

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

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

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

- A. Roll Call
- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
 - 1. Bukovac to Chestnut Court Merchants Association re: Thank You for Donation Page 4
- E. Omnibus Consent Agenda
 - 1. Minutes of Budget and Appropriations Hearing and Regular Board Meeting, September 19, 2012 Page 5
 - 2. Treasurer's Report Page 9
 - 3. Action on Bills/Additional Bills Page 13
 - 4. Intergovernmental Agreement Between The Darien Park District and IPPL for Snow and Ice Removal Page 21
- F. Items Deleted from Omnibus Consent Agenda
- G. Library Director's Report Page 29 Information
SWAN Report Page 31 Information
- H. Staff Report
Debbie Wordinger, Head of Adult Services Information
- I. Reports
 - 1. Trustee Reports Regarding City and Village Presentations Information
 - 2. WB/BR Chamber of Commerce Meeting (Cigler) Page 73 Information
 - 3. Darien Chamber of Commerce (none)
 - 4. RAILS Page 74 Information
 - 5. Building and Grounds (none)
 - 6. Finance Committee (none)
 - 7. Plan/Annexation Committee (none)
 - 8. Policy Committee (none)

BOARD MEETING – OCTOBER 17, 2012 – PAGE 2

J. Unfinished Business
None

K. New Business

- 1. FY2011/2012 Audit Report Page 77 Information
- 2. School Participation Page 119 Information
- 3. Draft of Levy for FY 2012-2013 Page 122 Discussion
- 4. Resolution #2012-C To Determine Estimate of Funds Needed for 2012-2013 Fiscal Year Page 123 Action
- 5. Notice of Proposed Property Tax Increase for Indian Prairie Public Library District Page 123 Action

L. Scheduled Meetings

M. Community Events
DCIC November 13, 2012

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

BOARD MEETING – OCTOBER 17, 2012 – PAGE 3

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

401 Plainfield Road | Darien, Illinois 60561-4207
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October 8, 2012

Chestnut Court Merchants Association
7511 Lemont Road
Darien, IL 60561

Dear Harry and Paul:

On behalf of the Board of Trustees and the staff of the Indian Prairie Public Library, I wish to extend a sincere thank you for the \$404.00 donation from the Chestnut Court Merchants Association. The library is using the funds to support small businesses through subscriptions to *Inc*, *Entrepreneur* and *Small Business Opportunities*. In addition the library is adding eleven recently published books to the collection related to small businesses. These books will each have a book plate stating they were donated by the Chestnut Court Merchants Association. The titles are:

- *The Small Business Bible*
- *Small Business Financing*
- *Small Business for Dummies*
- *Small Business Marketing Kit for Dummies*
- *The Small Business Guide to Government Contracts*
- *The Women's Small Business Start-Up Kit*
- *Building a Small Business That Warren Buffett Would Love*
- *The Facebook Guide to Small Business Marketing*
- *How to Open and Operate a Financially Successful New Business in a Tough Economy*
- *It's Your Business: 183 Essential Tips That Will Transform Your Small Business*
- *Legal Forms for Starting and Running a Small Business*

We truly enjoy the partnerships we have developed with local businesses and the ways that we are able to jointly enhance our community. Thank you again for thinking of the library and for your donation.

Sincerely,

A handwritten signature in black ink that reads "Jamie Bukovac".

Jamie Bukovac
Library Director

Board of Trustees

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

Indian Prairie Public Library
Board of Trustees Minutes
September 19, 2012

**Budget and Appropriations Hearing
September 19, 2012 – 7 p.m.**

- A. Call to Order and Statement of Purpose – President Megaridis called the hearing to order at 7:02 p.m. Present were Marian Krupicka, Crystal Megaridis, Luanne Spiros, Victoria Suriano, Robert Thomas, Jamie Bukovac, Laura Birmingham and Maria Wlosinski. Absent: Paul Oggerino, Jo Ann Schusterich. Megaridis stated that the purpose of the hearing was to provide the opportunity for public comment on the Budget and Appropriations Ordinance and reviewed the Legal Notice of Public Hearing that was published in The Doings on August 12, 2012.
- B. Public Questions/Comments – none
- C. Closing of Hearing – Megaridis closed the hearing at 7:04 p.m.

**Board of Trustees Regular Meeting
September 19, 2012 – 7:15 p.m.**

A. Roll Call

President Megaridis called the meeting to order at 7:17 p.m. Secretary Suriano called the roll. Present: Marian Krupicka, Crystal Megaridis, Jo Ann Schusterich, Luanne Spiros, Victoria Suriano, Robert Thomas
Absent: Paul Oggerino
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Cris Cigler
Others:

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

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

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

- C. Public Comment – none

At this point Cigler addressed the Board regarding item H (Staff Report). She left at 7:33 p.m. and the Board continued with Communications and Announcements and the rest of the agenda.

D. Communications and Announcements

1. Schmidt to Bukovac re: Donation by Darien Park District Garden Club
2. Bukovac to Schmidt re: Donation to Darien Park District Garden Club
3. Ritzman to Bukovac re: Serving Alcoholic Beverages at the Library
4. Bongiovanni to Bukovac re: Darien Chamber Use of Library Parking Lot

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, August 15, 2012
2. Treasurer's Report
3. Action on Bills/Additional Bills
4. Ordinance #2012-6 Providing for the Budget & Appropriations of IPPL FY 2012-2013
5. Estimate of Revenues FY 2012-2013
6. FY2013 Illinois Public Library Per Capita Grant
7. Endorsement of ReadersFirst E-Book Statement
8. Resolution #2012-B Authorizing Distribution of Trustee Election Materials and Acceptance of Petitions

Item E8 was distributed tonight. The library is closed on December 24 which is the last day for filing Petitions. Bukovac confirmed with our attorney that the law requires all filing offices remain open until 5 p.m. on the last day of the filing period. The library will have a staff person at the library from 1 p.m. to 5 p.m. on December 24 to accept Petitions. Spiros moved, Schusterich seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Schusterich 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

Staff is looking at project ideas The Gift of Carl Foundation and the Rotary can partner on for the library.

H. Staff Report - Cris Cigler, Marketing and Public Information Coordinator, demonstrated the interactive on-line version of our newsletter. A rotating graphic on our website directs patrons to it and it is located in the website footer. There are many embedded links throughout the newsletter which we can track to see what people are clicking on. Features include an option to translate the text into another language; the ability to bookmark, search, share, and make notes. There is a link to every business that supported our summer reading program.

I. Reports

1. Trustee Reports Regarding City and Village Presentations – Krupicka and Spiros did their presentation to the Darien Council. It was a very positive and engaging experience. The council had several excellent questions including how residents who are not located within the district can get a library card. Krupicka and Spiros explained non-resident cards and the referendum process necessary to annex an area into the library district. Megaridis presented to the Willowbrook council.
2. WB/BR Chamber of Commerce – (no report)
3. Darien Chamber of Commerce - Bukovac attended the meeting. Mayor Weaver presented her State of the City. She reported that things are going very well. Highlights included: they are very happy with the new police chief; Walmart is becoming a Super Walmart; they are working on cleaning up the BP property; the City has maintained its high bond rating; the Chamber now has its office at City Hall; Chuck's Southern Comfort Café is coming to the Cornerstone location. The Chestnut Court Association presented a check to the library in the amount of \$404. We will use the funds for something that supports small businesses.
4. RAILS Board – 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

1. Financial Forecast – Steve Larson reviewed the financial forecast and said that the presumptions and logic were reasonable but that it is very difficult to project out more than three years.
2. Building Bond – The Trustees discussed whether the library should pursue a referendum to ask residents to apply the bond money to the operating budget. They agreed that it would be difficult to sell the need in light of our financial situation and it should not be pursued at this time. Bukovac said she reviewed the community surveys and the overall number one request from patrons was for e-books and help with their e-readers. Consequently, she tripled the e-book budget last year and added more money this year. Nothing else stood out on the surveys. Bukovac said she does not have a compelling story for pursuing a referendum. The consensus among the Trustees was that we should be proactive in educating and informing the public as to why we are in such a good position and why we are not pursuing a referendum; let them know that the library has been fiscally responsible for years and was able to do the renovation without asking for any additional funds; tell them we've been doing a great job and back it up with facts and statistics; advertise the fact that the bond is being retired and the building is paid for because it is something to celebrate; let the public know their taxes will be going down; provide proactive fiscal transparency; create a marketing campaign that takes pride in the unique situation we're in. Bukovac will organize the notes from the discussion and will speak to Schaumburg Library about their decision not to pursue a referendum and will bring the information to the October meeting.

K. New Business - none

L. Scheduled Meetings – none

M. Community Events - none

N. Library Events

Computer Class Registration	9/5/2012	9:00 AM
Gaming Committee	9/6/2012	3:15 PM
Nook Users: Learn How to Download eBooks	9/11/2012	1:30 PM
Internet for Beginners	9/11/2012	3:30 PM
Email for Beginners	9/11/2012	6:00 PM
Chan Concert	9/12/2012	7:00 PM
Novel Idea- Save Me by Lisa Scottoline	9/12/2012	7:00 PM
Chan Summer Concert Series: The K. Michaels Band	9/12/2012	7:30 PM
iPad & Tablet Users: Learn How to Download eBooks	9/13/2012	6:00 PM
Kindle Users: Learn How to Download eBooks	9/13/2012	7:30 PM
55+ Group	9/14/2012	9:30 AM
Jlm Gill Music Concert-Families	9/14/2012	6:30 PM
TAB	9/15/2012	2:30 PM
Life's Transitions	9/17/2012	9:30 AM
Intro to Word	9/17/2012	6:00 PM
GenLit (for 20-30 somethings)	9/17/2012	6:30 PM
First Day of Story Time Sign-up.	9/18/2012	9:00 AM
Kindle Users: Learn How to Download eBooks	9/19/2012	1:30 PM

Intro to Excel 2010	9/19/2012	3:30 PM
Intro to Word	9/19/2012	6:00 PM
After School Chess- Kids	9/20/2012	3:45 PM
Ask the Master Gardeners	9/20/2012	6:00 PM
Fall for Foods of the Season	9/20/2012	7:00 PM
Crime Readers Book Discussion	9/20/2012	7:00 PM
Start Early - Start Smart	9/23/2012	2:00 PM
Today's Smart Living: Swap and Shop	9/25/2012	7:00 PM
Intro to Excel 2010	9/26/2012	3:30 PM
RU Game	9/28/2012	6:30 PM
Gaming Committee	10/4/2012	3:15 PM
An Introduction to Morningstar Investment Research Center	10/4/2012	7:00 PM
Books to the Big Screen	10/5/2012	6:00 PM
Legos-free play day	10/8/2012	10:00 AM
55+ Council Meeting	10/9/2012	1:00 PM
Lyric Opera Lecture: Simon Boccanegra	10/9/2012	7:00 PM
Intro. to Excel 2010	10/10/2012	3:30 PM
Intermediate Word	10/10/2012	6:00 PM
Novel Idea- Caleb's Crossing by Geraldine Brooks	10/10/2012	7:00 PM
On the Road and at Home with The Rolling Stones	10/11/2012	7:00 PM
55+ Group	10/12/2012	9:30 AM
Elephant & Piggie	10/12/2012	6:30 PM
Computers for Beginners	10/15/2012	6:00 PM
GenLit (for 20-30 somethings)	10/15/2012	6:30 PM
Intro. to Excel 2010	10/16/2012	3:30 PM
Computers for Beginners	10/16/2012	6:00 PM

O. Adjournment

At 8:55 p.m. Suriano moved, Spiros seconded to adjourn the meeting. All ayes.
Motion carried unanimously.

Victoria Suriano, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 09/30/12

Balance on hand as of August 31, 2012.....	2,778,087.40
Cash Receipts for September	1,446,570.95
Cash Disbursements for September	252,521.74
Cash on hand as of September 30, 2012.....	3,972,136.61

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

General	\$1,464,617.58
Special Reserve	20,937.59
Working Cash.....	314.94
Bond	453,643.65
Children's Endowment	2,884.28
Endowment.....	11,164.27
<u>MPI Investments</u>	1,155,656.99

JP Morgan Chase - Savings - Rate .16%

General	\$302,016.57
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Working Cash Fund

MPI Investments	391,002.37
JP Morgan Chase - Checking - Rate .10%	
General	90,191.00
Hinsdale Bank & Trust - Checking.....	79,103.37
Petty Cash	200.00
Petty Cash/Circulation	404.00
Balances as of September 30, 2012	\$3,972,136.61

FUND BALANCES AS OF 09/30/12

Corporate Fund.....	2,798,164.91
Building & Maintenance Fund.....	116,511.72
I.M.R.F. Fund.....	15,578.46
Liability Fund.....	13,952.47
Social Security Fund	18,174.08
Special Reserve Fund.....	22,061.49
Working Cash Fund	391,404.60
Bond Fund	522,624.18
Misc. Balance Sheet Accounts from all Funds.....	73,664.70
Grand Total All Funds	\$3,972,136.61

10

Indian Prairie Public Library District
Consolidated Revenue Report for September 2012

Percent of Year: 25.00

	RECEIVED Sept 12	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	1,236,849.54	2,957,380.85	94.08%	3,143,629.00	186,248.15
41110 · Bond Property Taxes	194,744.56	220,420.81	45.37%	485,845.00	265,424.19
41150 · Non-current Property Taxes	76.45	341.59	21.35%	1,600.00	1,258.41
43100 · Interest-Tax Levy	0.34	14.93	0.00%	0.00	-14.93
TOTAL PROPERTY TAX & LEVY INTEREST	1,431,670.89	3,178,158.18	87.53%	3,631,074.00	452,915.82
INTERGOVERNMENTAL					
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
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00%	42,000.00	42,000.00
INTEREST					
43200 · Interest -Checking	7.13	31.80	1.06%	3,000.00	2,968.20
43500 · Interest - Investment	202.74	434.70	0.00%	0.00	-434.70
TOTAL INTEREST	209.87	466.50	15.55%	3,000.00	2,533.50
DESK MONIES					
45100 · Copier	353.51	1,118.41	0.00%	5,000.00	3,881.59
45120 · Computer Copies	727.21	2,625.03	26.25%	10,000.00	7,374.97
45200 · Fines/Fees	4,112.12	14,073.23	24.28%	58,000.00	43,926.77
45250 · Gifts/Donations	20.00	670.00	33.50%	2,000.00	1,330.00
45300 · Lost Materials	991.70	2,118.22	17.65%	12,000.00	9,881.78
45350 · Non-Resident Fees	6,559.00	23,783.00	0.00%	85,000.00	61,217.00
45400 · DVD Fines	471.95	2,065.80	22.95%	9,000.00	6,934.20
45450 · Book Rental	160.50	583.00	23.32%	2,500.00	1,917.00
45550 · Meeting Room Rental	25.00	175.00	0.00%	0.00	-175.00
45600 · ILL Fees	47.00	199.95	0.00%	0.00	-199.95
TOTAL DESK MONIES	13,467.99	47,411.64	25.84%	183,500.00	138,088.36
OTHER INCOME					
46700 · Miscellaneous	2.00	1,944.77	194.48%	1,000.00	-944.77
46750 · Collection Agency Fee	40.00	70.00	0.00%	0.00	-70.00
TOTAL OTHER INCOME	42.00	2,014.77	201.48%	1,000.00	-1,014.77
GRAND TOTAL	1,445,390.75	3,228,051.09	83.62%	3,860,574.00	632,522.91

11

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

Percent of Year: 25.00

	Sept 12	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
PERSONNEL							
61100 · Salaries	136,549.55	423,416.78	22.09%	1,916,545.00	1,493,128.22	1,970,000.00	1,546,583.22
61310 · Benefits - Medical / Life Ins.	13,273.09	26,274.35	24.33%	108,000.00	81,725.65	125,000.00	98,725.65
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	13,288.02	40,556.92	23.03%	176,129.00	135,572.08	195,000.00	154,443.08
61340 · Benefits - FICA	10,332.94	32,043.14	21.86%	146,615.00	114,571.86	155,000.00	122,956.86
61400 · Staff Development	2,246.26	3,393.62	20.44%	16,600.00	13,206.38	23,000.00	19,606.38
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
61600 · Board Development	150.00	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	206.92	1,757.64	57.82%	3,040.00	1,282.36	5,000.00	3,242.36
TOTAL PERSONNEL	176,046.78	538,547.45	22.63%	2,379,629.00	1,841,081.55	2,489,500.00	1,950,952.55
MATERIALS							
62100 · Books	20,009.72	37,399.85	15.01%	249,175.00	211,775.15	255,000.00	217,600.15
62200 · Periodicals	1,682.58	11,770.87	32.56%	36,150.00	24,379.13	42,000.00	30,229.13
62300 · Audio	5,409.80	11,145.81	23.49%	47,450.00	36,304.19	52,000.00	40,854.19
62400 · Video	5,500.90	8,890.43	16.25%	54,700.00	45,809.57	60,000.00	51,109.57
62500 · Multi-Media	60.54	158.44	5.98%	2,650.00	2,491.56	3,700.00	3,541.56
62600 · Electronic Reference Resources	1,500.00	52,765.95	78.77%	66,988.00	14,222.05	70,000.00	17,234.05
6270 · Software - Games	369.76	927.42	0.00%	3,500.00	2,572.58	5,000.00	4,072.58
62800 · Processing Supplies	1,958.25	6,703.69	29.15%	23,000.00	16,296.31	25,000.00	18,296.31
TOTAL MATERIALS	36,491.55	129,762.46	26.83%	483,613.00	353,850.54	512,700.00	382,937.54
BUILDING							
63100 · Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	150,000.00	150,000.00
63200 · Cleaning Service	9,854.80	20,864.50	37.94%	55,000.00	34,135.50	65,000.00	44,135.50
63300 · Utilities	770.84	20,521.53	19.63%	103,500.00	82,978.47	16,000.00	-4,521.53
63400 · Maintenance Supplies	1,004.08	3,649.00	25.17%	14,500.00	10,851.00	20,000.00	16,351.00
63500 · Security System Monitoring	0.00	488.00	48.80%	1,000.00	512.00	1,800.00	1,312.00
63600 · Property Maintenance	7,573.00	8,293.27	39.49%	21,000.00	12,706.73	35,000.00	26,706.73
63700 · Building Improvements	0.00	6,898.00	0.00%	0.00	-6,898.00	0.00	-6,898.00
63800 · Building Maintenance/Repairs	4,142.20	8,813.97	22.04%	40,000.00	31,186.03	60,000.00	51,186.03
TOTAL BUILDING	23,344.92	69,528.27	29.59%	235,000.00	165,471.73	347,800.00	278,271.73
OPERATIONS							
64200 · Supplies - Office	833.58	1,929.00	15.56%	12,400.00	10,471.00	16,000.00	14,071.00
64300 · Photocopy Supplies	350.53	478.63	9.57%	5,000.00	4,521.37	6,000.00	5,521.37
64400 · Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	2,000.00	2,000.00
64500 · Postage	366.75	478.99	5.99%	8,000.00	7,521.01	15,000.00	14,521.01
64600 · Non-Payment Reimbursement	0.00	97.99	2.80%	3,500.00	3,402.01	6,000.00	5,902.01
64700 · Travel	11.10	144.74	22.27%	650.00	505.26	1,000.00	855.26
64800 · Organizational Memberships	0.00	0.00	0.00%	1,300.00	1,300.00	2,000.00	2,000.00
64900 · Bank Fees	255.13	727.34	34.64%	2,100.00	1,372.66	3,000.00	2,272.66
TOTAL OPERATION	1,817.09	3,856.69	11.36%	33,950.00	30,093.31	51,000.00	47,143.31
AUTOMATION							
65100 · Supplies (paper, ink cartridge)	544.97	1,669.04	18.55%	9,000.00	7,330.96	12,000.00	10,330.96
65200 · Automation-Prof Services	0.00	0.00	0.00%	10,000.00	10,000.00	12,000.00	12,000.00
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	199.60	247.58	16.51%	1,500.00	1,252.42	4,000.00	3,752.42
65500 · Software	2,522.94	3,632.47	18.25%	19,900.00	16,267.53	23,000.00	19,367.53
65600 · SWAN	0.00	0.00	0.00%	61,495.00	61,495.00	64,000.00	64,000.00
65700 · Telecommunications	253.80	1,271.16	15.69%	8,000.00	6,728.84	12,000.00	10,728.84
TOTAL AUTOMATION	3,521.31	8,125.09	6.58%	123,495.00	115,369.91	147,000.00	138,874.91

Indian Prairie Public Library District
Consolidated Expenditures Report for September 2012

12

Percent of Year: 25.00

	Sept 12	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
CONTRACTUAL SERVICES							
66100 - General Professional Services	3,329.40	9,862.95	55.52%	17,800.00	7,917.05	30,500.00	20,617.05
66200 - Credit Bureau	53.70	182.15	12.14%	1,500.00	1,317.85	1,500.00	1,317.85
66300 - Equipment-Maintenance Repair	0.00	282.30	3.53%	8,000.00	7,717.70	11,200.00	10,917.70
66900 - Fees - Bond Registrar	0.00	200.00	0.00%	500.00	300.00	0.00	-200.00
TOTAL CONTRACTUAL SERVICES	3,383.10	10,547.40	37.94%	27,800.00	17,252.60	43,200.00	32,652.60
INSURANCE							
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	0.00	0.00	0.00%	1,000.00	1,000.00	2,000.00	2,000.00
67400 - Umbrella Liability	0.00	3,283.00	60.80%	5,400.00	2,117.00	5,400.00	2,117.00
TOTAL INSURANCE	0.00	14,060.00	61.13%	23,000.00	8,940.00	25,000.00	10,940.00
PUBLIC INFORMATION							
68100 - Marketing Newsletter	3,599.89	5,278.81	23.27%	22,685.00	17,406.19	24,000.00	18,721.19
68200 - Marketing Advertising	180.00	180.00	5.00%	3,600.00	3,420.00	5,000.00	4,820.00
68300 - Marketing Supplies	13.63	270.09	12.28%	2,200.00	1,929.91	4,000.00	3,729.91
68400 - Marketing-Information Printing	139.43	1,036.57	20.73%	5,000.00	3,963.43	7,500.00	6,463.43
68500 - Legal Notices	20.00	170.40	8.52%	2,000.00	1,829.60	2,000.00	1,829.60
68600 - Special Events	1,398.80	4,438.74	17.61%	25,200.00	20,761.26	30,000.00	25,561.26
TOTAL PUBLIC INFORMATION	5,351.75	11,374.61	18.74%	60,685.00	49,310.39	72,500.00	61,125.39
CAPITAL OUTLAY & CONTINGENCY							
69100 - 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	0.00	6,860.12	77.56%	8,845.00	1,984.88	100,000.00	93,139.88
TOTAL CAPITAL OUTLAY & CONTINGENCY	0.00	6,860.12	1.38%	496,500.00	489,639.88	680,000.00	673,139.88
GRAND TOTAL	249,956.50	792,662.09	20.52%	3,863,672.00	3,071,009.91	4,368,700.00	3,576,037.91

ACTION ON BILLS September 2012

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
General Checking		
Bills for Approval	43203 thru 43294	\$ 96,173.10
Salaries for March	35090 thru 35119 &	\$ 7,858.24
Direct Deposits	14362 thru 14508	\$ 93,192.83
	TOTAL	\$ 197,224.17

Additional Bills
(Distributed at
Board Meeting)

----- thru -----

MONTH'S TOTAL

14

Indian Prairie Public Library District
Check Register
September 1, 2012 through September 30, 2012

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10121 - Checking - JP Morgan Chase				
Bill Pmt -Check	09/04/2012	43203	AAII	29.00
Bill Pmt -Check	09/04/2012	43204	Chicago Sun-Times	101.40
Bill Pmt -Check	09/04/2012	43205	City of Darien	50.00
Bill Pmt -Check	09/04/2012	43206	Dow Theory Forecasts	159.00
Bill Pmt -Check	09/04/2012	43207	J & H Decor	110.00
Bill Pmt -Check	09/04/2012	43208	Maul Enterprises, Inc.	6,876.00
Bill Pmt -Check	09/04/2012	43209	Michalak, Ellen	201.00
Bill Pmt -Check	09/04/2012	43210	Near West Youth Services	25.00
Bill Pmt -Check	09/04/2012	43211	Phillip's Interior Plants	215.00
Bill Pmt -Check	09/04/2012	43212	Stevanovich, Linda	158.96
Bill Pmt -Check	09/04/2012	43213	Trapp, Sandra	195.00
Bill Pmt -Check	09/10/2012	43214	Petty Cash	197.82
Liability Check	09/13/2012	43215	Adler & Associates	35.22
Liability Check	09/13/2012	43216	Nationwide Retirement	610.00
Liability Check	09/13/2012	43217	Vantagepoint	975.00
Bill Pmt -Check	09/13/2012	43218	Accountemps	1,979.84
Bill Pmt -Check	09/13/2012	43219	Aurico	53.00
Bill Pmt -Check	09/13/2012	43220	Cosmopolitan Building Services	9,550.00
Bill Pmt -Check	09/13/2012	43221	DAC	93.50
Bill Pmt -Check	09/13/2012	43222	Frank Electric Co.	480.00
Bill Pmt -Check	09/13/2012	43223	Kroeschell Service	1,395.16
Bill Pmt -Check	09/13/2012	43224	Reinventing Space	250.00
Bill Pmt -Check	09/13/2012	43225	Sebert Landscaping	697.00
Bill Pmt -Check	09/13/2012	43226	Sheehan, Debbie	101.99
Bill Pmt -Check	09/13/2012	43227	Speciality Mat Service	89.80
Bill Pmt -Check	09/13/2012	43228	ThyssenKrupp Elevator	915.54
Bill Pmt -Check	09/20/2012	43229	Accountemps	1,199.06
Bill Pmt -Check	09/20/2012	43230	AccuCut	0.00
Bill Pmt -Check	09/20/2012	43231	Affordable Library Products	316.38
Bill Pmt -Check	09/20/2012	43232	ALLDATA	1,500.00
Bill Pmt -Check	09/20/2012	43233	Asher, Jay	0.00
Bill Pmt -Check	09/20/2012	43234	AudioGo	207.90
Bill Pmt -Check	09/20/2012	43235	Baker & Taylor	16,103.98
Bill Pmt -Check	09/20/2012	43236	Baker & Taylor (video)	4,554.51
Bill Pmt -Check	09/20/2012	43237	Cabreana Audio Group	319.41
Bill Pmt -Check	09/20/2012	43238	Case Lots Inc.	530.70
Bill Pmt -Check	09/20/2012	43239	Center Point Large Print	236.67
Bill Pmt -Check	09/20/2012	43240	Chicago Tribune	185.25
Bill Pmt -Check	09/20/2012	43241	Comcast	253.80
Bill Pmt -Check	09/20/2012	43242	DAC	7,500.00
Bill Pmt -Check	09/20/2012	43243	DEMCO	714.14
Bill Pmt -Check	09/20/2012	43244	Ehlers	97.50
Bill Pmt -Check	09/20/2012	43245	Gale	916.45

15

Indian Prairie Public Library District
Check Register
September 1, 2012 through September 30, 2012

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt -Check	09/20/2012	43246	Garvey's Office Products	619.29
Bill Pmt -Check	09/20/2012	43247	Gaylord Bros., Inc.	78.67
Bill Pmt -Check	09/20/2012	43248	Grainger	310.24
Bill Pmt -Check	09/20/2012	43249	Ingram Library Services	35.23
Bill Pmt -Check	09/20/2012	43250	JavaSmart USA LLC	105.26
Bill Pmt -Check	09/20/2012	43251	Kapco	194.74
Bill Pmt -Check	09/20/2012	43252	King, Gary A.	2.00
Bill Pmt -Check	09/20/2012	43253	Kroeschell Service	1,301.50
Bill Pmt -Check	09/20/2012	43254	LexisNexis Matthew Bender	86.59
Bill Pmt -Check	09/20/2012	43255	Library Display Design Systems	181.59
Bill Pmt -Check	09/20/2012	43256	Lincoln National Life	74.08
Bill Pmt -Check	09/20/2012	43257	Midwest Tape	1,872.42
Bill Pmt -Check	09/20/2012	43258	MPS	306.55
Bill Pmt -Check	09/20/2012	43259	OverDrive	1,741.49
Bill Pmt -Check	09/20/2012	43260	Quill	525.48
Bill Pmt -Check	09/20/2012	43261	Random House	578.00
Bill Pmt -Check	09/20/2012	43262	Recorded Books, LLC	2,158.36
Bill Pmt -Check	09/20/2012	43263	Research Technology International	329.80
Bill Pmt -Check	09/20/2012	43264	Rogers Vending	75.00
Bill Pmt -Check	09/20/2012	43265	Rosen Publishing	623.45
Bill Pmt -Check	09/20/2012	43266	Runco	177.54
Bill Pmt -Check	09/20/2012	43267	Showcases	109.91
Bill Pmt -Check	09/20/2012	43268	Specialty Store Services	126.62
Bill Pmt -Check	09/20/2012	43269	Sun-Times Media	20.00
Bill Pmt -Check	09/20/2012	43270	The Child's World	0.00
Bill Pmt -Check	09/20/2012	43271	The Great Courses	249.65
Bill Pmt -Check	09/20/2012	43272	The Mailbox Yearbook	39.95
Bill Pmt -Check	09/20/2012	43273	Three Scale Strategy	1,188.00
Bill Pmt -Check	09/20/2012	43274	Unique Books, Inc.	33.06
Bill Pmt -Check	09/20/2012	43275	Unique Management	53.70
Bill Pmt -Check	09/20/2012	43276	VISOgraphic	3,599.89
Bill Pmt -Check	09/20/2012	43277	West Payment Center	48.58
Bill Pmt -Check	09/20/2012	43278	Wolper Information Services	1,168.00
Bill Pmt -Check	09/20/2012	43279	Wordinger, Debra	50.70
Bill Pmt -Check	09/20/2012	43280	Asher, Jay	386.70
Bill Pmt -Check	09/20/2012	43281	AccuCut	63.00
Bill Pmt -Check	09/20/2012	43282	Asher, Jay	2,000.00
Bill Pmt -Check	09/20/2012	43283	The Child's World	599.55
Liability Check	09/27/2012	43284	Adler & Associates	35.22
Liability Check	09/27/2012	43285	Nationwide Retirement	610.00
Liability Check	09/27/2012	43286	Vantagepoint	975.00
Bill Pmt -Check	09/27/2012	43287	Bank of America	5,607.52
Bill Pmt -Check	09/27/2012	43288	Barrett, Kathryn	50.00
Bill Pmt -Check	09/27/2012	43289	BCBS	6,607.78

16

Indian Prairie Public Library District
Check Register
September 1, 2012 through September 30, 2012

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt -Check	09/27/2012	43290	Burr Ridge Park District	120.55
Bill Pmt -Check	09/27/2012	43291	Downers Grove South High School	180.00
Bill Pmt -Check	09/27/2012	43292	Guardian	474.37
Bill Pmt -Check	09/27/2012	43293	Megaridis, Crystal	150.00
Bill Pmt -Check	09/27/2012	43294	VSP Vision	68.09
Total 10121 · Checking - JP Morgan Chase				<u>96,173.10</u>
TOTAL				<u><u>96,173.10</u></u>

Bills for approval – Electronic Payments & Automatic Withdrawals

September 2012

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	09/14/12	14,998.17
EFTPS-Federal	Payroll taxes	09/28/12	15,766.29
EFTPS-State	Payroll taxes	09/14/12	2,874.27
EFTPS-State	Payroll taxes	09/28/12	3,051.15
Nicor	Gas	09/21/12	770.84
IMRF	Payroll pension	09/28/12	17,583.72
US Bank	Credit Card Fee	09/05/12	233.13
Hinsdale Bank	Fee-direct deposit	09/05/12	20.00

Indian Prairie Public Library District

Check Register

October 1, 2012 through October 11, 2012

18

Type	Date	Num	Name	Amount
10121 - Checking - JP Morgan Chase				
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

Indian Prairie Public Library District

Check Register

October 1, 2012 through October 11, 2012

19

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
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
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

Indian Prairie Public Library District

Check Register

October 1, 2012 through October 11, 2012

20

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
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
Total 10121 - Checking - JP Morgan Chase				<u>68,481.75</u>
TOTAL				<u><u>68,481.75</u></u>

AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE DARIEN PARK DISTRICT AND THE INDIAN PRAIRIE LIBRARY DISTRICT PROVIDING FOR SNOW AND ICE REMOVAL SERVICES AT 401 PLAINFIELD ROAD

THIS INTERGOVERNMENTAL AGREEMENT is made and entered into by and between the Darien Park District, DuPage County, Illinois, (hereinafter the "Park District"), and the Indian Prairie Library District, DuPage County, Illinois, (hereinafter the "Library District"), both Illinois units of local government.

WITNESSETH:

WHEREAS, the Board of Commissioners of the Darien Park District authorized staff to work cooperatively with the Library District in order to determine the terms of an agreement for snow and ice removal services at 401 Plainfield Road; and

WHEREAS, The Library District is the owner of certain real property in DuPage County, Illinois located at 401 Plainfield Road, Darien, IL; and

WHEREAS, The Library District desires to utilize Park District's expertise and services to assist in maintaining certain Library property; and

WHEREAS, the Library District Board of Trustees carefully reviewed the terms of the agreement for snow and ice removal at 401 Plainfield Road; and

WHEREAS, the Park District's Board of Commissioners has determined that it is reasonable, necessary and in the public interest and welfare for the Park District to provide snow and ice removal services for the Library District at 401 Plainfield Road, subject to the terms and conditions set forth herein; and

WHEREAS, the parties are authorized to enter into this Agreement under authority conferred by Article VII, Section 10, of the Illinois Constitution (1970).

NOW, THEREFORE, in consideration of the mutual promises, terms and conditions set forth herein, the parties agree as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. This Agreement shall commence on July 9, 2012 and, unless sooner terminated in accordance with Paragraph 10, below, shall expire on July 9, 2015. Upon the expiration of the initial term of this Agreement on July 9, 2015, this Agreement shall be renewed automatically for successive one (1) year terms for a maximum of two (2) additional years, unless sooner terminated in accordance with Paragraph 10. All terms and conditions of this Agreement shall remain in full force and effect during successive years except that the Park District will notify the Library District of any change in the scope of services to Library District as outlined in Exhibit A for the upcoming year at least ninety (90) days before the expiration date of the current term of this agreement.
3. That it is mutually understood that Park District does not by virtue of services rendered to the Library District expressly or impliedly undertake to perform or assume any duty owed by the Library District to any of the Library District's employees, students, visitors or other third persons with respect to the safe/healthful maintenance and/or operation of the facilities/properties where Park District's services are performed. Park District will provide the Services in the same manner as it provides generally for its own park properties, and in a timely manner to protect the safety and well-being of Library District property users and Park District employees providing the Services and any additional services hereunder.
4. The Park District shall provide snow and ice removal services to the Library District at the prices attached as determined by the Park District each year by no the first of October each year ("Cost Addendum"). Said Cost Addendum shall be sent to the Library District on October 1 each year and shall be approved or rejected by the Library District within ten (10) days thereafter. If the Library District rejects the Cost Addendum, the Park District shall be

under no further obligation to provide services pursuant to this Agreement. If the Library District accepts the terms of the Cost Addendum, both parties shall sign the Cost Addendum and it shall be incorporated fully as a part of this Agreement.

5. The Park District shall provide labor and equipment for snow and ice removal on Library property as provided in Exhibit A which is attached hereto and incorporated into this Agreement (collectively "Services").

6. Park District shall invoice Library District monthly as services are performed. Library District shall pay such invoice in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 et. seq.). The Park District shall allow the Library District reasonable access to Park District records substantiating actual costs upon at least 48 hours prior written notice.

7. The Library District agrees to provide the Park District reference services.

8. The Park District agrees to defend, indemnify and hold harmless the Library District, its elected officials, officers, agents, and employees, from and against all liabilities, judgments, settlements, damages, losses, claims, demands and actions of any nature, including costs of suit and expenses for legal services, that may at any time arise or be claimed by any person as a result of providing snow and ice removal service at 401 Plainfield Road.

9. The Library District agrees to defend, indemnify and hold harmless the Park District, its elected officials, officers, agents, and employees, from and against all liabilities, judgments, settlements, damages, losses, claims, demands and actions of any nature, including costs of suit and expenses for legal services, that may at any time arise or be claimed by any person as a result of providing snow and ice removal service at 401 Plainfield Road.

10. This Agreement may be terminated by either Party upon sixty (60) days advance written notice. Such notice shall be sent certified mail return receipt requested to the other Party at its address set forth below (or such other address as either Party may hereinafter designate to the other Party in writing) or by hand delivery evidenced by receipt. Upon cancellation of this Agreement, all obligations of the Parties cease except that Library District shall pay Park District for all Services performed through the effective date of termination.

11. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

12. This Agreement constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior or contemporaneous agreements and understandings whether oral or written of the Parties in connection therewith. No modification of this Agreement shall be effective unless made in writing, signed by both Parties, and dated after the date hereof.

13. The insurance company, self-insurance pool or similar entity of the party providing the indemnification shall be allowed to raise on behalf of the other party any and all defenses statutory and/or common law to such claim or action which the other party might have raised, including but not limited to any defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS §10/1-101, et seq (1991).

14. In furtherance and not in limitation of each parties' obligation herein, in the event that either party purchases insurance from an insurance company, each party shall keep in force at all times during the term of this agreement Commercial General Liability Insurance

specifically including fire legal liability, bodily injury, personal injury and property damage limits of not less than \$3,000,000 per occurrence, written on an occurrence basis and at all times naming the other party to this agreement, its public officials, employees, volunteers and agents as additional insured. In the event that any party is self-insured, member of an intergovernmental pool or provides for its risk financing by a means other than commercial insurance, said party shall keep in force at all times during the term of this agreement, General Liability coverage specifically including fire legal liability, bodily injury, personal injury and property damage limits of not less than \$3,000,000 per occurrence provided on an occurrence basis and at all times specifically extending that coverage to the other party to this agreement, its public officials, employees, volunteers, and agents. In addition, each party shall furnish certificates of the insurance and/or coverage in place as required herein and including a 90-day notice of cancellation or reduction in limits. The policy and/or coverage shall also contain a "contractual liability" clause.

15. All notices required to be given under the terms of this Agreement shall be in writing and either (a) served personally during regular business hours; (b) served by facsimile transmission during regular business hours; or (c) served by certified or registered mail, return receipt requested, properly addressed with the postage prepaid and deposited in the United States mail. Notices served on the Park District shall be directed to the Executive Director, Darien Park District, 7301 Fairview Avenue, Darien, Illinois 60561. Notice served upon the Library District shall be directed to the Library Director, Indian Prairie Library District, 401 Plainfield Road, Darien, Illinois 60561. Notices served personally or by facsimile transmission shall be effective upon receipt, whereas notices served by mail shall be effective two business days after mailing.

16. In the event any provision of this Agreement is found to be invalid or unenforceable by a court of competent jurisdiction, such determination shall not invalidate or render unenforceable any other provision of this Agreement.

17. The provisions set forth herein represent the entire agreement between the parties and supersede any previous oral or written agreements. No provision may be modified in any respect unless such modification is in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the _____ day of _____, _____.

DARIEN PARK DISTRICT

By: *Ray Jablonick*

ATTEST: *[Signature]*
Its Secretary

INDIAN PRAIRIE LIBRARY DISTRICT

By: _____

ATTEST: _____
Its Secretary

Addendum (A)

2012 & 2013

Plow & Salt Cost Break Down

Library

1" to 3"	\$185.77
3" to 8"	\$371.53
Full Plow 8" or more	T/M only @ \$50.00 per hr.
Clean Up	\$50.00 per Hour
Salt per ton	\$68.60
Calcium Chloride 50lb	\$19.00

The cost for the snow and ice removal for the years 2012 and 2013 will stay as they have been. In the new season of 2013 & 2014 the plowing cost will go up by 7.66% due to the increase in fuel.

Exhibit (A)

**Darien Park District
Snow and Ice Removal Services**

The Darien Park District and Indian Prairie Public Library have agreed upon the services that are outlined in Exhibit (A). The following items are which the Darien Park District and Indian Prairie Public Library agree to follow. The following site will fall under this service.

Indian Prairie Public Library

401 Plainfield Road

Darien, IL. 60561

1. The Darien Park District will plow and salt all parking lots, if needed.
2. Will start reviewing lots when snow starts to fall after there is a 0.50 inch of fall.
3. The Park District will not shovel sidewalk.
4. The Park District will determine if plowing or salting is needed.
5. The Indian Prairie Public Library will be charged per Addendum (A) See Attachment
6. All contact from Indian Prairie Public Library regarding snow removal will be with Jamie Bukovac, Library Director.
7. All contact with snow removal with Park District will be with Mike Skoby, Park Foreman.
8. Invoices will be done the first of every month, coming from the Superintendent of Parks office.
9. Any concerns regarding plowing should be directed to the Superintendent of Parks for the Darien Park District.

Director's Report
October 2012

Agenda

In the Omnibus is an intergovernmental agreement with the Darien Park District. For years the library has contracted with the Darien Park District to plow the parking lot and spread salt. The Darien Park District Board has recently updated and approved the intergovernmental agreement and it requires approval by the library board. The library attorney has read this and recommends the board agree to it. If a claim was to result from the park district plowing the parking lot, the park district would hold the library harmless and take responsibility. If a claim arises because of something the library does relative to plowing and slating, the park district would be held harmless. The attorney feels the library is protected by the language in the agreement.

Under New Business is the FY11-12 audit. If you would like to meet with the auditor he can attend the November Board meeting.

I had a meeting with a local school superintendent to discuss ways the school and the library can partner. I'll share that information at the meeting.

You have a draft of the Levy as well as the Estimate of Funds needed and the Notice of Property Tax Increase. The levy will be approved at the November meeting at which time we'll schedule a hearing to take resident comments. The notice of proposed property tax increase will be placed in the newspaper. Each year the levy is used to guarantee the amount of tax money we will receive. We always ask for a high amount to make sure that we include any new construction.

In the Estimate of Funds, the statement compares the actual tax monies we received last year to the Levy amount. We never get the levy amount requested because the county reduces our levy so that it falls within the tax cap guidelines. But the percentage between what we received last year and what we request in the levy is large and misleading because it doesn't compare apples to apples.

SWAN

SWAN has approved a new strategic plan which I have attached to my report. I'll report on current activities at the board meeting.

ILA

Eight staff, including myself, attended the annual ILA conference in Peoria. IPPL was well represented as presenters of seminars. Ann and Monica presented a program regarding the system we use for the picture book collection. Debbie W. and Cris presented a program on building a movie collection and movie advisory. Jennifer presented a program on the GenLit collection and book discussion group. Debbie S. and Crystal were part of a panel presenting on leading from any position. All of us felt that we got much out of the conference and will be preparing notes and meeting to discuss the key take-aways.

Staff

I held a retreat with the department heads to work on larger issues that need to be addressed. With the decision by the board to not move forward with the referendum and the potential future loss of revenue from the state I've started a planning process that examines all that the library does and how activities support the strategic initiatives, the mission and the vision. This review will tie into examination of the library's budget. One of the tools I am using is Jim Collins *Good to Great for the Social Sector* which helps us better define the vision as well as evaluate our available resources, what we're passionate about and what we can be the best at. We will also review the activities in the strategic plan and how money is allocated in the budget. As part of this exercise the department heads have also been holding retreats with their staff and asking questions as to how they view their responsibilities and their roles in the library. These are currently ongoing discussions and I will be providing a full report to the board as well as looking for feedback and input from the board members.

Amelia Cosmas is the new Circulation Services Assistant as of October 15 at a salary of \$12.48/hour. Corinne Stranski is the new Substitute Youth Services Page starting September 17 at a salary of \$9.18 and also the Substitute Adult Services Page at a salary of \$8.68.

Meetings and Workshops

Sept 27	Darien City Board Meeting for Chestnut Court Merchants Donation Presentation
Sept 18	Darien Chamber of Commerce
Sept 19	Department Heads meeting
Sept 19	Board meeting
Sept 20	One-on-one with Debbie W.
Sept 21	SWAN Board meeting
Sept 24	One-on-one with Laura
Sept 25	One-on-on with Ann
Sept 26	One-on-one with Monica
Sept 28	Department Head retreat
Oct 3	Meeting re school partnership
Oct 3	One-on-one with Debbie W
Oct 4	SWAN Finance Committee meeting
Oct 5	One-on-one with Debbie S
Oct 8	One-on-one with Laura
Oct 9 – Oct 11	ILA Annual Conference

Jamie Bukovac, Director

SWAN STRATEGIC
PLAN 2013-2015

Presented
September 8, 2012

Table of Contents

Participants 2

Introduction 3

Strategic Directions 4

Appendix A: Member Input 8

Appendix B: Planning Retreat Documents 10

Participants

Member Libraries: May 21 & 22, 2012

Monday May 21 Member Input Group: Jim Casey (Oak Lawn), Tammy Clausen (Berwyn), Pierre Gregoire (Frankfort), Karen Keefe (Hinsdale), Anne Kozak (Thomas Ford), Doug Losey (Hillside), Susan McNeil-Marshall (Woodridge), Andrew Murgas (Matteson), Cindy Rauch (Homewood), Shawn Strecker (Elmwood Park), Stacy Wittmann (Eisenhower), Rich Wolff (Tinley), Jeanne Dilger-Hill (LaGrange)

Tuesday May 22 Member Input Group: Rick Ashton (Downers), Dee Brennan (Oak Park), Jamie Bukovac (Indian Prairie), Sarah Cottonaro (Stickney-Forest View), Jim Deiters (Blue Island), Melissa Gardner (Broadview), Meg Klinkow Hartmann (South Holland), Christine Kuhn (Westmont), Kathy McSwain (Chicago Ridge), Meg Millen (Flossmoor), Kathy Parker (Glenwood-Lynwood), Elaine Savage (Palos Heights), Kristin Schultz (Bellwood), Sheila Sosnicki (Palos Park) Vickie Totton (Cicero)

Board & Staff Participants: July 10 & 11, 2012

Melissa Gardner, Broadview Public Library
 Jamie Bukovac, Indian Prairie Public Library
 Jeannie Dilger, Secretary, LaGrange Public Library
 Rich Wolff, Tinley Park Public Library
 Sheila Sosnicki, Palos Park Public Library
 Dee Brenan, Oak Park Public Library
 Jim Deiters, Oak Lawn Public Library
 Kate Boyle, SWAN Member Services
 Beverly Curley, SWAN Member Services
 Dave Pacin, SWAN Member Services
 Renee Clanton, SWAN Member Services
 Sue Stupar, Bibliographic Services
 Angela Puckett, Bibliographic Services
 Tony Siciliano, Bibliographic Services
 Aaron Skog, SWAN
 Mary Lou Coffman, SWAN

Introduction

This document represents the strategic plan for the System Wide Automated Network (SWAN). The SWAN strategic plan was created jointly between membership, board, and SWAN staff, facilitated by Dennis Jennings and Judy Weddle from the Technology of Participation network.

The creation of the 2012-2015 plan began with soliciting membership input by asking the question "As you anticipate the coming 3 years, what accomplishments would you like to see the SWAN Consortium put into place that will support our current and future member libraries?" What was revealed during those two days was examined on the first day of SWAN board and staff retreat.

The plan outlined in this document is aspirational. It is a living document which will be reviewed annually for adjustment. Achieving the goals outlined in this document requires effort and coordination between SWAN and its member libraries.

The Focus Question

This was the heart of the planning sessions, created in consultation with the facilitators and designed to stimulate discussion during the planning retreat.

What is the direction that SWAN needs to take over the coming 3 years?

- *To continue into the future as an interconnected, viable organization*
- *To provide quality services that are supportive of all our current and future member libraries*
- *To be a leader in automated resource sharing that shapes the future in a positive way*

Analysis

The creation of this plan utilized an approach where the "underlying contradictions" are examined. The question "What is blocking us from moving toward our vision?" is asked. What was revealed for SWAN was quite revelatory in some ways as the environment in which SWAN exists requires some fundamental change (see Appendix B).

Strategic Directions

Once the practical vision and underlying contradictions are agreed upon, the development of the strategic directions can take place. For SWAN there are three areas of focus for its 3-year plan. Within these areas are nine goals that will be the focus for the next three years.

Strategic Direction 1: Goals & Action Steps

Use Technology to Provide the Best Patron Experience

Indicators of Success: Identified an ILS that meets our needs. An R&D staff person is working to generate new technology ideas/strategies; SWAN delivers e-content to SWAN & all other interested.

Goal #1: Recommend direction for SWAN integrated library system (ILS) platform

Measurable Accomplishments:

- SWAN Board determines ILS committee & creates charge
- ILS Committee determines goals & sets timeline
- Conduct informal demonstrations & investigation with other libraries, consortia
- Create SWAN members needs assessment
- Milestone: Should we keep looking?
- Determine length of extension with Innovative (expires May 2013)
- Determine evaluation criteria for ILS
- SWAN Executive Director negotiates extension of current Innovative contract
- Create formal request for proposals (RFP) for ILS/OPAC (note: OPAC can be separate product)
- Conduct official RFP demos with membership, committee, staff, board
- Evaluate vendor responses & review stakeholder feedback
- Milestone: Selection of next ILS.

Goal #2: Utilize new SWAN Research & Development staffing position to allow SWAN to investigate new features and services

Measurable Accomplishments:

- Complete Job Description: based on potential ILS options, needed skills (SQL, etc).
- Balance new technology needs against possibility of migration
- Budget for position in fiscal year 2014 & complete hire

Goal #3: Build a robust infrastructure for integrated access to electronic content, resources, and providers

Measurable Accomplishments:

- Review current technology available, e.g. Pathfinder Pro, Encore Discovery, Millennium ILS
- Utilize ILS Committee to identify e-content capabilities of ILS vendors, which will an important component of the new ILS for SWAN.
- Form committee to investigate approaches to e-content which will come from many sources and models (Douglas County model, Califa, OverDrive, 3M Cloud, etc)
- Make recommendation to SWAN membership
- New membership model could be possibly larger than current SWAN membership

Coordinator: Aaron Skog, SWAN Executive Director

Resources needed: Budget money, member input

Team Members: Tony Siciliano, Dave Pacin, Kate Boyle, Mary Lou Coffman, Jeannie Dilger

Strategic Direction 2: Goals & Action Steps

Create a Sustainable Model

Indicators of Success: SWAN will research and analyze the current environment and make recommendations on a new model. We will build a coalition for change across the state. SWAN will have completed a cost-benefit analysis of member needs resulting in the development & implementation of centralized consortia services.

Intent: Externally, SWAN will act as a catalyst for state-wide change; to inform the libraries of Illinois that the current model for funding libraries should change. Internally, SWAN will reshape its services to fit its member needs for current and emerging library industry trends.

Goal #4: SWAN will research and analyze the current environment and make recommendations on a new model. We will build a coalition for change across the state.

Measurable Accomplishments:

- SWAN board form committee & create charge
- Committee build partnerships with Illinois Library Association, Chicago Public Library, consortia in Illinois, etc.
- Form larger task force based on partnerships
- Complete a white paper describing the current environment and recommendations on change
- Create a proposal for changes within Illinois
- Lobby for passage & adoption of new laws

Goal #5: SWAN will have completed a cost-benefit analysis of member needs resulting in the development & implementation of centralized consortia services.

Measurable Accomplishments:

- Establish member needs assessment committee
- Complete needs assessment
- Identify pilot projects & incentives
- Create tiered model for services (dependent on ILS group work)

Coordinator: Dee Brennan, Aaron Skog

Resources needed: **People and time**

Team Members: **None stated**

Strategic Direction 3: Goals & Action Steps

Create Engagement with SWAN: to make all SWAN members fully engaged participants

Indicators of Success: Each library participates at least twice a year in a SWAN quarterly, every director is visited by a SWAN "Ambassador/Director" every year, A new director orientation will be hold after every quarterly, every library staff member will be able to describe SWAN benefits to patrons, there will be a 25% increase in participation at CE of current non-attending library staff, 75% of libraries will have the same loan rules, and SWAN will participate in events/communication with other LLSAPs.

Goal #6: Encourage library director & administrator participation

Measurable Accomplishments:

- Develop director orientation program led by SWAN Board & Staff
- Develop message(s) & program topics
- Offer program after each quarterly
- Enlist SWAN and member staff to talk about services at each quarterly

Goal #7: Create outreach program

Measurable Accomplishments:

- Recruit 12 ambassadors: SWAN library directors
- Create questions for initial site visits
- Assign libraries to ambassadors & schedule visits
- Create ambassadors packets with messages, responsibilities, information based on visits
- Continue annual visits
- Hold SWAN quarterly meetings at member libraries: 12 libraries for 2013-2015

Goal #8: Enhance patron's' use of SWAN and support of SWAN

Measurable Accomplishments:

- Develop a unified message that describes the services provided by SWAN
- Develop a brochure that describes all the ways they can use SWAN and how SWAN empowers them

Goal #9: Develop library staff expertise in using SWAN to enhance patron experience.

Measurable Accomplishments:

- Identify audience & appropriate content
- Create continuing education schedule

- Create plan to engage non-participating libraries in continuing education
- Promote tools that will aid library staff in using SWAN

Coordinator: **Jim Deiters**

Resources needed: **Assistance from members, staff time, board member time, and money for marketing tools**

Team Members: **Jim Deiters, Jamie Bukovac, Rich Wolff, Sheila Sosnicki, Beverly Curley, and Renee Clanton**

Appendix A: Member Input

MEMBER INPUT SESSION QUESTION: As you anticipate the coming 3 years, what accomplishments would you like to see the SWAN Consortium put into place that will support our current and future member libraries?

Monday May 21 Member Input Group: Jim Casey (Oak Lawn), Tammy Clausen (Berwyn), Pierre Gregoire (Frankfort), Karen Keefe (Hinsdale), Anne Kozak (Thomas Ford), Doug Losey (Hillside), Susan McNeil-Marshall (Woodridge), Andrew Murgas (Matteson), Cindy Rauch (Homewood), Shawn Strecker (Elmwood Park), Stacy Wittmann (Eisenhower), Rich Wolff (Tinley), Jeanne Dilger-Hill (LaGrange)

BE A LIBRARY TECHNOLOGY VISIONARY	OFFER INTERACTIVE PATRON-CENTRIC CATALOG	CONTINUE A HEALTHY VIBRANT ORGANIZATION	CREATE A FLEXIBLE MEMBERSHIP MODEL	MIGRATE	FREE OUR DATA	DEVELOP & PROVIDE VIRTUAL SERVICE
SWAN will be a leader of statewide LLSAPs	Interactive social catalog	Philosophy of succession planning/continuity	Develop a philosophy of growth in terms of membership	Migrate to next generation ILS	Web analytics	SWAN will implement database analysis
Broaden IUG membership participation	Greater patron acc't self service	Maintain operational & fiscal stability	Expansion of membership beyond MLS borders	Be along the path to new ILS	Easy manipulation of data & statistics	More online support (paperless, virtual mtgs, online training)
Flexibility w/adding new technology	Facilitate patron interface (social media interaction, accommodate physical & virtual formats, interactive community	End-user focus greater than membership	SWAN will offer more variety of services for a variety of & levels	Improve ILS patron & internal operation	Add APIs APs - tool sets for libraries	SWAN certified training for staff & patrons in a 24/7 format
SWAN will host an e-book server	Integrate e-content in ILS	Maximize resource sharing	Create tiered levels of service	Full-scale evaluation of ILS options		
Partnering w/3rd party vendors & advocacy w/3rd party vendors	Better patron services, perhaps with new ILS	Have a financial plan members can work with	Define clearer vision of optimum size			
SWAN will lead/inform/train libraries in new technologies	Catalog that is user-friendly					
Clarify what member can/cannot do on their own re: technology						

MEMBER INPUT SESSION QUESTION: As you anticipate the coming 3 years, what accomplishments would you like to see the SWAN Consortium put into place that will support our current and future member libraries?

Tuesday May 22 Member Input Group: Rick Ashton (Downers), Dee Brennan (Oak Park), Jamie Bukovac (Indian Prairie), Sarah Cottonaro (Stickney-Forest View), Melissa Gardner (Broadview), Meg Klinkow Hartmann (South Holland), Christine Kuhn (Westmont), Kathy McSwain (Chicago Ridge), Meg Millen (Flossmoor), Kathy Parker (Glenwood-Lynwood), Elaine Savage (Palos Heights), Kristin Schultz (Bellwood), Sheila Sosnicki (Palos Park) Vickie Totton (Cicero)

PROVIDE STATE-OF-THE-ART ILS THAT IS USER-ORIENTED, INTUITIVE AND FLEXIBLE	EXPAND MEMBERSHIP SERVICES AND OPTIONS	EXPAND MEMBERSHIP TRAINING	NIMBLE ORGANIZATIONAL DECISION MAKING	IMPLEMENT INTEGRATED E-STRATEGIES	IMPLEMENT UNIFORM STANDARDS	USE TECHNOLOGY FOR IMPROVED COMMUNICATION	PLAN FOR SWAN'S FUTURE
Migrate to a more modern interface and platform	A la carte member options	More member driven groups – CE modeled after Circ du SWAN	Quick decision making process - proactive rather than reactive	SWAN's own e-content consortium	Uniform best practices everywhere	SWAN member website overhaul	Developing a plan for technological growth
New ILS platform	Add new members	Member ambassadors	Acknowledge ment of binding board decisions – can act more nimbly	Integrated e-content strategy	Implementing best practices: circ rules, reimburseme nt	Redo member services website to communicate existing services better	Plan for life after RAILS
Improve OPAC	New IT consultant						
Plan, direction contract for new ILS	Maintain competitive pricing						
Investigate migration to accomplish within 3 years	Centralized services: collection development, cataloging and ILL	Multi-level training	Less cumbersome decision making with stronger board and staff structure	Coordinate group purchases of e-products	Uniformity for patrons	Responsive communication from SWAN staff	Bring back E.T.C (Emerging Technology Committee)
Minimal downtime	Tiered services to enable expanded membership with more resources	Educating members on new trends	Be agile, be nimble, be quick				
Add suggestion box to SWAN for patrons							
Google-like search with Amazon-like Interface (FRBR that users recognize)		Create orientation for directors and department heads	Lead the way				

Appendix B: Strategic Planning Retreat Documents

PRACTICAL VISION: SWAN is a Leader for Illinois Libraries

I	II	III	IV	V	VI	VII	VIII
We All are Empowered Users	Before the Curve	Stewardship that Promotes Sustainability	A Patron-centric Culture	Strong, Smart Growth	Build Positive Engagement	EZ E-Access	User-friendly, Flexible Intuitive ILS
<ul style="list-style-type: none"> • CE for Everyone • New Director Orientation • Cross training of SWAN Staff • Knowledgeable Staff Enhance Patron Experience • Have Local Experts or Super Users • Staff Experts in Software • Enhance CE for Membership • More Opportunities for Staff Development (external, non-ILS) 	<ul style="list-style-type: none"> • Integrated Notification for Patrons • Mobile App OPAC • Research & Development Staff (dedicated) • Dynamic, Interactive Website that facilitates communication • Keep up with Latest Trends in Technology • Members Easily Add New Technologies to the ILS • Flexibility and Budget to Add Staff (to add new technologies) 	<ul style="list-style-type: none"> • Centralized Services e.g. Cataloging, ILL • Saving the Small Libraries • Seek New Revenue Stream (entrepreneurial) • Cooperative and Interoperable with other LLSAPs 	<ul style="list-style-type: none"> • Proven Best Practices • Positive, Uniform Patron Experience • Patron-Centered Product • Develop Best Practices for Every Module 	<ul style="list-style-type: none"> • Expand Membership and Connect with other LLSAPs • Philosophy of Membership Development • Grow SWAN through Membership 	<ul style="list-style-type: none"> • Realistic Goals for Member Participation • New Director "Culturalization" • Greater Member Participation and Engagement 	<ul style="list-style-type: none"> • Carpet-bomb E-Acquisitions • E-Resource integration provides simplicity and enhanced collection 	<ul style="list-style-type: none"> • Migrate to a visionary ILS • User-friendly Flexible Intuitive ILS

Assistant Director's Report October 2012

Building and Grounds:

I met with Andrew from Sebert Landscaping to begin discussion of the redesign of the landscaping beds off the Plainfield driveway. He will give us some ideas this winter and, depending on this winter's snow removal costs, the project would be done in the Spring.

Christine changed two of the 10 foot bulbs that light our outside signs (No easy task!)

You'll notice new trash and recycling receptacles outside the front entrance.

The Darien Garden Club added some Fall foliage to the outdoor planters.

Friends of the Library:

The Friends of the Library met on Tuesday, October 9th at 1:30pm. Here are the highlights of the meeting:

- The Friends will host a reception following the 11/11 Legacy Girls concert.
- The Friends approved \$275 to purchase digitizing equipment for patron use.
- The next meeting will be held on December 11th at 7:00pm.

Chan Concerts:

The Legacy Girls will perform as the Andrews Sisters on Sunday, November 11th at 2pm. They will perform tunes from the 30's and 40's in honor of Veteran's Day. The Friends will provide refreshments after the concert.

Singin' in the Stacks:

Ticket sales are going slowly. Cris and her staff have transformed the lobby into a festive, eye-catching display promoting the event.

Marketing:

As she is out at ILA the week of October 8th, Cris' Marketing report will be distributed at the meeting.

Meetings & Desk Time:

- 9/19 Board Meeting
- 9/24 One on one with Jamie
- 9/25 One on one with Cris
- 9/28 Department Head Retreat
- 10/8 One on one with Jamie
- 10/8 One on one with Cris

10/9 Friends of the Library
10/10 Reference Desk (4 hours)
10/11 Kids & Teens (4 hours)
10/11 Webinar: Retaining Volunteers
10/15 Webinar: Makerspaces
10/17 Webinar: Makerspaces
10/17 COD site visit (LTA Practicum)
10/17 Board meeting

Submitted by:



Laura Birmingham

44

Youth Services Monthly Board Report
September 2012

Collections & Services

- Fall story time classes began this month. In response to the outcome of the survey taken at the end of the Spring 2012 session, registration was offered online, in person and by phone-simultaneously. Though our traditional Sign-up Social was not scheduled, staff assisted 134, while 145 patrons enjoyed the convenience of registering their child directly through Evanced.
- In additional response to the Spring survey, the Fall session of story time classes now include our first ever bi-lingual story times. This session also offers 8-weeks of classes, as requested by our parents and caregivers.

Programs

Kids & Families – K&T staff offered 21 programs this month. Highlights include;

- Fall sessions began the week September 24th and will run through the week of November 11th. Thirteen different classes are offered, including Explore Time.
- On Sept 14th the final outdoor family concert was presented by perennial favorite musician Jim Gill and Friend.

Teen - Eight programs were offered this month.

- September sees the start of both the TAB and TAB Gaming committee. TAB had 14 at their orientation. The Gaming committee members are creating a new gaming program for both teen and junior gaming events.
- On 9/23 we began this school years session of college prep programs with Career Visions Start Early/Start Smart.

Outreach –

- Sarah was the lead coordinator at this years' WBC Coalition Fall Fest on 9/8. The Fest saw its highest attendance to date with 583 kids, adults and teens. Assistant Director, Laura Birmingham manned the IPPL booth sharing information and registering residents for 20 new and renewed library cards.
- Sarah's WBC/ Burr Ridge Middle School Teens 4 Xcellence after school book club Kicked off its first meeting of their year with the highest attendance to date, 24 students attending.
- Sarah also began a new initiative with LADSE. She is presenting monthly sensory sensitive story times to elementary aged adaptive needs students.

Schools

- Jane and Monica worked with two school visits Kingswood Academy's 7th and 8th grade classes.
- Judy presented library service information at the annual District 61 ELL Family night open house.

Staff

- Orientation and specific job training was completed for new Substitute Assistant Ken Seli and the two new Substitute Pages, Sandra McGee and Corinne S
- At the September desk staff meeting, Monica discussed the implementation of the staffs' revised roles and responsibilities. This information was included in the August Board report. Jennifer Asimakopoulos also presented information on new database services.
- On September 23, Kelly Von Zee began her new full time position as the departments' Early Literacy Librarian.
- In preparation for the Fall session of programs, Sarah, Jane and Kelly re-organized the supply and storage cabinets and closet space in the Multipurpose rooms.
- Monica created the Teen Librarian job description. The new part time position is posted, with interviews to begin in October.
- Kelly and Monica interviewed a potential adult volunteer to assist as the Polish language bi-lingual story time presenter.

Pages

- At the Pages meeting on 9/20, Sarah presented information on the revision of the desk staff roles & responsibilities.

Meetings

9/4	Volunteer interview	Kelly & Monica
9/5	Dept re-visioning mtg w/ Jamie	Monica & Sarah
9/5	YS Sub. Asst interview	Monica & Sarah
9/6	YS Sub. Asst interview	Monica & Sarah
9/10	ILA presentation prep mtg	Monica
9/10	Programming mtg w/C. Kline	Jane
9/19	Department Heads mtg	Monica
9/20	YS Pages mtg	Sarah w/ all Pages
9/21	WBC Coalition mtg	Sarah
9/27	Kids Read Too mtg	Sarah
9/28	Department Heads retreat	Monica

Submitted by Monica Dzierzbicki
 10/11/2012

INDIAN PRAIRIE PUBLIC LIBRARY
POSITION DESCRIPTION

YOUTH SERVICES-TEEN LIBRARIAN
Exempt Position

DISTINGUISHING FEATURES:

A 28 hour per week professional position providing library services to all youth with an emphasis on teens 8th through 12th grade, their caregivers and schools. Responsible to Head of Youth Services.

RESPONSIBILITIES AND DUTIES: (Illustrative, not exhaustive)

- Provides friendly responsive and knowledgeable customer service that exceeds patrons' expectations.
- Regularly scheduled at service desk 60% of time.
- Answers reference and reader's advisory questions for all users of Kids & Teens services, with an emphasis on teen services.
- Educate and assist public in use of print and electronic resources.
- Performs teen collection maintenance, selection and development of multiple formats.
- Plans and presents programs of high interest to teen and parents of teens.
- Acts as school liaison for area public and private high schools.
- Represents library by visiting schools.
- Schedules and conducts group library visits, tours, and book talks for classes and other community groups serving teen.
- Prepares online and paper bibliographies of teen materials in all formats.
- Regularly scheduled as Librarian-in-Charge.
- Keeps abreast of current library trends by reading professional literature and by attending meetings and workshops (individual responsible for own transportation).
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of teen literature and bibliographic tools. Knowledge of reference interview techniques, automated information retrieval and reference materials. Proficiency in PC and Mac Office Suite, and familiarity with Windows Movie Maker, Photo Story 3, Audacity and CAM studio software. Ability to empathize with and relate with teens.. Ability to plan and execute creative activities for teens, parents and teachers. Ability to set priorities, make independent decisions and exercise discretion with patrons and staff. Ability to work effectively in an active and busy environment. Must be able to communicate effectively with public and staff in English, both orally and in writing. Ability to use web 2.0 technologies, i-Pad apps, e-readers, software productions computers and telephone. Ability to move throughout the library to provide, explain, interpret and retrieve resources. Must be able to lift, push and pull and transport equipment and furnishings as necessary to set up for programs. Regularly scheduled to work days, evenings, nights and weekends.

QUALIFICATIONS FOR APPOINTMENT:

Master of Library Science degree from an ALA accredited school including specialization in teen services work. Two years of public library experience with an emphasis working with teens or one year of professional experience in a library setting in addition to two or more years' experience directly working with teens. Must be able to work evenings and weekends.

Approved 10/2/12

Youth Services Program Attendance September 2012

Day	Program	Youth	Family	Teen	School	Outreach
6-Sep	TAB Gaming Committee meeting			8		
8-Sep	Fall Fest @ WBC					583
14-Sep	Kingswood Academy 7th grd science instnuction				12	
14-Sep	Kingswood Academy 8th grd science instnuction				18	
15-Sep	Family lawn concert w/ Jim Gill		97			
18-Sep	TAB meeting			14		
18-Sep	Teens 4 Xcellence book club					24
20-Sep	After School Chess	10				
23-Sep	Careeer Visions Start Early Start Smart			3		
24-Sep	All Ages story time class		7			
24-Sep	Explore Time class		24			
25-Sep	Babies, Books & Songs class		16			
25-Sep	Terrific Twos class		12			
25-Sep	On Our Own class	16				
25-Sep	Family Night story time class		25			
26-Sep	On Our Own class	12				
26-Sep	Babies, Books & Songs class		21			
26-Sep	All Ages story time class		23			
26-Sep	Bi-Lingual Family story time class		15			
27-Sep	Babies, Books & Songs class		20			
27-Sep	Walkers-story time class		14			
27-Sep	District #61 ELL Family Night open house				65	
28-Sep	All Ages		24			
28-Sep	RU Game night			6		
September Creation Station		900				

Circulation Services
September 2012

Circulation is down 3% from this time last year (-2,225 items). Patron visits were also down by almost 5%. Holds placed were down 8% and ILLs processed were also slightly down (4%). I am including a chart showing 6 libraries indicating their circulation for July, August and September, (2009 – 2012). Most libraries showed that July 2012 had more items checked out than in previous Julys', but August and September show a downward trend for most of them.

We had a great library promotion this year! We issued more library cards this month than September 2011 (+4%) 356 as compared to 255 last year.

In September patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 36,991 of our check outs or renewals or 55% 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 September are as follows:
- Hold pick up – 10,613 (3403 patron sessions)
 - ADA – 10,105 (2937 patron sessions)
 - Kids & Teens – 9,295 (1721 patron sessions)

Wednesday, September 19, the Burr Ridge facility of RAILS experienced a major power outage. We were instructed to bring down MilCirc at approximately 4:45 and go on the back-up. We were down until 7:15pm. Staff did an excellent job of working with individual members, as when we are on the back-up system we can do little more than just check items out.

Ann Stovall and I discussed a new way to label new CDs and DVDs so that the “new” labels are easier to remove from the cases of the items.

We have had the current COD intern work in Circulation several times in the past few weeks. Mieko and I made up a training schedule for her and have gone over basic circulation functions as well as have her actually do some checking in. Next week we will have her shadow the front desk and maybe do some checking out!

The responsibility of the phone system has been shifted to the Circulation Department. Mieko Fujiura and I met with Brian Murphy, the representative from Call One on October 2. I will be changing the message on the phone to make it more member friendly than it seems to be now.

Mieko and I also interviewed candidates for the Circulation Assistant position and hired Amelia Cosmas. Her first day will be Monday, October 15.

Sharing Expertise: As a member of SWAN Circ. Advisory, I have been part of facilitating and presenting training initiatives for several years. In September, I was asked to serve as a panelist in a workshop on Customer Service called “Let’s Make a Deal”. We spoke at both Indian Prairie and Cicero Public Library. I was very pleased to have been asked to speak at this workshop as this reinforces the fact that Indian Prairie is known for its customer service! I am enclosing a copy of the workshop brochure as well as a thank you note I received.

Meetings and workshops attended:

Sept. 12	Circ. Advisory	RAILS
Sept. 13	"Get Smart" Panelist (Circ. Advisory)	IPPL
Sept. 18	One on One with Jamie	
Sept. 19	Dept. Heads	
Sept. 25	"Get Smart" panelist (Circ Advisory)	Cicero PL
Sept. 28	Dept. Head Retreat	Thomas Ford PL
Oct. 5	One on One with Jamie	

Ask Us Desk – Sept. 18 & Oct. 4

Kids & Teens – Sept. 20 & Sept. 24

Debbie Sheehan

Head of Circulation Services

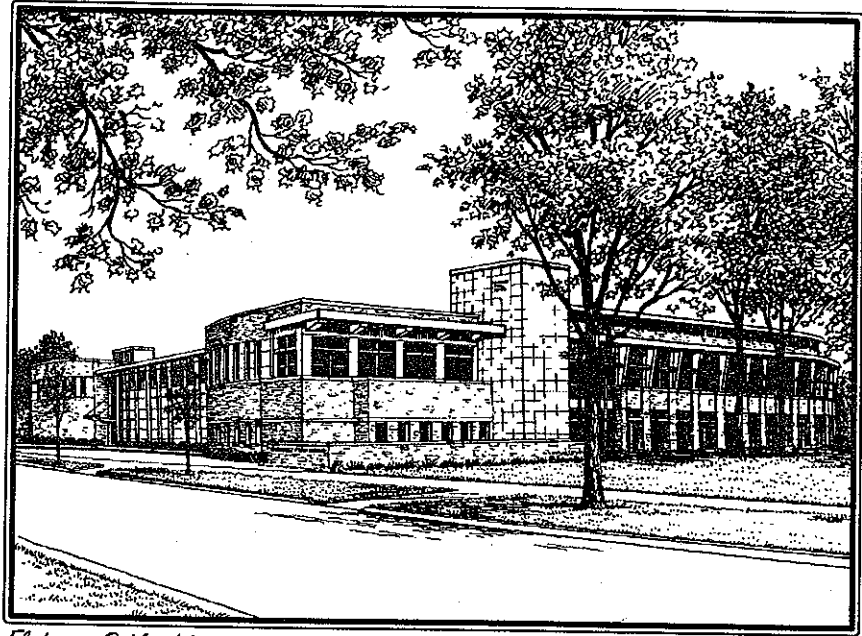
CIRCULATION STATISTICS

Library	July 2012	July 2011	July 2010	July 2009
Downers Grove	85,354	86,501	91,626	95,251
Elmhurst	117,930	121,031	125,613	131,669
Hinsdale	31,648	30,323	29,977	30,888
Indian Prairie	87,216	86,301	84,936	84,907
Oak Park	100,578	99,168	New to SWAN	
Woodridge	56,637	55,530	55,766	56,395

Library	Aug 2012	Aug 2011	Aug 2010	Aug 2009
Downers Grove	75,829	77,935	84,928	83,465
Elmhurst	106,301	105,225	106,130	108,797
Hinsdale	26,013	27,729	24,295	26,859
Indian Prairie	80,915	84,118	77,314	80,592
Oak Park	94,518	94,291	86,034	
Woodridge	46,975	46,496	47,538	45,014

Library	Sept 2012	Sept 2011	Sept 2010	Sept 2009
Downers Grove	65,658	71,360	75,169	75,270
Elmhurst	93,080	95,277	94,441	89,280
Hinsdale	24,041	24,037	24,666	23,164
Indian Prairie	67,864	70,089	71,475	69,066
Oak Park	83,777	87,175	89,315	
Woodridge	43,362	45,052	44,625	42,820

Shading = highest circulation for that month for that library.



Elmharst Public Library

Elmharst, IL

September 14, 2012

Debbie,

Thank you so much for hosting yesterday's GET SMART, but most especially for being an expert panelist. You presented such organized and thoughtful ideas. What a terrific role model you are!

See you on the 25th! Bank + Park

GET SMART

Become part of the "A Team"
at the Front Desk



Find out what goes on
Behind the Scenes

MYTHBUSTERS

Learn some tips to successful
Customer Service

Find out
How
SWAN
Does
That

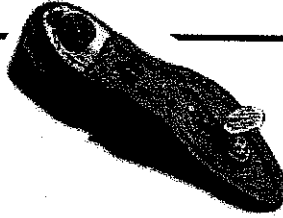


Don't miss this networking
opportunity!

- ◆ Panels consist of experienced staff from A, B, and C SWAN Libraries
- ◆ Each class is presented twice during the month at two different library locations (north and south) - you have an option of where to attend class and when (AM or PM sessions)
- ◆ These free classes run from March 2012 to December of 2012
- ◆ Register on L2

<http://www.librarylearning.info/tags/2GET+SMART>

If you can't make the commitment to attend all sessions—feel free to attend one, two, or three. Class descriptions and dates on L2.



GET SMART

JOIN FELLOW
CIRCULATION
SUPPORT STAFF
IN
DISCOVERING
SOME NEW
IDEAS AND
EXPLORING
BEST
PRACTICES



JOIN US FOR A
SERIES OF FOUR
PANEL
DISCUSSIONS
PRESENTED BY
CIRCULATION PROS
AT LOCAL SWAN
LIBRARIES



"At the front desk"

Join us for an informed panel discussion on tasks performed "At the Front Desk". Hear how the "A Team" does it.

Panel discussion facilitated by Lori Kinzel (Bridgeview PL) and Cindy Maiello-Gluecklich (Meirose Park PL).



"Behind the Scenes"

Join us for a peek behind the scenes as to what really goes on in the back rooms at SWAN libraries. Be there when the "Mythbusters" dispel SWAN Urban Legends.

Panel discussion facilitated by Vickie Totton (Cicero PL) and Peggy Tomzik (Eisenhower PLD)



LET'S MAKE A DEAL

"Customer Service"

Join us as we discuss customer service from the Circulation Staff perspective. Prize awarded for best patron story!

Panel discussion facilitated by Samantha Cresswell (Elmhurst PL) and Barb Stepina (Clarendon Hills PL)



"How Does SWAN Do That"

Join us for a discussion on how SWAN parameters, control options, and etc. shape your SWAN experience.

Panel discussion facilitated by Julie Lombardo (Woodridge PL) and Debbie Sheehan (Indian Prairie PLD)

SHOW SCHEDULE on the SWAN Network

The A Team

Tuesday, 3/6 1:30 PM—4:00 PM

Eisenhower PLD

Thursday, 3/22 9:30 AM—Noon

Prairie Trails PLD

MYTHBUSTERS

Wednesday, 6/6 9:30 AM—Noon

Downers Grove PL

Monday, 6/11 1:30 PM—4:00 PM

Homewood PLD

Let's Make a Deal

Thursday 9/13 1:30 PM—4:00 PM

Indian Prairie PLD

Tuesday 9/25 9:30 AM—Noon

Cicero PL

One Step Beyond

Monday, 12/3 9:30 AM—Noon

Tinley Park PL

Wednesday, 12/12 1:30 PM-4:00 PM

Elmhurst PL

TECHNICAL & COMPUTER SERVICES (CS) MONTHLY REPORT September 13- October 7, 2012

Computer Services

- Finished the process of migrating to a new server and running our own internal e-mail Exchange server.
- Ordered iMac and software to support middle grade schools. (Strategic Plan: Examine technology used at the schools and provide same software at the library as possible).
- Then Enhanced catalog will be updated so it has the same look and navigation as our Web site and access to material lists, staff recommendations, programs and more. (Strategic Plan: Enhance the catalog and digital floor map to highlight popular materials.)



Swan Encore New Materials Programs and Classes Suggest a Purchase

SWAN New Search Print Help My Library Account Member Libraries

Additional Searches ↓

A+ A-

Keyword Indian Prairie Submit

Advanced Search

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

Printer Area	Service Type	B & W Printer	Color Printer
1 st floor Print Center	Adult	\$635.10	\$159.00
2 nd floor Print Center	Youth	\$39.90	\$20.50

Technical Services

- Contributions to SWAN database in September – Created 291 and modified 391 bibliographic pre-cataloging records.
- Kids & Teens started pulling junior aged DVDs from the Children’s DVD collection and TS is re-classifying them for the Junior DVD collection. (Strategic Plan: A special collection of books, DVDS and music for mid-kids will be developed)

Personnel, Professional Development, Meetings, Desk time

- September 14- Attended Social Media Committee Meeting
- September 18- Worked Adult Ask Us Desk from 5-9
- September 19 – Department Head Meeting
- September 21- Computer Services Retreat (Went over Job description and 5-5-5)
- September 26 – Technical Services Department Meeting (Went over 5-5-5)
- September 28- Department Head Retreat at Thomas Ford Library.
- October 3- Worked Adult Ask Us Desk from 1-5
- October 4- Worked Kids/Teens Ask Us Desk from 9-1

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

Adult Services Monthly Report: September 2012

Groups and Staff Led Discussions : Chess averaged 11 at their meetings. Genealogy had 52. ESL met twice with an average attendance of 9. Current Events had an average of 15 at their meetings. We had the first meeting of a new group for seniors that is meeting on Friday mornings. There were eight people here to play Trivia Pursuit.

The GenLit book discussion had 18 in attendance. The Novel Idea started up for the new season and had 14. The Crime Readers moved to Home Run Inn. There were 13 in attendance with about half of them coming early for dinner together. We have a rule—no discussion of the book until 7:00.

Programs: We had an Ask the Master Gardner session in the lobby with 12 people stopping by with questions. The group of local professionals who presented a program on Life's Transitions had seven in attendance. The Chan Concert had 125. A program on Fall Foods had 44 and the Today's Smart Living program on Swap and Shop had 20. The idea of this program is to bring items you no longer want and swap them with someone else. After hearing the speaker talk about ways to re-purpose them some people didn't want to swap anymore!

The Big Read: The book has been selected and the committees formed for programming, book discussions, PR and the final event.

Computer Classes: Adult Services took over scheduling the adult computer classes. We had nine people for both Beginning Internet and Beginning Email. There were nine people at Introduction to Word, part 1 and 12 at the part 2. Introduction to Excel had nine at part one and eight at part 2. These classes take a list of 12 people with more people on a waiting list. We made reminder calls before hand and called people on the waiting list, but still didn't have full classes. Staff is looking to see if we have any "repeat offenders," people who regularly register but don't show up. With so many people interested we want to have full classes. There were also classes for the e-books. We had six at the Nook class, eight at the iPad class, and eight at one Kindle class and fourteen at a second.

Collections: I finished weeding the last half of the fiction collection this year. The new magazine subscriptions for next year have been submitted.

Marketing: Jennifer, Suzy, and Shirley attended the social media team. We had four online requests for book recommendations through the Books Just for You form.

Continuing Education: I attended a Laconi presentation on time management and organization. Cindy attended a quarterly SSAP's (South Suburban Programmers) meeting and a Laconi meeting, Best of the Best—using the online database of performers and speakers. Jennifer demonstrated some of the new databases to Kids and Teens and arranged for the reference staff to have a webinar on a business database we have had for several years but which recently changed drastically. Shirley has started the training for being a Worknet advisor.

Sharing: Jennifer and I both did presentations at ILA this past week.

57

Staff: Jennifer is still working on accuracy testing with the pages staff. This is to find what an acceptable accuracy rate would be for a shelver. Once we know this then we can make meeting that standard part of the requirements.

Department Arrangement: We did a study on use of the seating in the department and use of the computers, especially the database computers. Based on what we found we will look to see if we can arrange seating in a way to optimum use and find a way to make a senior area where notices of interest to them, large print books and magazines and games might be available.

Debbie Wordinger

**Adult Services
Annual Report FY 2011-2012**

Introduction

We accomplished or are currently doing 23 of the 24 goals from last year's annual report. The one goal we did not yet accomplish is finding a way to easily add to our website a list of what we own for foreign movies and television programs on DVD.

This report is divided into Collections, Services, Programs and Promotions, and Staffing. Many times these are inextricably connected. The local history collection is mainly virtual on our website plus there is a clippings file. The collection was created with much input from local historical groups and requires considerable staff time. It is promoted through regular channels, but also with a display earlier this year and a program in the fall. The service of downloading e-books involves purchasing the collection, training staff on its use, providing training aids for the public, promoting through the website and elsewhere, and keeping up with changes in the technology.

This year's report shows the importance of marketing programs, services and collections. Successful services need appropriate and diverse marketing to reach our customers where they are, physically and technologically.

We are working to simplify the use of our collections by arrangement, cataloging and the use of finding aids. We are looking at our remote use and are exploring ways to make these services easy to find and use. We are also looking at making optimum use of staff time. We want to put serving our customers first while finding cost effective ways to provide these services.

We would like to see the library integrated into the activities of the community more. Involving residents in the collection of the local history, adding oral histories to our collection, and participating in more community events are all activities that interest the Adult staff.

We would also like to be involved in more interlibrary activities such as The Big Read, but perhaps there are other cooperative projects not directly involving the public that we could also encourage such as group purchases of materials or equipment or training.

When other librarians visited us during the Zone 1 librarian exchange, they particularly commented on the fact that we have a trained staff at a separate desk to assist patrons with computers. This seems to not be a widespread practice in the area. They also liked that our desk was front and center, approachable, and invites people to sit down and that we use staff from throughout the library on our blog recommendations.

Collections

We continued to work on ways to make the collection more accessible to the public. Circulation information is based on the calendar year 2011. Because, as stated in our Strategic Plan, we “focus on providing easy access to high-demand items,” we spend considerable time in arranging, cataloging, and selecting materials that are of importance to our community. We are responsive to patron requests and respond quickly to growing waiting lists by adding additional copies of popular items. We are looking at new formats and methods of delivering content per the Strategic Plan’s directive to “stay current with new formats and ways to access content.”

Nonfiction: For the calendar year 2011, circulation of nonfiction books remained even. We continued to tweak the popular subject areas that we de-Deweyed. We also simplified the Dewey for collectibles. We pulled books on collectibles and antiques from different areas of Dewey and put them at 745.1 with further breakdowns using natural language. For example, the book *Anchor Hocking’s Fire-King and More* (a book about a specific manufacturer of glass kitchen and tableware) is at 745.1/Glass/Fire-King. We rearranged the new book area so that we could put all of the new books at the entrance to the department. Cris and Theresa made bookmark lists of the subject breakdowns in the popular subject areas and put labels on the shelves to assist patrons in finding books. We are creating a Jobs and Careers area to bring everything for job hunting to one spot. Shirley and Suzy worked on this. We are also moving the investment sources that are in Reference to the Money Management area. We moved biographies about actors, musicians, directors, etc. from the Biography section to the 700s, where other books on music, the movies, and theater are located.

Fiction: Our circulation for fiction books was up by one percent in 2011. Areas that were particularly popular, based on their turnover rate, were GenLit and Romance.

Audiovisual: Circulation for audiovisual was up by 10%. Circulation on feature film DVDs was up by 15%. We changed the display in the lobby from being past bestselling books to duplicates of recent movies. DVDs just fly off the display, especially over long weekends or times of extreme weather. We added some additional shelving for DVDs. However, we are at the point where we won’t be able to add any more. We de-Deweyed the nonfiction DVDs and brought some different things together that had been separated by Dewey. For example, the section on Asia/India has DVDs about the history of India, but also about problems in current day India such as the documentary *Born into Brothels*. Under War/World War II we have documentaries about battles, but also DVDs about weapons and equipment of the war.

We moved the audiobooks (primarily books on CD, but also Playaways) closer to the Adult Ask Us Desk. The CD-ROMS were also moved to this area. We weeded out 75% of the CD-ROM collection and are no longer buying this format. We moved the new audiobooks into the area at the entrance to the department with the rest of the new materials.

Downloadable: Circulation of books through Overdrive increased by 179%. However, this still is less than 2% of total circulation. Suzy created online training videos and kept all of the handouts at the desk up to date. This is an area that changes almost monthly. Publishers change their policies on letting libraries purchase their books, devices for reading change, and Overdrive makes changes. It is a challenge to keep up. Jennifer, Suzy, and Denise Tucker have done classes on downloading. They tried a drop-in in the lobby, and between them, Jennifer and Suzy did nine one-on-one Book-a-Librarian sessions. This is in addition to all the impromptu one-on-ones we all do at the desk. Suzy was on the committee to redesign eMediaLibrary's site, and she is now on the collection development committee.

Reference Collection and Databases: We drastically cut the size of the Reference Collection. This allowed us to give a little more space to some of the popular subject areas and open up some floor space in front of the Adult Ask Us Desk. Some of the books we had in Reference have been replaced with online versions and some have been changed to circulating. We have added some investment sources to the databases as well as additional computer training modules.

Periodicals: Shirley changed the way we display magazines so that we don't need to use the binders. We looked at entirely changing the way we display the magazines, using acrylic bins instead of the slanting shelves, but ultimately decided against it. We have rearranged and moved the magazines to open up the space in front of the Adult Ask Us Desk. Circulation for magazines was up by 30% and accounts for four percent of total Adult circulation. Shirley has arranged for a free trial of Zinio, an online magazine subscription platform.

Collection Development Plan: We continue to keep the collection development plan accurate as we work with it throughout the year. This means keeping an accurate list of subjects used in the breakouts and definitions of what we classify into each area. I think we are unique in really spelling out what we do. I was contacted by someone from another library who could see from SWAN that we categorized our movies. I sent her our collection development plan for feature films which includes definitions for each of the breakdowns we use. She was delighted. It was exactly what she was looking for.

Plans and Recommendations:

1. Review the use of the music CD collection to determine impact of music downloading.
2. Look at OneClickdigital as another source for downloadable audio.
3. Look at Zinio as a source for online magazines.
4. Assess the shelving of the nonfiction collection (Dewey) with the possibility of shifting it to the south and making more room for Large Print.
5. Create simplified Dewey for the literature area (800s).
6. Collection areas that are tight and should be addressed are Audiobooks and Large Print.
7. Consider finding a way to merge the language instruction materials together regardless of format.

Services and Service Desks

Our Strategic Plan states that we “provide expert assistance to residents to aid them in finding books and movie they will enjoy,” and “are the community’s information resource.” Our service desks are where most of these transactions occur. Our website has become another service point to provide the patrons with guidance in finding a good book and reliable information through our databases and recommended websites. We interact through Text-a-Librarian and the online reference and readers advisory forms.

Adult Services Statistics: We receive 80% of our questions in person, 19% by phone, and one percent electronically. We are busiest on Sunday afternoons and weekday afternoons are busier than weekday mornings or evenings. We get less than one percent of our questions from approaching patrons while we are away from the desk. Most of our questions (69%) are requests for a specific item. The patron comes in knowing exactly what they want by title and format and we find or reserve it for them. Another nine percent of our questions are for identifying a specific item. These would be requests for a specific item when the patron doesn’t know the title of what they want. For example, they want the first book in a specific series or the latest movie that won Best Actor. Reference questions make up 17% of our questions. These are requests for information or to find nonfiction books on a specific subject. We recommend books or movies three percent of the time, and we give patrons computer instruction two percent of the time. Computer instruction includes training on using e-books. This type of question only occurs once or twice a shift, but can be time consuming.

The person at the Readers Services station answers 43% of the total questions asked at the desk with the two reference librarians handling the remaining 57%. Fifty-three percent of the time patrons walk away with their answer or their item. Most of the other 47% of the time, the requests were for items that were checked out or needed to be ordered from another library.

We also get other types of questions on the desk. Thirty-three percent of these other questions are requests to sign up for a program. Twenty-eight percent are requests for a group study room, and four percent is assistance with the computers for simple help using Word or with printing. Thirty-five percent of these questions are directional requests for bathrooms, or Kids and Teens, etc.

Computer Desk Statistics: Last year we had added laptops to the computers available at this desk. Because these computers are secured behind the desk, anyone wanting a laptop has to talk to a staff member. Last year we counted each of these (check-in and check-out) as a statistic. This year we did not do that because laptop use is recorded in the monthly statistics as a computer use already. Even so, the number of computer staff interactions recorded from year to year went up by 1.5%.

Adult Ask Us Desk: We have been working with the combined desk for nearly two years now. To enable reference staff to have more off desk time, we are working on having

one Readers Services person and one Reference librarian on desk at all times with a second librarian as backup. Because so many requests we have are for specific items, anyone can answer the questions. Because of the explosion of e-book questions, all staff members have had additional training.

Text a Librarian was added last fiscal year. So far, this has not taken off. After another year of marketing, we will see what happens with it, and then, if use does not increase, consider dropping or looking into another service.

Computer Desk: This desk is one of the most active in the library. Patrons are on the computers from the moment we open to the moment we close. Computers, laptops, scanner, printer, coin machine-staff has to deal with all of them all day, and, as always, when working with equipment, little things and big things go awry. Also, the skill level of people using the computers varies widely, and staff must assist with problems ranging from uploading difficult attachments to people who are not familiar with using a mouse. The staff at this desk shelves and assists patrons with magazines between assisting computer patrons.

Interlibrary Loans and Reserves: During the year, I periodically run a test on how long it takes to get a reserve off the bestseller list. This past year I found it averaged 14 days for a fiction book and 18 days for a nonfiction book. For fiction books, this is consistent with other years, and somewhat better than other years for nonfiction. When I placed the holds for these titles, 45% of the time there was a rental book on the shelf I could have taken immediately. The longest wait was 30 days, and the shortest wait was zero because the book was here on the shelf. Ninety-one percent of the time the request was filled by an Indian Prairie copy, not a copy from another library. Fulfilling requests for popular titles is one of the things we do especially well here. We are very open to buying patron requests and have procedures in place to catch long waiting lists and add additional copies.

Website: Jennifer particularly, but other staff, too, worked on the new website. We are looking at ways to put more useful information on the site, more staff recommendations, and more chances for patrons to ask questions. Jennifer added a form for patrons to fill out to get book recommendations. This form is called "Books Just for You." The patron fills out the form and it goes to the Readers Services email. Based on the patron's answers to questions we have asked about their reading tastes the staff recommends five titles to the patron.

Homebound: We increased the number of items going to institutions by 14% and overall items delivered was up by eight percent. We added three new homebound individuals, but lost four. We currently serve eleven individuals and four institutions. We had six temporary homebound patrons.

Local History and Genealogy: Mary Krekelberg has been most instrumental in pushing us to collect and catalog local history and create relationships with local historical groups and longtime residents. We became a Family Search Affiliate with the LDS Family History Library. This means that when genealogists request microfilm from the Family

History Library the library is mailed to Indian Prairie. The patron is notified and comes to Indian Prairie to use our microfilm reader/printer to view the microfilm. The local history presence on our website has expanded. On her own time Mary Krekelberg worked with the Darien Historical Society to write a book about the history of Darien for Arcadia Publishing. The book is just out, and Mary has arranged for a program on Darien history this fall.

Miscellaneous: Shirley proctored exams for 28 students, but many of these students took multiple tests. Many of the proctored exams were for real estate recertification or for distance learning students. We continue to make tax forms available to the public. We got new, sturdier shelving this year. Patrons still make use of this service.

Plans and Recommendations:

1. Add a movie recommendation form to the website.
2. Make some mobile technology devices and applications available at the desk for patrons to try.
3. Look into becoming a WorkNet partner and other ways to assist job seekers.

Programs and Promotions

Part of our Strategic Plan is to “provide programs that support life goals and interests” and to “provide opportunities for people to connect with each other.” The wide variety of programs we offer and the selection of discussion group we support contribute to our reaching this goal. The computer training that staff schedules for the public meets our goal to “instruct and assist residents in using technology.”

Adult Programs: We had 1,881 people attend the 48 single-session programs we hosted in the Adult Department. This was an average of 39 people per program compared to an average of 49 the previous year. We had a lower no-show rate than the previous year. People who register online and give an email address get an email reminder. We also regularly have a volunteer call those who don't give an email address. Cindy also schedules some ongoing programs. These include the Lyric Opera Lectures, College of DuPage Drop-In Information Nights, and Ask the Master Gardener.

We have two series of programs. These are part of the single-session programs listed above. One is 4th Wednesdays which runs from March into the fall and is topics of interest to seniors. We also have the Today's Smart Living series. These are programs that are focused on living economically, investing, and job hunting.

From the evaluation sheets, Cindy finds that females outnumber males at the programs 78% to 22%. People over 55 make up 84% of attendees, and people prefer evenings and afternoons to mornings and weekends for programs. People hear about our programs primarily through our newsletter (63%). A distant second at 12% is in-house signage. The programs that attract the highest attendance are the entertainment programs, especially those aimed at an older crowd. Other programs designed to hit other age groups, males, and the diversity of our population are less well attended, but still important to keep in the schedule.

Mary Krekelberg had seen a program done at another library that she wanted to try. Our version of it was B.Y.O.B. (Bring Your Own Book). We provided light refreshments, and patrons came with good books they had read lately and wanted to share. The lists that were compiled from the two times we did this were added to our Current Picks blog.

Summer Reading: This was the second year patrons were able to register online. We had 270 patrons participate, which means, they had submitted at least one entry online. Each entry is either a book read or listened to or two DVDs or music CDs listened to. All items must be checked out from Indian Prairie. We gave away three basic Kindles (donated by the Friends) and a number of gift certificates from local businesses. Last year we had 232 people participate. For the amount of work involved, we need to consider whether this is a good use of our time. What is the purpose of summer reading for adults? Is it just something fun to do? Does it encourage reading and watching?

Staff Led Discussion Groups: The *Crime Readers* book discussion which we do jointly with Woodridge, outgrew the Downers Grove Wine Shop. We tried Shanahan's in

Woodridge for a few months and are booked into Home Run Inn Pizza for the fall. We now, but only very recently, have a Facebook presence. So far I have posted most of what is on it. The group seems to like the mystery classics. We tied one book into the Big Read theme. Average attendance for the past year was 12, up from nine the previous (and first year). We had our lowest turnouts (nine) in December and January.

The *Novel Idea*, which is now led by Mary Paxson, averaged 13 at each discussion if you subtract the Big Read discussion. We had 33 people at the Big Read discussion of *The Paris Wife*. We broke into two groups, and I led one. We had our lowest turnout (10) in November, December, and January.

Summer of 2011 was the first time we tried a *Summer Afternoon* book discussion. We had good turnouts in July and August, but only two people in July. For 2012 we decided to try it again, but skipped July. Turnout was only average. We will try this one more summer and see if it develops into something.

The *GenLit* discussion, which Jennifer leads, meets off site. They averaged 11 at each meeting. We had been doing the discussion on Tuesday nights jointly with Downers Grove. Starting in January we broke with Downers and changed to Monday nights. Unlike the other book groups that don't meet in the summer, GenLit meets in the summer but takes November and December off. For the last fiscal year they had their lowest turnout for July (6) and August (8). However, this summer they have had good attendance: ten in July and fifteen in July. The group had tried to meet at the same restaurant each month, but they outgrew the room they were always given. They have been going to a different restaurant each month, and trying different restaurants and different cuisines has become part of the fun of the group. GenLit has 73 fans on Facebook.

We had tried having Sunday afternoon movies occasionally as part of *Movies and More* over the last two years. The first one we had back in February 2011 had 23 people, but others were far less well attended. We had one Sunday afternoon movie in the last fiscal year with only five people here. They enjoyed the movie and had a good discussion, but we have stopped scheduling these since then. On the whole, old movies or new movies might have a good attendance or not. We have found with the newer movies that timing is everything. As soon as was practical after the Academy Awards were announced, we scheduled three movies with nominations, and attendance was good. Because *The Artist* was delayed in release after it won the award, we scheduled a showing of it the week it was released in June and had a record breaking 65 in attendance. Only 15 or 20 people stayed for discussion.

Lu continues to lead the *Play Reading Group*. She has a good core group of people who really enjoy this.

The format for *Great Decisions* was changed somewhat this year. Instead of meeting every Monday night for eight weeks the group met on the Current Events schedule, the second and fourth Mondays of February through May.

On our website we put a list of discussion groups available throughout the Zone 1 libraries. We encouraged the other libraries to connect to it and to keep their information up to date so we can provide the most book discussion opportunities to our patrons without having to add more staff-intensive groups to each of our already burdened staffs.

Library Sponsored Groups: The library has three groups that meet at the library and that the library sponsors by providing meeting space and the occasional speaker. These are Current Events, Adult Chess, and the Genealogy Group. We have an ESL Conversation Group that we cosponsor with Literacy DuPage. With all of the regular groups, whether staff led or not, scheduling rooms is an ongoing problem. Our rooms are heavily used, and, especially in the summer when Kids and Teens does extensive programming, it can be challenging to find space.

Historical Average Attendance for Indian Prairie Groups

Group	FY11/12	FY10/11	FY9/10	FY08/09	FY07/08	FY06/07
*Crime Readers Book Discussion	12	9				
*Play Reading	8	9	9	5		
*Novel Idea Book Discussion	15	11	12	10	8	8
*GenLit Book Discussion	11	9	8			
*Movies and More	27	18	23	17	18	21
Genealogy	36	35	38	34	23	35
Chess	10	9	11	12	11	9
ESL Discussion Group	14	9	11	13	8	8
Current Events Discussion Group	12	11	10	10	13	13
*Great Decisions Discussion Group	17	15	16	16	13	18

*Staff led.

The Big Read: The choice of *The Paris Wife* was very popular. We had 33 people at the book discussion. It was impossible to find a copy of *The Sun Also Rises* or *A Moveable Feast* on the shelf. Programs ranged from wine tasting and French cooking to cabaret, Hemingway the writer, and Paris travel. We had 300 people in total come to the four programs we sponsored. Two were particularly popular: Paris in the Jazz Age had 115 people, and Paris Today had 82. We also had the program Art Deco Chicago and a joint program with Clarendon Hills which was a wine tasting at a local wine shop.

Computer Classes: Adult Services took on the scheduling of the computer classes beginning fall 2012.

AARP: We continued to have appointments for AARP tax assistance on Monday and Friday mornings from February to mid-April. There were four or five AARP volunteers here each time. They assisted 272 people with their taxes in 2012.

Specialty Computer Classes: Mary Krekelberg presented three different classes on genealogy for the public. Suzy, Jennifer, and Denise have done classes on downloading e-books. Suzy, with some assistance from Mary Paxson, gave several classes on Facebook. Suzy also did a class on the online job search. Jennifer presented a program, Tips for the Savvy Traveler, to the Indian Prairie Computer Group, which meets at the Community House in Hinsdale.

Veterans History Project: We continue with the interviews. Fourteen interviews were processed and sent to the Library of Congress in the last fiscal year. Joe's volunteer coordinator for this project, Judy O'Brien, retired. Another volunteer, Diane Simms, has taken over this role.

Local History Oral Project: Using the equipment and trained volunteers we have from doing the Veterans History Project, we plan to start interviewing local long-time residents to add to our local history collection. The first of these interviews is scheduled for this fall.

Displays: We took down the display of past bestsellers to see how putting out the recent movie DVDs for which we have multiple copies works as a display. We have brought back the display of past bestsellers now that the department has been rearranged. We had a few patrons tell us they had missed it, and one or two have told us they appreciate having it back. As a regular service we put up a display of books, music, or movies of prominent people who have recently died. This is something we regularly get comments on. When we were late by a day getting something up for Andy Griffith, we had a patron who came in and was "very disappointed."

Bibliographies: We continue to add or update bibliographies, which are all available on the website. We had made some into paper bookmarks but got sidetracked with other things and did not go on with this. We gave Cris information for the e-news to link to certain bibliographies. For example, when *The Artist* won Best Picture at the Academy Awards, we linked to our list of silent movies. To encourage staff to remember to use our bibliographies and to show patrons where to find them, we ran a contest with staff during summer reading. Every time a staff member used one of our bibliographies, blogs, or readers advisory databases, the staff member entered his or her name into a drawing. Staff submitted 90 entries, and I have looked at these to see which were used the most to let us know which to print in hard copy, to update regularly, and to get ideas for additional lists.

Some of the bibliographies created this year were English village mysteries, read-alikes for Lillian Jackson Braun and Brad Thor, the Civil War in fact and fiction, Christmas movies, on screen couples, and audio recordings of celebrities read by themselves. Others added were martial arts movies, biographies of royal women, and many more.

Other Handouts: Suzy kept all of our handouts up to date for eMediaLibrary, our collection of downloadable e-books and audiobooks. She worked with Cris to make more user friendly, professional looking handouts. Jennifer worked with Cris to create business cards to promote many of our reference databases.

Blogs: We continue with the Current Picks, Shows and Tunes, Wonder Years, and Local History blogs. Adult Services has contributed extensively to the Hot Topics Blog.

Signage: We improved the endcaps in the nonfiction (Dewey) area to provide more information about what was down each aisle and are always looking for ways to better direct patrons.

Plans and Recommendations:

1. Add more active and interactive programs to the schedule such as hands-on crafts.
2. Include input from the 55+ group for the 4th Wednesdays series and other programs.
3. Offer the maximum number of Big Read programs.
4. Offer programming for special occasions such as multicultural Month, Earth Week, National Library Week, etc.
5. Coordinate the adult Computer Classes beginning fall 2012.
6. Add to our selection of paper bookmark bibliographies that we have on display.
7. Try an afterhours genealogy class (already scheduled for October).
8. Add a forthcoming DVDs email.
9. Evaluate Summer Reading for summer of 2013.
10. Try the Summer Afternoon Book Discussion one more time. Have it scheduled later in the month to give people getting the newsletter, time to get and read the book.
11. Add the audio files for the Veterans and Local History interviews to the website and consider videotaping the interviews to add to YouTube.
12. Add local human interest interviews to our collection. Based on the StoryCorp Model, these interviews would be conducted by our patrons using our equipment and perhaps some volunteer assistance.
13. Add classes for the public on Pinterest and Facebook for Business.
14. Investigate with Cris if there are any ways to make some of our brochures in color.
15. Look into adding a nonfiction book display area in the department.
16. Add the Friday morning 55+ group to the library sponsored groups.
17. Investigate participating in World Book Night.

Staffing

The selection of the right staff and their continued training contributes to our meeting and exceeding Strategic Plan goals on every subject.

Staffing: We added a part-time (ten hours a week) Reference Librarian position and promoted Joan Mommsen from a Substitute Reference Librarian position to this new part-time position. Sally went down to twelve hours a week. Mary Paxson picked up two desk shifts, and Denise took on the responsibilities as liaison to the library sponsored groups. I added two Substitute Reference Librarians. Both of them are recent library school graduates who work on other desks, Mieko Fujiura and Gail Graziani. Cris Cigler began working two hours a week on the Reference Desk.

Jennifer has been working with her staff to develop standards for speed and accuracy when shelving materials.

Continuing Education: We participated in the librarian exchange with other adult departments in the area. Staff also visited several libraries in the area to get ideas for the department. These included Bolingbrook, Bloomington, Plainfield, Elgin, Des Plaines and Schaumburg, Staff attended webinars and workshops on the preservation of photographic images, Novelist, The Black Belt Librarian, Supervisory Skills, and many more.

In house staff was trained on Joomla, test-a-librarian, the program registration software, e-books, and CPR.

Sharing: Cris Cigler and I gave a workshop at LACONI on movie advisory in the library. We will be presenting this again at ILA this fall. I joined the LACONI planning committee. Shirley is on the committee to plan programs for the ILA Conference in 2013. Jennifer is presenting a program on GenLit collections at ILA. She did training for Kids and Teens on e-books.

Volunteers: We used volunteers to shelf read, do most of the work on the Veterans History Project, make reminder calls for programs, and make copies and labels. The community service volunteers, supervised by Joe did over 2000 hours of service. They primarily dust shelves, clean windows, and cut scrap paper.

Plans and Recommendations:

1. Add a Readers Services substitute.
2. Tighten the requirements for community services volunteers so that their supervision is not so great a burden on the staff.
3. Follow the new requirements for training set down in the Staff Development Plan.
4. Explore other uses for volunteers such as providing more assistance at programs, particularly hands-on computer classes, or acting as "greeters" at busy times such as when a popular program is scheduled.
5. To write a separate job description for substitutes.

STATISTICS FOR	Sep-12	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	43,482	44,674	148,221	149,204	-1%
Teen	2,822	3,533	12,421	13,474	-8%
Kids	19,890	21,115	69,995	75,749	-8%
TOTAL	66,194	69,322	230,637	238,427	-3%
Electronic Circulation	1,670	767	5,358	2,081	157%
GRAND TOTAL CIRC.	67,864	70,089	235,995	240,508	-2%
% Reciprocal Borrowing	17%	16%	15%	15%	
Patron Visits	38,535	40,471	134,659	140,692	-4%
<u>Current Cards</u>					
Resident	277	200	23,564	23,728	-1%
Non-Resident	79	55	1,054	942	12%
TOTAL	356	255	24,618	24,670	0%
<u>Patron Assistance</u>					
Adult - Reference	3,195	3,155	11,236	10,032	12%
Kids - Reference	416	2,241	3,248	7,490	-57%
TOTAL REFERENCE	3,611	5,396	14,484	17,522	-17%
Adult - Other	1,911	678	4,546	2,128	114%
Kids - Other	3,427	1,334	7,904	4,950	60%
TOTAL OTHER	5,338	2,012	12,450	7,078	76%
GRAND TOTAL ASST.	8,949	7,408	26,934	24,600	9%
<u>ILL/Reserves</u>					
Holds	8,872	9,653	30,400	31,945	-5%
ILLs Sent	4,781	5,334	16,169	16,834	-4%
ILLs Checked Out	6,036	5,910	19,554	19,277	1%
ILLs Received	6,535	6,442	21,190	21,019	1%
Copy/Fax Sent	0	1	2	1	100%
Copy/Fax Received	3	8	15	18	-17%
<u>Programs - Adult</u>					
# Programs	5	9	15	13	15%
Attendance	208	169	658	325	102%
<u>Computer Classes</u>					
# Programs	10	5	21	6	250%
Attendance	92	60	214	74	189%
<u>Individual Technology</u>					
<u>Training</u>					
# of Patrons	39		45		
<u>Groups</u>					
# Programs	14	14	33	33	0%
Attendance	197	208	487	432	13%
<u>Others</u>					
#Programs	0	0	0	1	-100%
Attendance	0	0	0	39	-100%
<u>Programs - Teen</u>					
# Programs	8	3	47	27	74%
Attendance	146	59	690	525	31%
<u>Programs - Kids</u>					
# Programs	21	39	72	89	-19%
Attendance	1,763	1,526	5,853	5,376	9%
GRAND TOTAL ATT.	2,445	2,022	7,947	6,771	17%

STATISTICS FOR	Sep-12	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Computers -</u>					
<u>Patron Use</u>					
Adult Computers	4,123	4,008	13,359	12,693	5%
Kids Computers	1,330	1,466	5,190	5,535	-6%
Teen Laptop	210	175	643	472	36%
Adult Laptop	176	162	472	448	5%
TOTAL PATRON USE	5,839	5,811	19,664	19,148	3%
<u>Hours Used</u>					
Adult Computers	2,776	2,880	9,141	8,977	2%
Kids Computers	760	806	3,019	3,244	-7%
Teen Laptop	238		751		
Adult Laptop	336		921		
TOTAL HOURS USED	4,110	3,686	13,832	12,221	13%
IPPL Web Site Visitors	18,919	23,546	59,136	75,139	-21%
IPPL Total Page Views	22,779	42,313	59,866	134,555	-56%
Subscription Database Logins	2,613	2,689	7,804	8,209	-5%
Peek-A-Books	1,719	2,290	7,230	6,517	11%
<u>Outreach-Homebound</u>					
Items Delivered	162	207	503	490	3%
<u>Volunteers</u>					
Number Active	77	66			
Hours Worked	507.50	439.25	2,158	2,039.25	6%
Staff Training Hours	78.25	115	135.25	417	-68%
<u>Room Use</u>					
Multi-Purpose Room	10	23	25	36	-31%
Meeting Room					
Library	28	40	85	80	6%
Non-Library	23	23	81	54	50%
Group Study Room	253	344	730	979	-25%
Lobby Programs	2	3	5	5	0%
Conference Room	16	13	41	45	-9%
Clavinova	0	0	0	0	

MATERIALS COLLECTION STATISTICS- SEPTEMBER 2012

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1615	9	10	1614	38	27	47	37
Non-Fiction	52251	232	140	52343	544	507	776	647
Fiction	38342	417	438	38321	961	922	1378	1360
TOTAL	92208	658	588	92278	1543	1456	2201	2044
BOOKS-- CHILDRENS								
Reference	882	3	0	885	1	8	4	8
Non-Fiction	19886	212	45	20053	47	251	259	296
Fiction	27121	300	199	27222	463	228	763	427
TOTAL	47889	515	244	48160	511	487	1026	731
BOOKS - TEEN								
Non-Fiction	914	2	0	916	14	2	16	2
Fiction	3239	17	7	3249	114	22	131	29
TOTAL	4153	19	7	4165	128	24	147	31
GRAND TOTAL	144250	1192	839	144603	2182	1967	3374	2806

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
AUDIOVISUAL-ADULT								
Audio Books on CD	4149	67	1	4149	64	22	131	23
Music CD	9482	59	3	9482	65	8	124	11
Playaway	368	1	0	369	22	5	23	5
Video (VHS & DVD)	13721	108	1	13828	351	12	459	13
CD-ROMs	164	0	0	164	0	1	0	1
TOTAL	27884	235	5	27992	502	48	737	53
AUDIOVISUAL-CHILDRENS								
Audio Books	951	5	1	955	5	3	10	4
Childrens Music CD	1088	0	0	1088	3	1	3	1
Junior Music CD	143	0	1	142	0	0	0	1
Playaway	72	0	9	63	0	0	0	9
Video	5108	53	134	5027	31	31	84	165
TOTAL	7362	58	145	7275	39	35	97	180
AUDIOVISUAL-TEEN								
Audio Books on CD	203	2	0	205	2	0	4	0
Music CD	355	7	1	361	10	0	17	1
Playaway	67	0	1	66	0	1	0	2
Video	445	17	7	455	10	5	27	12
Console Games	409	0	0	409	17	10	17	10
PC-GAMES (formally CD-ROMS)	475	0	1	474	1	0	1	1
TOTAL	1954	26	10	1970	40	16	66	26
GRAND TOTAL	37200	319	160	37237	581	99	900	259

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
Digital Collections							
Adults ebooks	820	61	881	110		171	
Kids and Teens ebooks	219	44	263	17		61	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	10990	238	11228	890		1128	

**Willowbrook/Burr Ridge Chamber meeting
October 3, 2012**

This meeting featured guest speaker, Andrew Wills, from LinkedIn. His presentation centered around the professional opportunities for individuals who post their skills and expertise on LinkedIn.

I was able to make an announcement about our Singin' in the Stacks event on Nov. 3. I individually handed bookmarks to most of the group, inviting them to attend the event.

A representative from Eddie Merlot's was at the luncheon and he kindly donated two \$25 gift cards for door prizes at the event.

Program chairman, Ken Sitkowski will be giving up his spot at chairman of programming for the next year, so any further contact regarding making a presentation to the chamber on our resources for businesses will have to be addressed to the incoming chairman.

During the meeting, I received information on updating our listing for the new directory and I spoke to the chairman of the Holiday Tree program. There may still be an opportunity for IPPL to partner with the chamber without diminishing the efforts of our TAB group.

Upcoming meetings: November 7, 2012 featuring the Madrigal singer from Hinsdale South High School.

Christine Cigler
Marketing Coordinator
October 8, 2012

Jamie Bukovac

From: railsannounce-bounces@list.railslibraries.info on behalf of Renee Anderson
[renee.anderson@railslibraries.info]
Sent: Wednesday, September 19, 2012 12:44 PM
To: railsannounce@list.railslibraries.info
Subject: [Railsannounce] RAILS Update September 19, 2012

RAILS Update
September 19, 2012

October 11 RAILS Member Update

The next Member Update videoconference will be held on Thursday, October 11, from 3 – 5 p.m. RAILS Interim Executive Director Jane Plass will host the videoconference from the RAILS East Peoria service center. Based on RAILS member input, the videoconference will be held in East Peoria so that members on the way home from the ILA Bouncing Higher conference may attend. Members attending in East Peoria will also have an opportunity to tour the East Peoria service center, currently home to the Mid-Illinois Talking Book Center, Resource Sharing Alliance (RSA) and the delivery services area. RAILS members are welcome to attend in East Peoria, at one of the other RAILS service centers or videoconference locations, or via one-way streaming. There will be an opportunity for members to remain at all RAILS locations and other videoconference sites for informal networking and discussion after the videoconference. The meeting will also be recorded for viewing at a later date. An agenda and registration information can be found at: <http://www.librarylearning.info/events/?eventID=13970>. If you have any questions about the Member Update, or suggestions on topics or features RAILS can incorporate into future updates, please contact Mary Witt at mary.witt@railslibraries.info.

Resource Sharing Alliance (RSA) to Rebate Portion of FY13 Fees

RSA, one of four RAILS supported LLSAPs (Local Library System Automation Programs), will rebate a portion of its member fees back to RSA members. In March 2012, the RAILS Board approved new contracts with the LLSAPs that lowered their contract fees. The RAILS-RSA contract went down by 25%. In addition to that reduction, the RSA Board approved a 5-year contract extension with SirsiDynix in September that keeps fees relatively the same for the next five years. As a result, the RSA Board determined that approximately \$80,000 in reduced costs could be rebated back to RSA member libraries this year.

Webinar on Resource Description Access (RDA)

RAILS is hosting a free ALA webinar on Resource Description Access (RDA), the new unified cataloging standard, at four RAILS locations on October 17. RAILS has made arrangements for members to view this webinar in-person at the RAILS administrative office in Burr Ridge and RAILS service centers in East Peoria, Geneva, and Shorewood. (Because this is a webinar, it is not possible to offer this session via videoconference.) The workshop is intended for LLSAP member library staff, but is also open to all RAILS members working in all types of libraries. Registration and more information can be found at: <http://www.librarylearning.info/events/?eventID=14225>. Contact Susan Weinmann with questions at susan.weinmann@railslibraries.info or 630.734.5118.

The RAILS Website's News Tab

The RAILS website features a News tab, located in the upper right corner. The News section aggregates a variety of RAILS content. By clicking on the News tab, you can view and subscribe to:

- Latest news from RAILS
- Library jobs
- Member-to-member offers
- Continuing education news
- Library news
- RAILS news alerts
- Subscribe to RAILS e-newsletter

In addition to viewing RAILS news and news items posted by members, the News section displays information about when the next RAILS Member Update videoconference will be held and information on how to view the previous Member Update videoconference. To subscribe to RAILS news items from this page, you need to login to the RAILS website with the email address and password associated with your L2 account.

Library Learning (L2) Tip

To search for colleagues on the Library Learning (L2 website) at www.librarylearning.info, login to L2, then click on your name in the box in the upper right corner. Then click Find Colleagues. From the search box you can search by name, email address, or by name of library. L2 serves as the official statewide directory of libraries and library professionals. You can upload a photo of yourself and/or your library to L2. Library staff members who have uploaded photos are featured in the rotation of "Random Cool People" that is displayed when you click Find Colleagues. Photos should be square in size and no smaller than 150x150 pixels for best representation. In addition, library directors or designated staff may upload a photo of their library to appear on the library's profile. To upload a photo of your library, library directors should login to L2, click on Libraries and search for their library. When you find your library's record, click on Edit Building. Next to Picture, click Choose File to upload a photo of your library. Library photos should also be square in size and no smaller than 150x150 pixels. While you are editing your library's record, take a moment to ensure that all the information is accurate and add additional information to complete your library's profile. The RAILS L2 help page can be found at: <http://www.railslibraries.info/members/l2help> or contact Susan Weinmann at susan.weinmann@railslibraries.info.

RAILS Community Forums

The RAILS Community offers a Genealogy and Local History forum centered around genealogy and local history, including digitization of local history collections and genealogy research. By joining this forum, you can share information and collaborate with more than 110 RAILS members on genealogy. The RAILS Community offers 20 broad-based forums for library staff from all types of libraries. To access the RAILS Community at www.railslibraries.info/community, you must be logged into the [RAILS website](http://www.railslibraries.info) with the email address and password you use for L2. To subscribe to a forum, click on the Subscriptions tab. For help with the RAILS Community forums, contact communications@railslibraries.info.

Congratulations on Project Next Generation Grants

Congratulations to the RAILS libraries that are recipients of Secretary of State Jesse White's Project Next Generation grants. The program is the first statewide mentoring program administered through public libraries. Project mentors work with students to develop technological skills and guide them in developing life skills, such as effective communication, goal-setting and conflict resolution. The Illinois State Library's ISL News of 9/14/12 reported that the following RAILS libraries received grants:

- Beardstown Houston Memorial Public Library
- Bloomington Public Library
- Elmwood Park Public Library
- Mendon Four Star Public Library District
- Freeport Public Library
- Joliet Public Library
- Kankakee Public Library
- Peoria Public Library
- Richton Park Public Library District

New RAILS E-Newsletter

As announced last week, RAILS plans to introduce a new e-newsletter in October that will replace this weekly RAILS Update mailing list message. The e-news will utilize the MailChimp email service. Current RAILS Update subscribers will not need to re-subscribe to the new e-news. You may need to adjust your firewalls and spam filters, however, to allow the e-news to reach your inbox. Your library's IT department may wish to "whitelist" the IP addresses on this list in your spam filters or email firewall in order to receive the RAILS e-news. You may also wish to add communications@railslibraries.info to your email address book.

Post Your News to the RAILS Website

Inform the library community about what's happening at your library! To post information to the RAILS website at www.railslibraries.info, login with the email address and password that you use for the L2 website. When logged in, note the listing on the left side of the RAILS home page under Community. Simply click on Library News, Continuing Education, Jobs Board, or Free/For Sale to post your information. You can also subscribe to receive notification by email when new messages are posted. If your library news includes a photo, it may be selected to appear on the RAILS home page.

RAILS Library Director News

John Mitchell is the new director at Highwood Public Library.
Alex Todd is now the director at Prospect Heights Public Library District.
Jana Fast and Mary Ann Atkins have been appointed Interim Co-Directors of the Lewis University Library (Romeoville).

Do you have library director changes to share? Let RAILS Communications know of changes in library directors so we can officially welcome new directors to the RAILS community.

RAILS Member News

News about RAILS members as seen on the RAILS website and in the media:

Zion-Benton Public Library District received a YALSA Teen Read Week grant, announced at the end of August. Grant funds will be used to introduce dystopian fiction novels to teens. The library held an Open House on September 15, 2012 and captured "tweens" posing with selected novels. The event featured Wii archery, Wii boxing, drawing, writing, and other reading-related activities.

Teens Borrow Macbooks at Des Plaines Public Library

<http://desplaines.patch.com/articles/teens-to-borrow-macbooks-at-the-des-plaines-public-library>

Crystal Lake Library Director Earns National Certification

<http://www.nwherald.com/2012/09/11/crystal-lake-library-director-earns-rare-national-certification/aqbeoic>

Alsip-Merrionette Park Public Library District Constructs New Drive Up Book Drop (Photo)

<http://www.flickr.com/photos/alsiplibrary/7984159387/in/photostream>

Highland Park Public Library Celebrates 125 Years

<http://www.railslibraries.info/members/announce/20120912/25851>

Hispanic Heritage Month in Franklin Park

<http://www.railslibraries.info/members/announce/20120917/26146>

Elgin Firms Offer Discounts for Cardholders

<http://couriernews.suntimes.com/lifestyles/14997449-423/elgin-firms-offer-discounts-for-library-card-holders.html>

Oak Park and River Forest Libraries Gear Up for Banned Books Week

<http://forestpark.patch.com/articles/banned-books-week-coming-up-in-oak-park-and-river-forest-2f9cd98d>

From the RAILS Website

Free WebJunction Webinars in October

<http://www.railslibraries.info/members/announce/20120904/25525>

OCLC Webinars on the Future of WorldCat Resource Sharing and FirstSearch

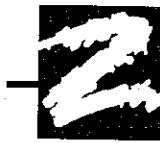
<http://www.railslibraries.info/members/announce/20120904/25522>

Webinar Recording of "Document Delivery Using Article Exchange"

<http://www.railslibraries.info/members/announce/20120905/25564>

Subscribe to RAILS Update

All library staff members are encouraged to subscribe to the RAILS Announce list to receive RAILS Update. To subscribe, send a message with the word "subscribe" in the subject field to: railsannounce-subscribe@list.railslibraries.info. This message was sent to you because you are associated with a RAILS member library. To unsubscribe, send an email to: railsannounce-leave@list.railslibraries.info.



Brian Zabel & ASSOCIATES P.C.

CERTIFIED PUBLIC ACCOUNTANTS

1040 West Route 6 • Morris, IL 60450

Phone: (815) 941-9833

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MEMORANDUM

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

From: Brian Zabel, CPA

Date: September 27, 2012

Re: Independent Auditors Report Summary

The fiscal year ended June 30, 2012 was another successful year for the Indian Prairie Public Library District from a financial perspective and financial reporting perspective.

Revenues:

Total revenues increased compared to the prior year by \$23,232 dollars. This increase was primarily due to property tax. Interest income decreased as interest rates continued to fall.

Expenditures:

Material expenditures increased from the prior year by \$26,427. Total expenditures in the General Fund increased by \$84,697 over the prior year. The total General Fund expenditures were \$1,960 more than total revenues. A decreasing principal balance in the Debt Service fund caused interest expense to decrease by \$11,047 from the prior year. There were no capital outlay expenditures in the general fund. Overall expenditures were \$1,178,853 less than the previous fiscal year and that decrease was mainly due to the building remodel project from the previous year. Overall expenditures for the year were \$6,895 more than the revenues.

Balance Sheet:

The district remains in a solid cash position with almost \$3.2 million in savings. As far as fund balances are concerned the state recommends having about 3-6 months worth of expenditures sitting in your general fund. As of June 30, 2012 the district has approximately 3 months worth of expenditures in unreserved funds in the general fund. Thus the district's fund balance is right at the recommended level. None of the funds have an excessive accumulation fund balance for tax levy purposes.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
DARIEN, ILLINOIS**

ANNUAL FINANCIAL REPORT

**For the Year Ended
June 30, 2012**

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
TABLE OF CONTENTS

	<u>Page's)</u>
INDEPENDENT AUDITOR'S REPORT	1-2
Management's Discussion and Analysis	MD&A 1-5
GENERAL PURPOSE EXTERNAL FINANCIAL STATEMENTS	
Basic Financial Statements	
Government-Wide Financial Statements	
Statement of Net Assets	3
Statement of Activities	4
Fund Financial Statements	
Governmental Funds	
Balance Sheet	5
Reconciliation of Fund Balances of Governmental Funds to the Governmental Activities in the Statement of Net Assets	6
Statement of Revenues, Expenditures, and Changes in Fund Balances	7
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Governmental Activities in the Statement of Activities	8
Statement of Fiduciary Net Assets	9
Statement of Changes in Fiduciary Net Assets	10
Notes to Financial Statements	11-21
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund	22-24
Schedule of Funding Progress - Illinois Municipal Retirement Fund	25
Schedule of Employer Contributions - Illinois Municipal Retirement Fund	26
Notes to Required Supplementary Information	27
COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES	
NON-MAJOR GOVERNMENTAL FUNDS	
Combining Balance Sheet - Special Revenue Funds	28
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - Special Revenue Funds	29
SUPPLEMENTARY INFORMATION	
Tax Levy	30



Brian Zabel & ASSOCIATES P.C.

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INDEPENDENT AUDITOR'S REPORT

Members of the Board of Trustees
Indian Prairie Public Library District

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate fund information of the Indian Prairie Public Library District, as of and for the year ended June 30, 2012, which collectively comprise the Library's basic financial statements as listed in the table of contents. These basic financial statements are the responsibility of the Indian Prairie Public Library District's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material aspects, the respective financial position of the government activities, each major fund, and the aggregate remaining fund information of the Indian Prairie Public Library District, as of June 30, 2012, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis and other required supplementary information are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's financial statements. The combining and individual fund financial statements and schedules in the accompanying table of contents are presented for purposes of additional analysis and are not a required part of the financial statements of the Indian Prairie Public Library District. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

Brian Zabel & Associates, P.C.

BRIAN ZABEL & ASSOCIATES, P.C.
Certified Public Accountants

Morris, Illinois
September 27, 2012

82

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2012**

As management of the Indian Prairie Public Library District (Library), we offer readers of the Library's statements this narrative overview and analysis of the financial activities of the Library for the fiscal year ended June 30, 2012. We encourage readers to consider the information presented here in conjunction with additional information found in the notes to financial statements.

FINANCIAL HIGHLIGHTS

- The assets of the Library exceeded its liabilities at June 30, 2012 by \$7,581,660 (net assets). Of this amount, \$667,302 (unrestricted net assets) may be used to meet the Library's ongoing obligations to citizens and creditors.
- The Library's total net assets increased by \$283,248.
- At June 30, 2012, the Library's governmental funds reported combined ending fund balances of \$1,463,081 a decrease of \$6,895 in comparison with the prior year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Library's basic financial statements. The Library's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

This Management's Discussion and Analysis is intended to explain the significant changes in financial position and differences in operation between the current and prior years.

Government-Wide Financial Statements - The government-wide financial statements are designed to provide readers with a broad overview of the Library's finances, in a manner similar to private-sector business.

The Statement of Net Assets includes all of the Library's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets are an indicator of whether its financial position is improving or deteriorating, respectively.

The Statement of Activities presents information showing how the Library's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

The government-wide financial statements show functions of the Library that are principally supported by taxes, fees, and other revenues (governmental activities). The Library does not conduct functions intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Library include providing general library services and general governmental administrative services.

The governmental-wide financial statements can be found on pages 3 and 4 of this report.

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2012**

Fund Financial Statements - A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Library can be allocated into two categories: governmental funds and fiduciary funds.

Governmental Funds - Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Library's near-term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Library maintains three individual major governmental funds. The General Fund (Corporate Fund) is used to account for funds received from general property taxes and other general revenue, and to account for expenditures made for general Library purposes. The Special Reserve Fund is used accumulate monies for capital projects and improvements of the Library. The Debt Service Fund is used to accumulate monies for the payment of long-term debt.

Information is presented separately in the governmental fund Balance Sheet and in the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances for the General Fund, the Special Reserve Fund, and the Debt Service Fund, all of which are considered to be major funds.

The basic governmental fund financial statements can be found on pages 5 through 8 of this report.

Fiduciary Funds - Fiduciary funds are used to account for resources held for the benefit of parties outside the District. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the District's own programs. The accounting used for fiduciary funds is in accordance with accounting principles generally accepted in the United States of America.

The basic fiduciary fund financial statements can be found on pages 9 and 10 of this report.

Notes to Financial Statements - The notes provide additional information that is essential to a full understanding of the information provided in the government-wide and fund financial statements.

The notes to financial statements can be found on pages 11 through 21 of this report.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2012

Other Information - In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Library's progress in meeting its obligation to provide library services to all of its residents.

The Library adopts an annual budget and appropriation ordinance that includes the General Fund, the Special Reserve Fund, the Debt Service Fund, and the Special Revenue Funds. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with the adopted budget and appropriation ordinance.

The budgetary comparison statement and related notes can be found on pages 22 through 27 of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Library, assets exceeded liabilities by \$7,581,660 at June 30, 2012.

A significant portion of the Library's net assets (81%) reflects investment in capital assets (e.g., land, buildings, and vehicles and equipment); less any related debt used to acquire those assets that is still outstanding. The Library uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Library's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Indian Prairie Public Library District's Net Assets at Year End

	Governmental Activities	
	FY 2012	FY 2011
Current and Other Assets	\$ 4,822,692	\$ 4,741,888
Capital Assets	7,033,579	7,188,436
Total Assets	\$ 11,856,271	\$ 11,930,324
Current Liabilities	\$ 3,283,237	\$ 3,204,973
Noncurrent Liabilities	991,374	1,426,939
Total Liabilities	\$ 4,274,611	\$ 4,631,912
Net Assets		
Invested in Capital Assets, Net of Related Debt	\$ 6,118,579	\$ 5,828,436
Restricted	795,779	800,714
Unrestricted	667,302	669,262
Total Net Assets	\$ 7,581,660	\$ 7,298,412

The majority portion of the Library's net assets (91%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets (\$667,302) may be used to meet the Library's ongoing obligations to citizens and creditors.

At June 30, 2012, the Library is able to report positive balances in all three categories of net assets. The same situation held true for the prior fiscal year.

The Library's net assets increased by \$283,248 during the year ended June 30, 2012.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
 June 30, 2012

85

Governmental Activities - Governmental activities increased the Library's net assets by \$283,248. The key elements of this increase are as follows:

Indian Prairie Public Library District's Change in Net Assets

	Governmental Activities	
	FY 2012	FY 2011
Revenues		
Program Revenues		
Charges for Services	\$ 191,212	\$ 184,168
Grants and Contributions	45,423	92,241
General Revenues		
Property Taxes	3,542,475	3,466,926
Interest	28,683	38,013
Miscellaneous	1,934	5,147
Total Revenues	<u>3,809,727</u>	<u>3,786,495</u>
Expenses		
General Government	<u>3,526,479</u>	<u>3,391,819</u>
Total Expenses	<u>3,526,479</u>	<u>3,391,819</u>
Increase in Net Assets	283,248	394,676
Net Assets-Beginning	7,298,412	6,903,736
Net Assets-Ending	<u>\$ 7,581,660</u>	<u>\$ 7,298,412</u>

FINANCIAL ANALYSIS OF THE LIBRARY'S FUNDS

As noted earlier, the Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds- The focus of the Library's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Library's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the Library's net resources available for spending at the end of the fiscal year.

At June 30, 2012 the Library's governmental funds reported combined ending unreserved fund balances of \$667,302.

The General Fund is the chief operating fund of the Library. At June 30, 2012, unreserved fund balance of the General Fund was \$667,302. The fund balance of the General Fund decreased by \$1,960 during the year ended June 30, 2012.

86

**INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2012**

GENERAL FUND BUDGETARY HIGHLIGHTS

Significant differences between the final budget and the actual revenues and expenditures are summarized as follows:

- The difference between the estimated revenues and the actual revenues was \$1,732 (unfavorable).
- The difference between the estimated expenditures and the actual expenditures was \$394,480 (favorable).

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets – The Library's investment in capital assets for its governmental activities as of June 30, 2012 amount to \$7,033,579 (net of accumulated depreciation). This investment in capital assets includes land, buildings, and furniture, fixtures, and equipment. The total decrease in the Library's investment in capital assets for the year ended June 30, 2012 was \$154,857 and was due to the District remodel.

Indian Prairie Public Library District's Capital Assets
(Net of Depreciation)

	Governmental Activities	
	6/30/2012	6/30/2011
Land	\$ 491,400	\$ 491,400
Building and Improvements	6,502,659	6,656,343
Furniture, Fixtures, and Equipment	39,520	40,693
Total	<u>\$ 7,033,579</u>	<u>\$ 7,188,436</u>

Additional information on the Library's capital assets can be found in Note 3 on page 17 of this report.

Long-Term Debt – At June 30, 2012, the Library had \$915,000 in debt outstanding.

Additional information on the Library's long-term debt can be found in Note 5 on page 18 of this report.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The equalized assessed valuation (EAV) for the Library for 2012 is \$2,062,114,942. That represents a decrease in EAV of \$281,297,412 over the prior year's EAV.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Library's finances for all those with an interest in the Library's finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Board of Trustees, Indian Prairie Public Library District, 401 Plainfield Rd, Darien, IL 60561.

**GENERAL PURPOSE EXTERNAL
FINANCIAL STATEMENTS**

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF NET ASSETS

June 30, 2012

ASSETS	
Cash and Investments	\$ 3,188,608
Property Taxes Receivable	1,634,084
Capital Assets (net of accumulated depreciation)	<u>7,033,579</u>
TOTAL ASSETS	<u>\$ 11,856,271</u>
LIABILITIES	
Current Liabilities	
Accounts Payable	\$ 6,331
Accrued Payroll	83,424
Deferred Revenue	<u>3,193,482</u>
Total Current Liabilities	<u>3,283,237</u>
Noncurrent Liabilities	
Bond Payable	915,000
Compensated Absences	<u>76,374</u>
Total Noncurrent Liabilities	<u>991,374</u>
Total Liabilities	<u>4,274,611</u>
NET ASSETS	
Invested in Capital Assets	6,118,579
Reserved	795,779
Unreserved	<u>667,302</u>
Total Net Assets	<u>7,581,660</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 11,856,271</u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF ACTIVITIES

June 30, 2012

FUNCTIONS/PROGRAMS	Program Revenues			Total
	Expenses	Charges for Services	Operating Grants and Contributions	
Governmental Activities				
Current				
General Government	\$ 3,526,479	\$ 191,212	\$ 45,423	\$ (3,289,844)
TOTAL PRIMARY GOVERNMENT	<u>\$ 3,526,479</u>	<u>\$ 191,212</u>	<u>\$ 45,423</u>	<u>(3,289,844)</u>
General Revenues				
Property Taxes				3,542,475
Interest Income				28,683
Miscellaneous Income				1,934
Total				<u>3,573,092</u>
CHANGE IN NET ASSETS				283,248
NET ASSETS, JULY 1				<u>7,298,412</u>
NET ASSETS, JUNE 30				<u>\$ 7,581,660</u>

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS

June 30, 2012

	Governmental Fund Types				Fiduciary Fund Types		Total Governmental Funds
	General Fund	Special Reserve Fund	Debt Service Fund	Non-Major Governmental Funds	Trust and Agency Funds		
ASSETS							
Cash and Investments	\$ 2,280,914	\$ 22,056	\$ 302,287	\$ 191,947	\$ 391,404	\$ 3,188,608	
Property Taxes Receivable	1,299,363	-	235,040	99,681	-	1,634,084	
Deferred Compensation Plan	-	-	-	-	998,494	998,494	
TOTAL ASSETS	\$ 3,580,277	\$ 22,056	\$ 537,327	\$ 291,628	\$ 1,389,898	\$ 5,821,186	
LIABILITIES AND FUND EQUITY							
LIABILITIES							
Accounts Payable	\$ 6,329	\$ -	\$ -	\$ 2	\$ -	\$ 6,331	
Accrued Payroll	83,424	-	-	-	-	83,424	
Compensated Absences	76,374	-	-	-	-	76,374	
Deferred Revenue	2,746,848	-	235,040	211,594	-	3,193,482	
Deferred Compensation Plan	-	-	-	-	998,494	998,494	
Total Liabilities	2,912,975	-	235,040	211,596	998,494	4,358,105	
FUND BALANCES							
Reserved Fund Balance	-	22,056	302,287	80,032	391,404	795,779	
Unreserved Fund Balance	667,302	-	-	-	-	667,302	
Total Fund Balances	667,302	22,056	302,287	80,032	391,404	1,463,081	
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,580,277	\$ 22,056	\$ 537,327	\$ 291,628	\$ 1,389,898	\$ 5,821,186	

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

RECONCILIATION OF FUND BALANCES OF GOVERNMENTAL FUNDS TO THE GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET ASSETS

June 30, 2012

FUND BALANCES OF GOVERNMENTAL FUNDS	\$ 1,463,081
Amounts reported for governmental activities in the Statement of Net Assets are different because:	
Capital assets are used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds	7,033,579
Long-term liabilities are not due and payable in the current period and, therefore are not reported in the governmental funds	
Bond Payable	<u>(915,000)</u>
NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u>\$ 7,581,660</u>

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

For the Year Ended June 30, 2012

	Governmental Fund Type			Fiduciary	Total	
	General	Special Reserve Fund	Debt Service Fund	Non-major Governmental Funds		Fund Type Working Cash Fund
REVENUES						
Property taxes	\$ 2,823,932	\$ -	\$ 491,989	\$ 226,554	\$ -	\$ 3,542,475
Per Capita Grant	43,613	-	-	-	-	43,613
IL Historical Records Preservation	-	-	-	-	-	-
Service Fees	191,212	-	-	-	-	191,212
Gifts and Donations	1,810	-	-	-	-	1,810
Interest	21,280	15	134	-	7,254	28,683
Collection Agency Fee	357	-	-	-	-	357
Miscellaneous	1,577	-	-	-	-	1,577
Total Revenues	3,083,781	15	492,123	226,554	7,254	3,809,727
EXPENDITURES						
Current						
Personnel	2,174,583	-	-	-	-	2,174,583
Materials	485,493	-	-	-	-	485,493
Building	150,309	-	-	-	-	150,309
Automation	125,319	-	-	-	-	125,319
Operations	36,574	-	-	-	-	36,574
Contractual Services	25,560	-	-	-	-	25,560
Insurance	2,794	-	-	17,252	-	20,046
Public Information	53,580	-	-	-	-	53,580
Maintenance, repair and service	-	-	-	112,743	-	112,743
IMRF	-	-	-	62,000	-	62,000
Social security	-	-	-	62,000	-	62,000
Capital Outlay	-	-	-	-	-	-
Debt Service:						
Principal	-	-	445,000	-	-	445,000
Interest	-	-	31,686	-	-	31,686
Bond Fees	-	-	200	-	-	200
Contingencies	31,529	-	-	-	-	31,529
Total Expenditures	3,085,741	-	476,886	253,995	-	3,816,622
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(1,960)	15	15,237	(27,441)	7,254	(6,895)
OTHER FINANCING SOURCES (USES)						
Transfers in	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-
NET CHANGE IN FUND BALANCES	(1,960)	15	15,237	(27,441)	7,254	(6,895)
FUND BALANCES, JULY 1	669,262	22,041	287,050	107,473	384,150	1,469,976
FUND BALANCES, JUNE 30	\$ 667,302	\$ 22,056	\$ 302,287	\$ 80,032	\$ 391,404	\$ 1,463,081

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUNDS BALANCES TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2012

NET CHANGE IN FUND BALANCES		
TOTAL GOVERNMENTAL FUNDS	\$	(6,895)
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlay as expenditures, however, they are capitalized and depreciated in the Statement of Activities		16,124
The decrease in long-term liabilities for principal payments is reported as an expenditure when due in governmental funds but as a decrease of liabilities in the Statement of Activities		445,000
Some expenses in the Statement of Activities (e.g., depreciation) do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		<u>(170,981)</u>
CHANGES IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	\$	<u>283,248</u>

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET ASSETS

June 30, 2012

	Working Cash Fund	Deferred Compensation Plan
ASSETS		
Cash and Cash Equivalents	\$ 391,404	\$ -
Deferred Compensation Plan	-	998,494
TOTAL ASSETS	\$ 391,404	\$ 998,494
LIABILITIES		
Deferred Compensation Plan	\$ -	\$ 998,494
TOTAL LIABILITIES	-	998,494
NET ASSETS	391,404	-
TOTAL LIABILITIES AND NET ASSETS	\$ 391,404	\$ 998,494

See accompanying notes to financial statements.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
 FIDUCIARY FUNDS
 STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS
 Year Ended June 30, 2012

	Working Cash Fund	Deferred Compensation Plan
ADDITIONS		
Property Tax	\$ -	\$ -
Investment Income	7,254	-
Realized gain (loss)	-	13,171
Member contributions	-	40,920
TOTAL ADDITIONS	7,254	54,091
DEDUCTIONS		
Investment expense	-	-
Withdrawals	-	66,223
Miscellaneous	-	-
TOTAL DEDUCTIONS	-	66,223
CHANGE IN NET ASSETS	7,254	(12,132)
NET ASSETS - JULY 1, 2011	384,150	1,010,626
NET ASSETS - JUNE 30, 2012	\$ 391,404	\$ 998,494

See accompanying notes to financial statements.

96

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2012

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Indian Prairie Public Library District (the Library) have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The Library was organized under the laws of the State of Illinois. The Library is governed by a Board of Trustees (the Board) and the rules and regulations for library districts.

The accounting policies of the Library conform to GAAP as applicable to governmental units. The following is a summary of the more significant policies.

a. Reporting Entity

As defined by generally accepted accounting principles established by the GASB, the financial reporting entity consists of the primary government, as well as component units, which are legally separate organizations for which elected officials of the primary government are financially accountable. Financial accountability is defined as:

- 1) Appointment of a voting majority of the component unit's board and either (a) the ability to impose will be by the primary government or (b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government; or
- 2) Fiscal dependency on the primary government.

b. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Assets and the Statement of Activities) report information on all of the non-fiduciary activities of the Library. The effect of material interfund activity has been eliminated from these statements. Governmental activities, which normally are supported by grants and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2012

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**b. Government-Wide and Fund Financial Statements (Continued)**

The Statement of Activities demonstrates the degree to which the direct expenses of a given function, segment or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and standard revenues that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

The Library reports the following major governmental funds:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Special Reserve Fund is used to accumulate monies for capital projects and improvements of the Library.

The Debt Service Fund is used to accumulate monies for payment on long-term debt.

c. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Operating revenues/expenses include all revenues/expenses directly related to providing enterprise fund services. Incidental revenues/expenses are reported as non-operating.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2012

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Library considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a fund liability is incurred.

Charges for services and interest associated with the current fiscal period are all considered to be susceptible to accrual and are recognized as revenues of the current fiscal period.

In applying the susceptible to accrual concept to intergovernmental revenues (i.e., federal and state grants), the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the Library; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditure and are generally revocable only for failure to comply with prescribed eligibility requirements, such as equal employment opportunity. These resources are reflected as revenues at the time of receipt or earlier if they meet the availability criterion.

The Library reports deferred/unearned revenue on its financial statements. Deferred/unearned revenues arise when potential revenue does not meet both the measurable and available or earned criteria for recognition in the current period. Deferred/unearned revenues also arise when resources are received by the Library before it has a legal claim to them or prior to the provision of services, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Library has a legal claim to the resources, the liability for deferred/unearned revenue is removed from the financial statements and revenue is recognized.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2012

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Restricted Cash

The Library has transferred funds to the Special Reserve. Additionally the Library has funds in the Debt Service Fund. These amounts are restricted.

e. Prepaid Item/Expenses

Payments made to vendors for services that will benefit periods beyond the draft of this report are recorded as prepaid items/expenses.

f. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial, individual cost in excess of \$5,000 and an estimated useful life in excess of one year.

Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings and improvements	20-50
Furniture, fixtures and equipment	5-10

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2012

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

g. Vacation and Sick Leave

In the event of termination, an employee is reimbursed for accumulated vacation days.

Vested or accumulated vacation time that is owed to retirees or terminated employees is reported as an expenditure and a fund liability of the governmental fund that will pay it in the fund financial statements, and the remainder is reported in long-term debt. Vested or accumulated vacation time of governmental activities at the government-wide level is recorded as an expense and liability as the benefits accrue to employees.

h. Interfund Transactions

Interfund service transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except interfund service transactions and reimbursements, are reported as transfers.

Actively between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other fund" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds".

i. Fund Equity/Net Assets

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change. In the government-wide financial statements, restricted net assets are legally restricted by outside parties for a specific purpose. None of the net assets are restricted as a result of enabling legislation adopted by the Library. Invested in capital assets represents the Library's investment in the book value of capital assets.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

101

NOTES TO FINANCIAL STATEMENTS

June 30, 2012

2. DEPOSITS AND INVESTMENTS

Permitted Deposits and Investments – Statutes and the Library’s investment policy authorize the Library to make deposits/invest in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States or agreements to repurchase these same obligations, repurchase agreements, short-term commercial paper rated within the three highest classifications by at least two standard rating services and Illinois Funds.

Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the State to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in Illinois Funds are valued at Illinois Fund’s share price, which is the price for which the investment could be sold.

a. Deposits

To guard against credit risk for deposits with financial institutions, the Library’s investment policy requires that deposits with financial institutions in excess of FDIC be collateralized with collateral in an amount of the uninsured deposits with the collateral held by a third party acting as the agent of the Library.

b. Investments

At June 30, 2012, the Library had invested \$1,111,197, which is the fair value, in Illinois Funds. These investments are liquid with no maturity date.

GASB 40 – Operating Funds

In accordance with its investment policy, the Library limits its exposure to interest rate risk to provide liquidity for operating funds and maximizing yields for funds not needed within a one-year period. The portfolio that is invested with Illinois Funds, which is completely liquid, is not subject to interest rate risk.

Illinois Funds is “AAA” rated and credit risk is very marginal.

102

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2012

3. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2012 was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 491,400	\$ -	\$ -	\$ 491,400
Capital assets being depreciated				
Building and improvements	7,684,213	-	-	7,684,213
Furniture, fixtures, and equipment	242,457	29,037	12,913	258,581
Total capital assets being depreciated	<u>7,926,670</u>	<u>29,037</u>	<u>12,913</u>	<u>7,942,794</u>
Less accumulated depreciation for				
Building improvements	1,027,870	153,684	-	1,181,554
Furniture, fixtures, and equipment	201,764	17,297	-	219,061
Total accumulated depreciation	<u>1,229,634</u>	<u>170,981</u>	<u>-</u>	<u>1,400,615</u>
GOVERNMENTAL ACTIVITIES				
CAPITAL ASSETS, NET	<u>\$ 7,188,436</u>	<u>\$ (141,944)</u>	<u>\$ 12,913</u>	<u>\$ 7,033,579</u>

Depreciation expense was charged to functions of the primary government as follows:

GOVERNMENTAL ACTIVITIES	
General Government	<u>\$ 170,981</u>

4. RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; illnesses of employees; and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage for the past three fiscal years.

103

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2012

5. LONG-TERM DEBT

The following is a summary of changes in long-term liabilities during the year ended June 30, 2012:

	Balances July 1	Additions	Reductions	Balances June 30	Current Portion
GOVERNMENTAL ACTIVITIES					
Bonds payable	\$ 1,360,000	\$ -	\$ 445,000	\$ 915,000	\$ 460,000
Compensated absences	66,939	9,435	-	76,374	-
TOTAL GOVERNMENTAL ACTIVITIES	<u>\$ 1,426,939</u>	<u>\$ 9,435</u>	<u>\$ 445,000</u>	<u>\$ 991,374</u>	<u>\$ 460,000</u>

On December 16, 1993, the District issued \$4,950,000 in library bonds to provide financing for the construction of new library facilities. A portion of the above issue has been refunded by the issuance of \$3,840,000 General Obligation Refunding Bonds, Series 2003 dated July 1, 2003 resulting in a savings to the District of \$478,353. These bonds mature annually in varying amounts beginning December 30, 2004 through December 30, 2014. Interest at varying rates is due in June and December of each year through December 30, 2014. As of June 30, 2012, the District owes \$0 from the original issuance and \$915,000 from the refunding issuance, for a total of \$915,000 of outstanding bonds payable.

Principal and interest maturities of the outstanding bonds at June 30, 2012 are as follows:

Years Ending June 30,	Principal	Interest
2013	460,000	19,521
2014	455,000	6,598
Totals	<u>\$ 915,000</u>	<u>\$ 26,119</u>

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

104

NOTES TO FINANCIAL STATEMENTS

June 30, 2012

6. RECEIVABLES – TAXES

Property taxes for 2011 attach as an enforceable lien on January 1, 2012, on property values assessed as of the same date. Taxes are levied by December 31 of the subsequent fiscal year (by passage of a Tax Ordinance). Tax bills are prepared by the County and issued on or about June 1, 2012 and September 1, 2012. The County collects such taxes and remits them periodically. Based upon actual collection experience, uncollectible property taxes are immaterial, therefore, an allowance provision has not been recorded. Except for the Debt Service Fund (see note 10), the District has deferred recognition of the 2011 tax levy as it is intended to fund operations of the 2011-2012 fiscal year.

7. CONTINGENT LIABILITIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures, which may be disallowed by the grantor cannot be determined at this time. The District does not expect to have any such liability if any were to arise it would be immaterial.

8. DEFERRED COMPENATION PLAN

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all government employees, permits them to defer a portion of their salary until future year. Participation in the plan is optional. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are held in Trust for the exclusive benefit of participants and their beneficiaries.

9. EMPLOYEE RETIREMENT SYSTEMS

Illinois Municipal Retirement Fund

The Library's defined benefit pension plan for Regular employees provides retirement and disability benefits, post retirement increases, and death benefits to plan members and beneficiaries. The Library's plan is affiliated with the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer plan. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF

105

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2012

issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained on-line at www.imrf.org.

9. EMPLOYEE RETIREMENT SYSTEMS (Continued)

As set by statute, Library employees participating in IMRF are required to contribute 4.50% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The Library's annual required contribution rate for calendar year 2011 was 13.41 percent. The Library also contributes for disability benefits, death benefits and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

For December 31, 2011, the Library's annual pension cost of \$169,210 was equal to the Library's required and actual contributions. The required contribution was determined as part of the December 31, 2009 actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions included (a) 7.50% investment rate of return (net of administrative and direct investment expenses), (b) projected salary increases of 4.00% a year, attributable to inflation, (c) additional projected salary increases ranging from 0.4% to 10% per year depending on age and service, attributable to seniority/merit, and (d) post-retirement benefit increases of 3% annually. The actuarial value of the plan assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period with a 20% corridor between the actuarial and market value of assets. The Library's plan's unfunded actuarial accrued liability at December 31, 2009 is being amortized as a level percentage of projected payroll on an open 30 year basis.

As of December 31, 2011, the most recent actuarial valuation date, the plan was 60.71% funded. The actuarial accrued liability for benefits was \$3,204,079 and the actuarial value of assets was \$1,945,054, resulting in an underfunded actuarial accrued liability (UAAL) of \$1,259,025. The covered payroll for calendar year 2011 (annual payroll of active employees covered by the plan) was \$1,261,818 and the ratio of UAAL to the covered payroll was 100 percent.

Actuarial Valuation Date	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
2011	\$ 169,210	100%	\$ -
2010	163,433	100%	-
2009	144,503	100%	-

The schedule of funding progress, presented as RSI following the notes to financial statements, presents multiyear trend information about whether the actuarial value of plan

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

June 30, 2012

assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

10. DEBT SERVICE REVENUE RECOGNITION

The District has elected to recognize property taxes received during the fiscal year for the Debt Service Fund as revenue earned. This is a departure from the method property taxes are recorded in other funds. (See Note 1)

REQUIRED SUPPLEMENTARY INFORMATION

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended June 30, 2012

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
REVENUES			
Property taxes	\$ 2,853,313	\$ 2,853,313	\$ 2,823,932
Per Capita Grant	44,000	44,000	43,613
IL Historical Records Preservation	-	-	-
Service Fees:			
Copier	15,000	15,000	10,989
Computer Copies	-	-	3,485
Fines/Fees	58,000	58,000	61,824
Lost Materials	12,000	12,000	11,193
Non-Resident Fees	85,000	85,000	90,255
Video Rental	8,000	8,000	10,716
Book Rental	3,000	3,000	2,575
Meeting Room Rental	-	-	175
Gifts/Donations	2,000	2,000	1,810
Interest	2,200	2,200	21,280
Collection Agency Fee	-	-	357
Miscellaneous	3,000	3,000	1,577
Total Revenues	<u>3,085,513</u>	<u>3,085,513</u>	<u>3,083,781</u>
EXPENDITURES			
Current			
Personnel:			
Salaries	1,944,321	1,944,321	1,844,070
Medical/Life Insurance	130,000	130,000	107,452
Staff Development	25,000	25,000	20,004
Recruitment	2,000	2,000	-
Benefits - IMRF	150,000	150,000	111,302
Benefits - FICA	85,000	85,000	76,847
Workers Compensation	8,500	8,500	8,318
Unemployment Insurance	5,000	5,000	2,999
Employee Assistance Program	3,000	3,000	2,500
Board Development	1,500	1,500	1,091
Total Personnel	<u>2,354,321</u>	<u>2,354,321</u>	<u>2,174,583</u>
Materials:			
Books	250,000	250,000	244,172

(See independent auditor's report.)

EXPENDITURES (cont)

Current (cont)

Materials:

Periodicals	40,000	40,000	27,051
Audio	56,000	56,000	53,906
Video	52,000	52,000	54,917
Story Boxes	700	700	527
Electronic Reference Resources	70,000	70,000	73,426
Circulating CD Rom	5,000	5,000	3,342
Government Documents	500	500	-
Life Skills/Ell	3,000	3,000	3,427
Processing Supplies	25,000	25,000	24,725
Total Materials	502,200	502,200	485,493

Building:

Cleaning Service	65,000	65,000	55,270
Maintenance Supplies	20,000	20,000	14,750
Building Maintenance/Repairs	60,000	60,000	42,769
Gas	-	-	-
Telephone and Water/Sewer	12,000	12,000	9,255
Security System Monitoring	1,500	1,500	1,533
Property Maintenance	35,000	35,000	24,274
Garbage Disposal	5,000	5,000	2,458
Electric	-	-	-
Total Building	198,500	198,500	150,309

Automation:

Supplies	12,000	12,000	9,117
Automation-Prof Services	12,000	12,000	10,097
Purchase of Equipment	30,000	30,000	20,968
Automation Equipment Maintenance	4,000	4,000	1,606
Software	21,000	21,000	19,723
SWAN Maintenance	47,000	47,000	44,922
SWAN Database Maintenance	15,500	15,500	14,006
New Technologies	8,000	8,000	-
Telecommunications	6,000	6,000	4,880
Total Automation	155,500	155,500	125,319

Operations:

Office Supplies	16,000	16,000	12,681
Photocopy Supplies	6,000	6,000	4,355
Patron Cards	5,000	5,000	3,709
Postage	11,000	11,000	9,567
Non-Payment Reimbursements	6,000	6,000	2,288

(See independent auditor's report.)

EXPENDITURES (cont)

Current (cont)

Operations (cont):

Travel	1,000	1,000	637
Bank Fees	3,000	3,000	2,417
Organizational Membership	2,000	2,000	920

Total Operations	<u>50,000</u>	<u>50,000</u>	<u>36,574</u>
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Contractual Services:

Professional Services	12,000	12,000	12,194
Legal Services	12,000	12,000	3,924
Credit Bureau	2,000	2,000	954
Audit	4,000	4,000	2,725
Equipment Maint./Repair	1,200	1,200	328
Equipment Maint. Contracts	6,500	6,500	3,418
Photocopy Maint. Contracts	3,000	3,000	2,017

Total Contractual Services	<u>40,700</u>	<u>40,700</u>	<u>25,560</u>
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Insurance:

Multi-peril Physical Assets	-	-	-
Bonding & Liability	5,000	5,000	2,794

Total Insurance	<u>5,000</u>	<u>5,000</u>	<u>2,794</u>
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Public Information

Legal Notices	3,000	3,000	1,804
Marketing	27,500	27,500	25,956
Information Supplies	3,000	3,000	2,244
Special Events	30,000	30,000	19,698
Information Printing	7,500	7,500	3,878

Total Public Information	<u>71,000</u>	<u>71,000</u>	<u>53,580</u>
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Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
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Contingencies	<u>100,000</u>	<u>100,000</u>	<u>31,529</u>
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Total Expenditures	<u>3,477,221</u>	<u>3,477,221</u>	<u>3,085,741</u>
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EXCESS (DEFICIENCY) OF REVENUES
OVER EXPENDITURES

	<u>(391,708)</u>	<u>(391,708)</u>	<u>(1,960)</u>
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OTHER FINANCING SOURCES (USES)

Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>
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NET CHANGE IN FUND BALANCE	<u>(391,708)</u>	<u>(391,708)</u>	<u>(1,960)</u>
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FUND BALANCE, JULY 1			<u>669,262</u>
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FUND BALANCE, JUNE 30			<u>\$ 667,302</u>
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(See independent auditor's report.)

111

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

**SCHEDULE OF FUNDING PROGRESS
ILLINOIS MUNICIPAL RETIREMENT FUND**

June 30, 2012

Actuarial Valuation Date: December 31	(1) Actuarial Value of Assets	(2) Actuarial Accrued Liability (AAL) Entry-Age	(3) Funded Ratio (1) / (2)	(4) Unfunded (Overfunded) AAL (UAAL) (OAAL) (2) - (1)	(5) Covered Payroll	UAAL (OAAL) As a Percentage of Covered Payroll (4) / (5)
2009	\$ 1,800,815	\$ 2,966,685	60.70%	\$ 1,165,870	\$ 1,208,217	96.50%
2010	1,799,112	3,108,068	57.89%	1,308,956	1,255,247	104.28%
2011	1,945,054	3,204,079	60.71%	1,259,025	1,261,818	99.78%

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
SCHEDULE OF EMPLOYER CONTRIBUTIONS
ILLINOIS MUNICIPAL RETIREMENT FUND

June 30, 2012

<u>Year Ended December 31</u>	<u>Employer Contribution</u>	<u>Annual Required Contribution</u>	<u>Percentage Contributed</u>
2009	\$ 144,503	\$ 144,503	100%
2010	163,433	163,433	100%
2011	169,210	169,210	100%

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

113

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2011

LEGAL COMPLIANCE AND ACCOUNTABILITY

Budgets

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are adopted (at the fund level) for the General, Special Reserve, Debt Service and Special Revenue Funds. All annual appropriations lapse at fiscal year end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

1. The District prepares and submits to the Board a proposed operating budget for the fiscal year. The operating budget includes proposed expenditures/expenses and the means of financing them. Annual budgets are adopted for the General Fund on a basis consistent with GAAP. The legal level of budgetary control is at the fund level.
2. The proposed operating budget is adopted by the Board at a public meeting.
3. Any amendments to the budget must be adopted by the Board at a public meeting.
4. Budgeted amounts presented in the financial statements are those as originally adopted by the Board. There were no amendments to the budget for the year ended June 30, 2012.

NON-MAJOR GOVERNMENTAL FUNDS

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
 COMBINING BALANCE SHEET
 NON-MAJOR GOVERNMENTAL FUNDS

June 30, 2012

	Special Revenue				Totals
	IMRF	Social Security	Liability Insurance	Building Maintenance	
Cash and investments	\$ 35,216	\$ 30,832	\$ 20,739	\$ 105,160	\$ 191,947
Property tax receivable	27,468	24,714	7,218	40,281	99,681
TOTAL ASSETS	\$ 62,684	\$ 55,546	\$ 27,957	\$ 145,441	\$ 291,628
LIABILITIES AND FUND BALANCES					
LIABILITIES					
Accounts payable	\$ -	\$ 2	\$ -	\$ -	\$ 2
Deferred revenues	58,237	52,413	15,530	85,414	211,594
Total Liabilities	58,237	52,415	15,530	85,414	211,596
FUND EQUITY					
Fund balances	4,447	3,131	12,427	60,027	80,032
Total Fund Equities	4,447	3,131	12,427	60,027	80,032
TOTAL LIABILITIES AND FUND BALANCES	\$ 62,684	\$ 55,546	\$ 27,957	\$ 145,441	\$ 291,628

(See independent auditor's report.)

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
NON-MAJOR GOVERNMENTAL FUNDS

For the Year Ended June 30, 2012

	Special Revenues				Totals
	IMRF	Social Security	Liability Insurance	Building Maintenance	
REVENUES					
Property Taxes	\$ 61,593	\$ 57,020	\$ 17,685	\$ 90,256	\$ 226,554
Interest	-	-	-	-	-
Total Revenues	61,593	57,020	17,685	90,256	226,554
EXPENDITURES					
General Government					
Insurance premiums	-	-	17,252	-	17,252
Building maintenance	-	-	-	112,743	112,743
IMRF	62,000	-	-	-	62,000
FICA	-	62,000	-	-	62,000
Total Expenditures	62,000	62,000	17,252	112,743	253,995
NET CHANGES IN FUND BALANCES	(407)	(4,980)	433	(22,487)	(27,441)
Other financing sources (uses):					
Transfers from (to) general fund	-	-	-	-	-
FUND BALANCES, JULY 1	4,854	8,111	11,994	82,514	107,473
FUND BALANCES, JUNE 30	\$ 4,447	\$ 3,131	\$ 12,427	\$ 60,027	\$ 80,032

(See independent auditor's report.)

SUPPLEMENTARY INFORMATION

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

PROPERTY TAX ASSESSED VALUATIONS, RATES, EXTENSIONS, AND COLLECTIONS
June 30, 2012

Tax Levy Year	2011			2010		
	DuPage County	Cook County		DuPage County	Cook County	
Assessed Valuation	1,941,235,088	120,879,854		2,214,917,184	128,495,170	
Tax Extensions	Rate	Amount	Rate	Amount	Rate	Amount
Corporate	0.1415	\$ 2,746,848	0.1532	\$ 185,292	0.1283	\$ 2,666,484
I.M.R.F.	0.0030	58,237	0.0000	-	0.0028	58,193
Social Security	0.0027	52,413	0.0000	-	0.0026	54,036
Audit	0.0000	-	0.0000	-	0.0000	-
Liability Insurance	0.0008	15,530	0.0000	-	0.0008	16,627
Building Maintenance	0.0044	85,414	0.0000	-	0.0041	85,211
Debt Service	0.0236	465,688	0.0247	29,874	0.0220	464,346
	<u>0.1760</u>	<u>3,424,130</u>	<u>0.1779</u>	<u>215,166</u>	<u>0.1606</u>	<u>3,344,896</u>
Total DuPage Co Extension		\$ 3,424,130		\$ 3,344,896		\$ 3,344,896
Total Cook Co Extension		215,166		209,447		209,447
Total Extensions		\$ 3,639,296		\$ 3,554,343		\$ 3,554,343
Tax Collections:						
year ended June 30, 2012		\$ 1,693,472		\$ 1,661,698		\$ 1,661,698
Previous years		-		-		-
Total Collected		<u>\$ 1,693,472</u>		<u>\$ 1,661,698</u>		<u>\$ 1,661,698</u>
Percent Collected		<u>46.53%</u>		<u>46.75%</u>		<u>46.75%</u>

Property tax rates are per \$100 of assessed valuation. Assessed valuation, rates and extended amounts of property taxes levied have been presented for each of the counties for which the District files a property tax levy.

(See independent auditor's report.)

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. MATERIALS		
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
C. BUILDING		
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
D. AUTOMATION		
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
E. OPERATIONS		
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
F. CONTRACTUAL SERVICES		
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
G. INSURANCE		
Insurance	2,000	500.00
Bond	3,000	2,100.00
H. PUBLIC INFORMATION		
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
I. CAPITAL OUTLAY		
Equipment/Furnishings	0	0
J. CONTINGENCY		
	100,000	12,000.00
TOTAL CORPORATE FUND EXPENDITURES	3,483,700	3,195,650.00

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
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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
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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
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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
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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
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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

RESOLUTION #2012-C

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED
FOR 2012-2013 FISCAL YEAR

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

WHEREAS, pursuant to "The Truth in Taxation Act" (Illinois Compiled Statutes 1992, Chapter 35, Act 215, Section 1 et. seq.), the Indian Prairie Public Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2012-2013 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Trustees of the Indian Prairie Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2012-2013 fiscal year upon the taxable property in said Library District is \$3,907,450 comprised of corporate and special purpose property taxes of \$3,428,450 and a bond retirement tax of \$479,000.00.

FURTHER RESOLVED that the corporate and special purpose property taxes extended for 2011 were \$3,049,193.75 and the proposed corporate and special purpose property taxes to be levied for 2012 are \$3,428,450 representing a 12.4% increase over the previous year.

FURTHER RESOLVED that the property taxes extended for debt service for 2011 were \$491,895.31 and the proposed debt service levy for 2012 is \$479,000.00 representing a decrease of 2.6%.

FURTHER RESOLVED that the estimated total property taxes to be levied for 2012 are \$3,907,450 which represents a 10.3% increase over the total of \$3,541,089 which was extended in 2011.

ADOPTED this 17th day of October, 2012.

Crystal Megaridis, President

ATTEST:

Victoria Suriano, Secretary

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.

This notice is to be published in The Doings newspaper on November 15, 2012.

Publishing requirements:

- Shall be no less than one eighth page in size.
- The smallest type used shall be twelve point.
- Shall be enclosed in a black border no less than 1/4 inch wide.
- Shall not be placed in that portion of the newspaper where legal notices and classified advertisements appear.

Listening Posts September 2012

Kids & Teens

A patron who worked on all the referendums stopped in to check out the YS area. She loved the area. She said it was the best thing ever done for the children and grandchildren of this town.

"I found it – the kid's room", from a very happy girl.

Family came with candy (chocolate) for Nancy – she had gone out of her way to help a young boy and he was thanking her.

Member came up from computer services looking @K&T (youth print center) for a PDF he sent to printer. There was no document on our print station. Julie at Computer Services stated there was no document downstairs either. Member said he sent document to the KW printer. I used the guest card to get him on again to see if he could send the PDF to the YS printer. He was able to send it and went away with his copy in hand as he wanted.

Terrific Twos class cancelled for today. While calling parent/guardian to notify Mrs. Patel, parent of twins stated: "This works out well for us thank you for the call".

Circulation

"This is the best deal in town. You guys have a great library here." From a non-resident patron said to me as I was renewing his membership.

A patron commented that he thought it was "bull s**t that people are allowed to check big stacks of DVDs in at the front desk while others who want to check out books and things have to wait in line."

Regarding rentals, "This is a great system, I love it."

Patron was upset and complained about the stand up computers, there are too many. Didn't want to check out a laptop, they are too heavy.

Patron said, "Carol in Computer Dept. printed out boarding passes for us after Red Roof Inn had no printer, total lifesaver."

Patron says that they love the way our garden looks and wishes that theirs looked the same.

Patron said "the voice on the self check machine is perfect. She should get a job doing voice overs".

New patron from California called our library. "First Class" she wants her parents to move here to take advantage of all our perks such as computer classes & concerts.

Patron wanted to let the girl who gets the book club books does a great job and she appreciates what she does a lot.

Circulation cont.

Patron really enjoyed the Kindle Class and said, "Our people make it so easy!"

A patron said she was sick so she lives for our library.

Adult & Computer Help Desk

Patron stopped by to mention that she felt the wording on the security camera signs seemed a little harsh to her. She also was disappointed in the sign by the Friends book sale shelf that said "No Casino Coins." In our conversation she expressed that she held libraries, (our library) in high esteem, sort of "last bastion of civility." I enjoyed talking to her and ordered six (6) books for her reading pleasure.

"Your DVD collection here is incredible."

Woman thrilled to hear about playaways and downloadable audiobooks.

"I think you need to rethink it, too confusing." (Describing changing subject DVDs from dewey decimal to subject categories.)

"OK, let's hide it as far away as possible," said a member when I showed her the new location of knitting books.

Visitor said IPPL is a library castle! She was so thrilled at the building she sent her Mom a picture via text message.

Patron commented on the seal coating and other work we've done on the building. She says we're great; we're like "super homeowners" because we take care of our building, other libraries don't do that.

Thank you Ann for helping a very frustrated patron "find" her Favorites. It made my transition go much smoother and the patron left happy.

Thanks to Diane I was able to order a book a patron wanted for a much better price than what I had found.

Thank you Ana for clarifying some cataloging questions I had.

Today, while I was at the Ask Us Desk, a patron called and said he was reading the e-news, noticed the article about checking out a Nook or a Kindle and wondered how to do it. I reserved a Kindle for him and he thought it was just great that we're doing this.

Member had left her cell phone on a table near the Internet computers on a previous day. "They had my phone at the front desk. I'm so relieved. Thank you so much for taking care of it for me".

Adult & Computer Help Desk, cont.

"Wow, you are wonderful," overheard member saying to Hugh after he helped her.

"I'm glad you're around" after helping a member with print preview.

"I could never have done this without you." After helping a member attach a document to an email to be sent.

"I've been to many libraries and the best way I've seen that organized. (Referring to the organization of the cookbooks)

Person who played the games for Senior – They played Trivial Pursuit – she had a great time – lots of laughs.

Man in café complained that the sign to get change from the pop machine (for use in the coffee machine) was not prominent enough. He had put his bill in the candy machine.

I asked a young person (with his dad) if he'd been upstairs yet. His father said "Oh yeah...He didn't want to leave. But I think no kids want to leave. Every time we do he starts to cry."

Patron says he's belonged to several public libraries in his life, and was especially complimentary of Chicago Public, but says our reference services equal theirs.

Technology**Administration**

While going down the stairs, I overheard two teenagers talking about how much you can get with a library card. The one teenager was telling the other one about how you can get "movies and music and video games" with a library card. She was telling her friend how wonderful her library card was.

Handed out at
meeting

ILA Conference Trustee Day 2012

attended by Crystal

Strategic Planning session

- During and after workshop, my conclusion is that IPPL has done a great job with the strategic planning process. Jamie attended a different session held by OPPL that offered some different insights into the process that she will share.
- Discussion on partnerships within the community
 - Example: park district buses used to transport library patrons to Chicago Public Library event.
 - Tricky working with some other local government units, especially when they do not support all of the library district.
- Survey idea – physically go into the community (such as at Panera) and talk with people who may/may not be users of the library.

Kip Kolkmeier Legislative Update

Discussed the 30B Illinois budget: 50% goes to Medicaid and Education; 1/3 of remainder goes to pensions, human services and higher education. The 5B remaining goes to “everything else”.

What has the general assembly done this session?

- Waited to see actual budget before spending
- Raised cigarette taxes
- Cut 1.6B in Medicaid

Still, though, there is 8.5B in debt.

Libraries' best hope is revenues to be the same next year. He sees no improvements for at least 3 years. All we can do is hope for level funding.

November election will result in the biggest change in IL legislature in 25 years – huge turnover in the legislature (retirements, etc).

LAN – Legislative Action Network. Being established with people named to contact state legislators when issues arise; quick action group. This reminds us it's time for the Trustees to do local visits with our legislators again!

2013 ILA Trustee Forum Workshop will be held on February 2, 2013 at Chicago Marriott, Oak Brook

Phil Lenzini Legal update

At present the December 24th date remains for submitting Trustee applications. We will have to man the foyer, perhaps for a timeframe such as 2-5PM. Due to the fact that people can download the

complete packet from the County website (and therefore not pick up directly from the library), we will not be sure of any filers that obtained their packet that way in advance.

New rule allows us to merely post a "notice of availability" of our audit, as opposed to posting the complete audit online.

Overview of laws affecting libraries – Kathy Henn (of Klein Thorpe& Jenkins)

Handout for this session is available on the ILA website – please see for further details. Here are just a few notes I took:

VESSA – (Victim's Economic Safety and Security Act) allows an employee up to 12 weeks off work within a 12 month period related to domestic violence or abuse situations. We need to ensure that our employees are aware of this and that it's in our employee handbook.

OMA – All of our Trustees have until the end of the year to complete the online training. After new election, any returning Trustees will have 90 days to do it again. Must be repeated after each election cycle.

Contracts – Strongly urges libraries to have an attorney review contracts before signing. If nothing else, be sure to lineout the payment terms and replace with LGPPA (Local Government Prompt Payment Act).

Prevailing Wages – laborers should be bringing to us their current prevailing wages "Certified Payroll" when they do any maintenance work on the property.