

**Truth in Taxation Hearing**

**November 28, 2012 - 7 p.m. – Conference Room**

- A. Call to Order and Statement of Purpose (to provide opportunity for public comment on the proposed property tax levy increase).
- B. Public Questions/Comments
- C. Closing of Hearing

Page 4

**Board of Trustees Regular Meeting**

**November 28, 2012 – 7:10 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. Mikovich to Indian Prairie re: Past Presidents' Club Donation
  - 2. Bukovac to Mikovich re: Past Presidents' Club Donation
  - 3. Bukovac to DiStasio re: Donation
  - 4. Bongiovanni to Bukovac re: Chamber Use of Parking Lot and Donation
  - 5. Bukovac to Bongiovanni re: Donation
  - 6. Meyer to Library re: Thanks for Program
- E. Omnibus Consent Agenda
  - 1. Minutes of Regular Board Meeting, October 17, 2012
  - 2. Treasurer's Report
  - 3. Action on Bill/Additional Bills
  - 4. 2013 Days Closed
  - 5. Ordinance #2012-8 Directing County Clerk as to PTELL Reduction
  - 6. Communications Committee Minutes 10/30/12
- F. Items Deleted from Omnibus Consent Agenda

Page 5

Page 6

Page 7

Page 8

Page 9

Page 10

Page 11

Page 15

Page 19

Page 28

Page 29

Page 31

**BOARD MEETING – NOVEMBER 28, 2012 – PAGE 2**

- G. Library Director’s Report Page 32 Information
- H. Staff Report
  - Ann Stovall, Head of Computer and Technical Services, Library Apps Information
  - Monica Dzierzbicki, Head of Youth Services Information
- I. Reports
  - 1. DCID Report (Krupicka and Suriano) Report Presented at Meeting Information
  - 2. WB/BR Chamber of Commerce Meeting (Cigler) To Be Distributed Information
  - 3. Darien Chamber of Commerce (Cigler) To Be Distributed Information
  - 4. RAILS Page 63 Information
  - 5. Building and Grounds Committee (no report)
  - 6. Finance Committee (no report)
  - 7. Plan/Annexation Committee (no report)
  - 8. Policy Committee (no report)
  - 9. Communications Committee (Bukovac) Report Presented at Meeting Information
- J. Unfinished Business
  - 1. Ordinance #2012-7 Levying and Assessing Taxes Page 74 Action
- K. New Business
  - 1. 2012-2014 Strategic Plan Update for 2012 Page 77 Information

- L. Meetings Scheduled
- M. Community Events

N. Library Events

Practice ACT	11/17/2012	10:00 AM
ESL Conversation Group	11/17/2012	10:00 AM
TAB	11/17/2012	2:30 PM
Adult Chess Group	11/19/2012	6:00 PM
Fall Holiday Movie Break: The Secret World Of Arrietty	11/21/2012	2:00 PM
DS Pokemon Game Day	11/23/2012	1:30 PM
Current Events Group	11/26/2012	7:00 PM
Fresh Greenery Creations for the Holidays	11/27/2012	7:00 PM
Life's Transitions	11/29/2012	7:00 PM
ESL Conversation Group	12/1/2012	10:00 AM
Adult Chess Group	12/3/2012	6:00 PM
Lyric Opera Lecture: Don Pasquale	12/4/2012	7:00 PM
B.Y.O.B.	12/4/2012	7:00 PM
Gaming Committee	12/6/2012	3:15 PM
A Christmas Story	12/7/2012	10:00 AM

**BOARD MEETING – NOVEMBER 28, 2012 – PAGE3**

Movies & More: A Christmas Story	12/7/2012	7:00 PM
Adult Chess Group	12/10/2012	6:00 PM
Current Events Group	12/10/2012	7:00 PM
Friends of the Library	12/11/2012	7:00 PM
Novel Idea- The Art of Hearing Heartbeats by Jan Philip Sendker	12/12/2012	7:00 PM
Senior Friday Fun Days	12/14/2012	10:00 AM
"A Coyote Who Wished He Lived In A Zoo". read by Author/illustrator	12/14/2012	6:30 PM
ESL Conversation Group	12/15/2012	10:00 AM
TAB	12/15/2012	2:30 PM
Adult Chess Group	12/17/2012	6:00 PM

## O. Adjournment

**NOTICE OF PROPOSED PROPERTY TAX INCREASE**  
**FOR INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT**

1. A public hearing to approve a proposed property tax levy increase for the Indian Prairie Public Library District for 2012 (2012-13 fiscal year) will be held on November 28, 2012 at 7 p.m. at the Library, 401 Plainfield Road, Darien, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Jamie Bukovac, Library Director, 401 Plainfield Road, Darien, Illinois, phone 630/887 8760, ext. 242.

2. The corporate and special purpose property taxes extended or abated for 2011 were \$3,049,193.75.

The proposed corporate and special purpose property taxes to be levied for 2012 are \$3,428,450. This represents a 12.4% increase over the previous year.

3. The property taxes extended or abated for debt service and public building commission leases for 2011 were \$491,895.31.

The estimated property taxes to be levied for debt service and public building commission leases for 2012 are \$479,000.00. This represents a 2.6% decrease over the previous year.

4. The total property taxes extended or abated for 2011 were \$3,541,089.

The estimated total property taxes to be levied for 2012 are \$3,907,450. This represents a 10.3% increase over the previous year.

5

DATE: November 8, 2012

TO: Carol Stream Library  
Clarendon Hills Library  
Downers Grove Library  
Elmhurst Library  
✓ Indian Prairie Library, Darien  
Helen Plum Library, Lombard  
Nichols Library, Naperville  
Wheaton Library

FROM: PAST PRESIDENTS' CLUB OF DUPAGE COUNTY  
GENERAL FEDERATION OF WOMEN'S CLUBS  
GFWC ILLINOIS, FIFTH DISTRICT

INRE: Donation

Please accept this \$50 donation from the Past Presidents' Club of DuPage County, a local Woman's Club, which is comprised of members from your community.

As a Federation member, we continue a tradition of supporting libraries since the 1930's when the American Library Association recognized women's clubs as establishing 75 percent of America's public libraries. Women's clubs founded over 474 free and 4,655 traveling libraries.

In addition, the Federation of Women's Clubs sponsored Libraries 2000, a drive to furnish books, computers, and learning materials, and to provide donations to libraries. Local clubs participated in this project and continue their support to this day.

We appreciate all the great services provided by you to our communities and hope that this donation will help you continue your fine work.

Donna B. Mikovich, Treasurer  
Past Presidents' Club of Dupage  
25 Woodstock Avenue  
Clarendon Hills, IL 60514



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

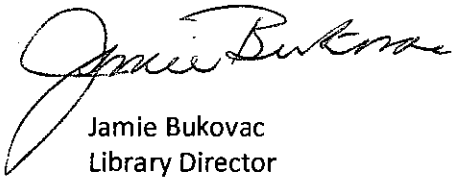
November 12, 2012

Donna B. Mikovich, Treasurer  
Past Presidents' Club of DuPage  
25 Woodstock Avenue  
Clarendon Hills, IL 60514

Dear Ms. Mikovich:

On behalf of the library trustees and staff I want to thank the Past Presidents' Club of DuPage for your generous donation of \$50.00 to the library. The donation will be used to supplement our collections. The library has a long history of support from the Darien Woman's Club and indeed, as you state in your letter, the Woman's Club was instrumental in helping the library become what it is today. We are grateful for the continued support through the Past Presidents' Club.

Sincerely,

  
Jamie Bukovac  
Library Director

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



November 8, 2012

Arthur DiStasio  
7623 Sussex Creek Dr., Apt. 307  
Darien, IL 60561-4847

Dear Mr. DiStasio:

On behalf of the library trustees and staff I want to thank you for your generous donation of \$500.00. We will be using the money to purchase *Great Courses* in DVD format from the Teaching Company.

The titles we are purchasing are:

The Hidden Factor: Why Thinking Differently is your Greatest Asset  
Optimize Brain Fitness  
Understanding the World's Greatest Structures  
Art of Critical Decision Making  
Effective Communication Skills  
Espionage and Covert Operations  
Understanding the Science for Tomorrow  
The Inexplicable Universe  
American Ideals: Founding a Republic of Virtue

These will be wonderful additions to our collection. As you know, gifts to the library are charitable contributions. No goods or services were provided in exchange for this donation.

You have been a generous benefactor of the library. Thank you so much for thinking of us each year. Have a wonderful Christmas and a happy, healthy 2013!

Sincerely,

A handwritten signature in cursive script that reads "Jamie Bukovac".

Jamie Bukovac  
Director

Thank you very much for  
allowing us to use the  
parking lot for Darien Fest.  
Your support and dedication  
to the Fest is greatly  
appreciated. Enclosed please  
find a donation to the  
Library.

Sincerely,  
Claire Bongiovanni





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

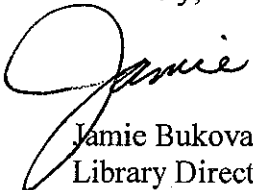
November 8, 2012

Clare Bongiovanni  
Darien Chamber of Commerce  
1702 Plainfield Road  
Darien, IL 60561

Dear Clare:

Thank you so much for the \$100.00 donation from the Chamber of Commerce. This is very generous of the Chamber and we appreciate your thoughtfulness. We are always happy to assist in any way we can and look forward to another successful DarienFest next year.

Sincerely,

  
Jamie Bukovac  
Library Director

We want to say Thank you for the wonderful Veterans Day program at your Library. What a great way to honor our Military. The Legacy Girls were a delight and the "Black-Out" just added to our resourcefulness.

Sincerely,  
John & Margaret Meyer

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of October 17, 2012

**Board of Trustees Regular Meeting  
October 17, 2012 – 7 p.m.**

A. Roll Call

Acting-President Schusterich called the meeting to order at 7:02 p.m. Secretary Suriano called the roll. Present: Marian Krupicka, Paul Oggerino, Jo Ann Schusterich, Luanne Spiros, Victoria Suriano, Robert Thomas

Absent: Crystal Megaridis

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Debbie Wordinger

Others:

Acting-President Schusterich 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 Wordinger spoke to the Board regarding Item H (Staff Report). Wordinger left at 7:15 p.m. and the Board continued with Communications and Announcements and the rest of the agenda.

- D. Communications and Announcements

1. Bukovac to Chestnut Court Merchants Association re: Thank You for Donation

- E. Omnibus Consent Agenda

1. Minutes of Budget and Appropriations Hearing and Regular Board Meeting, September 19, 2012
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Intergovernmental Agreement Between The Darien Park District and IPPL for Snow and Ice Removal

Thomas moved, Oggerino seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Spiros moved, Suriano seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

- F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report – Bukovac distributed information relative to Schaumburg's decision not to pursue a referendum to ask their residents to approve adding their expired bond tax collection to their operating tax collection. The Trustees are interested in explaining to the public how the library manages its finances. Suriano and Spiros will serve on a Communications Committee and will work with Bukovac on the library's message to the community.

SWAN Report – Bukovac reported that SWAN is putting together a committee to investigate new software for SWAN. The SWAN Board has asked that the committee bring a recommendation to them by April. SWAN's current vendor demonstrated their new product which is an open product versus their current product which is proprietary. SWAN has the funds to pay for this since they have \$1,000,000 in reserves. SWAN will also be purchasing new servers. Bukovac reported that a committee of SWAN members worked to simplify the 7 point fee formula that is currently used. They looked at formulas used by various consortiums and came up with a 4 point fee formula (flat fee; # of licenses used; collection size; circulation). When they put the formula together, Indian Prairie was #1 in terms of savings. They said IPPL was a perfect example of circulation relative to collection size. As a result of the new fee formula, IPPL will see about a 12.5% reduction in its fee or a savings of about \$11,000 starting July 1, 2013. Lastly, Bukovac reported that Orland Park Library is pulling out of SWAN and will be a stand-alone library.

With respect to Singin' in the Stacks, Birmingham reported that 16 tickets have been sold (11 to staff/board & 5 to patrons). The library would have to sell 150 tickets to break even. After discussion, the Board decided the library should cancel the event. Birmingham noted that Cigler and Papaurelis did a great job with the publicity. The Board thanked Birmingham, Cigler and Papaurelis for all of their work on the event. The Board discussed other ideas including combining fundraising with our summer concerts.

H. Staff Report - Debbie Wordinger, Head of Adult Services, highlighted her Annual Report FY 2011-2012 which is in the packet. The reference librarians took field trips to other libraries in the area. They also participated in a reference retreat where they discussed the long range plan, job descriptions and planning for the adult department. The reference librarians and the readers advisory staff have started participating in joint meetings which will take place every three months. They've begun discussing their purpose in the library in conjunction with the library's mission statement. In the future they will be discussing the library and the community. The department continues to tweak the floor arrangement and recently did a study of seating use and use of the computers. Other issues they continue to address include weeding/shifting of the collection; looking at how much staffing is needed at the ask-us desk; determining what questions are answered by reference versus readers advisory staff at the ask-us desk. Some of the things they'd like to accomplish include developing a space for seniors; finding ways to add computer equipment for more creative endeavors; using social networking to market and for movie/book recommendations; building our job/career area; having more of a presence in the community; continuing staff training (especially technology). Schusterich thanked Wordinger for always being proactive with the collection and for her thoroughness.

I. Reports

1. Trustee Reports Regarding City and Village Presentations – Suriano and Krupicka attended the Burr Ridge meeting. Suriano reported that they were well received and the council was very complimentary of the library.
2. WB/BR Chamber of Commerce – Cigler's report is in the packet.
3. Darien Chamber of Commerce - (no report)

4. RAILS – backup is in the packet.
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 - none

K. New Business

1. FY2011/2012 Audit Report – The Board did not feel it was necessary for the auditor to attend the November Board meeting.
2. School Partnership – Bukovac said that a school district is losing its librarian and the superintendent contacted her. His idea was that they could open up their libraries after hours as satellite libraries of IPPL and IPPL would pay for the librarian to manage the libraries. The superintendent feels it would be difficult to find someone who has both the literacy and technology experience. He would support the collection and provide the assistance but IPPL would support the librarian. Bukovac said it would cost IPPL \$100,000 to provide a librarian and staff to manage the school libraries after the school closes. Discussion followed; a key concern was the fact that there are many schools in IPPL’s district and the library would not be able to take on such an arrangement with all of them. Discussion also included the idea of targeting a few school districts at a time to increase partnership and student involvement with the library and measuring the impact instead of spreading ourselves thin with the large number of schools in the district.
3. Draft of Levy for FY 2012-2013 – There were no questions from the Board.
4. Resolution #2012-C To Determine Estimate of Funds Needed for 2012-2013 Fiscal Year – Spiros moved, Suriano seconded to approve Resolution #2012-C To Determine Estimate of Funds Needed for 2012-2013 Fiscal Year. Motion carried unanimously.
5. Notice of Proposed Property Tax Increase for Indian Prairie Public Library District – Thomas moved, Spiros seconded to approve the Notice of Proposed Property Tax Increase for Indian Prairie Public Library District. Motion carried unanimously.

L. Scheduled Meetings – none

M. Community Events

DCIC November 13, 2012 – Krupicka and Suriano will attend.

N. Library Events

Fun and Festive Little Bites for The Holidays	10/17/2012	7:00 PM
After School Chess- Kids	10/18/2012	4:00 PM
Crime Readers Book Discussion	10/18/2012	7:00 PM
To Kill a Mockingbird	10/19/2012	10:00 AM
Play Reading Society	10/19/2012	2:00 PM
Movies & More: To Kill a Mockingbird	10/19/2012	7:00 PM
ESL Conversation Group	10/20/2012	10:00 AM
TAB	10/20/2012	2:30 PM
Inside Darien's History	10/21/2012	2:00 PM
Current Events Group	10/22/2012	7:00 PM
4th Wednesdays: Highlights of The Art Institute of Chicago	10/24/2012	1:00 PM
Write-On! Song Writing Workshop	10/24/2012	6:30 PM

Genealogy Group	10/25/2012	1:00 PM
What You Need to Know--College of DuPage	10/25/2012	5:00 PM
Write-On! Song Writing Workshop	10/25/2012	6:30 PM
Play Reading Society	10/26/2012	2:00 PM
RU Game?	10/26/2012	6:30 PM
Genealogy After Hours	10/27/2012	6:30 PM
Cool Compositions Contest Ends	10/29/2012	All Day
Intro to PowerPoint 2010	10/29/2012	6:00 PM
Intermediate Excel	10/30/2012	3:30 PM
Facebook for Beginners	10/30/2012	6:00 PM
Gaming Committee	11/1/2012	3:15 PM
Today's Smart Living: Resume Readiness: Knowing and Showing Your Value	11/1/2012	7:00 PM
ESL Conversation Group	11/3/2012	10:00 AM
Adult Chess Group	11/5/2012	6:00 PM
Lyric Opera Lecture: Werther	11/7/2012	7:00 PM
Write-On! An Evening with Jay Asher	11/8/2012	7:00 PM
55+ Group	11/9/2012	10:00 AM
The Wizard's Apprentice Magic Show	11/9/2012	6:30 PM
Chan Concert Veterans Day Celebration: The Andrews Sisters Tribute	11/11/2012	2:00 PM
Adult Chess Group	11/12/2012	6:00 PM
Current Events Group	11/12/2012	7:00 PM
Novel Idea- The Ginger Tree by Oswald Wynd	11/14/2012	7:00 PM
Genealogy Group	11/15/2012	1:00 PM
After School Chess- Kids	11/15/2012	4:00 PM
Crime Readers Book Discussion	11/15/2012	7:00 PM
Stand by Me	11/16/2012	10:00 AM
Movies & More: Stand by Me	11/16/2012	7:00 PM

O. Adjournment

At 8:20 p.m. Suriano moved, Oggerino seconded to adjourn the meeting. All ayes.  
Motion carried unanimously.

---

Victoria Suriano, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 10/31/12

Balance on hand as of September 30, 2012.....	3,972,136.61
Cash Receipts for October.....	105,594.22
Cash Disbursements for October.....	303,545.35
Cash on hand as of October 31, 2012.....	3,774,185.48
Illinois Funds (Money Market) - Average Monthly Rate 0.128%	
General.....	1,342,598.05
Special Reserve.....	20,939.86
Working Cash.....	314.97
Bond.....	465,445.26
Children's Endowment.....	2,884.59
Endowment.....	11,165.48
<u>MPI Investments</u> .....	1,155,656.99
JP Morgan Chase - Savings - Rate .16%	
General.....	302,060.22
<u>Working Cash Fund</u>	
MPI Investments.....	391,002.37
JP Morgan Chase - Checking - Rate .05%	
General.....	52,873.75
Hinsdale Bank & Trust - Checking.....	28,639.94
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of October 31, 2012.....	3,774,185.48

FUND BALANCES AS OF 10/31/12

Corporate Fund.....	2,635,723.99
Building & Maintenance Fund.....	94,231.05
I.M.R.F. Fund.....	3,238.16
Liability Fund.....	13,351.49
Social Security Fund.....	8,324.94
Special Reserve Fund.....	22,063.76
Working Cash Fund.....	391,404.60
Bond Fund.....	534,695.20
Misc. Balance Sheet Accounts from all Funds.....	71,152.29
Grand Total All Funds.....	3,774,185.48

**Indian Prairie Public Library District**  
**Consolidated Revenue Report for October 2012**

16

Percent of Year: 33.00

	RECEIVED Oct 12	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	88,748.61	3,046,129.46	96.90%	3,143,629.00	97,499.54
41110 · Bond Property Taxes	0.00	220,420.81	45.37%	485,845.00	265,424.19
41150 · Non-current Property Taxes	0.00	341.59	21.35%	1,600.00	1,258.41
43100 · Interest-Tax Levy	6.30	21.23	0.00%	0.00	-21.23
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>88,754.91</b>	<b>3,266,913.09</b>	<b>89.97%</b>	<b>3,631,074.00</b>	<b>364,160.91</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	0.00	0.00%	42,000.00	42,000.00
42300 · Corporate Grant	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>42,000.00</b>	<b>42,000.00</b>
<b>INTEREST</b>					
43200 · Interest -Checking	7.91	39.71	1.32%	3,000.00	2,960.29
43500 · Interest - Investment	255.07	689.77	0.00%	0.00	-689.77
<b>TOTAL INTEREST</b>	<b>262.98</b>	<b>729.48</b>	<b>24.32%</b>	<b>3,000.00</b>	<b>2,270.52</b>
<b>DESK MONIES</b>					
45100 · Copier	476.24	1,594.65	31.89%	5,000.00	3,405.35
45120 · Computer Copies	1,037.62	3,662.65	36.63%	10,000.00	6,337.35
45200 · Fines/Fees	5,019.82	19,093.05	32.92%	58,000.00	38,906.95
45250 · Gifts/Donations	50.00	720.00	36.00%	2,000.00	1,280.00
45300 · Lost Materials	745.00	2,863.22	23.86%	12,000.00	9,136.78
45350 · Non-Resident Fees	7,791.30	31,574.30	37.15%	85,000.00	53,425.70
45400 · DVD Fines	708.70	2,774.50	30.83%	9,000.00	6,225.50
45450 · Book Rental	187.50	770.50	30.82%	2,500.00	1,729.50
45550 · Meeting Room Rental	25.00	200.00	0.00%	0.00	-200.00
45600 · ILL Fees	30.00	229.95	0.00%	0.00	-229.95
<b>TOTAL DESK MONIES</b>	<b>16,071.18</b>	<b>63,482.82</b>	<b>34.60%</b>	<b>183,500.00</b>	<b>120,017.18</b>
<b>OTHER INCOME</b>					
46700 · Miscellaneous	2.00	1,946.77	194.68%	1,000.00	-946.77
46750 · Collection Agency Fee	10.00	80.00	0.00%	0.00	-80.00
<b>TOTAL OTHER INCOME</b>	<b>12.00</b>	<b>2,026.77</b>	<b>202.68%</b>	<b>1,000.00</b>	<b>-1,026.77</b>
<b>GRAND TOTAL</b>	<b>105,101.07</b>	<b>3,333,152.16</b>	<b>86.34%</b>	<b>3,860,574.00</b>	<b>527,421.84</b>



17

**Indian Prairie Public Library District  
Consolidated Expenditures Report for October 2012**

Percent of Year: 33.00

	Oct 12	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	148,043.15	571,459.93	29.82%	1,916,545.00	1,345,085.07	1,970,000.00	1,398,540.07
61310 · Benefits - Medical / Life Ins.	6,136.86	32,411.21	30.01%	108,000.00	75,588.79	125,000.00	92,588.79
61320 · Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00	3,000.00	3,000.00
61330 · Benefits - IMRF	13,851.97	54,408.89	30.89%	176,129.00	121,720.11	195,000.00	140,591.11
61340 · Benefits - FICA	11,207.35	43,250.49	29.50%	146,615.00	103,364.51	155,000.00	111,749.51
61400 · Staff Development	1,157.44	4,551.06	27.42%	16,600.00	12,048.94	23,000.00	18,448.94
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
61600 · Board Development	0.00	225.00	22.50%	1,000.00	775.00	1,500.00	1,275.00
61710 · Workers Compensation	0.00	10,880.00	118.26%	9,200.00	-1,680.00	12,000.00	1,120.00
61720 · Unemployment Insurance	1,043.08	2,800.72	92.13%	3,040.00	239.28	5,000.00	2,199.28
<b>TOTAL PERSONNEL</b>	<b>181,439.85</b>	<b>719,987.30</b>	<b>30.26%</b>	<b>2,379,629.00</b>	<b>1,659,641.70</b>	<b>2,489,500.00</b>	<b>1,769,512.70</b>
<b>MATERIALS</b>							
62100 · Books	27,427.11	64,734.65	25.98%	249,175.00	184,440.35	255,000.00	190,265.35
62200 · Periodicals	846.97	12,617.84	34.90%	36,150.00	23,532.16	42,000.00	29,382.16
62300 · Audio	7,193.14	18,338.95	38.65%	47,450.00	29,111.05	52,000.00	33,661.05
62400 · Video	6,158.89	15,049.32	27.51%	54,700.00	39,650.68	60,000.00	44,950.68
62500 · Multi-Media	0.00	158.44	5.98%	2,650.00	2,491.56	3,700.00	3,541.56
62600 · Electronic Reference Resources	74.16	52,840.11	78.88%	66,988.00	14,147.89	70,000.00	17,159.89
62700 · Software - Games	418.68	1,346.10	0.00%	3,500.00	2,153.90	5,000.00	3,653.90
62800 · Processing Supplies	3,038.73	9,742.42	42.36%	23,000.00	13,257.58	25,000.00	15,257.58
<b>TOTAL MATERIALS</b>	<b>45,157.68</b>	<b>174,827.83</b>	<b>36.15%</b>	<b>483,613.00</b>	<b>308,785.17</b>	<b>512,700.00</b>	<b>337,872.17</b>
<b>BUILDING</b>							
63100 · Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	150,000.00	150,000.00
63200 · Cleaning Service	5,079.80	25,944.30	47.17%	55,000.00	29,055.70	65,000.00	39,055.70
63300 · Utilities	6,229.84	26,751.37	25.85%	103,500.00	76,748.63	16,000.00	-10,751.37
63400 · Maintenance Supplies	1,988.33	5,637.33	38.88%	14,500.00	8,862.67	20,000.00	14,362.67
63500 · Security System Monitoring	60.00	548.00	54.80%	1,000.00	452.00	1,800.00	1,252.00
63600 · Property Maintenance	921.00	9,214.27	43.88%	21,000.00	11,785.73	35,000.00	25,785.73
63700 · Building Improvements	12,616.77	19,514.77	0.00%	0.00	-19,514.77	0.00	-19,514.77
63800 · Building Maintenance/Repairs	1,140.63	9,954.60	24.89%	40,000.00	30,045.40	60,000.00	50,045.40
<b>TOTAL BUILDING</b>	<b>28,036.37</b>	<b>97,564.64</b>	<b>41.52%</b>	<b>235,000.00</b>	<b>137,435.36</b>	<b>347,800.00</b>	<b>250,235.36</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	1,594.65	3,523.65	28.42%	12,400.00	8,876.35	16,000.00	12,476.35
64300 · Photocopy Supplies	233.90	712.53	14.25%	5,000.00	4,287.47	6,000.00	5,287.47
64400 · Patron Card Supplies	170.84	170.84	17.08%	1,000.00	829.16	2,000.00	1,829.16
64500 · Postage	282.76	761.75	9.52%	8,000.00	7,238.25	15,000.00	14,238.25
64600 · Non-Payment Reimbursement	0.00	97.99	2.80%	3,500.00	3,402.01	6,000.00	5,902.01
64700 · Travel	38.30	183.04	28.16%	650.00	466.96	1,000.00	816.96
64800 · Organizational Memberships	0.00	0.00	0.00%	1,300.00	1,300.00	2,000.00	2,000.00
64900 · Bank Fees	208.07	935.41	44.54%	2,100.00	1,164.59	3,000.00	2,064.59
<b>TOTAL OPERATION</b>	<b>2,528.52</b>	<b>6,365.21</b>	<b>18.81%</b>	<b>33,950.00</b>	<b>27,564.79</b>	<b>51,000.00</b>	<b>44,614.79</b>
<b>AUTOMATION</b>							
65100 · Supplies (paper, ink cartridge)	1,064.26	2,733.30	30.37%	9,000.00	6,266.70	12,000.00	9,266.70
65200 · Automation-Prof Services	6,000.00	6,000.00	60.00%	10,000.00	4,000.00	12,000.00	8,000.00
65300 · Purchase of Equipment	0.00	1,304.84	9.59%	13,600.00	12,295.16	20,000.00	18,695.16
65400 · Automation Equip Mnt/Repair	47.85	295.43	19.70%	1,500.00	1,204.57	4,000.00	3,704.57
65500 · Software	6,890.18	10,522.65	52.88%	19,900.00	9,377.35	23,000.00	12,477.35
65600 · SWAN	15,523.84	15,523.84	25.24%	61,495.00	45,971.16	64,000.00	48,476.16
65700 · Telecommunications	862.48	2,133.64	26.67%	8,000.00	5,866.36	12,000.00	9,866.36
<b>TOTAL AUTOMATION</b>	<b>30,388.61</b>	<b>38,513.70</b>	<b>31.19%</b>	<b>123,495.00</b>	<b>84,981.30</b>	<b>147,000.00</b>	<b>108,486.30</b>

18

**Indian Prairie Public Library District  
Consolidated Expenditures Report for October 2012**

Percent of Year: 33.00

	Oct 12	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
<b>CONTRACTUAL SERVICES</b>							
66100 · General Professional Services	7,605.83	17,488.78	98.25%	17,800.00	311.22	30,500.00	13,011.22
66200 · Credit Bureau	35.80	217.95	14.53%	1,500.00	1,282.05	1,500.00	1,282.05
66300 · Equipment-Maintenance Repair	939.31	1,221.61	15.27%	8,000.00	6,778.39	11,200.00	9,978.39
66900 · Fees - Bond Registrar	40.00	240.00	0.00%	500.00	260.00	0.00	-240.00
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>8,620.94</b>	<b>19,168.34</b>	<b>68.95%</b>	<b>27,800.00</b>	<b>8,631.66</b>	<b>43,200.00</b>	<b>24,031.66</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	8,847.00	60.60%	14,600.00	5,753.00	14,600.00	5,753.00
67200 · Bonding	0.00	1,930.00	96.50%	2,000.00	70.00	3,000.00	1,070.00
67300 · Officers & Directors Liability	1,000.00	1,000.00	100.00%	1,000.00	0.00	2,000.00	1,000.00
67400 · Umbrella Liability	0.00	3,283.00	60.80%	5,400.00	2,117.00	5,400.00	2,117.00
<b>TOTAL INSURANCE</b>	<b>1,000.00</b>	<b>15,060.00</b>	<b>65.48%</b>	<b>23,000.00</b>	<b>7,940.00</b>	<b>25,000.00</b>	<b>9,940.00</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	250.00	5,528.81	24.37%	22,685.00	17,156.19	24,000.00	18,471.19
68210 · Marketing Advertising	35.00	215.00	5.97%	3,600.00	3,385.00	5,000.00	4,785.00
68310 · Marketing Supplies	0.00	270.09	12.28%	2,200.00	1,929.91	4,000.00	3,729.91
68410 · Marketing-Information Printing	674.53	1,711.10	34.22%	5,000.00	3,288.90	7,500.00	5,788.90
68500 · Legal Notices	633.60	804.00	40.20%	2,000.00	1,196.00	2,000.00	1,196.00
68600 · Special Events	1,071.48	5,510.22	21.87%	25,200.00	19,689.78	30,000.00	24,489.78
<b>TOTAL PUBLIC INFORMATION</b>	<b>2,664.61</b>	<b>14,039.22</b>	<b>23.14%</b>	<b>60,685.00</b>	<b>46,645.78</b>	<b>72,500.00</b>	<b>58,460.78</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
89100 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	100,000.00
69200 · Bond Interest and Principal	0.00	0.00	0.00%	487,655.00	487,655.00	480,000.00	480,000.00
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
69900 · Contingency	795.49	7,655.61	86.55%	8,845.00	1,189.39	100,000.00	92,344.39
<b>TOTAL CAPITAL OUTLAY &amp; CONTINGENCY</b>	<b>795.49</b>	<b>7,655.61</b>	<b>1.54%</b>	<b>496,500.00</b>	<b>488,844.39</b>	<b>680,000.00</b>	<b>672,344.39</b>
<b>GRAND TOTAL</b>	<b>300,632.07</b>	<b>1,093,201.85</b>	<b>28.29%</b>	<b>3,863,672.00</b>	<b>2,770,470.15</b>	<b>4,368,700.00</b>	<b>3,275,498.15</b>

ACTION ON BILLS October 2012

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
General Checking		
Bills for Approval	43295 thru 43467	\$ 134,199.41
Salaries for October	35120 thru 35149	\$ 9,555.22
Direct Deposits	& 14509 thru 14663	\$ 100,443.43
	TOTAL	\$ 244,198.06
Additional Bills (Distributed at Board Meeting)	----- thru -----	
	MONTH'S TOTAL	\$ 244,198.06

# Indian Prairie Public Library District

## Check Register

October 1, 2012 through October 31, 2012

20

Type	Date	Num	Name	Amount
<b>10121 - Checking - JP Morgan Chase</b>				
Bill Pmt -Check	10/02/2012	43295	Accountemps	1,003.86
Bill Pmt -Check	10/02/2012	43296	Alarm Financial	60.00
Bill Pmt -Check	10/02/2012	43297	AudioGo	91.62
Bill Pmt -Check	10/02/2012	43298	Baker & Taylor	1,380.55
Bill Pmt -Check	10/02/2012	43299	Baker & Taylor (video)	372.23
Bill Pmt -Check	10/02/2012	43300	Bibliotheca ITG LLC	5,273.73
Bill Pmt -Check	10/02/2012	43301	Cabreana Audio Group	181.98
Bill Pmt -Check	10/02/2012	43302	Call One	739.29
Bill Pmt -Check	10/02/2012	43303	Center Point Large Print	86.28
Bill Pmt -Check	10/02/2012	43304	DAC	93.50
Bill Pmt -Check	10/02/2012	43305	DuPage County Public Works	93.53
Bill Pmt -Check	10/02/2012	43306	Gale	83.17
Bill Pmt -Check	10/02/2012	43307	Garvey's Office Products	47.64
Bill Pmt -Check	10/02/2012	43308	Groot Industries, Inc.	208.28
Bill Pmt -Check	10/02/2012	43309	Midwest Tape	1,039.69
Bill Pmt -Check	10/02/2012	43310	NCPERS Group Life	64.00
Bill Pmt -Check	10/02/2012	43311	P. J. Kenedy & Sons	26.95
Bill Pmt -Check	10/02/2012	43312	Quill	564.46
Bill Pmt -Check	10/02/2012	43313	Random House	195.00
Bill Pmt -Check	10/02/2012	43314	Recorded Books, LLC	144.37
Bill Pmt -Check	10/02/2012	43315	ScotPress Printing	195.99
Bill Pmt -Check	10/02/2012	43316	SFG Service Forms and Graphics, I	237.80
Bill Pmt -Check	10/02/2012	43317	The Mailbox Yearbook	39.95
Bill Pmt -Check	10/02/2012	43318	Wlosinski, Maria	13.88
Bill Pmt -Check	10/04/2012	43319	Accountemps	780.78
Bill Pmt -Check	10/04/2012	43320	Apple Books	3,638.58
Bill Pmt -Check	10/04/2012	43321	AudioGo	351.91
Bill Pmt -Check	10/04/2012	43322	Baker & Taylor	4,774.93
Bill Pmt -Check	10/04/2012	43323	Baker & Taylor (video)	551.65
Bill Pmt -Check	10/04/2012	43324	Bayscan Technologies	125.00
Bill Pmt -Check	10/04/2012	43325	City of Darien	50.00
Bill Pmt -Check	10/04/2012	43326	Colonial Life	47.32
Bill Pmt -Check	10/04/2012	43327	DEMCO	428.12
Bill Pmt -Check	10/04/2012	43328	Faronics Technologies USA Inc.	1,566.50
Bill Pmt -Check	10/04/2012	43329	Gale	106.36
Bill Pmt -Check	10/04/2012	43330	Garvey's Office Products	76.85
Bill Pmt -Check	10/04/2012	43331	German, Bill	300.00
Bill Pmt -Check	10/04/2012	43332	Illinois Liquor Control Commission	25.00
Bill Pmt -Check	10/04/2012	43333	Investor's Business Daily	329.00
Bill Pmt -Check	10/04/2012	43334	JavaSmart USA LLC	110.84
Bill Pmt -Check	10/04/2012	43335	Midwest Tape	781.22
Bill Pmt -Check	10/04/2012	43336	Palmisano, Stacy.	12.21
Bill Pmt -Check	10/04/2012	43337	Phillip's Interior Plants	215.00
Bill Pmt -Check	10/04/2012	43338	Random House	86.21
Bill Pmt -Check	10/04/2012	43339	Recorded Books, LLC	951.98
Bill Pmt -Check	10/04/2012	43340	Scholastic Library	304.20

# Indian Prairie Public Library District Check Register

21

October 1, 2012 through October 31, 2012

Type	Date	Num	Name	Amount
Bill Pmt -Check	10/04/2012	43341	The McGraw-Hill Companies	2,918.12
Bill Pmt -Check	10/04/2012	43342	West Payment Center	48.58
Liability Check	10/11/2012	43343	Nationwide Retirement	610.00
Liability Check	10/11/2012	43344	Vantagepoint	975.00
Liability Check	10/11/2012	43345	Adler & Associates	35.22
Bill Pmt -Check	10/11/2012	43346	Accountemps	966.68
Bill Pmt -Check	10/11/2012	43347	Apple Books	156.16
Bill Pmt -Check	10/11/2012	43348	AudioGo	148.24
Bill Pmt -Check	10/11/2012	43349	Aurico	85.00
Bill Pmt -Check	10/11/2012	43350	Baker & Taylor	4,597.32
Bill Pmt -Check	10/11/2012	43351	Baker & Taylor (video)	1,607.57
Bill Pmt -Check	10/11/2012	43352	Branham, Liz	24.00
Bill Pmt -Check	10/11/2012	43353	Cannon Business Solutions	687.27
Bill Pmt -Check	10/11/2012	43354	Center Point Large Print	86.88
Bill Pmt -Check	10/11/2012	43355	Cochran, Judith	90.00
Bill Pmt -Check	10/11/2012	43356	Cosmopolitan Building Services	4,775.00
Bill Pmt -Check	10/11/2012	43357	Current Technologies	12,616.77
Bill Pmt -Check	10/11/2012	43358	DEMCO	348.75
Bill Pmt -Check	10/11/2012	43359	Diverse Media, Inc.	76.89
Bill Pmt -Check	10/11/2012	43360	Ellison Educational Equipment, Inc.	224.00
Bill Pmt -Check	10/11/2012	43361	Gale	270.09
Bill Pmt -Check	10/11/2012	43362	Garvey's Office Products	83.98
Bill Pmt -Check	10/11/2012	43363	Gaylord Bros., Inc.	229.30
Bill Pmt -Check	10/11/2012	43364	Highsmith	19.30
Bill Pmt -Check	10/11/2012	43365	Image Systems	252.04
Bill Pmt -Check	10/11/2012	43366	Ingram Library Services	8.38
Bill Pmt -Check	10/11/2012	43367	JanWay Company USA, Inc.	558.00
Bill Pmt -Check	10/11/2012	43368	Kapco	471.36
Bill Pmt -Check	10/11/2012	43369	Kline, Cindy	13.20
Bill Pmt -Check	10/11/2012	43370	Kroeschell Service	860.63
Bill Pmt -Check	10/11/2012	43371	LACONI-RASS	15.00
Bill Pmt -Check	10/11/2012	43372	LIMRICC	1,000.00
Bill Pmt -Check	10/11/2012	43373	Midwest Tape	887.75
Bill Pmt -Check	10/11/2012	43374	Random House	219.96
Bill Pmt -Check	10/11/2012	43375	Rogers Vending	75.00
Bill Pmt -Check	10/11/2012	43376	Salgado, Andrew	400.00
Bill Pmt -Check	10/11/2012	43377	Sebert Landscaping	697.00
Bill Pmt -Check	10/11/2012	43378	Sergiyenko, Gennady	50.00
Bill Pmt -Check	10/11/2012	43379	Siebert Enterprises	60.00
Bill Pmt -Check	10/11/2012	43380	Speciality Mat Service	89.80
Bill Pmt -Check	10/11/2012	43381	Weston Woods Studios	59.90
Bill Pmt -Check	10/11/2012	43382	Wolper Information Services	382.20
Bill Pmt -Check	10/11/2012	43383	Zabel, Brian & Associates, PC	2,850.00
Bill Pmt -Check	10/20/2012	43384	Accountemps	288.15
Bill Pmt -Check	10/20/2012	43385	Affordable Library Products	316.38
Bill Pmt -Check	10/20/2012	43386	Baker & Taylor	2,751.50
Bill Pmt -Check	10/20/2012	43387	Baker & Taylor (video)	744.64

# Indian Prairie Public Library District

## Check Register

October 1, 2012 through October 31, 2012

22

Type	Date	Num	Name	Amount
Bill Pmt -Check	10/20/2012	43388	Bukovac, Jamie	183.06
Bill Pmt -Check	10/20/2012	43389	Call One	724.90
Bill Pmt -Check	10/20/2012	43390	Carlson, Elizabeth	100.00
Bill Pmt -Check	10/20/2012	43391	Case Lots Inc.	831.00
Bill Pmt -Check	10/20/2012	43392	Center Point Large Print	22.17
Bill Pmt -Check	10/20/2012	43393	Constellation	3,688.25
Bill Pmt -Check	10/20/2012	43394	Current Technologies	6,000.00
Bill Pmt -Check	10/20/2012	43395	DEMCO	614.18
Bill Pmt -Check	10/20/2012	43396	Fox Valley Fire & Security	280.00
Bill Pmt -Check	10/20/2012	43397	Gale	137.55
Bill Pmt -Check	10/20/2012	43398	Garvey's Office Products	476.35
Bill Pmt -Check	10/20/2012	43399	Grainger	78.40
Bill Pmt -Check	10/20/2012	43400	Groot Industries, Inc.	208.28
Bill Pmt -Check	10/20/2012	43401	Hayman, Ruth	170.84
Bill Pmt -Check	10/20/2012	43402	Hinsdale South High School	45.00
Bill Pmt -Check	10/20/2012	43403	Hinsdale South High School Stinger	70.00
Bill Pmt -Check	10/20/2012	43404	Illinois Secretary of State	10.00
Bill Pmt -Check	10/20/2012	43405	Illinois State Historical Society	50.00
Bill Pmt -Check	10/20/2012	43406	Ingram Library Services	11.28
Bill Pmt -Check	10/20/2012	43407	Lincoln National Life	74.08
Bill Pmt -Check	10/20/2012	43408	Mason Crest Publishers	304.27
Bill Pmt -Check	10/20/2012	43409	Midwest Tape	285.68
Bill Pmt -Check	10/20/2012	43410	Myers-Briggs	30.00
Bill Pmt -Check	10/20/2012	43411	OverDrive	888.75
Bill Pmt -Check	10/20/2012	43412	PitneyBowes	165.00
Bill Pmt -Check	10/20/2012	43413	Quill	426.63
Bill Pmt -Check	10/20/2012	43414	Random House	142.75
Bill Pmt -Check	10/20/2012	43415	Recorded Books, LLC	474.00
Bill Pmt -Check	10/20/2012	43416	REID Services	<b>VOID-Replaced w/43447</b>
Bill Pmt -Check	10/20/2012	43417	Rubberdisc	510.50
Bill Pmt -Check	10/20/2012	43418	Scholastic Library	400.08
Bill Pmt -Check	10/20/2012	43419	ScotPress Printing	189.93
Bill Pmt -Check	10/20/2012	43420	Stovall, Ann	200.48
Bill Pmt -Check	10/20/2012	43421	SWAN	15,641.60
Bill Pmt -Check	10/20/2012	43422	Unique Management	35.80
Bill Pmt -Check	10/20/2012	43423	VISOgraphic	445.75
Bill Pmt -Check	10/20/2012	43424	West Payment Center	48.58
Bill Pmt -Check	10/20/2012	43425	Wordinger, Debra	166.29
Liability Check	10/25/2012	43426	Adler & Associates	35.22
Liability Check	10/25/2012	43427	Nationwide Retirement	610.00
Liability Check	10/25/2012	43428	Vantagepoint	975.00
Bill Pmt Check	10/25/2012	43429	Accountemps	641.36
Bill Pmt Check	10/25/2012	43430	Bank of America	4,944.47
Bill Pmt Check	10/25/2012	43431	BCBS	7,035.75
Bill Pmt Check	10/25/2012	43432	CM Financial Corporation	99.00
Bill Pmt Check	10/25/2012	43433	Comcast	126.90
Bill Pmt Check	10/25/2012	43434	Guardian	474.37

# Indian Prairie Public Library District

23

## Check Register

October 1, 2012 through October 31, 2012

Type	Date	Num	Name	Amount
Bill Pmt Check	10/25/2012	43435	Joynt, Sarah	210.69
Bill Pmt Check	10/25/2012	43436	LACONi	26.00
Bill Pmt Check	10/25/2012	43437	LACONiCSS	15.00
Bill Pmt Check	10/25/2012	43438	LACONIOPP	16.00
Bill Pmt Check	10/25/2012	43439	OverDrive	85.00
Bill Pmt Check	10/25/2012	43440	Palmisano, Stacy.	12.21
Bill Pmt Check	10/25/2012	43441	Peregrine, Stime, Newman, Ritzma	990.00
Bill Pmt Check	10/25/2012	43442	Runco	653.91
Bill Pmt Check	10/25/2012	43443	Sebert Landscaping	200.00
Bill Pmt Check	10/25/2012	43444	Seton Identification Products	59.88
Bill Pmt Check	10/25/2012	43445	SunTimes Media	633.60
Bill Pmt Check	10/25/2012	43446	VSP Vision	68.09
Bill Pmt Check	10/20/2012	43447	Reid, Richard J.	420.00
Bill Pmt Check	10/30/2012	43448	Adult Reading Round Table	10.00
Bill Pmt Check	10/30/2012	43449	AudioGo	575.82
Bill Pmt Check	10/30/2012	43450	Baker & Taylor	4,017.28
Bill Pmt Check	10/30/2012	43451	Baker & Taylor (video)	1,081.14
Bill Pmt Check	10/30/2012	43452	Cabreana Audio Group	92.37
Bill Pmt Check	10/30/2012	43453	Colonial Life	47.32
Bill Pmt Check	10/30/2012	43454	Eriksen, Jody	175.00
Bill Pmt Check	10/30/2012	43455	Gale	188.73
Bill Pmt Check	10/30/2012	43456	Garvey's Office Products	196.15
Bill Pmt Check	10/30/2012	43457	Heritage House Florist	59.99
Bill Pmt Check	10/30/2012	43458	LIMRiCC	811.25
Bill Pmt Check	10/30/2012	43459	Midwest Tape	428.65
Bill Pmt Check	10/30/2012	43460	Modern Gaelic Productions	50.00
Bill Pmt Check	10/30/2012	43461	NCPERS Group Life	80.00
Bill Pmt Check	10/30/2012	43462	OverDrive	525.68
Bill Pmt Check	10/30/2012	43463	Random House	149.92
Bill Pmt Check	10/30/2012	43464	Recorded Books, LLC	316.84
Bill Pmt Check	10/30/2012	43465	ScotPress Printing	247.55
Bill Pmt Check	10/30/2012	43466	TV Weekly	39.00
Bill Pmt Check	10/30/2012	43467	Wolper Information Services	60.42

Total 10121 - Checking - JP Morgan Chase

134,199.41

TOTAL

134,199.41

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

## October 2012

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	10/12/2012	16,593.40
EFTPS-State	Payroll taxes	10/12/2012	3,309.62
EFTPS-Federal	Payroll taxes	10/26/2012	16,802.28
EFTPS-State	Payroll taxes	10/26/2012	3,257.08
AT&T	Telecommunications	10/12/2012	438.53
Nicor	Gas	10/16/2012	408.31
IMRF	Payroll Pension	10/26/2012	18,330.00
US Bank	Credit Card Fee	10/03/2012	188.07
Hinsdale Bank	Fee-Direct Deposit	10/04/2012	20.00



25

**Indian Prairie Public Library District**  
**Check Register**

November 1, 2012 through November 21, 2012

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
<b>10121 - Checking - JP Morgan Chase</b>				
Bill Pmt Check	11/06/2012	43468	Affordable Library Products	336.16
Bill Pmt Check	11/06/2012	43469	Alternative Energy Solutions, Ltd.	359.00
Bill Pmt Check	11/06/2012	43470	American Library Association	53.10
Bill Pmt Check	11/06/2012	43471	AudioGo	127.98
Bill Pmt Check	11/06/2012	43472	Baker & Taylor	6,906.14
Bill Pmt Check	11/06/2012	43473	Baker & Taylor (video)	267.88
Bill Pmt Check	11/06/2012	43474	Branham, Liz	12.83
Bill Pmt Check	11/06/2012	43475	Bukovac, Jamie	56.63
Bill Pmt Check	11/06/2012	43476	Cochran, Judith	36.63
Bill Pmt Check	11/06/2012	43477	Consumers' Checkbook	150.00
Bill Pmt Check	11/06/2012	43478	Cook County Clerk	10.00
Bill Pmt Check	11/06/2012	43479	Cosmopolitan Building Services	4,775.00
Bill Pmt Check	11/06/2012	43480	CSAAGSI	31.00
Bill Pmt Check	11/06/2012	43481	DAC	93.50
Bill Pmt Check	11/06/2012	43482	Darien Police Department	100.00
Bill Pmt Check	11/06/2012	43483	DEMCO	108.46
Bill Pmt Check	11/06/2012	43484	Image Systems	557.89
Bill Pmt Check	11/06/2012	43485	Ingram Library Services	9.03
Bill Pmt Check	11/06/2012	43486	Innovation Experts	275.00
Bill Pmt Check	11/06/2012	43487	LACONI	100.00
Bill Pmt Check	11/06/2012	43488	LACONiCSS	30.00
Bill Pmt Check	11/06/2012	43489	LACONIRASS	15.00
Bill Pmt Check	11/06/2012	43490	LACONIYSS	60.00
Bill Pmt Check	11/06/2012	43491	Legacy Girls	500.00
Bill Pmt Check	11/06/2012	43492	Michalak, Ellen	268.00
Bill Pmt Check	11/06/2012	43493	Midwest Tape	443.44
Bill Pmt Check	11/06/2012	43494	OverDrive	469.95
Bill Pmt Check	11/06/2012	43495	Phillip's Interior Plants	215.00
Bill Pmt Check	11/06/2012	43496	Quill	234.96
Bill Pmt Check	11/06/2012	43497	Random House	296.21
Bill Pmt Check	11/06/2012	43498	Rogers Vending	75.00
Bill Pmt Check	11/06/2012	43499	Runco	46.72
Bill Pmt Check	11/06/2012	43500	Speciality Mat Service	89.80
Bill Pmt Check	11/06/2012	43501	SWAN	15,523.84
Bill Pmt Check	11/06/2012	43502	Willowbrook/Burr Ridge Chamberof	185.00
Liability Check	11/08/2012	43503	Adler & Associates	35.22
Liability Check	11/08/2012	43504	Nationwide Retirement	610.00
Liability Check	11/08/2012	43505	Vantagepoint	975.00
Bill Pmt Check	11/08/2012	43506	Petty Cash	186.30
Bill Pmt Check	11/15/2012	43507	LACONI	15.00
Bill Pmt Check	11/17/2012	43508	AT&T	<b>VOID-Direct Debit 11/12/12</b>
Bill Pmt Check	11/17/2012	43509	Apple Books	18.44
Bill Pmt Check	11/17/2012	43510	Aurico	25.00
Bill Pmt Check	11/17/2012	43511	Baker & Taylor	6,432.97
Bill Pmt Check	11/17/2012	43512	Baker & Taylor (video)	1,578.32
Bill Pmt Check	11/17/2012	43513	Birmingham, Laura	69.80

26

**Indian Prairie Public Library District**  
**Check Register**  
**November 1, 2012 through November 21, 2012**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	11/17/2012	43514	Cabreana Audio Group	181.98
Bill Pmt Check	11/17/2012	43515	Center Point Large Print	130.02
Bill Pmt Check	11/17/2012	43516	DEMCO	402.16
Bill Pmt Check	11/17/2012	43517	Fox Valley Fire & Security	145.00
Bill Pmt Check	11/17/2012	43518	Frank Electric Co.	649.00
Bill Pmt Check	11/17/2012	43519	Gale	367.87
Bill Pmt Check	11/17/2012	43520	Garvey's Office Products	84.32
Bill Pmt Check	11/17/2012	43521	Gaylord Bros., Inc.	199.00
Bill Pmt Check	11/17/2012	43522	Grainger	470.40
Bill Pmt Check	11/17/2012	43523	Groot Industries, Inc.	252.32
Bill Pmt Check	11/17/2012	43524	JavaSmart USA LLC	105.03
Bill Pmt Check	11/17/2012	43525	Kroeschell Service	523.50
Bill Pmt Check	11/17/2012	43526	Midwest Tape	368.28
Bill Pmt Check	11/17/2012	43527	OverDrive	286.68
Bill Pmt Check	11/17/2012	43528	PC Mall	60.82
Bill Pmt Check	11/17/2012	43529	Quill	577.02
Bill Pmt Check	11/17/2012	43530	Random House	133.75
Bill Pmt Check	11/17/2012	43531	Record Information Services, Inc.	769.00
Bill Pmt Check	11/17/2012	43532	Recorded Books, LLC	1,313.52
Bill Pmt Check	11/17/2012	43533	Rogers Vending	411.01
Bill Pmt Check	11/17/2012	43534	Sebert Landscaping	1,297.00
Bill Pmt Check	11/17/2012	43535	Suburban Life Media	42.00
Bill Pmt Check	11/17/2012	43536	SunTimes Media	19.20
Bill Pmt Check	11/17/2012	43537	Unique Management	107.40
Bill Pmt Check	11/17/2012	43538	Wordinger, Debra	108.00
Liability Check	11/21/2012	43539	Adler & Associates	35.22
Liability Check	11/21/2012	43540	Nationwide Retirement	610.00
Liability Check	11/21/2012	43541	Vantagepoint	975.00
Bill Pmt Check	11/21/2012	43542	American Library Association	53.10
Bill Pmt Check	11/21/2012	43543	AudioGo	78.42
Bill Pmt Check	11/21/2012	43544	Baker & Taylor	2,386.95
Bill Pmt Check	11/21/2012	43545	Baker & Taylor (video)	293.20
Bill Pmt Check	11/21/2012	43546	BCBS	7,891.69
Bill Pmt Check	11/21/2012	43547	Birmingham, Laura	33.73
Bill Pmt Check	11/21/2012	43548	Bittman, Bridget	530.00
Bill Pmt Check	11/21/2012	43549	Case Lots Inc.	771.05
Bill Pmt Check	11/21/2012	43550	DuPage County Public Works	1,385.11
Bill Pmt Check	11/21/2012	43551	Gale	92.76
Bill Pmt Check	11/21/2012	43552	Lincoln National Life	83.34
Bill Pmt Check	11/21/2012	43553	Midwest Tape	294.63
Bill Pmt Check	11/21/2012	43554	OverDrive	167.90
Bill Pmt Check	11/21/2012	43555	Random House	138.75
Bill Pmt Check	11/21/2012	43556	Recorded Books, LLC	415.35
Bill Pmt Check	11/21/2012	43557	Sheehan, Debbie	49.47
Bill Pmt Check	11/21/2012	43558	The Risk Management Association	330.00
Bill Pmt Check	11/21/2012	43559	United States Postal Service	1,679.80
Bill Pmt Check	11/21/2012	43560	West Payment Center	48.58

29

**Indian Prairie Public Library District**  
**Check Register**  
November 1, 2012 through November 21, 2012

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	11/21/2012	43561	Asimakopoulos, Jennifer	23.92
Bill Pmt Check	11/21/2012	43562	USA Today	195.00

Total 10121 - Checking - JP Morgan Chase

70,332.45

**TOTAL**

70,332.45

**2013 Days Closed**

New Year's Day	Tuesday, January 1, 2013
Easter	Sunday, March 31, 2013
Staff Institute	Friday, April 26, 2013
Memorial Day Sunday	Sunday, May 26, 2013
Memorial Day	Monday, May 27, 2013
Independence Day	Thursday, July 4, 2013
Labor Day Sunday	Sunday, September 1, 2013
Labor Day	Monday, September 2, 2013
DarienFest	Friday, September 6, 2013 (closed from 6 p.m. to 9 p.m.)
DarienFest	Saturday, September 7, 2013 (closed from 1 p.m. to 5 p.m.)
DarienFest	Sunday, September 8, 2013
Thanksgiving	Thursday, November 28, 2013
Christmas Eve	Tuesday, December 24, 2013
Christmas Day	Wednesday, December 25, 2013
New Year's Eve	Tuesday, December 31, 2013

Approved \_\_\_\_\_

Ordinance No. 2012-8

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

ORDINANCE DIRECTING COUNTY CLERK AS TO PTELL REDUCTION  
(Tax Cap Allocation)

WHEREAS, the Indian Prairie Public Library District (Library District) must file on or before December 25, 2012 its Levy Ordinance for the 2012-2013 fiscal year (Levy); and

WHEREAS, the Library District's Levy may be subject to the Property Tax Extension Limitation Law (PTELL) (tax cap); and

WHEREAS, the Cook County Clerk has advised the Library District that, in the event the Library District's Levy is subject to reduction pursuant to PTELL, the reduction will be accomplished in one of two ways, i.e.:

- Option 1. The County Clerk will reduce each Preliminary Tax Rate proportionally, i.e., by applying the same reduction percentage to each Levy category;
- Option 2. The County Clerk will reduce the Levy amounts as directed by the Library District pursuant to Library District Ordinance;

WHEREAS, if the Library District selects Option 2, the County Clerk requests that the Library District file its Ordinance with its Levy thereby enabling the County Clerk to process the Library District's reduction request at the time of preparation of the County Clerk's Levy Edit Report/Agency Tax Rate Report.

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

Section 1: The Cook County Clerk shall allocate the amount of any reduction in the Levy (the reduction resulting from PTELL) proportionally to the I.M.R.F., Social Security, Liability Insurance and Library Building and Sites Funds.

Section 2: The Board Secretary shall timely file a certified copy of this Ordinance with the Cook County Clerk.

Section 3: This Ordinance shall be in full force and effect from and after its passage and approval.

Adopted this 28th day of November, 2012.

AYES:

NAYS:

ABSENT:

---

Crystal Megaridis, President

ATTEST:

---

Victoria Suriano, Secretary

Indian Prairie Public Library  
Communications Committee Minutes  
October 30, 2012

Called to order 6:00 p.m.

Roll call: L. Spiros, M. Krupicka, J. Bukovac, C. Cigler

The group discussed key topics of information that should be shared with the community relative to the library's finances. These include the library's revenues, how the library spends its money, how the library saves money, the capital replacement plan and the building bond.

Adjourned 7:15 p.m.

## Director's Report November 2012

### Agenda

You may notice that health insurance is not on the agenda this month. This is because our rate actually went down 1.5%! I had budgeted 10% so we'll see some savings there. On the omnibus is the 2013 closing calendar which includes the staff institute day on April 26. Ann Stovall will demonstrate some of the apps that are on the library's website and Monica Dzierzbicki will give you an update on the Youth Services Department. An end-of-year report on the strategic plan is included in the packet.

### December Board Meeting

Crystal will be inquiring if you would like to cancel the December meeting. There is nothing pending for December that needs to be attended to.

### 2013-2014 Strategic Plan

As we finish up the first year of our strategic plan it is time to look ahead to the next two years. The department heads and I have spent a lot of time reading, attending workshops and talking about what is happening in our society and in libraries. Department heads have also been getting input from their staff as to the direction they think we should go. Crystal and I are planning on a joint meeting with the department heads at the January board meeting. I'll be giving you some reading materials to bring you up-to-date on what libraries are talking about these days. The staff believe that our core initiatives are good but that the actions may need to be changed or enhanced.

### Library Visits

In the ongoing quest to stay up to date and scan what is happening in libraries, I and the department heads plus Dave Bunn and Jennifer Asimakopoulos will be visiting the Barrington Library and the ELA Library to see their digital media labs plus tour their libraries and will be visiting the Glen Ellyn Library to see their 3-D printer. Ann, Dave and I have also visited the Mokena Library to see the technology they've provided in their youth department.

### Technology

Be sure to visit the new "Tech Bar" across from the Ask Us desk on the first floor. Suzy Deucher set this up to provide patrons the opportunity to try e-readers prior to purchasing. We are featuring a Sony Reader, Nook Color, Kindle and Kindle Fire. I'd like to see us rotate out the equipment every so often so patrons can try other types of technology as well.

### RAILS

It has been announced that Dee Brennan will be the new Director of RAILS. Dee is currently the director at Oak Park Public Library. Dee has a lot of great ideas and previous experience as a system director in Massachusetts so I think this is a good choice. Also RAILS received their final monies for FY12 and have actually received the first payment on FY13 so that is very good news.



## Staff

I held a retreat with the administration staff to talk about how they view their responsibilities and as part of that discussion we created an administration mission statement that we feel supports the library's mission, vision and brand as well as all of our responsibilities. This was a great exercise because we are the department that has the most diverse range of jobs and creating the mission was a way of seeing how we all work toward the same end. Our mission is: Administration – Providing a foundation of support for patrons, trustees and staff.

Recognizing that all of our staff have great ideas I brainstormed with the department heads as to how we could capture those ideas. We came up with the idea of soliciting those ideas through a monthly question and Debbie Sheehan volunteered to take the lead in developing the project.

We're using the theme of Connecting Ideas and Debbie, Cris and Theresa created a puzzle piece theme. The question will be posted on the bulletin board outside the staff room and in Catch the Wave. We're asking staff to take a chance, go out on a limb, and think creatively, because their suggestions will be posted, anonymously, to the bulletin board. Once the suggestions are on the board, staff members are encouraged to "like" a suggestion by placing a post-it note with their name on the suggestion. All suggestions will go into a monthly drawing for one of these items:

- \$5 IPPL bucks
- Five bookplates with your name
- 5 free cups of coffee
- IPPL ornament
- Wear jeans for a day

If a staff member's idea is implemented, they'll get a lapel pin in the shape of a puzzle piece in recognition and all ideas implemented will be announced at our staff institute and in the Catch the Wave. The first question is "What are your ideas to improve Staff Institute Day."

Our workers' compensation insurance carrier CNA has been here twice – once to observe staff at their desks and a second time to do a presentation on ergonomics when using a computer. This will be a project for January and February to make some small changes to work stations to help with staff ergonomics.

Security Monitor Elliot Egger will be resigning to take another job on December 5. Mary Beth Cano will be resigning for personal reasons November 30.

## Meetings and Workshops

Oct 15	Makerspace webinar
Oct 15	One-on-one with Laura
Oct 16	One-on-one with Ann
Oct 17	Makerspace webinar
Oct 17	Board meeting
Oct 18	Department Heads meeting
Oct 19	SWAN Board meeting
Oct 23	One-on-one with Debbie S.
Oct 23	CNA presentation on ergonomics

Oct 24 One-on-one with Laura  
Oct 25 Lead the Change workshop  
Oct 30 Department Heads meeting  
Oct 30 Board Communication Committee meeting  
Oct 31 One-on-one with Debbie W.  
Nov 1 One-on-one with Ann  
Nov 2 One-on-one with Monica  
Nov 6 One-on-one with Debbie S  
Nov 6 One-on-one with Monica  
Nov 6 Computer Services staff meeting  
Nov 7 One-on-one with Laura  
Nov 7 Webinar on the "elusive non-user"  
Nov 13 SWAN Members meeting  
Nov 13 One-on-one with Debbie W.  
Nov 15 Webinar on health insurance requirements  
Nov 16 SWAN Board meeting  
Nov 19 Makerspace webinar  
Nov 19 One-on-one with Ann  
Nov 20 Department Heads meeting  
Nov 20 Administration Staff meeting

Jamie Bukovac, Director

## Assistant Director's Report November 2012

### Building and Grounds:

The landscape bed sprinkler system and the Reading Garden Fountain have been turned off for the winter.

The snow blower is tuned up and ready for snow (which is hopefully months from now.)

It is illegal for businesses to dispose of bulbs and I have been trying to find a place to recycle them. I found "AirCycle" in Lisle who will take our burnt-out T8 and CFL bulbs and recycle them for an affordable fee.

### Chan Concerts:

The Legacy Girls performed as the Andrews Sisters on Sunday, November 11<sup>th</sup>. Unfortunately, the power was out from 1pm until 3:30pm. And fortunately, thanks to our easy going performers and a battery powered CD player, we were still able to go ahead with the concert. We had over 150 people in attendance (despite the fact the power was out!) and everyone loved the show.

Cindy Kline has been helping me plan the 2013 Chan Concert season. We have booked a group of Irish dancers and a bagpipe player for March and opera singers for a Big Read/Chan program in April.

### COD Intern:

Jackie, our COD Intern finished her 75 hour practicum with us on November 13<sup>th</sup>. Jackie enjoyed her time with us so much that she is staying on as a volunteer! Jackie has great computer skills and has been a big help on projects so staff is glad that she will be sticking around.

### Tech Tutors:

Tech Tutor volunteers can choose to help out in our computer classes or with on-on-one training (or both). Once they apply, I interview them and then ask them to help out in one of the many IPPL computer classes. Once they have assisted in a class and we have seen they have the adequate computer and people skills needed, they are added to a Tech Tutor database.

I am building a database of the tutors that includes their availability by days of the week and times of day, their areas of expertise (software applications and equipment) and how many students they wish to take on at one time. (On a side note: I am happy to report that two of our wonderful instructors, Sandi Trapp and Rich Ried, have volunteered to be Tech Tutors which works perfectly for computer class follow-up sessions.)

The staff has a form to fill out for when patrons ask for assistance. The need for one-on-one is highest after classes are held when people want to strengthen their knowledge of what was learned in the class. Once I receive the form, I scan the database to find the tutor that best meets their needs and the schedule. We have made it a requirement that they have attended one of the IPPL computer classes as the Tech Tutor program supplements the classes, it is not intended that they replace the classes. I contact the Tech Tutor and give them the name and phone number of the person requesting assistance and they contact the student themselves and arrange the meeting. Tutoring sessions are held in a library study room.

As we approach the close of the fourth month of one-on-one tutoring, here are some numbers: In August, 2 Tech Tutors spent 4 ½ hours with 2 students. In September, 6 tutors spent 12 hours with 6 students. In October, 5 tutors met with 5 students for a total of 14 hours. (I will report on November in my December report.)

Overall, I am excited to see how the program is developing! I will keep you posted as our number of Tech Tutors grow.

**Marketing:**

Cris' September and October marketing reports are attached.

**Meetings & Desk Time:**

10/18 Kids and Teens Desk (4 hours)  
10/18 Department Head Meeting  
10/23 Ergonomics Training  
10/23 Reference Desk (4 hours)  
10.23 Reference Meeting  
10/24 Kids and Teens (2 ½ hours)  
10/24 One-on-one with Jamie  
10/25 Kids and Teens (4 hours)  
10/25 Reference Desk (1 hour)  
10/30 Department Head Meeting  
10/31 Reader's Services meeting  
11/7 One-on-one with Jamie  
11/7 Webinar: MakerSpaces  
11/8 Kids and Teens (2 hours)  
11/11 Chan Concert  
11/14 Reference Desk (2 hours)  
11/15 Kids and Teens (2 hours)  
11/16 LACONI: Library as Community Space @ Skokie PL  
11/19 Webinar: Maker Spaces  
11/20 Department Head Meeting  
11/20 Admin Retreat  
11/21 Reference Desk (2 hours)  
11/27 Library Visits  
11/28 Board Meeting

Submitted by:



Laura Birmingham

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

### **National Library Card Signup Month**

Our users enjoyed the September promotion and the drawing jars were filled with names every day. Final report: new cardholders 356 compared to 255 last year – a 39% increase. The first 200 new cardholders received gift bags with a \$1 off fines coupon, bookmark, IPPL cup, IPPL pen and notepad, and an IPPL magnet clip. I called prize winners for every day we were open in September and they were all thrilled!

### **eNews**

Regularly scheduled 3-newsletters were sent out in September and October.

#### **September 11, 2012**

Sent 12,620 with 20.5% open rate (2547 opens) and a 7.8% click rate (199 clicks).

Breakdown of clicks:

- 54 catalog (World Trade Center)
- 41 on Flickr (school days)
- 24 Book Browse
- 22 on calendar
- 25 on K. Michaels Band

#### **September 25**

Sent 12,590 with a 19.1% open rate (2367 opens) and a 9.5% click rate (224 clicks).

Breakdown on clicks:

- 46 clicks on brick purchase
- 40 clicks on sign up for book alerts
- 37 clicks on interactive newsletter
- 33 clicks on calendar

#### **October 9, 2012**

Sent 12,554 with a 17% open rate (2,094) and a 6.3% click rate (131 clicks)

- 19 clicks on "All Time Faves"
- 18 clicks on registration for genealogy event
- 18 clicks on Halloween mysteries
- 18 clicks on brick purchase

#### **October 23, 2012**

Sent 12,536 with open rate of 18.6% (2269) and click rate of 6.9% (156)

- 45 clicks on investments page
- 37 clicks on calendar
- 31 clicks on ghost movies

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

**Special Promotions – Databases**

Book Browse and NoveList will be our featured databases for the next several months.

**E-books**

Also working on promoting e-books and e-readers. We've added signs on the tables in adult services notifying people that we have e-books; we tried an A-frame display, but saw no increase in e-book checkouts, but I think that needed more time. We're planning a section devoted to e-books in the next newsletter.

**Enhancing the community**

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

For the first time, we're going to serve as a drop-off site for the Willowbrook/Burr Ridge Chamber's Giving Tree project. We're doing this in tandem with TAB's Giving Tree.

The Big Read Committee has been meeting and I will be chairing the Publicity Committee.

I'm also serving on the social media committee.

The fall newsletter was distributed to the villages and apartment/condo complexes. The non-resident mailing and the mailing to clubs, elected officials and schools was done.

**Fostering life-long learning**

**The library offers residents - of all ages - materials and programs that enhance personal, professional and educational growth as well as opportunities to explore topics of interest.**

**Other:**

In October, I made a presentation, with Debbie Wordinger, on movie advisory for the annual ILA convention. It was very well received and several attendees said we presented them with resources they did not know about.

During the convention, the ILA Marketing Committee met and discussed the ILA Marketing Blog. The new blog is up and running and we have a very long list of guest bloggers. The content, thus far, has been great. Visit the site at [librariesmatter.wordpress.com](http://librariesmatter.wordpress.com).

I've written a guest post about marketing our databases that should be published in November sometime.

The committee also decided that we would not resurrect Library Snapshot Day. Overall, the committee felt that the initial event didn't have the impact ILA hoped for, it wasn't done the second year and several libraries felt they couldn't even participate because they were switching to another system in April. The committee had been charged, by ILA's president, to achieve one thing over the course of the year. We want to focus on enlivening the marketing blog, which we feel will be of use to all libraries throughout the state.

In other marketing news, the former MLS Marketing Group continues to meet and is scheduled to present a program at a Laconi meeting in March 2013. The title of the presentation is "Fifty Shade of Marketing." Several members of our group will be presenting. We've reached out to the NSLS Marketing Group and spoken to RAILS about consolidating our efforts. RAILS has given us permission to use the name RAILS Marketing Group as long as the former NSLS group is on board. We're also attempting to bring in the DuPage marketing group.

**Miscellaneous**

Local outlets aren't publicizing library events like they used to, so one of the ways we're trying to get the word out about programs is using a monthly half-page calendar that Cindy Kline is handing out at her programs.

Debbie Sheehan has been charged with developing a board to generate staff ideas and Theresa and I are working with her to develop a theme and a look for this ongoing effort.

The style manual is being updated.

**Ongoing**

- Program flyers
- Catch the Wave and eNews
- FB and Twitter posts.
- Gathering and using testimonials

Christine Cigler  
Marketing Coordinator  
November 14, 2012

**TECHNICAL & COMPUTER SERVICES (CS) MONTHLY REPORT  
October 11 - November 19, 2012**

Projects & Goals

- Digital Floor Plan was upgraded to Windows 8 which improved the touch response.
- Enhanced catalogs were enhanced to integrate access to new materials, staff reviews, and programs and the look and navigation matches our Web site. (Strategic Plan: Enhance the catalog to highlight popular materials.
- Google is in the process of creating an indoor map of the library at no charge. They surveyed the library on November 12. The indoor map could take up to 6 months before it is available to view on the Web and on an Android phone.
- Dave configured and put our iMac for public use, presented it at the Kids & Teens department meeting and created procedures. Thanks to the Library Foundation for funding this project.
- Upgraded public computer reservation and printing software making it easier and more noticeable for users to manage their time.

Statistics

**Print Center:** October (Does not include wireless printing)

Printer Area	Service Type	B & W Printer	Color Printer
1 <sup>st</sup> floor Print Center	Adult	\$744.80	\$191.00
2 <sup>nd</sup> floor Print Center	Youth	\$45.40	\$38.00

**SWAN:** October database contributions – Created 321 and modified 527 bibliographic pre-cataloging records.

Personnel, Professional Development, Meetings, Desk time, & Instruction

- Computer Services had two meetings to discuss and discover how to best improve communication, roles, and to be empowered within the department. We also worked through the job descriptions to discuss our ultimate responsibilities.
- All staff worked with Jackie from COD on all aspects of Technical Services – Approx. 18 hours
- October 17 – Geri attended RDA workshop at RAILS, 1:30 – 3
- October 17 – Diane trained Martha on entering Magazines in SWAN, 2-3.
- November 17- Attended 1<sup>st</sup> session on Makerspaces (1 hour)
- November 18- Attended SWAN Tech Users Meeting
- October 23 – Natalya attended SWAN Training at RAILS, 9:30-12-30.
- October 23 – Diane attended CNA Risk Control Meeting 12-1
- October 24 – Diane attended Marc Advisory Meeting at RAILS, 9:30-12.
- October 25 – Diane joined a Webinar from Baker and Taylor on Axis 360, 9-10
- Nov. 1 & 15 - Worked Kids/Teens Ask Us Desk from 11-1
- Nov. 2- Dave & I went to the Apple store to discover new technology and how things were presented and also took a field trip to Mokena Public Library to explore what technologies they offer.
- Nov. 13 & 14- Taught Computers for Beginners from 3:30-5:30
- Nov. 14 - Worked Adult Ask Us Desk from 1-3
- Nov. 16- Attended Laconi workshop "Shift Happens" at Oak Park. (2 hrs)
- Nov. 16- Dave and I attended ALA Live Video broadcast on technology (1hr)
- Nov. 19- Attended 2<sup>nd</sup> session on Maker Spacers (1 hr)

Ann M. Stovall, Head of Technical & Computer Services, November 20, 2012



## Circulation Services

October 2012

41

Circulation is up 3.4% (+2,241 items) from October 2011. However patron visits were down 3% from last year Holds placed were down somewhat 7% (-668). ILLs processed increased slightly 2-1/2%. Electronic circulation increased 95%!

In October patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 40, 289 of our check outs or renewals or 54% of our total circulation. Our patrons have continued to use self- service 50% of the time or more for over a year!

The specific self-check numbers for October are as follows:

Hold pick up – 11,625 (3559 patron sessions)

ADA – 10,701 (3063 patron sessions)

Kids & Teens – 10,270 (1783 patron sessions)

We seem to be experiencing more than normal problems with SWAN. The week of October 15 saw quite a bit of slowness and locked records. There were two mornings that they were running a backup which meant we couldn't log on to the system until after we had opened. SWAN was down again on November 7 for approximately 4 hours. Once again staff did an excellent job of working with our patrons to get their items checked out on the back-up system. On Sunday, November 11, the library experienced a power outage and during that time, staff needed to check out patrons the "old fashion" way – using paper and pencil. Again, a good job was done by all!

As you all know, this was a presidential election year. That means an abundance of people coming in to register to vote – most being the last day or two before registration closes. Between September 24 and October 9, staff (and some volunteers) registered 293 voters! And 121 of those were between 5pm Monday, October 8 and 9pm Tuesday, October 9<sup>th</sup>!!

Up until recently, any time a non-SWAN reciprocal borrower who had a barcode that was not compatible with SWAN, needed to have a compatible barcode put on their library card. Or in the case of Chicago patrons, we gave them a separate card. SWAN staff has now figured out a way that we no longer need to give patrons a second barcode or a second card. We will be working with our staff to institute this new procedure. Ann Stovall and I were able to adjust the self checks to accept any barcode, so it should be fairly seamless. I think these patrons will appreciate having only one barcode or only one card.

I went to ILA this year and attended some very good workshops, including:

- Delivering on Yes (Customer Service)
- Human Centered Librarianship (Focusing on people first-Customer Service)
- Spark (Strategic Planning)
- Bouncing Beyond Your Patron's Expectations (Taking customer service from good to great)
- What Library Staff Need to Know about Social Media
- Resource Sharing
- From Good to Great: Our Journey to Excellence

In addition, I once again participated in a panel with Crystal Megaridis (and several others). Our topic was "Leading from Any Position". Our panel was well received and we have been asked to present it again at Reaching Foreword in May.

Several months ago, Jamie asked me to come up with a way to allow staff to publicly share their ideas. I have been working with the Department Heads, Cris Cigler and Theresa Papaurelis to define and refine my idea. The result is the bulletin board outside of the staff room. We will be asking staff a different question each month and are excited to see their answers! The first question (What ideas do YOU have for staff institute day?) has been posted.

**Sharing Expertise**

- "Leading from Any Position" at ILA (10/11). A panel made up people who lead from different positions in their library.
- On Monday, October 29 we were visited by staff from LaGrange Park Library. They were interested in our receipt printers at the front desk as well as our re-stick printers we use in the workroom

Meetings and workshops attended:

Oct. 9 – Oct 11	ILA	Springfield
Oct. 18	Tech Users Group	RAILS
Oct. 18	Dept. Heads	
Oct 22	Preparation for Dec. Get Smart	RAILS
Oct. 23	CNA – Ergonomics	
Oct. 29	Preparation for Dec. Get Smart	
Oct. 30	Dept. Heads	
Nov. 7	Cloud Computing – webinar	
Nov. 9	Preparation for Dec. Get Smart	

Ask Us Desk – Oct 31 & Nov. 8

Kids & Teens – Nov 6 & Nov 12

Debbie Sheehan  
Head of Circulation Services

<u>Circ Stats</u>											
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Month	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
July	70,720	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216
Aug.	61,544	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915
Sept.	49,619	59,179	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864
Oct.	61,084	59,726	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123
Nov.	55,829	59,438	60,497*	55,000	55,020	59,559	66,395	71,373	53,470	67,626	
Dec.	47,200	52,378	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	
Jan.	60,222	67,000	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	
Feb.	60,354	65,032	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	
Mar.	64,878	71,245	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	
Apr.	58,151	59,272	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	
May	60,420	57,551	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927	
June	66,123	72,163	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339	
Renewals through the webpack not included before April								1,284			
							Electronic Circulation	3,852			
Yearly											
Total	716,144	756,795	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	310,118
<b>Beginning 2009-2010 totals include electronic circulation</b>											
*Missing data—used an average number to get a total											
Highest totals for months relative to previous years											
**Construction 10/11/10 -11/11/10											

## Adult Services Monthly Report: October 2012

**Groups and Staff Led Discussions :** Chess averaged ten at their meetings. Genealogy had 31 at their meeting with a representative there from ProQuest to cover the 1940 census from Ancestry.com. ESL met twice with an average attendance of eight. Current Events had an average of 12 at their meetings. The Morning Mayhem group for seniors met to play word games and had four in attendance. They have planned their own programs for after the first of the year.

The GenLit book discussion had 13 in attendance. The Novel Idea had 14. The Crime Readers had eight. We had the movie *To Kill a Mockingbird* twice. We had it in the morning with a volunteer running the movie and no staff led discussion. I had left my handout for the movie and the four in attendance plus the volunteer had their own impromptu discussion. In the evening I showed the movie and led discussion with seven in attendance. This was a small number, but half of those in the room had never read the book or seen the movie. They were all taken with the movie and one woman who had not seen it before said, "It was so powerful." The Play Reading group met four times and averaged seven. Joe held a meeting of the 55+ Advisory group with eight in attendance.

**Programs:** Jennifer arranged for Morningstar to send a trainer to introduce the online product to our patrons. There were 25 people there. There were seven people here for the Lyric Opera lecture and 14 people who stopped by to speak to the C.O.D. representative. For Money Smart Week in April 2013 Jennifer is arranging for a person from Financial Rating Services Database to present a program.

**The Big Read:** Laura is trying to arrange for the author to come in May as a final program.

**Computer Classes:** Jennifer and Mary with several volunteers had a Genealogy After Hours program with 40 people in attendance. This was an opportunity for people doing genealogy to have some extra computer time on the databases with some seasoned genealogists to free advice. Unexpectedly, it attracted many inexperienced people hoping to learn about genealogy. If Mary does it again she will have a beginners genealogy class first and then have the after hours program a couple of weeks later. The rest of the computer classes ran quite smoothly. A frustration is that we get people on the waiting list and then people who got into the class don't show up even after getting reminder calls. Suzy has started telling the first couple of people on the waiting list that they can come and sit in the back of the room at a table to observe and can move up if there are no shows. This has worked well.

**Collections:** I submitted the Muslim Journeys grant in conjunction with the Hinsdale Library. This is a grant that would give us a collection of books. We would have to agree to some programming on the topic. Shirley has written a proposal for adding Zinio online magazines.

**Marketing:** Suzy has put up a display or e-readers for patrons to play with. It also highlights our downloadable collections.

**Continuing Education:** Jennifer attended a webinar on social media marketing and one from Novelist, and I attended one on cloud computing. The adult reference staff had training on ProQuest Ancestry database. Shirley completed training for Worknet and will now be training other staff and working with Ann and Cris to promote the service and streamline access to the site.

**Sharing:** Jennifer submitted her GenLit program to ALA. She is still waiting for a final confirmation on their acceptance.

**Staff:** Jennifer completed her accuracy study of the shelving staff.

**Department Arrangement:** Based on the seating study I did and our desire to create a senior area Jamie and I discussed some other changes to the arrangement downstairs.

Debbie Wordinger

46

Youth Services  
Monthly Report to the Board  
October 2012

**Collections and Services**

- The "TALES" pullout collection has been completed. The list of collection categories is attached. Work has begun on the "Science Experiments" collection.
- The I-Mac computer and software is now available for the students. Thank you to the Foundation for making this possible.
- The book & tape kit collection is being reviewed to withdraw all remaining kits with cassette tapes. Kits are being assessed for availability of replacing the cassettes with CD's. This process will also free up a number of face out bins currently dedicated to this collection. This will provide an opportunity to shift the "new" books to the front-providing better visibility to the patrons.

**Programs-**

Youth- YS staff presented 67 Youth and Family programs in October.

In addition to the fourteen Storytime classes presented weekly, highlights include:

- Elephant & Piggie Dance Party & Family Fun Night, Lego free building day, and After-school chess

Teens-

- Along with TAB meeting, Gaming Committee/RU Game events, teens also shared movie night with The Avengers.
- Additional teen programming focused on events presented as part of the Seventh Annual Write-On Teen Literary Festival, sponsored by The Gift of Carl Foundation.
- Sarah received a total of 51 entries for poetry, short story and original song lyrics from 35 teens. We had a 25% increase in the number of entries from last year. Sarah was very pro-active in encouraging students to participate. Winners were announced by author Jay Asher and singer/songwriter Andrew Salgado, at the November 8th author night program. Andrew Salgado also hosted a two night song writing workshop, as part of this year's festival event.

Outreach-

- Attendance has double from last year's Teens 4 Xcellence [TFX] book discussion group. Twenty three students attended the first club meeting. The October selection of TFX Book Club Chomp! by Carl Hiaasen and the November selection was 13 Reasons Why by Write On author Jay Asher.
- Sarah also presented the monthly Sensory Story time class for Elizabeth Ide Elementary's SASSED students. In addition, a scout tour to Girl Scout troop #1709, inspired "thank you" notes from each scout, along with their leader.

Schools-

- Judy assisted teachers with five requests for materials to use in-class and completed the annual textbook inventory and contacted schools to confirm.

Staff Desk-

The transition into the newly developed positions and responsibilities within the department is moving forward;

- Linda has developed several new bulletin boards and displays. She is also working with Kelly on evaluating the Explore Time class structure and continuing to update Krates – replacing VHS with DVDs.
- Nancy has assisted Monica in developing revised desk statistic forms and the Peek-a-Book station usage.
- In addition to her continued role as Supervisor of the YS Pages and Senior YS Librarian, effective 11/8/2012, Sarah has assumed the role of Teen Librarian. We are very enthusiastic to move forward in this new direction that will provide greater opportunities to support the needs of our children, teens and families.

- In her new position as Early Literacy Librarian, Kelly has been observing Explore Time classes, developing materials and new program opportunities such as Bi-lingual Family story time and baby music classes. Kelly has also worked with Laura & Monica to interview potential volunteers for future bi-lingual classes. Kelly is also working with Ann Stovall, and the Technical Services staff, preparing the LeapPad tablets and Junior/Teen i-Pads for circulation.
- In Jane's new role as Reading Programs Coordination she worked with all Department Librarians, as well as coordinating with Adult Services on the Experience Our World events, to develop winter/spring programming and copy for the newsletter. Jane is also assisting Sarah in any Teen programming questions, increasing her knowledge of the Evanced software and working on revising Summer Reading
- While at the ILA conference, Monica and Sarah attended ten conference sessions and five exhibit/poster sessions.
- Monica, Kelly, and Sarah worked with COD-intern Jackie Paruszkiewicz. In addition to learning the ins and outs of Youth Services, Jackie assisted at an Explore Time class and during a visit from Anne M. Jeans Preschool on 11/7.

Sharing Our Expertise-

- With Ann Stovall, Monica presented information on the Picture Book browse-able collection as part of a panel at the ILA conference in Peoria.
- Monica was asked to present information on the all of the Kids & Teens browse-able collections at the February 2013 LACONI-YSS program on 21<sup>st</sup> Century services.

Pages -

- Marybeth Cano has resigned her position as Youth Page effective November 30<sup>th</sup> 2012.
- Special thanks to Substitute YS Page Corrine Stranski for hosting the Teen Movie Night on 10/6.
- All of the Pages continue to work on shifting the Junior nonfiction collection as the 300s & 500s are weeded and moved to new pull-out sections. Yulia has been working at shifting the Nonfiction collections as weeding continues in all areas. Corrine and Ashley worked together to shift the Tales & Poetry pull-out sections to make room for the additional books that have been recently de-Deweyed.

**Meetings**

10/2	Future of Middle Grade Fiction webinar	Sarah
10/3	Quarterly programming mtg	Monica & Jane
10/3	Write On planning mtg with Hinsdale South HS Librarian	Sarah
10/4	Positive Parenting grant planning mtg	Kelly
10/8	ILA presentation planning mtg	Monica
10/9-11	ILA conference	Sarah & Monica
10/15	Meeting w/Jamie	Monica
10/18	Department Heads mtg	Monica
10/19	ISLMA conference	Judy
10/24	Desk Staff meeting	All K&T desk staff
10/25	Common CORE webinar	Monica
10/29	Interview Teen Librarian position	Monica & Sarah
10/29	Meeting w/Jamie	Monica
10/30	Department Heads mtg	Monica & Sarah
10/30	LTA Intern	Monica
10/31	SASED Student Training	Sarah
10/31	(2) Interviews Teen Librarian position	Monica & Sarah
11/2	Meeting w/ Jamie	Monica
11/2	LTA Intern	Monica
11/6	Kids Read 2013 mtg	Sarah

Submitted by Monica Dzierzbicki 11/19/2012

## JUNIOR/TALES

### **FABLES *Junior-Tales-Fables-Aesop***

**FAIRY *Junior-Tales-Fairy-Cinderella-Smith*** If well-known list by name i.e. Cinderella, Tom Thumb, Jack & the Bean Stalk, Sleeping Beauty, Little Red Riding Hood, Bluebeard, Puss in Boots, Beauty & the Beast, Snow White, Rumpelstiltskin, Goldilocks, Princess & the Pea, Thumbelina, Ugly Duckling, Hansel & Gretel, Ali Baba. If not well known, new tales, or compilations, use "Traditional"

**FOLK *Junior-Tales-Folk-China-Smith*** By region - Africa, Arabia, North America, South America. Asian and European countries are listed individually, as are most other countries. *Native American* is an exception to the country names. Use "Traditional" for new tales or compilations

Africa  
 Arabia  
 Caribbean (Dominican Republic, Haiti)  
 China  
 England  
 European (for compilations from various European countries)  
 France  
 Germany  
 Israel  
 Ireland  
 Italy  
 Japan  
 Korea  
 Latin America  
 Native American  
 North America  
 Norway  
 Philippines  
 Russia  
 Scotland  
 Vietnam  
 Traditional (new tales or compilations)

**LEGEND *Junior-Tales-Legend-Smith*** (King Arthur, Sir Lancelot, Merlin, Robin Hood, Casey Jones)

**MYTH *Junior-Tales-Myth-Smith***

**SCARY *Junior-Tales-Scary-Smith***

**TALL *Junior-Tales-Tall-Smith*** (Paul Bunyan, John Henry, Davey Crockett)

**TWISTED** i.e. *Junior-Tales-Twisted-Smith*



## Youth Services Program Attendance 2012

Day	Program	Youth	Family	Teen	Outreach
1-Oct	All Ages Story time class		26		
1-Oct	Explore Time class		36		
2-Oct	Babies, Books & Songs class		24		
2-Oct	On Our Own Story time class	14			
2-Oct	Terrific Two's Story time class		24		
2-Oct	Family Night Story time class		22		
2-Oct	SASED Elementary grade story time				14
3-Oct	On Our Own Story time class	9			
3-Oct	Babies, Books & Songs class		20		
3-Oct	All Ages Story time class		23		
3-Oct	Bi-Lingual Family night class		5		
4-Oct	Walkers Story time class		22		
4-Oct	Terrific Two's Story time class		34		
4-Oct	Babies, Books & Songs class		14		
4-Oct	TAB-Gaming Committee			6	
5-Oct	Teen Movie Night-Avengers			11	
8-Oct	Lego building		72		
8-Oct	All Ages Story time class		22		
8-Oct	Explore Time class		33		
9-Oct	Babies, Books & Songs class		17		
9-Oct	On Our Own Story time class	10			
9-Oct	Terrific Two's Storytime class		22		
9-Oct	Family Night Story time class		12		
10-Oct	On Our Own Story time class	10			
10-Oct	Babies, Books & Songs class		24		
10-Oct	All Ages Story time class		23		
10-Oct	Bi-Lingual Family night class		27		
11-Oct	Babies, Books & Songs class		26		
11-Oct	Terrific Two's Storytime class		20		
11-Oct	Walkers Story time class		24		
12-Oct	Mo Willem's Elephant & Piggie Family		110		
15-Oct	All Ages Story time class		15		
15-Oct	Explore Time class		33		
16-Oct	Babies, Books & Songs class		24		
16-Oct	On Our Own Story time class	10			
10/16/	Family Night Story time class		32		
16-Oct	Teens for Xcellence book discussion				23
17-Oct	On Our Own Story time class	8			
17-Oct	Babies, Books & Songs class		30		
17-Oct	All Ages Story time class		15		
17-Oct	Bi-Lingual Family night class		28		
18-Oct	Babies, Books & Songs class		22		
18-Oct	Terrific Two's Storytime class		23		

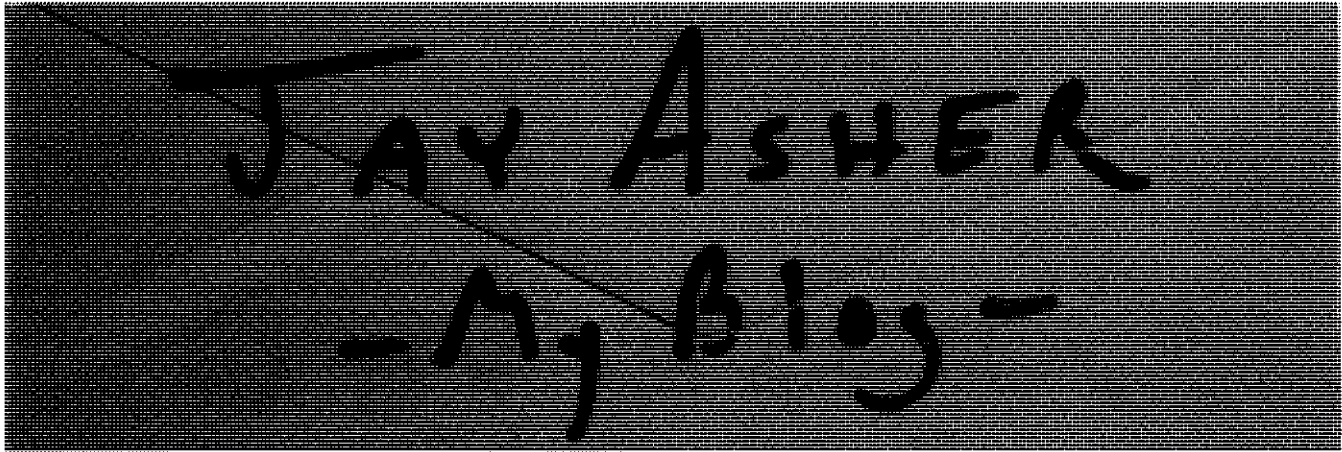
18-Oct After-School chess (1st-6th)	9		
20-Oct TAB meeting		14	
22-Oct All Ages Story time class		23	
22-Oct Explore Time class		24	
23-Oct Babies, Books & Songs class		18	
23-Oct On Our Own Story time class	11		
23-Oct Terrific Two's Storytime class		24	
23-Oct Family Night Story time class		20	
24-Oct On Our Own Story time class	12		
24-Oct Bi-Lingual Family night class		18	
24-Oct Babies, Books & Songs class		20	
24-Oct All Ages Story time class		24	
24-Oct Write-On song writing workshop pt 1			8
25-Oct Babies, Books & Songs class		23	
25-Oct Terrific Two's Storytime class		20	
25-Oct Walkers Story time class		21	
25-Oct Write-On song writing workshop pt 2			11
26-Oct RU Game -WipeOut			5
26-Oct Girl Scout tour			17
29-Oct All Ages Story time class		24	
29-Oct Explore Time class		24	
30-Oct Babies, Books & Songs class		18	
30-Oct On Our Own Story time class	10		
30-Oct Terrific Two's Storytime class		22	
30-Oct Family Night Story time class		19	
31-Oct On Our Own Story time class	6		
31-Oct Babies, Books & Songs class		18	
31-Oct All Ages Story time class		17	
October Craft Station	750		
October Write-On Composition submissions			35 (51)
October Reading Patch Club	9		
October Early Reading Patch Club	0		

Share

1

More

Next Blog»

[Home](#)[Author Info](#)[Favorite Posts](#)[Speaking Schedule](#)[Movie News](#)[Interviews](#)[JoanMarie's CD](#)[Books](#)

Saturday, November 10, 2012

## My So-Called Life-brary

Yes, the title of this post is cheesy. At least I'm not one of those people who doesn't realize he's cheesy. Oh, I realize it! But that title was the only way I could tie together the coolest elements of my trip to Burr Ridge, Illinois.

Some of you may already know of the influence *My So-Called Life* had on my approach to storytelling, especially while writing *Thirteen Reasons Why*. The tone of that show was constantly in mind while writing that book. I played the soundtrack repeatedly to set the right atmosphere. There's even a subtle tribute to *MSCL* after one of the party scenes.

So I was so excited to share the same in-flight recycled air, from L.A. to Chicago, with Tom Irwin, the man who played Graham Chase!



My first speaking engagement was at Hinsdale South High School. When I first arrived, I was shown a very cool poster designed for the library.

### About Me



#### Jay Asher

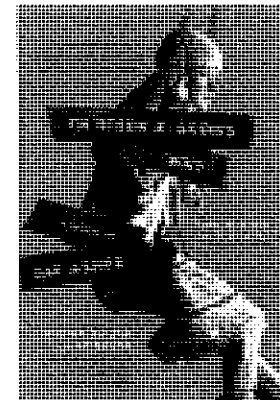
Author of the #1 New York Times bestselling novel *Thirteen Reasons Why*, and *The Future of Us* (co-authored by Carolyn Mackler).

[View my complete profile](#)

### Official Facebook pages

[Thirteen Reasons Why](#)

[The Future of Us](#)



[Click to visit 13RWproject website](#)

52

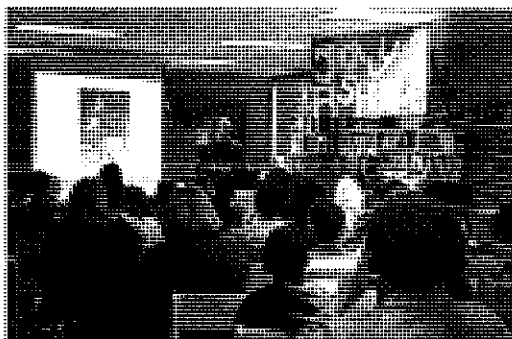
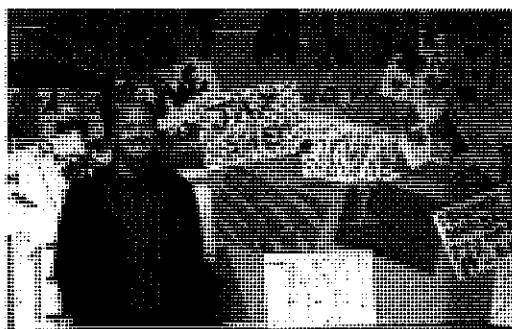


Click to visit 13RW website

Then I spoke in the auditorium. I always love hearing what students come up with to introduce me. Sometimes, as was the case here, they give 13 reasons why they're excited to have an author visit.



Then I spoke at Burr Ridge Middle School.

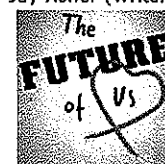


I always enjoy the Q&A portion of presentations, especially when someone asks a question I've never been asked before. For example, a question about the number of times Clay "hurfs" in my book!

Jay Asher (Writer)

facebook

Name:  
Jay Asher (Writer)



Promote Your Page Too

13RW audiobook excerpt

Books I've Blurbed...So Check 'em Out!

Audrey, Wait! - Robin Benway

Struck - Jennifer Bosworth

The Everafter - Amy Huntley

Want to Go Private? - Sarah Darer Littman

The Tension of Opposites - Kristina McBride

Tangled - Carolyn Mackler

Before I Fall - Lauren Oliver

Forgotten - Cat Patrick

Miracle - Elizabeth Scott

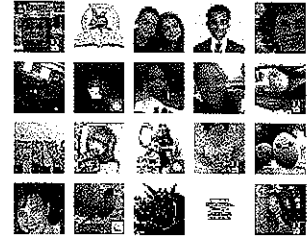
Undone - Brooke Taylor

Cool People



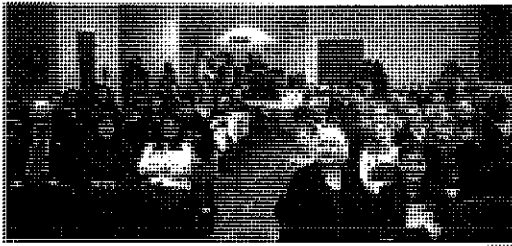
Join this site with Google Friend Connect

Members (975) [More »](#)



Already a member? [Sign in](#)

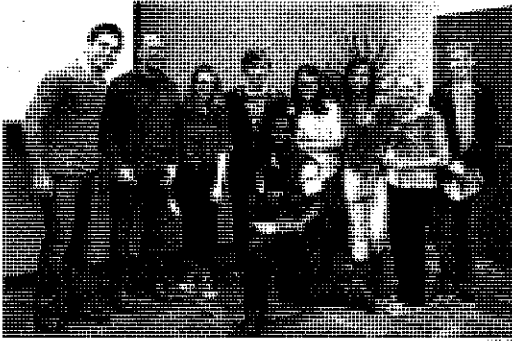
In the evening, I spoke at Indian Prairie Public Library.



After my presentation, students accepted awards for entering the 7th Annual Write-On Cool Compositions Contest. Andrew Salgado gave the awards for songwriting, and I gave the awards for short story and poetry.



Italian cover



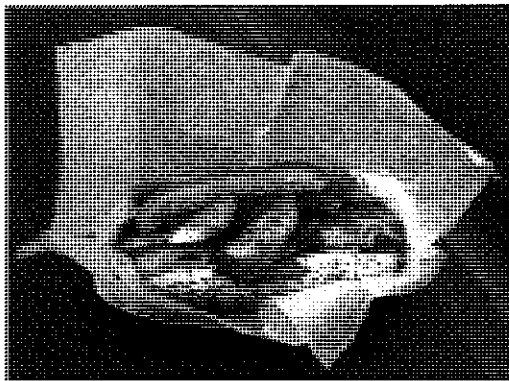
Thank you, Sarah, for organizing these wonderful events (and letting me steal some of these pics!).



Spanish cover



Of course, I couldn't leave the area without grabbing a Chicago dog at the airport.



Yes, I tried to add *Chicago dog* into the title of this post, but I couldn't make it work. And yes, that disappoints me very much.

Posted by Jay Asher at 10:35 PM

### 3 comments:



**Rosie said...**

That is so cool, I LOVE My So-Called Life! I'll need to go reread 13 Reasons Why just to spot the tribute!

Great pictures, looks like a very fun and rewarding time :).

6:17 AM



**Janet Fox said...**

Sigh!! Hinsdale's my home town! So happy it was good to you.

1:11 PM



**Sarah Joynt said...**

Thanks again Jay for everything! It was so much fun!! :)

2:15 PM

[Post a Comment](#)

[Home](#)

[Older Post](#)

[Subscribe to: Post Comments \(Atom\)](#)



Danish Cover



Slovenian Cover



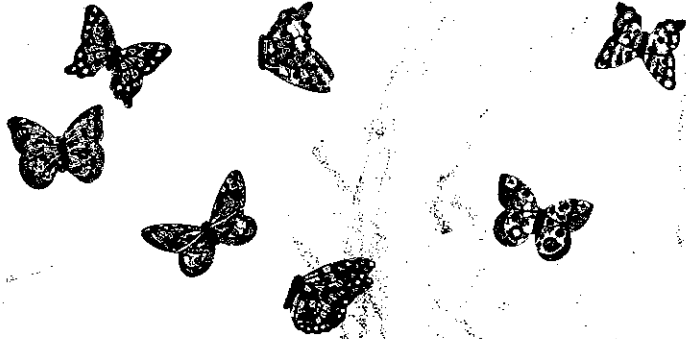
Indonesian Cover

Dear Sarah -

Thank you for another great "Write-ON" event. Rob & I are always so impressed with your author selections & the entire Write-ON week.

We are so lucky to have you at IPPK & look forward to our event next year.

Thanks again  
Rob & Char & the staff  
of Carl  
Founds



Ms Jane,  
Thank you for being the  
best story home teacher!  
Love, Dakota :)



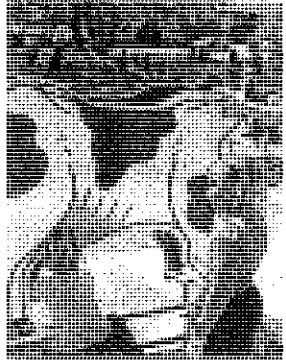
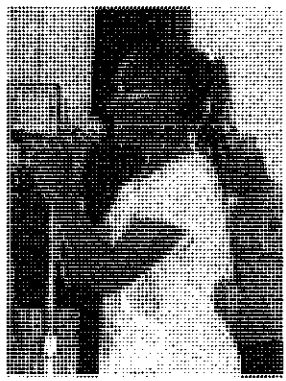
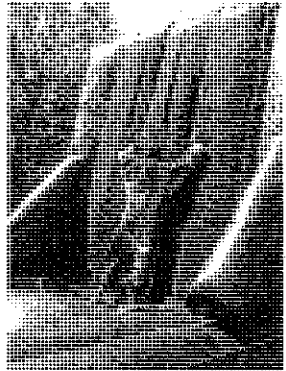
{ Sarah also received many  
adorable thank-you letters  
from the girls! }

Sarah:

Thank you for taking time  
out of your busy schedule to  
take our troop for a tour. All the  
girls and moms to loved it.  
Have a great holiday season.

Many Thanks,

Karen Packard - leader  
Our Lady of Peace Jr. Girl Scout  
TROOP 1709



# THANK You!

Thank you for supporting Fall Fest 2012! More than 650 participants enjoyed the day and learned about the vast community resources available to their families. The success of this event is due to your support!

Thank you,  
The Willowbrook Center  
Council

November 13, 2012

Monica Dzierzbicki  
Indian Prairie Public Library  
401 Plainfield Road  
Darien, IL 60561

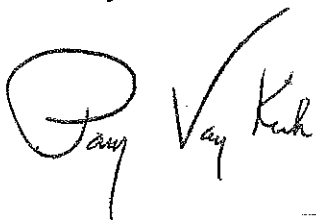
Dear Monica:

Thank you for being a part of the 2012 Illinois Library Association (ILA) Annual Conference. The conference reviews have been overwhelmingly positive, and I am grateful for the work you did to make that happen. Your program *Where Are the Princess Books?* certainly helped us bounce higher in Peoria.

The 2013 conference committee is already at work making plans for the next annual conference. I hope you will continue to be part of the conversation when the 2013 ILA Annual Conference – Ignite! – returns to Navy Pier, October 15-17. The call for abstracts will be out in December and proposals will be due February 28, 2013.

Thank you again for being a part of the conference. I appreciate your help and expertise.

Sincerely,

A handwritten signature in black ink that reads "Pamela Van Kirk". The signature is written in a cursive style with a large initial "P" and a checkmark-like flourish above the "y" in "Van".

Pamela Van Kirk  
President

STATISTICS FOR	Oct. 2012	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b><u>Circulation</u></b>					
Adult	46,614	44,914	194,835	194,118	0%
Teen	3,356	3,380	15,777	16,854	-6%
Kids	22,585	22,605	92,580	98,354	-6%
TOTAL	72,555	70,899	303,192	309,326	-2%
Electronic Circulation	1,568	803	6,926	2,884	140%
GRAND TOTAL CIRC.	74,123	71,702	310,118	312,210	-1%
% Reciprocal Borrowing	16%	15%	16%	15%	
Patron Visits	41,911	43,351	176,570	184,043	-4%
<b><u>Current Cards</u></b>					
Resident	199	192	23,471	23,649	-1%
Non-Resident	86	75	1,065	909	17%
TOTAL	285	267	24,536	24,558	0%
<b><u>Patron Assistance</u></b>					
Adult - Reference	3,510	3,248	14,746	13,280	11%
Kids - Reference	307	2,350	3,555	9,840	-64%
TOTAL REFERENCE	3,817	5,598	18,301	23,120	-21%
Adult - Other	1,985	701	6,531	2,829	131%
Kids - Other	3,555	1,221	11,459	6,171	86%
TOTAL OTHER	5,540	1,922	17,990	9,000	100%
GRAND TOTAL ASST.	9,357	7,520	36,291	32,120	13%
<b><u>ILL/Reserves</u></b>					
Holds	9,271	9,939	39,671	41,884	-5%
ILLs Sent	5,348	5,102	21,517	21,936	-2%
ILLs Checked Out	6,139	5,833	25,693	25,110	2%
ILLs Received	6,608	6,554	27,798	27,573	1%
Copy/Fax Sent	0	0	2	1	100%
Copy/Fax Received	7	6	22	24	-8%
<b><u>Programs - Adult</u></b>					
# Programs	8	6	23	19	21%
Attendance	256	163	914	488	87%
<b><u>Computer Classes</u></b>					
# Programs	8	7	29	13	123%
Attendance	83	86	297	160	86%
<b><u>Individual Technology Training</u></b>					
# of Patrons	78		123		
<b><u>Groups</u></b>					
# Programs	20	17	53	50	6%
Attendance	195	261	682	693	-2%
<b><u>Others</u></b>					
# Programs	0	0	0	1	-100%
Attendance	0	0	0	39	-100%
<b><u>Programs - Teen</u></b>					
# Programs	8	5	55	32	72%
Attendance	109	72	799	597	34%
<b><u>Programs - Kids</u></b>					
# Programs	67	63	139	152	-9%
Attendance	2,173	2,366	8,026	7,742	4%
GRAND TOTAL ATT.	2,894	2,948	10,841	9,719	12%

STATISTICS FOR	Oct. 2012	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	4,672	4,300	18,031	16,993	6%
Kids Computers	1,588	1,623	6,778	7,158	-5%
Teen Laptop	277	202	920	674	36%
Adult Laptop	251	112	723	560	29%
<b>TOTAL PATRON USE</b>	<b>6,788</b>	<b>6,237</b>	<b>26,452</b>	<b>25,385</b>	<b>4%</b>
<b>Hours Used</b>					
Adult Computers	3,202	2,982	12,343	11,959	3%
Kids Computers	1,246	944	4,265	4,188	2%
Teen Laptop	323.50		1,074.50		
Adult Laptop	453		1,374		
<b>TOTAL HOURS USED</b>	<b>5,224.50</b>	<b>3,926</b>	<b>19,056.50</b>	<b>16,147</b>	<b>18%</b>
<b>IPPL Web Site Visitors</b>	<b>24,055</b>	<b>23,493</b>	<b>83,191</b>	<b>98,632</b>	<b>-16%</b>
<b>IPPL Total Page Views</b>	<b>19,889</b>	<b>41,650</b>	<b>79,755</b>	<b>176,205</b>	<b>-55%</b>
<b>Subscription Database Logins</b>	<b>2,876</b>	<b>2,850</b>	<b>10,680</b>	<b>11,059</b>	<b>-3%</b>
<b>Peek-A-Books</b>	<b>2,176</b>	<b>2,126</b>	<b>9,406</b>	<b>8,643</b>	<b>9%</b>
<b>Outreach-Homebound</b>					
Items Delivered	163	168	666	658	1%
<b>Volunteers</b>					
Number Active	69	85			
Hours Worked	423	528	2,581	2,567.25	1%
<b>Staff Training Hours</b>	<b>150</b>	<b>131.50</b>	<b>285.25</b>	<b>548.50</b>	<b>-48%</b>
<b>Room Use</b>					
Multi-Purpose Room	43	39	68	75	-9%
Meeting Room					
Library	55	49	140	129	9%
Non-Library	32	22	113	76	49%
Group Study Room	280	361	1,010	1,340	-25%
Lobby Programs	3	2	8	7	14%
Conference Room	14	13	55	58	-5%
<b>Clavinova</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

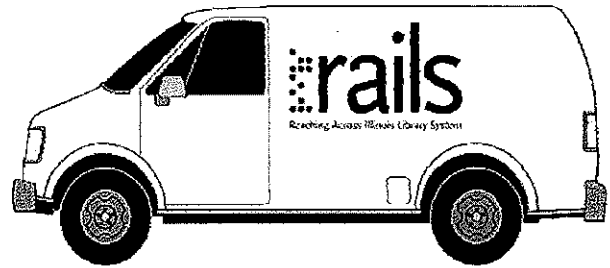
MATERIALS COLLECTION STATISTICS- OCTOBER 2012

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>BOOKS--ADULT</b>								
Reference	1614	32	30	1616	47	37	79	67
Non-Fiction	52343	553	95	52801	776	647	1329	742
Fiction	38321	508	182	38647	1378	1360	1886	1542
<b>TOTAL</b>	<b>92278</b>	<b>1093</b>	<b>307</b>	<b>93064</b>	<b>2201</b>	<b>2044</b>	<b>3294</b>	<b>2351</b>
<b>BOOKS-- CHILDRENS</b>								
Reference	885	3	1	887	4	8	7	9
Non-Fiction	20053	148	269	19932	259	296	407	565
Fiction	27222	213	188	27247	763	427	976	615
<b>TOTAL</b>	<b>48160</b>	<b>364</b>	<b>458</b>	<b>48066</b>	<b>1026</b>	<b>731</b>	<b>1390</b>	<b>1189</b>
<b>BOOKS - TEEN</b>								
Non-Fiction	916	4	0	920	16	2	20	2
Fiction	3249	79	12	3316	131	29	210	41
<b>TOTAL</b>	<b>4165</b>	<b>83</b>	<b>12</b>	<b>4236</b>	<b>147</b>	<b>31</b>	<b>230</b>	<b>43</b>
<b>GRAND TOTAL</b>	<b>144603</b>	<b>1540</b>	<b>777</b>	<b>145366</b>	<b>3374</b>	<b>2806</b>	<b>4914</b>	<b>3583</b>

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>AUDIOVISUAL-ADULT</b>								
Audio Books on CD	4207	75	2	4280	131	23	206	25
Music CD	9595	89	6	9678	124	11	213	17
Playaway	369	0	0	369	23	5	23	5
Video (VHS & DVD)	13828	258	11	14075	459	13	717	24
CD-ROMs	164	0	0	164	0	1	0	1
<b>TOTAL</b>	<b>28163</b>	<b>422</b>	<b>19</b>	<b>28566</b>	<b>737</b>	<b>53</b>	<b>1159</b>	<b>72</b>
<b>AUDIOVISUAL-CHILDRENS</b>								
Audio Books	955	11	3	963	10	4	21	7
Childrens Music CD	1088	8	12	1084	3	1	11	13
Junior Music CD	142	8	0	150	0	1	8	1
Playaway	63	0	0	63	0	0	0	0
Video	5027	38	45	5020	84	165	122	210
<b>TOTAL</b>	<b>7275</b>	<b>65</b>	<b>60</b>	<b>7280</b>	<b>97</b>	<b>171</b>	<b>162</b>	<b>231</b>
<b>AUDIOVISUAL-TEEN</b>								
Audio Books on CD	205	3	0	208	4	0	7	0
Music CD	361	5	0	366	17	1	22	1
Playaway	66	1	0	67	0	2	1	2
Video	455	1	0	456	27	12	28	12
Console Games	409	12	2	419	17	10	29	12
PC-GAMES (formally CD-ROMS)	474	1	4	471	1	1	2	5
<b>TOTAL</b>	<b>1970</b>	<b>23</b>	<b>6</b>	<b>1987</b>	<b>66</b>	<b>26</b>	<b>89</b>	<b>32</b>
<b>GRAND TOTAL</b>	<b>37408</b>	<b>510</b>	<b>85</b>	<b>37833</b>	<b>900</b>	<b>250</b>	<b>1410</b>	<b>335</b>

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
<b>Digital Collections</b>							
Adults ebooks	881	18	899	171		189	
Kids and Teens ebooks	263	2	265	61		63	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	11228	344	11572	1128		1472	

# RAILS Membership: What's in it for you? October 2012



**RAILS members enjoy a number of benefits not available to non-system members, including:**

**Resource Sharing**

**Delivery Service** – RAILS delivers over 1.9 million items per month between member libraries. This service coordinates with the Illinois Library Delivery Service (ILDS) that provides delivery to many Illinois academic and research libraries. RAILS staff will work with members to meet an individual library's delivery needs based on location and delivery volume.

**Shared Online Catalogs** – RAILS helps support four LLSAPs (Local Library System Automation Programs) that give library users greater access to a wide variety of materials and help make automation affordable for all types and sizes of libraries.

**Talking Book Centers** – The two RAILS Talking Book Centers, Mid-Illinois Talking Book Center in East Peoria and Voices of Vision Talking Book Center in Geneva, provide free services to anyone unable to read regular print because of low vision, blindness, or a physical disability. Additional services are available for libraries as well.

**Discounts** – Baker and Taylor, Brodart, Demco, Gaylord, Highsmith, and other companies offer discounts to LLSAP members that are also available to other RAILS members.

**WebJunction Illinois (WJIL)** – WJIL is managed by the Illinois Heartland Library System and is available to RAILS library staff as well. WJIL offers free access to hundreds of online training classes selected especially for library staff and a variety of other resources.

**Access to Grants and Trial Offers** – Many programs sponsored by the Illinois State Library are only available to system members. These include grant programs and Try-It Illinois, which allows system members to evaluate a variety of electronic resources before purchasing.

(continued on other side)

## Connections and Networking

**RAILS Online Community Forums** – Members can ask for advice and share info with hundreds of colleagues throughout the RAILS area via the RAILS Community. Twenty forums on a variety of topics are available and members can participate in discussions via email or the RAILS website.

**Library Learning (L2) Membership Directory** – L2 provides a wealth of information on all RAILS members, such as lists of library staff and trustees, library hours, resource sharing policies, ILDS stops and much more. L2 also provides a library events calendar that lists all RAILS meetings, member library networking group meetings and other events.

**Free Meeting Space at RAILS Facilities** - RAILS invites member networking groups to hold meetings at RAILS facilities and to have those meetings posted on the L2 calendar. Members also have the option of making their meetings available via videoconference so staff from libraries throughout the RAILS area can attend.

**RAILS Website** - In addition to providing information about RAILS services, the website includes:

- Jobs Board where libraries can post available positions
- Free/For Sale Offers section for libraries to post or find deals on furniture, equipment and more – all available for free or at bargain prices
- Library News section for members to share or find information about other libraries, including weather-related or in-service day closings
- CE news section for members to post or view library-related CE opportunities and upcoming networking group meetings.

**RAILS Weekly e-newsletter** – Members may subscribe to receive the latest information on RAILS services, member news, and other important information from the library world in general.

**RAILS Bimonthly Updates via Videoconference** - RAILS hosts regular update sessions to alert members to the latest system news. The updates are available via videoconference at many locations so all can attend. Members may also watch via one-way streaming video on the web or view a recorded version of the meeting at a later date.

**Getting More Involved With RAILS** – Member library staff are invited to play a shaping role in the future of RAILS by running for a seat on the RAILS Board or serving on the RAILS Member Advisory Group.

To find out more about these services and how RAILS can further benefit your library, visit the RAILS website at [www.railslibraries.info](http://www.railslibraries.info) or contact: Mary Witt, RAILS Communications Director, at [mary.witt@railslibraries.info](mailto:mary.witt@railslibraries.info).

Reaching Across Illinois Library System  
[www.railslibraries.info](http://www.railslibraries.info)





# Benefits of LLSAP Membership

October 2012

How can you give your library users easy access to millions of items, including books, periodicals, DVDs, e-books, online databases and more at affordable prices?

## Join a RAILS LLSAP!

### ***What is an LLSAP?***

LLSAP stands for Local Library System Automation Program. An LLSAP is a shared online catalog that is supported in part by an Illinois regional library system. LLSAP membership is open to all RAILS libraries – no matter what their library type, size, or budget. Even small libraries can benefit from LLSAP membership.

Nearly 2 million registered Illinois library users were served by RAILS LLSAPs in FY2012, and they borrowed over 31 million items. Demand for LLSAP resources is steadily increasing, and this number is expected to reach over 38 million by 2016.

RAILS has four LLSAPs to choose from:

- MAGIC (Multitype Automation Group in Cooperation)
- PrairieCat
- RSA (Resource Sharing Alliance)
- SWAN (System Wide Automated Network)

The four LLSAPs existed before the merger that created RAILS in July 2011 and serve different geographic areas.

### ***Why become an LLSAP member?***

**LLSAPs give library patrons greater access to a wide variety of materials all in one place.**

No one library is able to provide all the materials its patrons need. If you're an LLSAP member, your patrons have easy access to millions of resources – all in one place. The four RAILS LLSAPs have a combined total of over four million bibliographic records and over eighteen million items. LLSAP member libraries can place interlibrary loan requests in the online catalogs of other LLSAP members, as well as in some other shared catalogs, through the SHARE Illinois cooperative program.

A wide variety of libraries participate in LLSAPs, including public libraries, colleges and community colleges, school libraries, and libraries serving specialized clientele. This means your patrons will have access to a much more diverse, multicultural and unique collection of materials than your library could offer on its own.

The LLSAP catalog also indicates whether a specific item is currently available at a given library. Patrons can choose to go to that library or to have the item delivered to their home library.

(continued on other side)

**LLSAPs make automation affordable and save libraries money.**

The costs for an individual library to make its collection available online are high. LLSAP membership is more affordable because members share expenses. In addition, because LLSAPs are one of the system's priority services, RAILS provides financial support from its annual grant funding.

LLSAPs also offer discounts on a variety of electronic resources that help library users find jobs, start businesses, manage their health and find other important information to help them in their daily lives. These discounts can save a great deal of money for libraries and give patrons who might not be able to afford these products equal access to much needed information.

**LLSAPs provide easy access to technical assistance and expertise and save library staff time.**

LLSAP staff are highly trained technology experts. They provide all the services a library needs to make its collection available online, including consulting, training, support and management. Libraries do not have to hire extra staff to deal with these issues, and current library staff can focus their efforts on serving library users.

**Other LLSAP Benefits**

- Library patrons can utilize LLSAP resources seven days a week, nearly 24 hours a day and wherever an Internet connection is available.
- The hardware needed to run the LLSAP catalogs is housed elsewhere in a centralized location, increasing security and saving libraries precious building space for library materials and other purposes.
- Bibliographic records are shared, reducing the need for library staff to find or create catalog records.
- LLSAPs offer cooperative problem-solving and assistance from peers in other LLSAP member libraries.

To find out more about how your library can take advantage of the benefits of LLSAP membership, visit [www.railslibraries.info/catalogs](http://www.railslibraries.info/catalogs) or contact:

Mark Dupee, Director, Technology Services  
[mark.dupee@railslibraries.info](mailto:mark.dupee@railslibraries.info)

Reaching Across Illinois Library System  
[www.railslibraries.info](http://www.railslibraries.info)

67

Subscribe

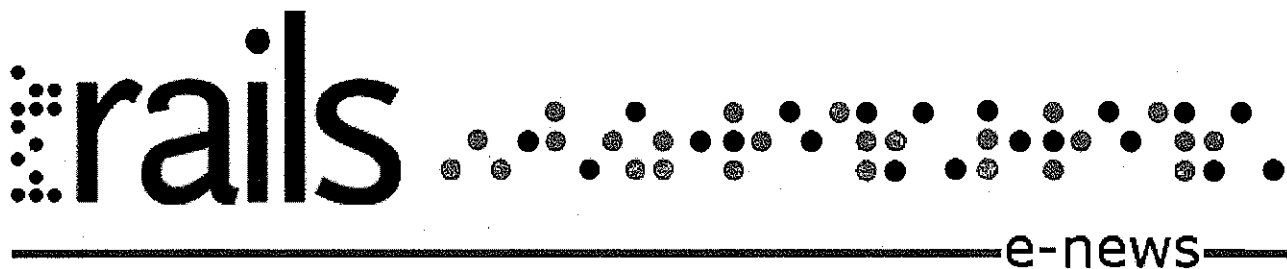
Share ▼

Past Issues

Translate ▼

RSS

News from the Reaching Across Illinois Library System.



### RAILS Board to Hold Final Executive Director Interviews

There will be a RAILS Board meeting on Friday, November 2 where the Board and Executive Director Search Committee will conduct interviews with finalists for the RAILS Executive Director position. The [agenda](#) can be found on the RAILS website. The board will conduct basic board business at the beginning of the meeting, but the meeting will mainly be held in closed session. This meeting will not be streamed, recorded, or available via videoconference for member viewing. As reported on October 23, the RAILS Executive Director Search Committee made the unanimous decision to recommend two candidates as finalists for the position: Deirdre Brennan, currently Executive Director at Oak Park Public Library and Jane Plass, currently RAILS Interim Executive Director. RAILS will keep members posted on the latest developments with the RAILS Executive Director position.

### RAILS Facilities Update

The RAILS Board accepted an offer on the RAILS Wheeling service center at their October 26 meeting. Final contract negotiations are currently underway. Because the organization that made the offer is required to get a special use permit, RAILS anticipates that there may be a lengthy contingency period. The Coal Valley, Geneva, and Shorewood service centers are also currently on the market. RAILS will keep members informed of any new developments with RAILS facilities.

### Draft Resource Sharing Policy Approved

On October 26 the RAILS Board approved the draft RAILS Resource Sharing Policy. The policy now needs to be approved by the Illinois State Library before it becomes official. The policy as it was presented to the board can be found at: <http://www.railslibraries.info/sites/default/files/RAILS%20Board%20Meeting.121026.Resource%20Sharing%20Policy.pdf>. The RAILS Member Advisory Group has worked with RAILS on the policy for the past several months and we are very grateful for their assistance. RAILS also thanks all of the members who provided feedback on the policy. The Advisory Group considered all member feedback very carefully. If you have any questions about the RAILS Resource Sharing Policy, please contact Mary Witt at [mary.witt@railslibraries.info](mailto:mary.witt@railslibraries.info).

### RAILS Regions

On October 26, the RAILS Board approved the formation of 15 RAILS regions. A [list and map of the regions](#) and additional information can be found in the October 26 board packet. The regions will help improve communication between members and will provide easily accessible locations in the RAILS area where members can attend meetings in-person or via

October 31, 2012

#### RAILS Links

[RAILS Website](#)  
[Member Directory](#)  
[Contact RAILS](#)

#### Member Resources

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

#### Upcoming Meetings

[Dec. 3](#)  
[Member Update](#)

[Dec. 12](#)  
[Member Advisory Group](#)

[All board and committee meetings](#)

[Subscribe to RAILS Communications](#)  
[Unsubscribe from this list](#)  
[Update subscription preferences](#)  
[Forward to a friend](#)

68

videoconference. A RAILS Community forum will be established for each region to help neighboring libraries communicate with each other. An effort will also be made to recruit

RAILS Board and Member Advisory Group candidates from each region to ensure representation for all areas of the system. Members are not restricted to a single or specific region and can choose their level of participation in regional activities. Members will be hearing much more about the regions in the near future. In the meantime, if you have any questions, please contact Mary Witt, RAILS Communications Director at [mary.witt@railslibraries.info](mailto:mary.witt@railslibraries.info).

#### Recording of October Board Meeting

A recording of the October 26 RAILS Board meeting is now available. (Windows and IE required for viewing.) The meeting agenda, supporting documents, and meeting minutes, when approved, are available with the October Board meeting documents on the RAILS website.

#### Subscribe to ISL's E-news

Are you subscribed to the Illinois State Library's e-news? Recent items that appeared in ISL e-news include information on Live and Learn Construction Grant opportunities, the latest on ILEAD USA applications, and information on Try-It! Illinois, the State Library's popular annual statewide electronic database trial. To subscribe to the State Library's weekly e-news or to view the archive of recent e-news issues, see:

[http://www.cyberdriveillinois.com/departments/library/about/enews\\_archive.html](http://www.cyberdriveillinois.com/departments/library/about/enews_archive.html). RAILS members can also subscribe from the RAILS News and Subscriptions pages.

#### Overview of Live and Learn Construction Grant Program

Staff from the Illinois State Library will provide an overview of the Live & Learn Construction Grant Program for public libraries on November 15 at 11 a.m. at the RAILS administrative office in Burr Ridge. This in-person session will discuss the eligibility requirements, the three different grant categories available, and the application submission and review process. For registration information, see <http://www.librarylearning.info/events/?eventID=14436>.

#### Handouts About RAILS

Ever wonder about the benefits of joining an LLSAP (shared online catalog)? Have questions about RAILS services? You may find valuable information in the documents RAILS distributed at the recent ILA and ISLMA booths. These handouts include information on the Talking Book Program, benefits of LLSAP membership, resource sharing information and more. The handouts on RAILS services distributed at the booths are now available on the RAILS website.

#### RAILS Will be Open on Friday, November 23

RAILS will be open on Friday, November 23, the day after Thanksgiving. A list of RAILS observed holidays can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

#### Reminder: Library Days and Dates for 2013-2014

As reported previously, the 2013-2014 Days and Dates calendar is available on the Illinois Library Association's website. This document was prepared by Phillip Lenzini of Kavanagh, Scully, Sudow, White & Frederick, P.C.

#### Earn CPDU credits on WebJunction

School library staff members can earn CPDU credits from courses available from

Translate ▼

RSS

**Jamie Bukovac**

---

**From:** RAILS Reaching Across Illinois Library System <e-news=railslibraries.info@mail359.us2.mcsv.net> on behalf of RAILS Reaching Across Illinois Library System <e-news@railslibraries.info>  
**Sent:** Tuesday, November 06, 2012 9:22 AM  
**To:** Jamie Bukovac  
**Subject:** RAILS E-News November 6, 2012

News from the Reaching Across Illinois Library System

[View this message in your browser.](#)

---

**New RAILS Executive Director Announcement**

RAILS is pleased to announce that Deirdre (Dee) Brennan has been selected as RAILS Executive Director and will begin at RAILS on Wednesday, January 2, 2013. Dee is currently Executive Director of the Oak Park Public Library. She also served as Director of the Boston Regional Library System where she directed regional and statewide services for 103 libraries of different types. These services included delivery and interlibrary loan, the MetroBoston Library Network (MBLN) shared bibliographic consortium, continuing education, consulting, and a statewide electronic resources purchasing program.

Dee has been active in many system and statewide library issues in Illinois. She served as the Chair of the Illinois Library Association's Public Policy Committee and Co-chair of the Future of Illinois Library Cooperation (FILC) planning initiative that assessed the future needs of Illinois libraries and residents. She is currently a member of the RAILS Member Advisory Group and SWAN Board. Please join us in welcoming Dee to the RAILS team!

**Update on Statewide Delivery Service Request for Proposal**

The Illinois State Library made the following announcement in the November 2 issue of *ISL E-News*: "The Illinois State Library's Request for Proposal process for uniform statewide library delivery services was not successful in procuring a qualified responder who met or

**November 6, 2012**

**RAILS Links**

- [RAILS Website](#)
- [Member Directory](#)
- [Contact RAILS](#)

**Member Resources**

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

**Upcoming Meetings**

[Dec. 3](#)

[Member Update](#)

[Dec. 12](#)

[Member Advisory Group](#)

[Jan. 25 RAILS Board Meeting](#)

[All board and committee meetings](#)

[Subscribe to RAILS Communications](#)  
[Unsubscribe from this list](#)  
[Update subscription preferences](#)  
[Forward to a friend](#)

exceeded the current delivery model. The State Library will work with the library systems to craft the next steps that will broaden our collaborative efforts toward ensuring that services are provided in the most effective and efficient manner possible.”

RAILS has taken a number of steps to streamline and standardize delivery operations, including regular collaboration with CARLI, the Illinois Heartland Library System and other stakeholders. We look forward to continuing these efforts and to working with the Illinois State Library to ensure that our members continue to receive efficient and high-quality delivery service.

To get the latest news from the Illinois State Library as soon as it is released, RAILS members are strongly encouraged to subscribe to the weekly *ISL E-News*. You can now do so through the RAILS website at <http://www.railslibraries.info/news>. Look for the Illinois State Library E-News header in the upper right-hand corner of the page.

**Remaining Grant Funds for FY2012 Received**

On October 31, RAILS received five payments of \$1,072,500 each, for a total of \$5,362,500. The payments were from Live & Learn funds and complete RAILS FY2012 (July 2011 - June 2012) funding. RAILS thanks Secretary of State and State Librarian Jesse White, Illinois State Library (ISL) Director Anne Craig, and colleagues at ISL for helping to make this happen.

**RAILS Emergency Closings Procedures**

The decision to close a RAILS service center due to weather conditions will be based on school district closings in each of RAILS' seven locations. If the school district in the building's area is closed, the RAILS service center will also be closed. In bad weather conditions, RAILS members can check the school district website for their area (links are available on the RAILS website) to determine whether a RAILS building will be open. If a RAILS building is closed, an alert will be posted on the RAILS website as soon as possible. If a RAILS building is closed, delivery service will not operate.

If a RAILS building is open but a delivery route or routes needs to be canceled due to weather conditions, a delivery staff member will contact all affected libraries as soon as possible. More information on RAILS holiday and emergency closings is available from the About > Holidays/Closings section of the RAILS website at: <http://www.railslibraries.info/about/dates-closed>. If your library is closed due to weather or for another reason, you can post that information to the Library News section on the RAILS website. Please also notify your delivery manager if your library does not need delivery

service for any reason.

**Mid-Illinois Talking Book Center's New Hours**

Effective Monday, November 26, the Mid-Illinois Talking Book Center will change its hours to 3:30 a.m. – 5:00 p.m. Currently, the center opens at 8:00 a.m. Now, the Mid-Illinois Talking Book Center and the Voices of Vision Talking Book Center will have the same hours.

**PrairieCat Welcomes New Member**

Congratulations to the Prophetstown High School as the newest fully participating member of PrairieCat. The high school is one of four buildings in the Prophetstown-Lyndon-Tampico CUSD #3 participating in PrairieCat. The remaining buildings (currently union listing members) will go online as full members in the coming weeks. RAILS LLSAPs (MAGIC, PrairieCat, RSA, and SWAN) serve nearly two million registered Illinois library users. More information can be found at: <http://www.railslibraries.info/catalogs>.

**Overview of Live and Learn Construction Grant Program**

Staff from the Illinois State Library will provide an overview of the Live & Learn Construction Grant Program for public libraries on November 15 at 11 a.m. at the RAILS administrative office in Burr Ridge. This in-person session will discuss the eligibility requirements, the three different grant categories available, and the application submission and review process. For registration information, see <http://www.librarylearning.info/events/?eventID=14436>.

**Need L2 Help?**

The RAILS website's [L2 Help](#) section offers detailed instructions and help with L2. Click on [Library Learning Accounts](#) for help with L2 account creation and maintenance and instruction sheets on how to create an account and instructions for library directors to add an L2 account for a staff member. Forgot your L2 password? Submit the [L2 Password Reminder Form](#) and your password will be emailed to you. L2 Help also offers a link to the L2 Events Calendar, a listing of current events, and a link to the L2 Directory. The L2 website is the official membership directory for RAILS. All library staff members working in all types of libraries are encouraged to create an L2 account. For help with L2, contact Susan Weinmann at [susan.weinmann@railslibraries.info](mailto:susan.weinmann@railslibraries.info).

**RAILS Will be Open on Friday, November 23**

RAILS will be open on Friday, November 23, the day after Thanksgiving. A [list of RAILS observed holidays](#) can be found on the RAILS website by clicking on the About tab, then on [Holidays/Closings](#).

72

**Jamie Bukovac**

---

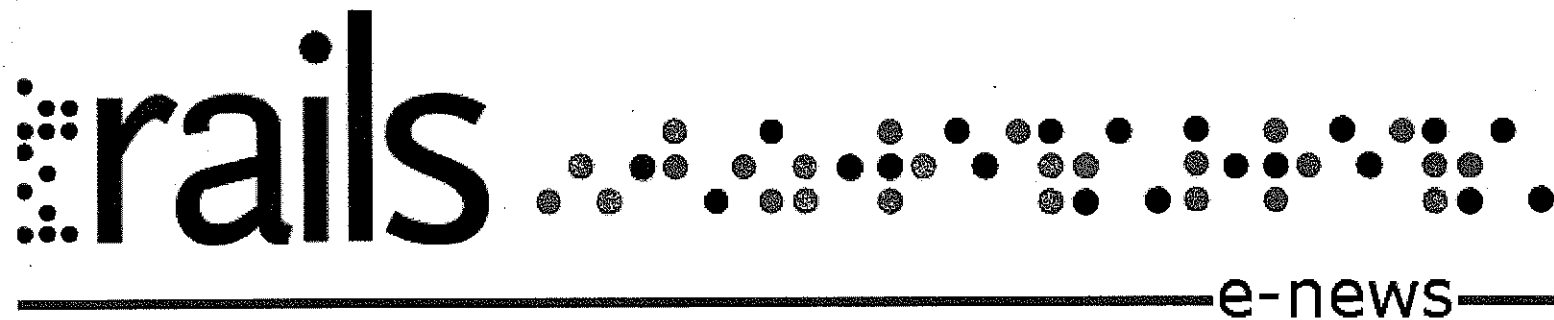
**From:** IPPL Main  
**Sent:** Wednesday, November 14, 2012 3:00 PM  
**To:** Kids & Teens Services; Reference Services; Readers Services; Monica Dzierzbicki; Laura Birmingham; Jamie Bukovac; Circulation Services; TechSupport; Debbie Sheehan; Debbie Wordinger  
**Subject:** FW: RAILS E-News November 14, 2012

---

**From:** RAILS Reaching Across Illinois Library System [mailto:e-news=railibraries.info@mail22.us2.mcsv.net] **On Behalf Of** RAILS Reaching Across Illinois Library System  
**Sent:** Wednesday, November 14, 2012 2:35 PM  
**To:** IPPL Main  
**Subject:** RAILS E-News November 14, 2012

News from the Reaching Across Illinois Library System.

[View this message in your browser.](#)



**RAILS Receives First FY 2013 Payment**

On Friday, November 9, RAILS received \$1,112,177.90 as its first FY2013 payment (July 2012 - June 2013). This was made from LSTA FY2011 funds. RAILS expects to receive the second payment of \$823,965.89 within the next few weeks. This second payment will be made from LSTA FY2012 funds. All subsequent FY2013 payments will be from state funds and thus subject to lengthy delays. As previously reported, on October 31, RAILS received the final payments to complete FY2012 funding (July 2011 - June 2012). RAILS thanks Secretary of State and State Librarian Jesse White, Illinois State Library (ISL) Director Anne Craig, and colleagues at ISL for helping to make this happen.

**Next RAILS Member Update on December 3**

The next RAILS Member Update videoconference will be held on Monday, December 3,

**November 14, 2012**

**RAILS Links**

- [RAILS Website](#)
- [Member Directory](#)
- [Contact RAILS](#)

**Member Resources**

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



73

**Upcoming Meetings**

[Dec. 3  
Member Update](#)

[Dec. 12  
Member Advisory Group](#)

[Jan. 25 RAILS  
Board Meeting](#)

[All board and  
committee meetings](#)

[Subscribe to RAILS  
Communications](#)  
[Unsubscribe from this list](#)  
[Update subscription  
preferences](#)  
[Forward to a friend](#)

2012 from 1:30 p.m. - 3:30 p.m. Interim Executive Director Jane Plass will host the videoconference from the RAILS Geneva Service Center. An agenda is now available. Agenda topics include an update on the selection of the new RAILS Executive Director, the formation of RAILS regions, an update on RAILS funding, the Illinois State Library's RFP for statewide delivery, and an update on RAILS facilities and services. In addition to obtaining the latest news from RAILS, members will have the opportunity to ask questions and to share information about what is happening at their libraries. There will be an opportunity for members to remain at all RAILS locations and other available videoconference sites for informal networking and discussion after the Member Update session is over. This videoconference is available to view in person at a RAILS or other videoconference facility or to view via one-way streaming. The meeting will also be recorded for viewing at a later date. For registration and a list of hosting locations, see: <http://www.librarylearning.info/events/?eventID=14315>.

**RAILS Executive Director News**

As reported last week, Deirdre (Dee) Brennan has been selected as RAILS Executive Director and will begin at RAILS on Wednesday, January 2, 2013. Dee is currently Executive Director of the Oak Park Public Library. Jane Plass, who has been serving as RAILS Interim Executive Director since July 2012, will remain with RAILS as Associate Executive Director, beginning on January 2.

**RAILS Closed on Thanksgiving**

RAILS will be closed on Thursday, November 22, in observance of Thanksgiving. Delivery and Talking Book Services will not be provided. (RAILS will be open on Friday, November 23, the day after Thanksgiving.) A list of RAILS observed holidays can be found on the RAILS website by clicking on the About tab, then on Holidays/Closings.

**Your Library's Hours and L2**

The Library Learning website is the official statewide directory of library professionals. L2 is also the official directory of RAILS member libraries. Library directors and other designated staff members are encouraged to check their library's record to ensure that the library's hours are correct. After you login to the L2 website, choose Libraries in the upper right corner. Then click Find Libraries. After you search for and find your library's record, click on the record to view the detailed listing. Then click the Edit Building link under Library Info in the box on the right. Scroll down to find the box to add or change your library's hours. While editing your library's record, please also ensure the accuracy of your library's phone and fax numbers, address, website, and other information. If you or your colleagues would like help with L2,

ORDINANCE LEVYING AND ASSESSING TAXES OF THE INDIAN PRAIRIE  
PUBLIC LIBRARY DISTRICT, DU PAGE & COOK COUNTIES, ILLINOIS FOR  
FISCAL YEAR BEGINNING JULY 1, 2012 AND ENDING JUNE 30, 2013

BE IT ORDAINED by the Board of Trustees of the Indian Prairie Public Library District as follows:

**Section 1:** That the sum Three Million, Nine Hundred Seven Thousand, Four Hundred Fifty and No/100 Dollars be and the same is hereby assessed and levied from and against all taxable property within the limits of said Indian Prairie Public Library District as the same is assessed and equalized for State and County purposes for the current year 2012. Said taxes are hereby levied for the current fiscal year of said Library District commencing July 1, 2012 and ending June 30, 2013 and are to be applied in liquidation of the appropriations heretofore made by Ordinance adopted by the Board of Trustees of the Indian Prairie Public Library District at a regular meeting held September 19, 2012 said Ordinance, having been duly published as provided by law, is hereby incorporated herein by reference; the various objects and purposes for which said appropriations were made are set forth under the column entitled "Amount Appropriated" and the specific amount hereby levied for each object and purpose is as set forth under the column entitled "Amount to be Raised by Tax Levy," as follows:

CORPORATE FUND

A. PERSONNEL	Amount Appropriated	Amount to Be Raised by Tax Levy
Salaries	1,970,000	1,936,000.00
Medical/Life Insurance	125,000	109,000.00
Staff Development	23,000	16,800.00
Recruitment	0	0
Board Development	1,500	1,200.00
Employee Assistance Program	3,000	2,600.00
Workers Compensation	12,000	9,300.00
Unemployment Compensation	5,000	3,100.00
IMRF	125,000	116,000.00
FICA	90,000	88,000.00
<b>B. MATERIALS</b>		
Books	255,000	252,000.00
Periodicals	42,000	39,800.00
Audio	52,000	48,000.00
Video	60,000	56,000.00
Electronic Reference Resources	70,000	68,000.00
Government Documents	0	0
Processing Supplies	25,000	23,200.00
Software/CD-ROM Circulation Collection	5,000	3,600.00
Life Skills/ESL	3,000	2,200.00
Multi Media	700	550.00
<b>C. BUILDING</b>		
Cleaning Service	65,000	56,000.00
Water/Sewer	0	500.00
Maintenance Supplies	20,000	14,700.00
Telephone	0	500.00
Gas	16,000	12,200.00
Electric	0	500.00
Security System Monitoring	1,800	1,100.00
Garbage Disposal	0	500.00
Building Maintenance Repairs	60,000	41,000.00
Property Maintenance	35,000	21,200.00
<b>D. AUTOMATION</b>		
Supplies	12,000	9,100.00
Automation-Professional Services	12,000	11,000.00
Purchase of Equipment	20,000	14,000.00
Automation-Equipment Repairs	4,000	1,600.00

Software	23,000	21,000.00
System Wide Automated Network (SWAN)	64,000	62,000.00
Telecommunications	12,000	9,000.00
<b>E. OPERATIONS</b>		
Office Supplies	16,000	12,500.00
Photocopy Supplies	6,000	5,100.00
Patron Cards	2,000	1,100.00
Non-Payment Reciprocal Reimbursement	6,000	3,600.00
Postage	15,000	8,100.00
Travel	1,000	700
Organizational Memberships	2,000	1,400.00
Bank Fees	3,000	2,200.00
<b>F. CONTRACTUAL SERVICES</b>		
Professional Services	20,000	12,000.00
Legal Services	7,000	8,000.00
Audit	3,500	3,000.00
Credit Bureau	1,500	1,600.00
Equipment Maintenance/Repairs	1,200	1,100.00
Equipment Maintenance Contracts	7,500	5,100.00
Photocopier Maintenance Contracts	2,500	2,100.00
<b>G. INSURANCE</b>		
Insurance	2,000	500.00
Bond	3,000	2,100.00
<b>H. PUBLIC INFORMATION</b>		
Marketing Supplies	4,000	2,300.00
Legal Notices	2,000	2,100.00
Marketing Newsletter	24,000	23,000.00
Special Events	30,000	26,000.00
Informational Printing	7,500	5,100.00
Advertising	5,000	3,700.00
<b>I. CAPITAL OUTLAY</b>		
Equipment/Furnishings	0	0
<b>J. CONTINGENCY</b>		
	100,000	12,000.00
<b>TOTAL CORPORATE FUND EXPENDITURES</b>	<b>3,483,700</b>	<b>3,195,650.00</b>

The foregoing appropriations are appropriated from the general property tax for corporate purposes. Said appropriations, less estimated amount receivable from other sources, are hereby levied from the tax for general corporate purposes.

PART II

AUDIT FUND

0

0

Levied for the foregoing expense of the Annual Audit from a SPECIAL TAX in addition to all other taxes levied by the District

PART III

.02% BUILDING/MAINTENANCE FUND

150,000

93,800.00

Levied for the foregoing expense of Building and Maintenance from SPECIAL TAX in addition to all other taxes levied by the District.

PART IV

ILLINOIS MUNICIPAL RETIREMENT FUND

70,000

64,000.00

Levied for the foregoing expense of Illinois Municipal Retirement Fund from SPECIAL TAX in addition to all other taxes levied by the District.

PART V

LIABILITY INSURANCE FUND	20,000	17,000.00
--------------------------	--------	-----------

Levied for the foregoing expense of Liability Insurance from a SPECIAL TAX in addition to all other taxes levied by the District.

PART VI

SOCIAL SECURITY FUND	65,000	58,000.00
----------------------	--------	-----------

Levied for the foregoing expense of Federal Insurance Contributions from SPECIAL TAX in addition to all other taxes levied by the District

PART VII

SPECIAL RESERVE FUND	100,000	0
----------------------	---------	---

Appropriated from sources other than a current tax levy. Said amount to be used in accordance with applicable law.

PART VIII

BOND RETIREMENT FUND	480,000	479,000.00
----------------------	---------	------------

Levied for the foregoing expense of bond retirement from a special tax in addition to all other taxes levied by the district.  
 (See Ordinance 1993-9 "An Ordinance Providing for the Issue of \$4,950,000 Library Bonds of the Indian Prairie Public Library District, DuPage County, Illinois, and for the Levy and Collection of a Direct Annual Tax for the Payment of the Principal of and Interest on Said Bonds" - Filed with the County Clerk on December 30, 1993 as supplemented by direction for abatement of taxes per issuance in 2003 of \$3,840,000 General Obligation Refunding Bonds, Series 2003.)

PART IX

WORKING CASH FUND	0	0
-------------------	---	---

This Board of Library Trustees hereby identifies the library working cash fund which now has a balance, prior to receipts in the 2012/2013 fiscal year, of \$384,150. Said amount shall not be deemed a current asset available for library purposes. Neither an appropriation nor levy will be made from the working cash fund this year.

SUMMARY:

CORPORATE FUND EXPENDITURES	3,483,700	3,195,650.00
AUDIT EXPENDITURES	0	0
BUILDING/MAINTENANCE FUND	150,000	93,800.00
ILLINOIS MUNICIPAL RETIREMENT FUND	70,000	64,000.00
LIABILITY INSURANCE	20,000	17,000.00
SOCIAL SECURITY	65,000	58,000.00
SPECIAL RESERVE FUND	100,000	0
BOND RETIREMENT FUND	480,000	479,000.00
WORKING CASH FUND	0	0
 GRAND TOTAL	 4,368,700	 3,907,450.00

Section 2: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of DuPage & Cook Counties within the time specified by law.

Section 3: The Indian Prairie Public Library District Secretary shall publicly post and keep this ordinance available for inspection by any interested party in the main office of the Indian Prairie Public Library District.

Section 4: That this Ordinance shall be in full force and effect from and after its passage and approval as required by law.

ADOPTED this 28th day of November, 2012, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by me this 28th day of November, 2012.

ATTEST:

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

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

Ongoing Responsibility

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. The pages for younger children also feature books.

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". AS has created a calendar of materials that will be used to provide information.

Explore additional ways to integrate ereaders into library services. All

Notes: Suzy has set up a "Tech Bar" which currently features a Sony Reader, Kindle, Kindle Fire and a Nook Color so that patrons can try out ereaders.

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. We contacted the Mid-School & Junior High and heard back from serveral that they use Macs. The Library Foundation gave us funding to purchase an i- Mac which we installed in Nov. 2012. Software includes iLife, Office for Macs, Pixelmator and Pixie. YS staf were trained on the iMac at their Oct staff meeting.

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. Two adaptive needs apps were purchased and added to the K&T i-pads. Fall -multi-cultural storytime classes were added to Wed. evenings. In Oct 2012 YS staff began providing monthly sensory story time classes to Elementary aged special needs students.

78

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". More handouts were created to feature relevant materials. When the floor plan was changed the Jobs and Careers materials, test books, and life skills books were all placed near each other to kick-start the development of a "career center". Shirley Jensen has taken a class through an organization called Work Net which provides resources for libraries to support people in their job search. Her report is attached to the end of this report.

## Technology

Annually survey library members regarding their use of technology Director

Notes: A survey will go out the first week in December.

Provide computer classes that assist residents in updating their work skills AS, CS

Notes: This year we offered *Navigating the Online Job Market*, 2 *Resume Readiness* classes, numerous computer classes that cover learning the basics to more advanced classes in Word and Excel and College of Dupage was here twice to talk with patrons about their classes.

Annually provide "senior boot camp" computer classes AS, CS

Notes: This was done Summer of 2012. It was designed that patrons could sign up for 4 consecutive morning classes or 4 consecutive afternoon classes. 23 people were trained on the basics of using the computer, Internet and email.

Host programs that allow residents to use different types of technology AS, CS

Notes: Staff held several classes on downloading ebooks, how to use the Kindle, Nook and iPad as ereaders. In January 2013 we will be offering an iPad class. Suzy has set up the "Tech Bar" which currently features ereaders but will feature other types of devices in the future.

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

Notes: Added basic "Like" & "Tweet" features to public blog postings.

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 on one for downloading audiobooks.

Anamotos were created to share information on 2012 Write-On Festival

Financial

Apply for at least two grants per year all

Notes: Jamie applied for an LSTA grant to obtain the state per capita grant. Debbie W applied for the Muslim World grant. Have not had a response yet. Kelly V. & Ann S. are in the process of applying for Walmart Education Grant \$5,000 to replace family center computers and software. YS working with Positive Parenting & Community House on \$75,000 grant to provide directed early childhood parenting services.

Staff

Write annual staff development plan Asst Director

Notes: Completed

Continue to study and develop internal communication methods. Director, Asst Director

Notes: We had investigated the option of allowing staff to access department and library intranets from home. This creates a problem in that staff classified as non-exempt (from overtime) have to be paid for the time they spend at home doing anything related to work. Staff are completing a communication survey.

Investigate cloud computing for staff use CS

Notes: With the new server staff are able to access their files from outside the library

Marketing

Use video to showcase library services and programs All

Notes: Anamotos were created to share information on 2012 Write-On Festival

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

Notes: Completed

Strategic Plan Worksheet 2012-2014  
Winter/Spring 2012

	Responsibility
<p><b>Popular</b></p> <p>Improve signage and finding aids for adult n-f popular materials</p> <p>Notes: Completed with identifying signage at each sub category and a list of the subcategories provided by the books</p> <p>Location of NF topic areas was added to digital floor plan</p>	AS
<p><b>Learning</b></p> <p>Examine how to create a seniors area on the first floor</p> <p>Notes: We rearranged the first floor earlier this year and are studying how best to create a seniors area and what should be part of that area. We have some sketches with ideas and are still studying this idea.</p> <p>Examine providing memory games for seniors</p> <p>Notes: This will be part of the seniors area.</p> <p>Examine meeting space booking policy and procedures to provide more opportunities for the public to use meeting spaces</p> <p>Notes: Did a study to examine use by tutors and number of turnaways from group study rooms. We are currently making more use of the multi-purpose room and the conference room for group meetings.</p>	AS  AS  Director
<p><b>Community</b></p> <p>Partner with other organizations to provide recycling opportunities for the community</p> <p>Notes: Have partnered with the Lions Club to recycle glasses and cellphones, with the VFW to recycle flags Working on electronic recycling and shredding event for Spring 2013.</p>	Asst Director
<p><b>Technology</b></p> <p>Offer the library web site in a variety of languages</p> <p>Notes: Completed</p> <p>Create a teen Facebook page</p> <p>Notes: Teen Advisory Board has created a Facebook page. Staff are studying further the best ways to use social media to do outreach to teens</p>	CS  YA



## Financial

Create a plan to promote donations to the library Director  
 Notes: With the new website there is a more prominent location for the donation information  
 An article was written for the summer newsletter  
 and the winter newsletter. A rotating graphic encouraging end of year giving  
 will display in December.  
 We are creating a page on the website that will list all the donors for the past  
 several years.

Create a plan for capital replacement based upon assessment Asst Director  
 done by PSA-Dewberry  
 Notes: Completed

Prepare a report on fixed costs vs. discretionary costs Director  
 Notes: This was reviewed as part of budget discussion

## Physical Library

Evaluate the layout of the adult services department to provide a more AS, Director  
 open feeling  
 Notes: Completed

Create a marketing plan to promote library databases Marketing  
 Notes: Jen and Cris created a plan that resulted in  
 terrific gains in usage of the 2 highlighted  
 databases as reported in their department reports.

## Marketing

Create a social media plan Asst Director  
 Notes: This plan has been completed and a staff committee  
 started implementing the plan this fall. Laura will give  
 a report at a future board meeting.

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.  
 Laura is working on "About Us - Green" page on webiste.

Strategic Plan Worksheet 2012-2014  
Summer 2012

	Responsibility
<p><b>Popular</b></p> <p>A special collection of books, DVDS and music for mid-kids will be developed.</p> <p>Notes: In process. Music is done. Videos are done <i>Have been getting positive response from parents and kids</i></p>	<p>YS</p>
<p>Develop summer outdoor Chan concert series</p> <p>Notes: These concerts were presented. (LB)</p>	<p>Asst Director</p>
<p><b>Community</b></p> <p>Partner with Burr Ridge Farmers Market to promote the library</p> <p>Notes: Unfortunately we were told that we could not partner with the farmers market because we are considered a competitor of Barbara's Bookstore</p>	<p>Asst Director</p>
<p><b>Technology</b></p> <p>Improve and promote the mobile app site</p> <p>Notes: Added staff recommendations, new materials lists, access to other library Apps and social media sites to Mobile App.</p>	<p>CS, Marketing</p>
<p>Conduct an in-house survey examing how patrons use the building and services</p> <p>Notes: This has not been done. Planning for January.</p>	<p>Director</p>

	Responsibilities
<b>Learning</b>	
<p>Create a "My First Library Card" campaign</p> <p>Notes: Debbie Sheehan and Cris developed a first draft of a plan. It has been reviewed by Monica and Jamie. The plan includes involvement by the schools. At this point the goal is to work with the schools or a pilot school to develop a campaign for the next school year.</p>	Marketing, Circ, YS
<p>Create more methods for teen input into development of the collection</p> <p>Notes: Have put out a suggestion box with a variety of questions to gather input about what kids are reading, listening and viewing</p>	YS
<b>Community</b>	
<p>Develop more programming that provides the opportunity for people to interact</p> <p>Notes: Mary Krekelberg started a program called "BYOB" where people bring their favorite book and talk about it. Laura is planning a poetry series for 2013. We continue to run the Great Decisions, Current Events, and ESL discussion groups, plus three book discussion groups and the movie discussion group</p>	Asst Director
<p>Develop an community online presence for GenLit and Crime Readers Groups</p> <p>Notes: Staff created Facebook pages for GenLit and the Crime Readers Groups. They are investigating other types of social media to use with these groups.</p>	AS,CS
<p>Explore an online book club for the K &amp; T Department</p> <p>Notes: We completed an application to be a Teen top 10 readers panel but did not get accepted. Staff is discussing ideas with TAB and a blog has been created that will be used to post book reviews by the Junior Advisory Board. Also surveyed teens as to their interest in a book club.</p>	YS, CS
<p>Meet with community organizations to get updates on their activities and discuss ways to partner</p> <p>Notes: Jamie met with the Rotary. Mary Krekelberg has been meeting with the Darien Historical Society (and was an author of their book!), Sarah meets with the Willowbrook Coalition. Jamie met with DAPA - the directors of the various Darien governmental entities. Cris meets with the two Chambers. We'll continue to expand our contacts in 2013.</p>	Director, Asst Director Marketing
<p>Develop volunteer corps for one-on-one computer assistance for residents</p> <p>Notes: This was completed by Laura and Ann. Tech Tutors assist in classes and one-on-one with patrons. This definitely saves time for staff and provides a great service to our patrons.</p>	CS, Asst Director
<b>Marketing</b>	
<p>Survey parents of pre-school and early elementary children to determine how the library can best serve parents' needs</p> <p>Notes: This has been completed. Enhancements were made to the storytime classes in response - extending from 6 weeks to 8 weeks, providing multi-language and storytime techniques geared to special needs children.</p>	YS, Director
<p>Brand the library's early literacy services, programs and materials</p> <p>Notes: This has been postponed until 2013.</p>	YS, Marketing

Strategic Plan Worksheet 2012-2014  
2012

	Responsibility
<p><b>Popular</b></p> <p>Enhance the catalog and digital floor map to highlight popular materials</p> <p>Notes: Completed</p>	CS
<p>Use QR codes and links to connect materials to the online catalog and other recommendations</p> <p>Notes: A new page was created on the website to use QR codes to access library APPs. Signage among the shelves has QR codes that links people to databases related to the subject area. We continue to work on this.</p>	CS, AS, YS
<p>Improve patron browsing within Dewey categories</p> <p>Notes: Poetry and Tales (fairy and folk) done, working on biographies to add natural language (presidents, scientists, etc). Currently working science experiments</p>	TS, AS, YS
<p><b>Technology</b></p> <p>Improve and expand the library's community information web page</p> <p>Notes: This is in process to create easier access for patrons to find the info they need.</p>	AS
<p>Be an information clearinghouse for local green efforts</p> <p>Notes: This is in process to develop further on our web page.</p>	AS
<p><b>Financial</b></p> <p>Examine individual services and staff duties for determination of retention or revision</p> <p>Notes: In process--AS staff are compiling lists of all the tasks they do. Revision of individual YS staff duties completed. Tech and Computer Services are currently examining their job duties. Circulation Services has begun the process of reviewing their job descriptions. The director has reviewed the financial forecast with the department heads and discussed various future impacts.</p>	All
<p>Study the impact and feasibility of extending the building bond tax</p> <p>Notes: This was completed by the director and the trustees</p>	Director, Trustees
<p>Examine how to increase library usage by Burr Ridge residents and other unserved areas</p> <p>Notes: This was not done.</p>	Director, Marketing

## WorkNet update

### Background:

I became aware of workNet at the Workforce Recovery seminar I attended in 2011, which had a speaker from the DuPage partner office who impressed me with all their offerings and the professionalism of their approach. I also discovered that a couple of local libraries had become partners.

Illinois workNet is a free online resource (Web site) with comprehensive career, education and other resources that support the job search and retention of Illinois individuals at all employment stages, from first-time job hunters to laid-off workers. It also provides material for employers for their recruitment and training needs.

### Current status:

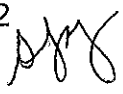
- Applied for and accepted as an Illinois workNet access partner. We appear on their Web site as such. This means:
  - we have computers with Internet available that job seekers can use for accessing workNet and other job resources
  - we have staff certified as a workNet advisor
  - We promote and display information about Illinois workNet. They provide templates on the workNet site.
  - We help people search for jobs, training and other services that support employment using workNet. (I would add not necessarily *only* by using that resource.)
- I completed all the training modules and became a Certified WorkNet Advisor
- Discussed with Ann possibly installing an icon or link on our public computers. This will wait for when they do an upgrade because CS staff have to disable some security, etc.
- Added link to appropriate area of our Web site
- I follow workNet on Twitter and can pass along pertinent information to followers

### Vision and goals:

- Promote the site on our Home Page (possible icon on the main page of the public PCs, add to rotator).
- Check into mining workNet for possible speakers for programs
- Introduce Reference Staff to the site so that they can provide site guidance to anyone requesting it

- Depending on response, may have another person become certified
- If there's a need, provide book-a-librarian/one-on-one assistance in using the site (myself and possibly my co-committee person Suzy)
- Suzy is working on a job-oriented blog that will display on the Jobs and Careers section. We can have workNet feed into it.
- Consider having one PC in the library (database area?) become a job hunting computer with workNet loaded as the main page, plus other links to our job-oriented Web sites and with more literature available. This would require working out issues such as monitoring other users from accessing the Internet there. Setting up one laptop may be an option, but many job hunters don't yet have a comfort level with computers. (That's something workNet can help with!)

Shirley 11/15/12





# Certified Illinois workNet Advisor Certification of Completion



Southern<sup>™</sup>  
Illinois University  
Carbondale  
Division of Continuing  
Education

Illinois workNet® hereby acknowledges that

**Shirley P. Jensen**

Has Successfully Completed the following  
Certified Illinois workNet Advisor online Series

October 11, 2012

• 100 - Foundation Series - 10-11-2012

Has been awarded 1.0 Continuing Education Unit (CEU) in recognition of the completion of the "Certified Illinois workNet Advisor Online Course."

Certified Illinois workNet Advisors are knowledgeable about the state and federal workforce system and can help others use technology, especially the Internet, to locate career transition assistance, education and training, and support services.

The Illinois workNet Portal and the Certified Illinois workNet® Advisor Online Course are sponsored by the Illinois Department of Commerce and Economic Opportunity.

This certificate was issued October 11, 2012 and is renewable annually.

87

## Listening Posts October 2012

### Kids & Teens

A mother stayed after bilingual story time yesterday to tell me how much she appreciates this program. Her children are bilingual but she only speaks Spanish and she has wanted to take them to library programs but felt too intimidated to do so because of the language barrier. They have loved bilingual story time because she can participate with her children, and because she is learning new words in English. They practiced the songs & rhymes together all week. Now she says they might start attending other library programs too!

A mom was in getting books on history of music and her daughter said "This is great – this is just what we need".

Patron said "I just love this library, I've been to LaGrange, LaGrange Park and Riverside and I always come back here. It is just the best".

### Circulation

This gentleman comes in the library every Friday night. He comes with his caregiver and utilizes the little scooter we have to get around. He says that he looks forward to Friday nights. It's the best night of the week because he comes to our library. He loves Indian Prairie.

Patron said he wished we could have movies for two weeks instead of one. It cuts down on the amount of time he has to come to the library.

Patron left one of his own personal CD's in an item he returned. Circ dept called him when patron picked item up he said, "Thank you. That was really nice of you to do."

Westmont patron came in to thank us for mailing back her card that she left at the self check. She said that she loves this library.

### Adult & Computer Help Desk

A patron approached the computer help desk after using the scanner and thanked us for offering such an amazing free service.

A young man stopped at the Ask Us to thank us for all the help he received as he studied for his GMATs. He passed with high scores and is waiting to hear from the University of Chicago. He seemed confident of being accepted.

Rochelle Norman says she likes to come in early to use a guest internet computer to look on-line for jobs. She has had 3-4 interviews since using our computers to apply. She thanks us for providing this service. She may apply for a job here as this is such a nice place to work.

Patron called to thank Sandy for her excellent help and quick response to her question.

As I was showing someone a location of an item, he said "I love this library so much!"



### Adult & Computer Help Desk

Patron commenting on Frankenstein pumpkin on Readers Services Desk – “I like that, it’s cute, it’s fun”.

It is too hard to find fantasy DVDs. I had to ask a staff person and she said they are shelved in the Sci Fi section. The section should be relabeled or fantasy should have its own section.

When the elevator was out of order on Monday morning, a wheelchair-bound patron couldn’t get upstairs. Gail J. noticed, asked what kind of books she normally looks at, and brought her a selection from circulation.

I incorrectly told a patron that a study room was not available because I was looking at the wrong day. I looked up her record and called her to let her know a room was available. She said “You have the best customer service.”

The meeting room was very comfortable.

I’m so jealous of IPPL. It offers so much more than my library (Elmhurst). IPPL makes learning so much fun!

The adult programs are always fun and inspiring.

Programs are always wonderful!

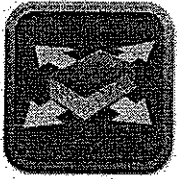
### Technology

### Administration

Numerous patrons commented in October on how they loved the fall watercolor paintings in the gallery.



## Apps for Your Smartphone or Mobile Device



### LibAnywhere






Main library App for SWAN Catalog, New Materials, Staff Recommendations, Upcoming Classes & Events, eBook Access & More. Search your App store for Libanywhere.

The screenshot shows the LibAnywhere app interface. At the top, there is a search bar with the text "Search". Below the search bar is the Indian Prairie Public Library logo. A list of menu items is displayed, each with a right-pointing arrow:

- Your Account
- eMedia Library (Overdrive)
- Staff Recommendations
- New Materials & Booklists
- Programs & Classes
- Hours and Locations
- Ask a Librarian
- Library Apps
- Facebook, Pinterest, Twitter & More
- Full Website

Callout boxes point to the following features:

- Main Menu**: Points to the top-left corner of the app.
- Catalog Search**: Points to the search bar.
- Your Account**: Points to the "Your Account" menu item.
- Save items for quick retrieval (SWAN)**: Points to the "eMedia Library (Overdrive)" menu item.
- Select a library**, **Scan a barcode**, **About**, and **Clear all settings**: These are part of a dark overlay menu in the top-right corner.

	<p>Overdrive</p>	<p>App for ebooks and audio books access on your mobile device.</p>
	<p>A to Z Databases</p>	<p>Search by business, person, category or phone number within by your current location, City/State or entire United States. Results include address, map &amp; directions, home market value, household income, business revenue, year established and more.</p>
	<p>Mango Languages for Libraries</p>	<p>34 foreign &amp; 14 English as a second language courses. From basic practical and travel conversation situations to in-depth complete comprehensive language and grammar skills. Must create an account through the libraries website before you can use the App.</p>
	<p>Access My Library Public Edition</p>	<p>Access to Gale online resources of current magazines, journals, encyclopedias and more.</p>
	<p>QR Code Reader</p>	<p>Free, simple and easy QR code reader. Opens ready to scan. Point your phone to the code and instantly be directed to a Web site or APP.</p>

## **November 2012 Chamber Meetings**

### **Willowbrook/Burr Ridge Chamber meeting**

The November meeting has traditionally featured the Madrigal Singers from Hinsdale South High School, as this meeting did.

For the first time, IPPL is partnering with the WBBR Chamber in their annual Giving Tree. We have structured this partnership so that it won't diminish the efforts of our Teen Advisory Board, who collects scarves, hats and gloves/mittens.

The chamber's gift suggestions will not be clothing items; our promotional efforts will focus on the TAB Giving Tree. The chamber will promote IPPL as a drop off site.

### **Darien Chamber meeting**

This month's Darien Chamber meeting focused on the Chamber's Excellence Awards which were given out in multiple categories.

In another first time partnership, we will be participating in a new effort for the Chamber – Darien Days. This weeklong shopping event is culminating in the tree lighting ceremony at Lace School and a holiday expo at Lace School. The Friends of IPPL will have a booth at the expo.

Christine Cigler  
Marketing Coordinator  
November 28, 2012