-State	Payroll taxes	04/13/12	3,185.98
EFTPS-State	Payroll taxes	04/27/12	2,982.82
AT&T	Internet	04/12/12	251.95
Nicor	Gas	04/17/12	639.63
DAC	HRA account	04/17/12	12,000.00
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	185.16
Hinsdale Bank	Fee-direct deposit	04/03/12	20.00

Parking Lot Proposals

I received the following proposals for parking lot improvements. All quotes include splitting the job into 2 days so as to still have access to the parking lot.

Maul Asphalt (Naperville)	\$6,876.00
DuPage Pavement (Downers Grove)	\$8,465.00
JSI Ltd. (Rolling Meadows)	\$8,970.00
RDC Asphalt (Lombard)	\$78,500.00

(Please note: I called American Asphalt (Darien) twice and left a message and they never got back to me. They have done our parking lot in the past.)

As Maul Asphalt was the lowest quote, I checked several references, including Buona Beef (three locations), Bill Kay Nissan (Downers Grove), Turtle Wax (two locations), and the Naperville Public Library (all branches). All references said they did quality, efficient work and had no problems with the crew or the lot. I also spoke to Dan Gombac (City of Darien) and he said Maul and JSI have worked with the city before and were both good contractors. (He had no opinion on the others.) Based on the quote and the references, I recommend hiring Maul for our parking lot work.

Work will be scheduled as soon as possible. They will mill and resurface the area near the front entrance, seal cracks as needed throughout the lot, sealcoat the entire lot, and restripe all parking spaces, crosswalks, and curbs. In addition they will provide directionals and blockades to alert traffic as needed when parts of the lot are inaccessible.

Submitted by:

Laura Blrmingham

DISTINGUISHING FEATURES:

A position providing circulation services, including the circulation and phone desks. Responsible to Head of Circulation. Assists Department Head in managing department. Supervises Circulation Pages and exercises leadership over Circulation Assistants. Is a resource for Circulation Assistants. Responsible for department when department head is unavailable. Oversees and trains volunteers.

RESPONSIBILITIES AND DUTIES: (Illustrative, not exhaustive)

- Provides friendly, responsive and knowledgeable customer service.
- Regularly scheduled at circulation or phone desk at least ~~70~~60% of time.
- Resolves patron questions concerning circulation policies and procedures and refers unresolved problems to department head.
- Responsible for hiring, training, scheduling and evaluating Circulation Pages.
- Performs and assists with supervision of all circulation procedures.
- Assists with hiring, training and evaluation of Circulation Assistants.
- Performs Voter's Registration.
- Performs ILL and Reciprocal Borrowing billing.
- Maintains and orders department supplies.
- Responsible for departmental phone schedule.
- Maintains lobby photocopy, and fax machine including trouble shooting and supplies.
- Maintains self-check machine, including troubleshooting and supplies.
- Initiates operation and transfer of backup system.
- Collects and counts monies from cash register.
- Performs Notary Public service.
- Attends appropriate classes, workshops and meetings (individual responsible for own transportation).
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Good customer service skills and an enjoyment of people. Knowledge of circulation practices, policies and procedures. Ability to empathize and relate to patrons needs. Ability to pay attention to detail and handle multiple tasks at the same time. Ability to plan, layout and coordinate the work of staff. Ability to set priorities, make independent decisions and exercise discretion with patrons and staff. Ability to work independently without direct supervision. Must be able to communicate effectively with public and staff in English, both orally and in writing. Ability to use computers, telephone, cash register and other office equipment. Ability to work effectively with other Circulation Supervisors as a team. Practical knowledge of Word and Excel. Willingness to keep abreast of emerging trends and technologies. Ability to move loaded book carts and bins and to lift, retrieve and shelve library materials. Ability to stand up to 6 hours per day. Ability to type 40 words per minute, file alphabetically and perform basic mathematical calculations.

QUALIFICATIONS FOR APPOINTMENT:

High school diploma or equivalent. At least two years of college and two years of supervisory experience or a high school diploma with at least 5 years supervisory experience. Two years of work experience in a public library circulation department which includes direct public contact where customer problem solving was required. Must be available to work evenings and weekends.

INDIAN PRAIRIE PUBLIC LIBRARY
POSITION DESCRIPTION

CIRCULATION SERVICES SUPERVISOR

Non-Exempt Position

DISTINGUISHING FEATURES:

A position providing circulation services, including the circulation and phone desks. Responsible to Head of Circulation. In charge of department when Department Head or Senor Circulation Supervisor is unavailable. Is a resource for Circulation Assistants.

RESPONSIBILITIES AND DUTIES: (Illustrative, not exhaustive)

- Provides friendly, responsive and knowledgeable customer service.
- Regularly scheduled at circulation or phone desk at least 70% of time.
- Resolves patron questions concerning circulation policies and procedures and refers unresolved problems to department head.
- Performs and assists with supervision of all circulation procedures.
- ~~Assists with training and evaluation of~~ Gives input into evaluation of Circulation Assistants.
- Helps maintain and update Circulation Procedure manual.
- Performs Notary Public service.
- Performs patron billing.
- Performs Voter's Registration and maintains files & statistics.
- Maintains lobby photocopy machine including trouble shooting and supplies.
- Maintains self-check machine, including troubleshooting and supplies.
- Initiates operation and transfer of backup system.
- Collects and counts monies from cash register.
- Attends appropriate classes, workshops and meetings (individual responsible for own transportation).
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Good customer service skills and an enjoyment of people. Knowledge of circulation policies and procedures. Ability to empathize and relate to patrons needs. Ability to pay attention to detail and handle multiple tasks at the same time. Ability to plan, layout and coordinate the work of staff. Ability to set priorities, make independent decisions and exercise discretion with patrons and staff. Ability to work independently without direct supervision. Must be able to communicate effectively with public and staff in English, both orally and in writing. Ability to use computers, telephone, cash register and other office equipment. Ability to work effectively with other Circulation Supervisors as a team. Ability to move loaded book carts and bins and to lift, retrieve and shelve library materials. Ability to stand up to 6 hours per day. Ability to type 20 40 words per minute and file alphabetically, and perform basic mathematical calculations (test required).

QUALIFICATIONS FOR APPOINTMENT:

High school diploma or equivalent. Two years of work experience in a public library which includes direct public contact where customer problem solving was required. ~~Previous library experience desirable.~~ Must be available to work evenings and weekends.

Approved 4/21/99, Rev. 3/19/03 (eff. 4/6/03), Rev. 11/17/04 (eff. 11/29/04); Rev 3/15/06, 5/18/11

DISTINGUISHING FEATURES:

A position providing interlibrary loans and reserves in all formats and circulation services. Responsible to the Head of Circulation. Supervises Interlibrary Loan Pages. Substitutes for Circulation Supervisors when needed. Regularly scheduled as a Circulation Supervisor in charge of the department. Is a resource for Circulation Assistants.

RESPONSIBILITIES AND DUTIES: (Illustrative, not exhaustive)

- Provides friendly, responsive and knowledgeable customer service..
- Responsible for all out-of-system requests (OCLC, ALA & Share) for IPPL patrons and requests from other libraries outside of SWAN. Does all computer work, retrieves items and prepares items for patrons.
- Responsible for hiring, training & evaluating Interlibrary Loan Pages.
- Maintains appropriate records, files and statistics.
- Resolves patron problems with non-SWAN interlibrary loan.
- Responsible for daily page list and hold cancellations.
- Responsible for all photocopy and fax requests.
- Assists in all phases of interlibrary loan
- Responsible for book clubs.
- Responsible for forwarding all generic IPPL emails.
- Responsible for all non-SWAN billing.
- Moves loaded book carts.
- Attends Interlibrary loan workshops as needed.
- Regularly scheduled at circulation or phone desk at least 22 % of time.
- Performs and assists with supervision of all circulation procedures
- Resolves patron questions concerning circulation policies and procedures and refers unresolved problems to department head
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Good customer service skills and an enjoyment of people. Knowledge of circulation practices, policies and procedures. Ability to empathize and relate to patrons needs. Ability to pay attention to detail and handle multiple tasks at the same time. Ability to plan, layout and coordinate the work of staff. Ability to set priorities, make independent decisions and exercise discretion with patrons and staff. Must be able to communicate effectively with public and staff in English, both orally and in writing. Ability to work effectively with other Circulation Supervisors as a team. Ability to move throughout the building to retrieve resources. Ability to type ~~30~~ 40 words per minute (test required), file alphabetically and perform basic mathematical calculations. Ability to stand up to 6 hours per day. Ability to use computer, telephone and office equipment. Ability to move loaded book carts.

QUALIFICATIONS FOR APPOINTMENT

High school diploma or equivalent. Two years of work experience in a public library which includes direct public contact where customer problem solving was required. Library and public contact experience desirable. Must be able to work nights and weekends.

22

**Director's Report
May 2012**

Agenda

In the Omnibus you have information from Laura regarding proposals for work to be done in the parking lot.

Also in the Omnibus are proposed revisions to job descriptions in the Circulation Services Department. Last May I had brought you major revisions to these same job descriptions. At that time the Head of Circulation Services and I had analyzed the work flow of the Supervisors and as well as the organizational structure of the department and other departments in the library. The changes in May reflected that while the supervisors would continue to be in charge of the department during shifts they are the only supervisor working, the Senior Circulation Supervisor would be more of a direct assistant to the Head of Circulation Services and would be considered the supervisor in charge of the department when the department head is not here. At the time I stated that the changes did not warrant any change in the salary ranking schedule.

The position of Senior Circulation Services Supervisor was never filled. Recently one of the supervisors resigned and we took the opportunity to once again review the job descriptions and thus are bringing the job descriptions back with minor changes. One major change is that the ILL Supervisor will be scheduled to work one evening shift per week and rotating weekend shifts which had not been done in the past. Also Debbie Sheehan has talked with the two supervisors who she felt had the necessary experience to be the Senior Circulation Services Supervisor and has chosen Mieko Fujiura to start in the position June 1 and will receive a three percent increase in salary reflective of the increase in responsibilities.

From an organizational perspective, the department head will continue to directly supervise all the supervisors.

Administrative Office Coordinator

The Accountemps person we used during the winter has come back, plus April has been in to do some work and things are now moving along smoothly from the financial perspective. I've been handling the HR work. I've been taking the time to evaluate the best way to approach hiring someone new and have decided to wait until after we transition to a new financial software. The person from Accountemps has experience in doing these types of transitions plus understands our current software. The new person would not have to be trained on the current software but would come in with experience on the new software. I have not yet decided on which software to use.

Non-Resident Library Card Fee

The new rate will be \$205.00 July 1 down from \$208.00. I used the new census figures to determine the rate and since those figures are down slightly that dropped the rate a bit.

Volunteers

We held our annual volunteer lunch this week. We had a wonderful turn-out and it's always great to hear each of them speak about what they do at the library and how much they enjoy it. Laura did her usual great job in managing and setting up the lunch. I'd like to note that YTD the number of volunteers is up 20% from last year and the number of volunteer hours is up 35% from last year. Laura does a wonderful job managing the entire program and staff in each department do a wonderful job managing their individual volunteers. Thank you to Crystal, Marian and Rob who attended the lunch.

Senior Groups in the Library

The library has been hosting two senior groups who used to meet at the park district – the bridge club and the canasta club. They use the conference room on Monday and Friday afternoons. Recently the mahjong club, which used to be at the park district, approached us about space to meet. We were able to provide the multi-purpose room on Monday afternoons. We can't necessarily keep adding these types of clubs due to space limitations but are happy to do what we can and the seniors are very appreciative.

Staff

The staff institute day is May 11 and Laura and I will report on it at the board meeting.

Meetings and Workshops

April 16	One-on-ones with Debbie S. and Ann
April 18	Board meeting
April 19	Meeting with Accountemps
April 19	Zone 1 Directors meeting
April 19	One-on-one with Debbie W.
April 23	One-on-ones with Debbie S. and Ann
April 24	One-on-one with Laura
April 25	One-on-one with Monica
April 26	Meeting with ICMA-RC regarding SWAN retirement plan
April 30	One-on-one with Debbie S and Ann
May 1	Department heads meeting
May 9	Volunteer Luncheon
May 10	SWAN Board meeting
May 11	Staff Institute

Jamie Bukovac
Director

**Assistant Director's Report
May 2012**

Building & Grounds:

It turns out the new hand towel dispensers need a different type of outlet than the dryers use. The electrical work/installation will be done during Staff Institute as to not inconvenience patrons.

Please be sure to notice the new frame on the architectural drawing in the Conference Room.

I have had a couple of concerned patrons contact me about reckless drivers in front of the library. In order to alert drivers, I have ordered two movable signs for the front crosswalks that say "CAUTION: Pedestrian Crossing". I hope this helps people slow down and be more careful.

After reviewing proposals, checking references and the Better Business Bureau, I recommend Maul Paving for the parking lot crack sealing, seal coating, and restriping and maintenance for a total of \$6,876.00.

The start date for the landscaping project is May 23rd, weather permitting.

Volunteers:

The volunteer luncheon will be held on Wednesday, May 9th.

Dancing in the Stacks II:

After some brainstorming, we got the idea to host a "sing with a band" karaoke night. Like traditional karaoke, people would make song requests, but instead of a machine, they would sing along with a live band. We could incorporate a costume contest (dress like your favorite perfumer) and possibly a talent contest. What do you think of this idea?

Strategic Plan:

"Partner with other organizations to provide recycling opportunities for the community."

- We collected 35 flags, 43 cell phones, and 16 pairs of eyeglasses for our Earth month recycling campaign.

"Partner with the Burr Ridge Farmers' Market to promote the library."

- Since Burr Ridge is out, I have moved on to talking to the owners of "The Farm" about the possibility of offering some vegetables for sale in our lot once a week. I will keep you posted.

"Develop volunteer corps for one-on-one computer assistance for residence."

- Ann is developing a Computer Boot Camp for seniors and is setting up one-on-one assistance during the classes with our team of volunteers.

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

I have been preparing for our May 11th Staff Institute Day. Topics will be covering are Crisis Planning with the Darien Police and "Turning Shades of Gray to Brilliance", a workshop on determining individual personalities and how to work better with each other (presented by Laurie Guest). It is sure to be a great day.

Marketing:

Cris Cigler's report is attached.

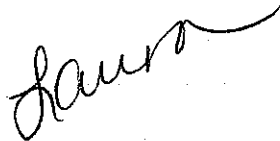
Friends of the Library:

- The Friends "big" book sale made \$2,040. It was a success!
- "Better World Books" picked up 55 boxes of book sale leftovers
- Walter E. Smyth purchased \$55.00 worth of books for their furniture displays.
- Membership renewals have brought in over \$650 so far this year.

Meetings, Service Desk Hours and Workshops:

4/19	Kids and Teens Desk (4 hours)
4/25	Reference Desk (2 hours)
4/26	Kids and Teens Desk (2 hours)
4/28	FOL Book Sale
4/29	FOL Book Sale
5/1	Dept Head Meeting
5/2	Reference Desk (2 hours)
5/7	Volunteer Interview
5/9	Volunteer Lunch
5/9	Reference Desk (2 hours)
5/10	Kids and Teens (2 hours)
5/11	Staff Institute
5/15	Reference Desk (2 hours)
5/16	Board meeting

Submitted by:
Laura Birmingham



Marketing Report-April 2012

1. SP: Providing popular materials and programs:

The Big Read

Well over 800 people registered for the author event in May. Wonderful testimonial received about the reach of The Big Read – patron's parents in Missouri participate!

Chris, I just wanted to drop you a line and express how much I have enjoyed all of the Big Read selections! I have participated in all of the series, and have really loved them all.

Just to let you know how far our Big Read programs reach, my mother and dad are in their 80's and live in central Missouri. They are 460 miles from Chicago; not only do they read each Big Read selection, they often make sure that they're in Darien when the author visits Ashton Place so that they can enjoy at least that one event offered by our Big Read programs. The event with E.L. Doctorow was particularly memorable. When he was taking questions, my mother asked me to ask him why General Sherman was buried at Calvary Catholic Cemetery in St. Louis. My mother was positive he is buried there, because, as she explained to me, "Someday we're going to be neighbors." When I posed this question to Doctorow, however, we learned we "stumped" him--he said he had researched Sherman until his death and didn't know where he was buried!

Anyway, I want you to know how very much these programs are loved and enjoyed FAR beyond the borders of our library district. I wish I had Cindy's email address to thank her in writing as well; she adds such enthusiasm and professionalism to every event. She's a treasure! THANKS to everyone for all the effort in making this such a valuable program!

Paula Wallrich

eNews

Two more e-newsletters were sent out in April. Last month, we added a permanent link to "Find Your Next Great Book" on the left hand side of the eNews. These click through numbers give us a good idea of where our patrons' interests are:

4/10/12 eNews clicks (12,574 – 404 opens)

- 92 clicks to bestseller preview
- 62 clicks on the calendar
- 50 clicks to sign up for other e-newsletters
- 28 clicks on Facebook link
- 24 clicks on Learn A Test
- 11 clicks on Find Your Next Great Book

4/24/12 eNews clicks (12,522 – 417 opens)

- 14 clicks on Find Your Next Great Book
- 31 on the 1940 Census
- 23 on Jobs & Careers
- 46 on the calendar
- 14 on the website
- 14 on Facebook
- 17 on resume webinar

4/13/12 Special eNews re: bricks (12,551 – 408 opens)

- 17 clicks on Find Your Next Great Books
- 105 clicks on brick ordering info

Subject Collections in Adult Services

Signage will be finished in May for the subcategories.

2. SP: Enriching lives through technology:

Promoting e-books (also supports technology initiative)

Included info on signing up for e-newsletters for new e-book releases in summer newsletter. Handouts created by adult services are being reworked into brochures that will double as promotional pieces.

New website

The staff is becoming more and more aware of the promotional value of these rotating images and has begun asking for special images to promote collections, services and programs. We are developing a library of images that aren't time specific so that we can continually change the look.

Special Promotions - Databases

My practicum student and I met with Jennifer to assess the success of the marketing efforts we have been devoting to our databases. We have been focusing on Job & Career Accelerator and Learning Express. Job & Career Accelerator is a new product, however, the usage has been respectable, averaging 60 hits/month for the last six months of 2011. The average number of hits for the first three months of 2012 is 80 hits/month. Learning Express is seeing a definite uptick going from an average of 28 hits/month in the first half of 2011, to an average of 98 hits/month for the last half of 2011. Usage is up even higher – to an average of 114 hits/month in the first three months of 2012.

Jennifer and I met regarding placement of shelf talkers in the nonfiction section to promote relevant databases. The copy is prepared and this project will finish in May.

3. SP: Enhancing the Community:

Summer Newsletter

The summer newsletter is due to be in the mail in mid-May. Copy was edited during April; the newsletter was laid out, photos and graphics added. Proofreading, printing, mailing are all on schedule. Featured in the summer newsletter are stories about donating to the library, The Amazing Library Race Game for kids and adults to play together, VolunTEENs,

Summer Reading

We have solicited prizes from community groups – Kukuc Photography has donated a professional family portrait (value \$350) as the grand prize for our Amazing Library Race game for families. The Kukuc family lives in Burr Ridge and purchases their library membership every year. They have been featured in our testimonials as big library supporters.

Art and displays in April

Laura Lynn Svencner displayed in both the art gallery and one display case. The Darien Historical Society was in the other display case.

Special promotion – National Library Week

During National Library Week, we posted photos of our IPPL lunch bags in various areas of the library and asked people to like the photos and our page on Facebook. At the end of the week, we had gained 40 new Facebook fans, going from 446 fans to 486 fans and we gave away 18 lunch bags – three each day. We received about 70 handwritten thank you notes from our members – great testimonials which we have already started using. The comments are now posted on the bulletin board outside the staff room so our staff could enjoy them and see just how much they are appreciated.

Dominican student practicum

In April, Dominican student Aly Krawczyk finished her practicum with me. Her final project was creating a marketing plan for issuing special library cards to children. This is a specific goal of the new strategic plan and the next step is to meet with Monica Dzierzbicki and Debbie Sheehan and nail down the details.

Christine Cigler
Marketing Coordinator
May 7, 2012

Adult Services Monthly Report: April 2012

Groups and Staff Led Discussions : The Current Events group is not meeting currently because Mary Krekelberg is leading The Great Decisions discussion. They had two discussions in March with an average of 18 in attendance.. Chess averaged 12 at their meetings. Genealogy had 36. ESL met twice with an average attendance of 12.

The GenLit book discussion had 12 in attendance. We had 12 at A Novel Idea and 16 at the Crime Readers. We showed the movie *The Help* as part of our series of Academy Award nominated movies and had 43 in attendance. We did the Bring Your Own Book party again and had 11. This is the second time we have tried this. People bring a book they have read recently to discuss. We had a similar number in attendance last time. The people who come love it and we list the books they recommend on our book blog.

Programs: We had a program on glower arranging with 32 in attendance. We had 12 people stop by to Ask the Master Gardener gardening questions. We had 75 people attend an actress's portrayal of a young woman who survived the Titanic. We had the romance author Lauren Willig here with 26 people in attendance. Today's Smart Living program had 29 people in attendance and Protecting Your Nest Egg had 25. We had the four final AARP tax assistance days scheduled. They assisted a total of 62 people in April.

The Big Read : We had 31 people at a wine tasting and 82 people at a program on Paris Today. I co-led book discussions on *The Sun Also Rises* at Woodridge and *A Movable Feast* at Downers Grove. We had seven people at each of these. The final program at Ashton was a rousing success. We had 650 people there. The speaker, Paula McLain was wonderful and signed over 80 copies of her book.

Collections: Shirley is seeing how much space she will need for the magazines using the acrylic holders. I am still weeding down the reference collection and working on a new floor plan. Part of the plan is to include an area for job hunters based on a plan Shirley devised.

Jennifer has made her proposals for next year's database purchases. The system group purchase decided to go in a different direction than past years. We also are trying to get some reference sets that take up a lot of room in an online edition. These include investment and literature resources.

Marketing: Jennifer has been working with Cris on marketing our databases. They highlight different databases on our website and then do more targeted marketing on two at a time for a period of several months. We are also looking at putting "shelf talkers" in the stacks directing people to specific databases we have. For instance, in the area where there are books and CDs for learning a foreign language, we would put a shelf talker on Mango language database. We are also filling in a schedule of seasonable topics to highlight with the public through the e-news during the year. For instance, in the fall right before we start up the book discussions again we would link people to this page on our website.

Continuing Education: The reference librarians have all gone on visits to Illinois libraries to see how they handle specific issues. We had staff go to Gail Bordon (Elgin), Plainfield, Schaumberg, Bloomington, and Des Plaines. Suzy has been doing one on one ebook training with readers services and some reference staff.

Debbie Wordinger

Circulation Services

April 2012

Circulation statistics are up 7-1/2% from this time last year! We just checked out and renewed 73,470 items – our busiest April ever! Electronic circulation is also up – by 114%! (I am attaching a bar graph so you can see the checkouts from Overdrive for the past 12 months). Interlibrary loans processed also increased over last year by 7.3%

In April, patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 38,932 of our check outs or renewals or 53% of our total circulation. This is the 9th time in almost a year that self- service has accounted for more than 50% of our circulation. The specific self-check numbers for April are as follows:

Hold pick up – 12,287(3,873 patron sessions)

ADA – 8,816*

Kids & Teens – 10,323 (1,788 patron sessions)

*The CPU in the self- check across from the Circulation desk had to be replaced in April. 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.

The Inter Library Loan Supervisor is responsible for all holds outside of SWAN. She places Out of System as well as Out of State reserves. She also *fills* requests from outside of SWAN as well as outside of Illinois. As you can see by the chart below, our patrons look for quite a few items that are not owned/available in SWAN. We send out slightly more than we request (in fact, if you remember, last year we were a net lender). We receive many, many more requests from out of state libraries then we send out. We have made the decision to only ship, on average, two items per day. As you can see, the *requests* are much higher than what we actually ship. Our own patrons do not often ask for us to obtain items from outside the state – it could be because we do charge \$5.00 to help recoup the cost of postage.

	IPPL Out of System Requests	Sent	Out of State Requests-borrower	Out of State Requests-lender	Sent
April 2011	98	141	8	180	40
May 2011	106	158	9	167	42
June 2011	144	135	9	235	43
July 2011	142	141	4	203	43
Aug 2011	146	164	17	241	49
Sept 2011	164	151	17	183	47
Oct 2011	195	146	16	229	45
Nov 2011	136	166	10	250	48
Dec 2011	132	151	9	213	48
Jan 2012	207	137	15	228	47
Feb 2012	159	185	19	221	36
Mar 2012	221	156	32	247	43
April 2012	154	134	20	269	36

Gail Johnson is continuing to do an outstanding job of filling in for our ILL Supervisor who is off on an extended medical leave. Gail has worked many extra hours to do this job, as well as keep up with departmental needs. I appreciate Gail's hard work and dedication to the department.

Christine Borucki was on vacation for several days. She normally unpacks the van delivery from the system every morning. Her time off gave me the opportunity to do this myself. It's quite a job (averaging 15 – 20 bins a day) and we appreciate the fact that Christine does it daily.

Meetings and Workshops Attended:

April 19, 2012	Tech Users Group	RAILS
May 1, 2012	Dept. Heads	

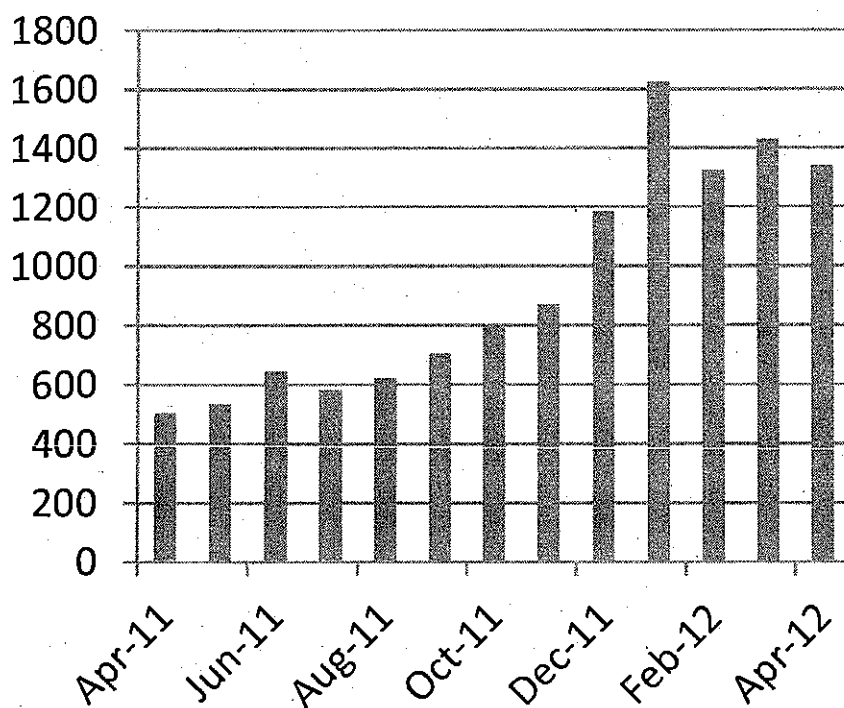
Due to a staff shortage this month, I did not work any hours in Adult Services or Kids and Teens.

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
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	
Month	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	70,809	
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	
b.	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		
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	749,128	
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												

Overdrive Statistics

Checkouts for IPPL. from 4/1/2011 through 4/30/2012



TECHNICAL & COMPUTER SERVICES (CS) MONTHLY REPORT

April 13- May 9, 2012

Personnel, Professional Development, Meetings

- April 19- Attended SWAN Tech Users Group meeting in Burr Ridge.
- April 20- Attended Laconi workshop "Building a Digital Media Lab" at Fountaindale Library in Bolingbrook.
- May 1- Department Head Meeting
- May 4- Attended Reaching Forward: Opening Session: Shift Happens: thriving on change; Geeks Bearing Gifts; Marketing with Technology; Technology to Improve Your Life - will add notes to next months report

Technical Services

- Contributions to SWAN database in April – Created 313 and modified 428 bibliographic pre-cataloging records.

Computer Services Projects, Technology Improvements & Problems

- Staff email is working again, but we experienced connection issues from April 16-23 before it started working normally again. I continue to investigate other options for email service.
- Self-Check machine near the new book was out of service for a week due to hardware/software failure. A replacement computer was sent out and we are currently experiencing issues and are waiting on another replacement.
- The Adult Services Department computer replacement schedule is near completion. By rotating out computers at the Ask Us Desk, to the workroom we were able to add a computer for Cindy K. to use for scheduling programs on the new online calendar. Once complete all the workroom computers will be running Windows 7 making it easy to maintain.
- The Youth Services Desk computers have been replaced.
- We are now hosting our own library authentication scripts for WorldCat and TumbleBooks. Brett was able to figure out the old authentication script and webpages host on a server that was at the SWAN headquarters.
- Brett was able to adjust the back-up rule and exceptions on the main server to prevent running out of space on the tape back-up.

Update on New Website

- Main page changes- Adjusted speed of slide show to display faster; Facebook error has been fixed
- Dave worked with Sarah Joynt to add the summer reading pages to the Kids menu system

Computer Classes/Programs

Date	Class	Instructor	Attendance
4/14	Facebook for Beginners	Dave/Ann	7
4/16	Computers for Beginners, Part 1	Ann	11
4/16	Introduction to Word 2010 Part 1	Ellen	9
4/17	Computers for Beginners, Part 2	Ann	10
4/17	Introduction to PowerPoint Part 1	Ellen	9
4/18	Email for Beginners	Ann	12
4/18	Word II	Ellen	11
4/24	Intro to Excel 2010 Part 1	Ed	10
4/24	Introduction to PowerPoint Part 2	Ellen	11
4/30	Email for Beginners	Ann	6
4/30	Introduction to Word 2010 Part 2	Ellen	7
5/1	Intro to Excel 2010 Part 2	Ed	8
5/1	Introduction to Word 2010 Part 1	Ellen	
5/2	Introduction to PowerPoint Part 1	Ellen	

Professional Computer Services

- Cleaver Consulting- (Web site) – Used time minimally to fix small issues
- Lighthouse - Waiting on server quote

Print Center Report Revenue & Scan Station Usage for April

(Does not include wireless printing)

Printer Area	Service Type	B & W Printer	Color Printer
1 st floor Print Center	Adult	746.10	175.50
2 nd floor Print Center	Youth	46.20	56.00

Ann M. Stovall, Head of Technical & Computer Services, May 8, 2012

Youth Services
 Monthly Report to the Board
 April 2012

Collections and Services-

- Judy has begun weeding the Junior Biography collection in preparation for the re-classification of this collection.
- The new display holders for the Teen and Junior DVD and music CD's has arrived and is up. The Teen subjects, magazines, graphic novels and audio books have also been relocated to provide better use of the space and access for our patrons. Approximately 150 – 250 Teen DVDs and music CD's are being relocated to the new Junior A/V area. Technical services staff will be re-labeling and cataloging these and they will be available to our patrons in May.

Programs -

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

- The SmartyPant Balloon event for National Library week was attended by nearly 140 adults and children. The nearly life sized blue elephant head and 6 foot tall 'ringmaster' were viewed by all patrons visiting the department for two weeks after the program.

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

- Teen Earth Day recycled re-purposed craft. Teens made belts, necklaces, chains and wrist bands from pop tops. Jane recruited staff to help collect tops for this project.

Outreach-

- The Teens for Xcellence Book Club discussed Crossing the Wire by Will Hobbs.
- Anne M Jeans Elementary hosted a Parent's luncheon to share summer activities available in the community. Sarah presented on our Summer Reading Program.
- Sarah also presented 3 tours to scout troops this month.

Schools -

- Judy has contacted and scheduled all seventeen schools for Summer Reading visits and flyer & calendar distribution.
- Set up calendar/confirmed visits by IPPL staff
- 1st draft of Teacher Reacher – due out May 10
- Emails to school districts/school asking about participation in a science fair
- Began gathering information on Common Core curriculum and how it might impact IPPL
- Three Assignment Alerts/Requests from teachers were processed.

Staff

Desk-

With the end of story time classes all staff are now focused on planning programs and preparing materials for Summer Reading Club 2012.

Sarah, is working with Denise Tucker from Readers Services to provide training for the RS staff to assist families with online registration. This years' summer reading program will include a family game challenge. Cris Cigler, Denise Tucker and the Youth Services staff have been coordinating their efforts to design a fun activity and new incentive.

- Judy- In addition to scheduling all of the SRC visits, she is working on updating the Book Buddies program and volunteer orientation.
- Mary Jo has been working on preparation for Caudill Challenge Party, the massive SRC coupon coordination of prizes and finalizing the details for summer programming.
- Sarah provided a Book-a-librarian training on the audacity and audio recording software. More students are being required to use media software to produce final projects for classes.

Expertise shared-

Monica & Sarah toured YS Staff from Berwyn Public Library and answered their questions on our recent renovation, de-Dewey and re-classification projects.

Pages-

- Ariel Koprowski joined our pool of Substitute Pages and has been working on training this month. Julian, Mary Lynn, Barb and Ashley assisted with the moving of materials in the Teen area when our new shelving units arrived.

Meetings & Workshops

4/2	YA-Sig	Jane
4/9	Dept Heads mtg	Monica & Sarah
4/10	SRC program planning mtg	Jane, Mary Jo & Monica
4/11	Meeting with Jamie	Monica
4/11	SRC Registration Training with Denise Tucker/R.S.	Sarah
4/12	Marketing mtg w/ Cris	Judy & Monica
4/16	Met with Andrew & Annivar Salgado about Write On Workshop	Sarah
4/18	Tour of IPPL YS	Monica
4/19	YS desk staff mtg	Monica & All YS Desk Staff
4/20	WBC Fall Fest mtg	Sarah
4/23	Dept planning mtg	Monica & Sarah
4/25	Meeting with Jamie	Monica
5/1	Dept Heads mtg	Monica

Submitted by Monica Dzierzbicki 5/8/2012

Youth Services Program Attendance 2012

Day	Program	Youth	Family	Teen	School	Outreach
April	Creation Station crafts		950			
April	Reading Patch Club	26				
April	Read to Me patch Club		4			
4/3/2012	Teens for Excellence Book Club					13
4/3/2012	Boy Scout tour					15
5-Apr	Gaming Committee			8		
9-Apr	Cub Scout Tour					18
12-Apr	After School Chess	16				
13-Apr	Junior Advisory Board mtg	10				
13-Apr	Nat'l Lib Week-SmartyPants Balloons		136			
19-Apr	Girl Scout Tour					15
21-Apr	TAB meeting			20		
22-Apr	Earth Day Recycled Repurposed Craft			12		
24-Apr	Parents Program @ Anne M Jeans					22
26-Apr	After School Chess	12				
27-Apr	R U Game? Showdown Card Play			7		
30-Apr	TAB SRC planning committee			4		
TOTALS		64	1090	47	0	83

STATISTICS FOR	Apr-12	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	46,265	44,761	466,692	446,144	5%
Teen	3,242	3,007	37,604	33,539	12%
Kids	22,558	20,529	232,940	211,462	10%
TOTAL	72,065	68,297	737,236	691,145	7%
Electronic Circulation	1,405	656	11,172	4,581	144%
GRAND TOTAL CIRC.	73,470	68,953	748,408	695,726	8%
% Reciprocal Borrowing	15%	17%	15%	16%	
Patron Visits	41,202	39,732	414,650	329,863	26%
<u>Current Cards</u>					
Resident	172	195	23,495	23,602	0%
Non-Resident	58	88	1,010	908	11%
TOTAL	230	283	24,505	24,510	0%
<u>Reference Req.</u>					
Adult	3,594	3,091	34,324	28,552	20%
Kids	3,499	3,314	37,875	33,026	15%
TOTAL	7,093	6,405	72,199	61,578	17%
<u>ILL/Reserves</u>					
Holds	9,980	9,089	102,183	96,815	6%
ILLs Sent	5,305	4,782	54,478	47,556	15%
ILLs Checked Out	5,793	5,585	61,639	63,166	-2%
ILLs Received	6,270	6,000	67,197	67,604	-1%
Copy/Fax Sent	0	0	2	7	-71%
Copy/Fax Received	9	2	66	29	128%
<u>Outreach-Homebound</u>					
Items Delivered	155	142	1,677	1,539	9%
<u>Volunteers</u>					
Number Active	71	66	869	733	19%
Hours Worked	462.25	339.75	5,956	4,409.25	35%
<u>Programs - Adult</u>					
# Programs	9	7	54	30	80%
Attendance	322	215	1,649	1,170	41%
<u>Computer Classes</u>					
# Programs	12	3	50	16	213%
Attendance	108	25	567	185	206%
<u>Groups</u>					
# Programs	13	16	123	112	10%
Attendance	237	210	1,757	1,410	25%
<u>Others</u>					
#Programs	4	6	20	25	-20%
Attendance	62	120	319	508	-37%
<u>Programs - Teen</u>					
# Programs	6	6	73	77	-5%
Attendance	60	59	1,202	1,599	-25%
<u>Programs - Kids</u>					
# Programs	11	47	300	266	13%
Attendance	1,224	1,445	17,158	11,269	52%
GRAND TOTAL ATT.	2,013	2,074	22,652	16,141	40%

STATISTICS FOR	Apr-12	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers					
Patron Use					
Adult Computers	4,104	3,677	40,367	37,258	8%
Kids Computers	1,565	759	16,923	8,424	101%
Teen Laptop	224	174	1,909	947	102%
Adult Laptop	96	98	1,178	407	189%
TOTAL PATRON USE	5,989	4,708	60,377	47,036	28%
Hours Used					
Adult Computers	2,948	2,874	28,870	26,519	9%
Kids Computers	888	522	9,895	5,773	71%
TOTAL HOURS USED	3,836	3,396	38,765	32,292	20%
IPPL Web Site Visitors	14,816	21,723	218,701	198,915	10%
IPPL Total Page Views	17,632	39,010	380,266	361,254	5%
Subscription Database Logins	4,600	4,466	44,918	27,332	64%
Staff Training Hours	81	72	1,566.50	1,174.50	33%
Room Use					
Multi-Purpose Room	13	31	170	196	-13%
Meeting Room					
Library	33	40	339	181	87%
Non-Library	31	19	209	118	77%
Group Study Room	428	220	3,378	1,428	137%
Lobby Programs	1	2	14	13	8%
Conference Room	15	18	138	148	-7%
Clavinova	0	0	0	1	-100%

MATERIALS COLLECTION STATISTICS - APRIL 2012

	Prev. Month Total	Added	Withdrawn	Current Total	YEAR TO DATE Added	YEAR TO DATE Withdrawn
BOOKS <u>Adult</u>						
Reference	2,420	11	259	2,172	177	807
Non-fiction	52,681	374	78	52,977	4,132	3,853
Fiction	37,577	469	215	37,831	4,270	2,495
TOTAL	92,678	854	552	92,980	8,579	7,155
BOOKS <u>Kids</u>						
Reference	888	23	23	888	38	62
Non-fiction	20,370	102	264	20,208	1,510	3,002
Fiction	26,779	222	51	26,950	1,869	1,098
TOTAL	48,037	347	338	48,046	3,417	4,162
BOOKS <u>Teen</u>						
Non-fiction	890	5	4	891	131	133
Fiction	3,471	156	20	3,607	733	242
TOTAL	4,361	161	24	4,498	864	375
GRAND TOTAL BOOKS	145,076	1,362	914	145,524	12,860	11,692

AUDIOVISUAL <u>Adult</u>						
Video	13,040	140	63	13,117	1,916	198
Audio	13,452	95	30	13,517	1,186	201
CD-Roms	350	0	0	350	0	24
TOTAL	26,842	235	93	26,984	3,102	423
AUDIOVISUAL <u>Kids</u>						
Video	5,017	12	25	5,004	379	445
Audio	2,126	2	4	2,124	214	218
TOTAL	7,143	14	29	7,128	593	663
AUDIOVISUAL <u>Teen</u>						
Video	568	6	17	557	95	64
Audio	820	11	70	761	114	92
Console Games	373	8	3	378	60	26
PC-Games	478	1	0	479	35	127
TOTAL	2,239	26	90	2,175	304	309
GRAND TOTAL AV	36,224	275	212	36,287	3,999	1,395

DIGITAL COLLECTIONS						
Adult ebooks	652	28		680		
Kids & Teens ebooks	180	3		183		
Reference ebooks	329	0		329		
Media Library (ebooks&audiobooks)	9049	516		9565		

**Willowbrook/Burr Ridge Chamber meeting
May 2, 2012
Annual Networking Meeting**

This chamber meeting featured Cindy Saba from the U.S. Department of Labor speaking in rather broad terms about how the department is overseeing implementation of new labor rules.

I spoke to Lisa Shemroske, president of the chamber, about The Big Read author event (May 3) and was able to share with the chamber that IPPL was using Ashton Place as the location for this event with 800+ people registered.

The representative from IPPL's new database, AtoZDatabase, is going to conduct a lunch and learn session on June 20 just for local chamber members. IPPL will be able to announce this program at the June chamber meeting.

The various committees of the chamber updated the members on upcoming events including a golf outing and the farmers' market.

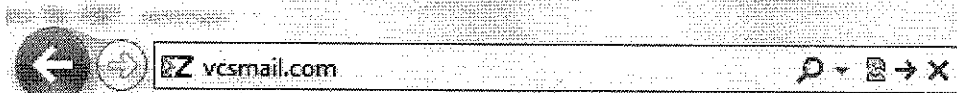
Upcoming events:
Meeting June 6

Christine Cigler
Marketing Coordinator
May 9, 2012

Note: I did not attend this month's Darien Chamber meeting.

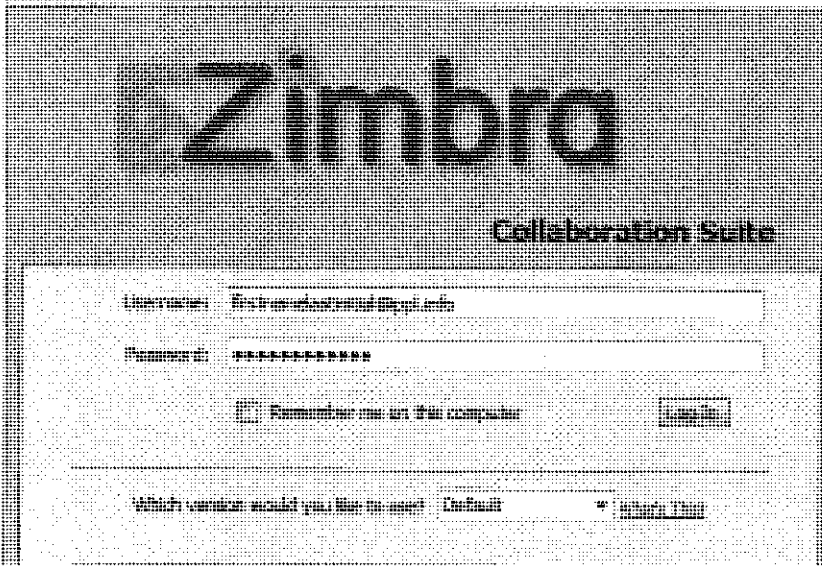
Accessing Your Library E-mail Account Using a Web Browser

1. To login to your e-mail go to "vcsmail.com"

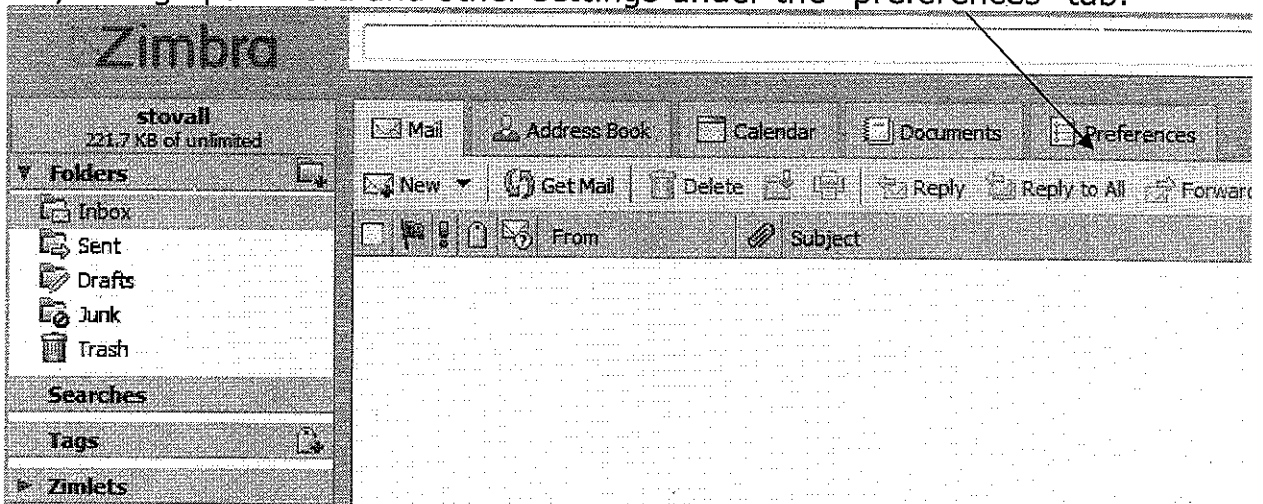


2. Type in your complete email address as your user name:

firstname.lastname@ippl.info



3. Type in your password (your initial password is "password123"). You will be prompted to change your password the first time you login.
4. Once login your screen should look like this. You can also add a signature file, change password and other settings under the "preferences" tab.



44

*Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

221 EAST ILLINOIS STREET
P.O. BOX 564
WHEATON, ILLINOIS 60187-0564
PHONE (630) 665-1900
FAX (630) 665-0407
E-MAIL: ritzman@psnrb.com

HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
DALE W. BRUCKNER*
ROBERT T. C. KAY
DAVID W. CLARK
ELIZABETH P. SCHAFFER
MARY P. NEAL
MARK A. RITZMAN
*ALSO LICENSED IN WISCONSIN

EMAIL COMMUNICATIONS/OMA/FOIA

TO: Public Library Clients
FROM: Roger Ritzman/Robert Kay
DATE: March 24, 2010

Recent amendments to the Open Meetings Act and Freedom of Information Act and recurring questions about use of emails prompted this memorandum.

Among recent activity in this area was an investigation of the Village of Buffalo Grove after a series of emails among Village Trustees and Staff concerning scheduling agenda items for a meeting. The Cook County State's Attorney determined that the email strings constituted a "gathering" under the Open Meetings Act. It was not clear, however, that "public business" was discussed.

Email is an efficient communication tool, frequently saves time, and is easily stored and retrieved. Along with chat rooms and instant messages, however, use of email may result in an Open Meetings Act violation.

The Open Meetings Act defines a meeting as "any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business..."

Email "guidelines":

1. Emails about private matters, i.e., non-Library business, can be exchanged by and among any number of Trustees.
2. A majority of a quorum in a chat room discussing Library business is a violation.
3. A series of emails or instant messages discussing Library business among or between a majority of a quorum is a violation.
4. Mere distribution of information or material via emails from the Director to the Trustees is not a violation.
5. Email discussing Library business by less than the majority of the quorum is not a violation. Be careful, however, with "forwarding" and "reply all". These actions can change a simple email into "contemporaneous interactive communication" and thus a violation.
6. Even though two Trustees may be less than a majority of a quorum, two Trustees are a majority of a quorum on a three member committee.
7. Emails pertaining to public business are "public records" subject to production per the Freedom of Information Act even if the emails are sent via Trustees' private computers.

Recommendations/Observations:

- A. Avoid (or strictly limit) use of email between/among Trustees.
- B. Avoid "forward" or "reply all" buttons in response to distribution of information.
- C. Be aware that email about Library business is a public document subject to production under the Freedom of Information Act regardless of how/where the email is generated.

Roger A. Ritzman
 Robert T. C. Kay
 PEREGRINE, STIME, NEWMAN,
 RITZMAN & BRUCKNER, LTD.
 221 E. Illinois Street, P.O. Box 564
 Wheaton, Illinois 60187-0564
 Phone (630) 665-1900
 Facsimile (630) 665-0407
 RTCK:lag 3-24-10 M:_LIBRARYDISTMEMO\EmailCommunications.doc

KTJ

KLEIN, THORPE & JENKINS, LTD.
Attorneys at Law

20 N. Wacker Drive, Ste 1660
Chicago, Illinois 60606-2903
T 312 984 6400 F 312 984 6444

RAILS Board March 23, 2012
Document 8.1
15010 S. Ravinia Avenue, Ste 10
Orland Park, Illinois 60462-5353
T 708 349 3888 F 708 349 1506

46

www.ktjlaw.com

November 29, 2011

Aaron Skog
Executive Director
SWAN
125 Tower Drive
Burr Ridge, IL 60527

Re: Freedom of Information Act Binding Opinion

Dear Aaron:

We are writing to bring to your attention a November 15, 2011 Binding Opinion ("Opinion") issued by the Illinois Attorney General regarding electronic communications of members of a public body. The Opinion, No.11-006, determined that electronic communications that pertain to public business and that are engaged in by members of a public body are subject to disclosure pursuant to the Freedom of Information Act. While the Opinion may be appealed, we recommend that you comply with the Opinion unless and until it is reversed.

As you know, the Freedom of Information Act ("FOIA" or the "Act") requires public bodies to disclose public records in response to a FOIA request, subject to any applicable exemptions. FOIA defines "public record" as follows:

All records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing, records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body. 5 ILCS 140/2.

The term "public business" is not defined. The term "public body" is defined as follows, in pertinent part:

all legislative, executive, administrative, or advisory bodies of the State, state universities and colleges, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees, or commissions of this State, any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees thereof, and a School Finance Authority created under Article 1E of the School Code. 5 ILCS 140/2.

The Opinion was issued as a result of a request for review filed by Patrick Wade, staff reporter for *The News Gazette*. Mr. Wade submitted a FOIA request to the City of Champaign for “[a]ll electronic communications, including cellphone text messages, sent and received by members of the city council and the mayor during city council meetings and study sessions since (and including) May 3.” The FOIA request also noted, “this request applies to both city-issued and personal cellphones, city-issued or personal email addresses and Twitter accounts.” The city responded to his request by providing the public records in the possession of the public body. In its response, the city stated, “Private citizen’s communications to the Council member’s or the Mayor’s privately owned electronic devices is not within the scope of the Freedom of Information Act.”

Mr. Wade filed a request for review of the city’s response and argued, “[i]t is very possible and likely that city council members received communications that aid in the elected officials’ formulation of opinions and that consequently affect their votes.” He also argued that, “[r]egardless of their form, communications pertaining to the transaction of public business – being received and used by individual members of an official body in their role as a member of that public body during an ongoing public meeting – should be public records.” The city responded, based in part on *Quinn v. Stone*, 211 Ill. App. 3d 809 (1st Dist. 1991), that, “emails and text messages that did not relate to the transaction of public business are not ‘public records’ because they are not in the possession of a public body.” In *Quinn*, an individual submitted a FOIA request to a Chicago alderman for his expense reports and monthly travel allowance funds. The court ruled that the alderman need not respond because he was not included within the definition of “public body.”

The city also argued that political opponents of the members of a public body could submit a FOIA request for any references to public business in the official’s private computer or cell phone. The Attorney General stated that a public body can distinguish between records that pertain to public business and those that, “are either political in nature or simply mention public business in passing or in a non-substantive way.”

The Attorney General rejected the city’s position and determined that if the electronic communications pertain to the public business of the public body, they are subject to FOIA. The Attorney General addressed the basic question of what constitutes a public record under FOIA and, specifically, whether “electronic communications pertaining to public business which are sent from or received by an electronic device owned by a member of a public body, rather than the public body itself” are public records subject to disclosure. In answering this question, the Opinion provides:

Whether information is a “public record” is not determined by where, how, or on what device that record was created; rather the question is whether that record was prepared by or used by one or more members of a public body in conducting the affairs of government. The focus is on the creation of the record itself, and how it was used. If the mayor and/or a city council

member sent or received communications on personal electronic devices during city council meetings or study sessions, as specified in Mr. Wade's request, and those communications pertain to the transaction of public business, then those communications are "public records" subject to the requirements of FOIA.

The Opinion does not mention the definition of "public body" and does not explain how an individual elected official may be deemed to be a "public body" pursuant to FOIA. Rather, the Opinion focuses on the general intent of FOIA, which is set forth in Section 1 of the Act, to provide "full disclosure of information pertaining to the decisions, policies, procedures, rules, standards, and other aspects of government activity."

In the past, we have advised that communications that are not in the possession or control of the public body are not subject to FOIA and that email communications between elected/appointed officials and residents or others that are not employed by the public body probably do not fall within the definition of a public record. As a result of this Opinion, any public body that receives a FOIA request for electronic records that are in the possession of a member of a public body and pertain to public business must disclose the records, subject to any exemptions.

Now that the Opinion has been issued, it is important for all elected and appointed officials to understand that email and other electronic communications that relate to SWAN business are, according to the Attorney General, subject to FOIA. It does not matter whether the email was sent from or received on an official's personal computer or PDA. In addition, if SWAN receives a FOIA request for records that may include an official's electronic communications, SWAN will need to request those records from the official prior to responding to the FOIA request. This may include requesting electronic communications on Facebook, Twitter, instant messaging or blogs as well as text messages.

It is important to note that in responding to any FOIA request for this type of electronic communications, several exemptions set forth in FOIA may apply. For example, the records may contain preliminary information protected from disclosure by Section 7(1)(f) of the Act, which provides an exemption for, "Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body." 5 ILCS 140/7. The release of records may also constitute an invasion of personal privacy if the records include communications between a resident and an elected or appointed official.

The public body is required to respond within five business days of receipt of a request, or within an additional five business days if an extension is provided. Therefore, if a FOIA request is received for electronic communications of elected or appointed

officials, FOIA officers must act promptly to request the records so that they can be reviewed within the statutory timeframe.

If you currently have a policy concerning the use of electronic communications by officials, it should be reviewed to ensure that it complies with the Opinion. In addition, if the officials for your public body do not have official email addresses, you may want to consider providing official email addresses for them so that it will be easier to gather records that may be responsive to a FOIA request. If officials use personal email addresses, such as gmail, yahoo or aol, the elected officials will be required to provide the potentially responsive email communications for review by the FOIA officer.

As you know, we strongly discourage the use of text messages pertaining to public business due to the difficulty in obtaining text messages from an electronic device. It is also important to remember that electronic communications, including text messages, may be subject to disclosure in the context of litigation or in response to a court order.

We have been advised that the attorneys for the City of Champaign are recommending that the city council take an appeal of this decision. As of the date that this letter was sent, the city council has not yet voted on whether to file an appeal. We will keep you advised of any developments or changes related to this Opinion.

If you have any questions or would like to discuss these issues, please contact me.

Very truly yours,

KLEIN, THORPE AND JENKINS, LTD.



Kathleen T. Henn

Ongoing

Popular

A focus of the web site will be to highlight popular materials

Marketing, AS, YS

Notes: On the main page we offer a rotating display of titles for adult fiction, non-fiction, DVDs, audio books, ebooks and teens and kids materials. We also have a link that leads them to the "coming soon and new materials" page. We display the "Staff Recommendations" blog on the first page. The Teens main page provides links to what's new in books, games movies and music.

Use the newsletter to highlight topical recommended titles

Marketing, AS, YS

Notes: So far staff have taken advantage of the Oscar nominations for "The Artist" and featured silent movies, with the movie "War Horse" featured similar movies and featured television shows and movies similar to "Downton Abbey".

Explore additional ways to integrate ereaders into library services.

All

Notes:

Learning

Examine technology used at the schools and provide same software at library as possible

YS, CS

Notes: We provided Office 2010 with Publisher since the students use that at school. We were able to obtain free software that is used at Hinsdale South - Gimp (photo editor), Paint.Net (photoeditor), Photo Story 3 (creating videos), Windows Live Movie Maker (video editing) Camstudio (screenshots), Jing (screenshots). We also installed plug-ins so that the PLATO learning system the school uses will work on our computers. We contacted Hinsdale Middle and Downers Grove South and did not receive any information from them.

Identify ways to provide library services to special needs children.

YS

Notes: Youth Services staff have developed and started using sensory storytimes. *Every Child Ready to Read 2* has revised it's recommendations to be more inclusive of special needs children and multicultural families. The YS staff have surveyed parents whose children attend storytime and included questions regarding special needs. Special software was purchased (in honor of Luanne's father) which will help the staff in developing further ways to enhance the storytimes for special needs.

Expand collections, resources and programs that support workforce education.

AS

Notes: Staff have been promoting "Job and Career Accelerator" and "Learning Express Library" databases. January to April we held programs "Navigating the Online Job Market" and "Resume Readiness".

Technology

Annually survey library members regarding their use of technology

Director

Notes: start fall 2012

Provide computer classes that assist residents in updating their work skills

AS, CS

Notes: January to April: "Navigating the Online Job Market", "Resume Readiness", and numerous computer classes that cover learning the basics to more advanced classes in Word and Excel.

Annually provide "senior boot camp" computer classes

AS, CS

Notes: This is being advertised in the summer newsletter and will be held in August.

Host programs that allow residents to use different types of technology

AS, CS

Notes:

Continue to evaluate new technologies in web applications/tools to enhance the web site

CS

Notes:

Create screencasts to teach and share information

Marketing, CS, AS, YS, Circ

Notes: Suzy Created teaching videos for the Kindle and Nook which are on the website and she is currently working one for downloading audiobooks.

Financial

Apply for at least two grants per year

all

Notes: Jamie applied for an LSTA grant to obtain the state per capita grant.

Staff

Write annual staff development plan

Asst Director

Notes: In development for new fiscal year.

Continue to study and develop internal communication methods.

Director, Asst Director

52

Notes:

Investigate cloud computing for staff use

CS

Notes:

Marketing

Use video to showcase library services and programs

All

Notes:

Speak at each village board/council meeting once a year.

Trustees, Director

Notes:

Strategic Plan Worksheet 2012-2014

Summer 2012

Responsibility

Popular

A special collection of books, DVDS and music for mid-kids will be developed.

YS

Notes: In process. Music is done.

Develop summer outdoor Chan concert series

Asst Director

Notes: These concerts have been booked.

Community

Partner with Burr Ridge Farmers Market to promote the library

Asst Director

Notes: Unfortunately we were told that we could not partner with the farmers market because we are considered a competitor of Barbara's Bookstore

Technology

Improve and promote the mobile app site

CS, Marketing

Notes:

Conduct an in-house survey examing how patrons use the buidling and services

Director

Notes: *summer/fall 2012*

Strategic Plan Worksheet 2012-2014
Winter/Spring 2012

	Responsibility
Popular Improve signage and finding aids for adult n-f popular materials Notes: In process and should be finished in May	AS
Learning Examine how to create a seniors area on the first floor Notes: In process as part of the current study of arrangement of the first floor.	AS
Examine providing memory games for seniors Notes:	AS
Examine meeting space booking policy and procedures to provide more opportunities for the public to use meeting spaces Notes: Did a study to examine use by tutors and number of turnaways from group study rooms. Will do this again in the fall. We are currently making more use of the multi-purpose room for group meetings.	Director
Community Partner with other organizations to provide recycling opportunities for the community Notes: Have partnered with the Lions Club to recycle glasses and cellphones, with the VFW to recycle flags	Asst Director
Technology Offer the library web site in a variety of languages Notes: Completed	CS
Create a teen Facebook page Notes: Completed	YA
Financial Create a plan to promote donations to the library Notes: So far an article was written for the summer newsletter Higher profile on website	Director
Create a plan for capital replacement based upon assessment done by PSA-Dewberry Notes: In process	Asst Director
Prepare a report on fixed costs vs. discretionary costs Notes: will be ready for budget discussion	Director

Physical Library

Evaluate the layout of the adult services department to provide a more open feeling

AS, Director

Notes: In process

Create a marketing plan to promote library databases

Marketing

Notes: Done. Cris has written about the growth in usage in her monthly report.

Marketing

Create a social media plan

Asst Director

Notes:

Promote the library as an environment-friendly organization

Marketing, Asst Director

Notes: start spring 2012

A news release was placed in the TribLocal about the many ways the library is an environment-friendly organization.

Listening Posts April 2012

Kids & Teens

A lady who was here with her two children said how much they love the crafts at the craft station. She said that every time they come there is something new, and it's always beautiful. She thanked me for the crafts and wanted me to know how much they have enriched their lives.

While on desk this afternoon, I noticed three young men in the bean bags reading and discussing the "book Reviews" bulletin board created by Kelly & JAB.

The marketing head for one of our SRC coupon providers upon delivering our coupons took me up on a tour of the department and at the end said he was encouraged to have children if this is the kind of resources available.

A mom was in to pick up application for book buddies and said her daughter did it last summer and loved it and wanted to do it again and it has carried over, she is mentoring a first grader at school.

Two adult members were here at opening, 9am to get Volunteer applications for SRC service hours. We are becoming as popular as museum pass! Seven applications were turned in on the first day by 5 pm.

Circulation

Patron would like to pass Kudos all around especially to the reference department for going above & beyond! He thinks that the Director should know this.

Female patron age 88 wanted on slip with due date taped to each book checked out (like the old way of date stamping a sheet inside each book). I gave a new slip to her with all 2 of her items and she left happy.

Patron likes that we have the "Sani-hands" wipes at the checkout desk for public use. She called it a "nice touch".

Patron asked for the keychain library cards.

Woodridge gentleman checking out 6 IP items said "I like your library so much more than mine".

Our patron loves our library and was very impressed with the number of items we check-out & in during the month.

Patron wished me a "Happy Workers day" said she enjoys our library and visits it often. Said she appreciates all that we do.

Patron reiterated 3 times how much she loves the library and that it just keeps getting better and better!

Patron said she was here at our library a couple of weeks ago by the computer lab and saw an old neighbor of hers and started a conversation with him. She was upset when another patron shushed her. Patron said the computer lab is always noisy due to the bathrooms and today she said the whole library was noisy including the staff members.

A Justice patron just loves our library and said the staff is so nice.

Adult & Computer Help Desk

While watching a Member using the scan station, I suggested she change her subject line to better identify the email. She thanked me very much and said she had sent a scan last week and her friend had a hard time identifying it as she did not know to look at the "Simple Scan Station" item.

"We really enjoyed the first one [Moneyball]. The popcorn was delicious and we had a good time. We're looking forward to The Help."

"I just wanted to meet Lucille. I discovered her columns and they are so wonderful. I thought she must syndicate."

"Why did you get rid of the cards for printing? I prefer the cards. I never have cash"

"You guys have a great selection of videos"

"I love this library. My library (in Florida) is not very user friendly."

A Downers Grove patron leaving one of the big Read programs held here commented on how much she has enjoyed the programs this year. She's attended many of them and thinks it's one of the best Big Read's ever!

A patron who attended the A Pocketful of Posies flower arranging program remarked that she loves living in the IPPL library district because we offer such interesting programs.

Technology

I was explaining kindles and tablets to a patron and told them about our e-media library. She was amazed to find out that the library offered free eBooks and audiobook's. She told me that IPPL is such a great library to offer these services.

Administration

Many patrons made comments on how wonderful the artwork was in the library's gallery in April.

Patron came in on the Monday after the Book Sale and was looking to see if we had any more books for sale. She was sorry she missed it.