

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Board of Trustees Regular Meeting
April 16, 2014 – 7 p.m. – Conference Room

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Julia Lacayo, Dorothy Schardt, Victoria Suriano

- 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. Trustee Oath of Office

- D. Public Comment

- E. Communications and Announcements
 - 1. ATLAS Trustee Workshop May 3, 2014 Page 4
 - 2. Early to Birmingham re: College of DuPage LTA Practicum Page 5
 - 3. Popowitch to Roskam re: Grant Page 6

- F. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, March 19, 2014 Page 7
 - 2. Treasurer's Report Page 10
 - 3. Action on Bill/Additional Bills Page 14
 - 4. Ordinance #2014-1 Authorizing Non-Resident Cards Page 19
 - 5. Determination to Dispose of Library Property Page 21

- G. Items Deleted from Omnibus Consent Agenda Action

- H. Library Director's Report Page 22 Information

- I. Staff Report Introduction
Mary Krekelberg, Adult Services Librarian, Local History

- J. Reports
 - 1. WB/BR Chamber of Commerce Meeting Page 37 Information
 - 2. Darien Chamber of Commerce (no report)
 - 3. RAILS Page 38 Information
 - 4. Building and Grounds Committee (no report)
 - 5. Finance Committee (no report)

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- Reports (continued)
- 6. Plan/Annexation Committee (no report)
- 7. Policy Committee (no report)

K. Unfinished Business

- 1. 25th Birthday Party April 26

Information

L. New Business

- 1. Board Committees
- 2. Presentation on Library Maker Spaces

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Appointments
Discussion

M. Committee Meetings

Schedule Annexation/Strategic Plan Committee

N. Community Events

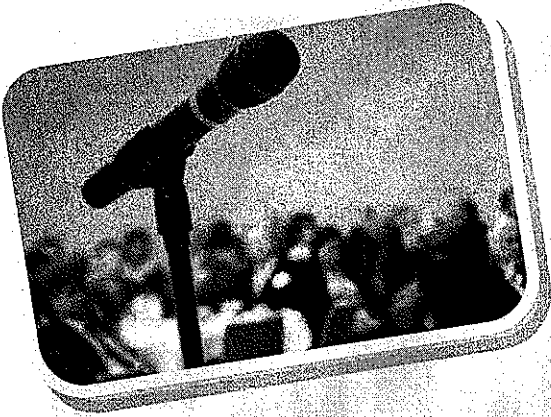
O. Library Events

Introduction to Excel: Part 2	4/16/2014	12:00 PM
Twitter 101	4/16/2014	4:00 PM
An Evening with Ina Pinkney "Breakfast Queen"	4/16/2014	7:00 PM
Movie: Philomena	4/17/2014	2:00 PM
Secrets to Getting Your Book Successfully Published	4/17/2014	7:00 PM
Crime Readers Book Discussion- Places in the Dark by Thomas H. Cook	4/17/2014	7:00 PM
Movies & More: A Star is Born (1954)	4/18/2014	7:00 PM
Springtime Stories	4/19/2014	9:30 AM
ESL Conversation Group	4/19/2014	10:00 AM
ACT and SAT Essay Writing Workshop	4/19/2014	1:00 PM
Teen Advisory Board (TAB)	4/19/2014	2:30 PM
Adult Chess Group	4/21/2014	6:00 PM
iPad 101: Getting Started with Your iPad	4/22/2014	2:00 PM
DIY Teens	4/22/2014	4:00 PM
C.U.B. Utility and Phone Bill Clinic	4/23/2014	1:00 PM
Vision and Success at School	4/23/2014	6:00 PM
Genealogy Group	4/24/2014	1:00 PM
Performing Years 1957-1966 (Celebrating the Beatles)	4/24/2014	7:00 PM
Library's 25th Birthday Party!	4/26/2014	1:00 PM
Great Decisions	4/28/2014	7:00 PM
Intermediate Excel	4/30/2014	1:00 PM
Introduction to PowerPoint	4/30/2014	4:00 PM
Facebook 101	4/30/2014	6:30 PM
The Big Read: A Visit with Philip Caputo	5/1/2014	7:00 PM
ESL Conversation Group	5/3/2014	10:00 AM
Free Comic Book Day	5/3/2014	12:00 PM
Twitter 101	5/5/2014	6:00 PM
Adult Chess Group	5/5/2014	6:00 PM

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Introduction to Word: Part 1 & 2	5/6/2014	4:00 PM
Beginner's Genealogy on the Web	5/6/2014	7:00 PM
Facebook 101	5/7/2014	1:30 PM
Introduction to Word: Part 1 & 2	5/7/2014	4:00 PM
A Look Back in Time with the Hubble Space Telescope	5/7/2014	7:00 PM
E-media Drop -In	5/8/2014	2:00 PM
Kids Read: Pages for All Ages	5/12/2014	4:00 PM
Kids Read: Pages for All Ages	5/12/2014	4:00 PM
Adult Chess Group	5/12/2014	6:00 PM
Great Decisions	5/12/2014	7:00 PM
Tech Talk: Tablet Tips	5/13/2014	7:00 PM
Novel Idea- Benediction by Kent Haruf	5/14/2014	7:00 PM
Investors and Businesses: Public Records Online	5/15/2014	7:00 PM
Crime Readers Book Discussion- Garden of Beasts by Jeffery Deaver	5/15/2014	7:00 PM
LACONI	5/16/2014	9:00 AM
LACON: Best of the Best Showcase	5/16/2014	9:00 AM
Senior Friday Fun Day	5/16/2014	10:00 AM
ESL Conversation Group	5/17/2014	10:00 AM
Practice ACT	5/17/2014	1:00 PM
Teen Advisory Board (TAB)	5/17/2014	2:30 PM
Adult Chess Group	5/19/2014	6:00 PM
Great Decisions	5/19/2014	7:00 PM
The Beatles Re-Imagined Rock 'N' Roll in the Studio 1967-1970	5/20/2014	7:00 PM

P. Adjournment



ATLAS
area training for librarians & staff

Presents

“Thank you for Your Comments”

This year's annual trustee workshop will help board members learn how to handle patron comments at board meetings. Attorney Roger Ritzman of Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd will explore the legal aspects of responding to public comments while John Chrastka will share his experiences serving as a consultant with Every Library and serving on the Berwyn Public Library Board of Trustees. Trustees will leave knowing how to respond to different comments, what type of public comment policy a library should have, where you can turn for help with challenging comments, and what the board can do to ensure the meeting stays on track and under control.

Saturday, May 3, 2014

9:00 am— Noon

Presented by Roger Ritzman and John Chrastka

Join us at New Lenox Public Library District

120 Veterans Parkway, New Lenox, IL 60451 815.485.2605

FEE PER ATTENDEE (Please register by Friday, April 25, 2014)

\$15.00 ATLAS MEMBERS

\$20.00 NON-ATLAS MEMBERS

For more information on becoming a member of ATLAS

Visit www.atlas.lib.il.us

Make checks payable & send registration form to: ATLAS

c/o Jane Schulten Crete Public Library District 1177 N Main Street Crete 60417

Fax 708.755.2504 Phone 708.672.8017

Trustee Workshop May 2014

Name(s) _____

Library _____

Phone # _____ **Email** _____

Amount Enclosed _____

Michael Early
6906 Meadowcrest Drive
Downers Grove, IL 60516
630-719-0088
michael.early@comcast.net

March 23rd, 2014

Dear Ms. Birmingham,

I am writing to thank you for giving me the opportunity to undertake my practicum at the Indian Prairie Public Library. I especially want to thank the specific staff members who I worked with that not only provided me with a better understanding of how each library department functioned, but demonstrated what was required to provide excellent service to library patrons. I also realize that it must have been a difficult job to provide me with a well-rounded learning experience while doing their required jobs, and I appreciate that.

After I complete the Library Technical Assistant program, I would greatly appreciate if you would consider me for a future position as an employee at any level. After my practicum experience at Indian Prairie Public Library, it is my humble opinion that your library is a great example of what the modern library should strive to be and an organization I would be honored to be part of. Once again, thank you for wonderful opportunity for allowing me to complete my practicum at Indian Prairie Public Library.

Best Regards,



Michael Early

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401 Plainfield Road | Darien, Illinois 60561-4207

T 630/887-8760

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ippl.info



The Honorable Peter Roskam
 2700 International Drive, Suite 304
 West Chicago, IL 60185

Dear Mr. Roskam:

I wanted to share with you our excitement at Indian Prairie Library for receiving a grant awarded by the Illinois State Library (ISL), a Division of the Office of Secretary of State, using funds provided by the Institute of Museum and Library Services (IMLS), under the federal Library Services and Technology Act (LSTA).

We received \$1,000 to purchase materials to create a citizenship corner at the library. This "citizenship corner" will have books, DVDs, and other resources to help immigrants prepare for the citizenship test. An adjacent computer will also have links to citizenship sites like the USCIS (U.S. Citizenship and Immigration Services). In addition, there will be posters, brochures, and contact information for local groups that can assist people in preparing for the citizenship test and interview.

In conjunction with the creation of the citizenship corner, we will be hosting two programs. The USCIS will be sending two representatives to do mock citizenship interviews as well as give an overview of the citizenship process. Later in the summer, World Relief DuPage will be offering 12 free half-hour legal consultations on immigrant issues.

The LSTA grants are helpful not merely for the funds they provide, they also help set goals for libraries to achieve. Furthermore, they foster the development of partnerships with other organizations throughout the community. We are very happy to be the recipient of one of these grants.

Sincerely,

Joseph A. Popowitch
 Reference Librarian
 Indian Prairie Library

Board of Trustees

Victoria Suriano/ <i>President</i>	Luanne Spiros/ <i>Vice President</i>	Marian Krupicka/ <i>Treasurer</i>
Beena Deshmukh/ <i>Secretary</i>	Don Damon/ <i>Trustee</i>	Julia Lacayo/ <i>Trustee</i>

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of March 19, 2014

**Board of Trustees Regular Meeting
March 19, 2014 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7 p.m. Secretary Deshmukh called the roll.
Present: Donald Damon, Beena Deshmukh, Julia Lacayo, Marian Krupicka, Dorothy Schardt, Victoria Suriano
Absent: none
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Marianne Ryan, Debbie Wordinger, Jennifer Asimakopoulos
Others: Michael Early, a College of DuPage student who worked with IPPL as part of a required practicum experience
Diane Ruscitti and Kelly Von Zee, regarding item J1 of New Business (Trustee Interviews)

President Suriano asked for additions and/or corrections to the agenda. Bukovac added D5 to Communications and Announcements, RAILS memo re: Seeking Trustee Candidates for RAILS Board.

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

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

C. Public Comment – none

At this point the Board interviewed Diane Ruscitti and Kelly Von Zee, the potential Trustee appointments in attendance tonight. The second interview was completed at 7:30 p.m. and followed by discussion and the Appointment of Trustee (Unfinished Business-J2). Next the Staff Reports (Item H) were given. The Board then continued with Communications and Announcements and the rest of the agenda.

D. Communications and Announcements

1. White to Bukovac re: FY14 Per Capita Grant
2. White to Bukovac re: Back 2 Books Grant
3. Weinshenker to Library re: Painting
4. *Midwest Living* "28th Annual Best of the West"
5. RAILS memo re: Seeking Trustee Candidates for RAILS Board
With respect to Item D1, Bukovac noted that we received \$10,000 more than what we budgeted for due to the legislature approving full funding.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, February 19, 2014
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Minutes of Policy Committee Meeting, February 26, 2014
5. Policies for Review:
 - 410 Hours of Operation
 - 415 Closings
 - 420 Library Cards
 - 470 Website
 - 480 Privacy
 - 1000 Emergency Closing
 - 1100 Gifts

Krupicka moved, Deshmukh seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Schardt moved, Lacayo seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Staff Report - Marianne Ryan, Marketing and Promotion Coordinator, introduced herself to the Board and highlighted her 20 years of experience in the marketing and public information field. She has received a very thorough introduction to libraries from Bukovac and Birmingham and is looking forward to working with library staff.

Debbie Wordinger, Head of Adult Services, explained the process that goes into materials selection and weeding of the collection. One of the tools used is the library's Summary of Adult Collection Use 2013 that is contained in the packet. The summary of the yearly analysis affects how the budget is distributed as well as how the collection is marketed and arranged.

Jennifer Asimakopoulos, Senior Adult Services Librarian, spoke to the Board about the library databases. These resources give our patrons the ability to access information anytime, anywhere and simultaneously. Staff use the databases on a daily basis to answer questions, generate content for our website and provide readers advisory. Providing access to these resources has allowed us to reduce the size of our print reference collection which has addressed one of our biggest challenges of limited space. Marketing and promotion of our resources has included staff-led training for patrons, focused marketing campaigns, highlighting databases on our website and in the e-news, placing shelf talkers throughout the collection and providing business cards for individual databases.

I. Reports

1. WB/BR Chamber of Commerce – (no report)
2. Darien Chamber of Commerce - (no report)
3. RAILS – backup is in the packet.
4. Building and Grounds Committee – (no report)
5. Finance Committee – (no report)
6. Plan/Annexation Committee (no report)
7. Policy Committee – Damon noted that minutes from the February 26th meeting are in the packet.

J. Unfinished Business

1. Trustees Interviews – Diane Ruscitti and Kelly Von Zee were interviewed this evening. Each told the Board about themselves and what qualities they would bring to the position. The Board responded to questions such as what it is expecting from the new trustee, what its priorities are and what its greatest challenge is.
2. Appointment of Trustee – The Board discussed the candidates and the assets/qualities they each brought to the table. Damon moved, Schardt seconded to appoint Diane Ruscitti to the Board effective April 16, 2014. Motion carried unanimously.

K. New Business

1. Proposed Changes to Policy 465 Computer & Internet Services – Bukovac noted that the changes would not go into effect until June 1 in order to give us time to let the public know through the newsletter and through the literature that accompanies new library cards. Deshmukh moved, Schardt seconded to approve proposed changes to Policy 465 Computer & Internet Services to be effective June 1. Motion carried unanimously.
2. Proposed Changes to Policy 600 Use of Facilities – Lacayo moved, Krupicka seconded to approve proposed changes to Policy 600 Use of Facilities. Motion carried unanimously.
3. Proposed Changes to Policy 800 Personnel – Schardt moved, Deshmukh seconded to approve proposed changes to Policy 800 Personnel. Motion carried unanimously.

L. Scheduled Meetings

A Library Foundation meeting was scheduled for April 16 at 6:30 p.m.

M. Community Events

N. Library Events

O. Adjournment

At 8:58 p.m. Damon moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 3/31/2014

Balance on hand as of February 28, 2014.....	2,639,797.39
Cash Receipts for March.....	111,707.25
Cash Disbursements for March.....	275,405.18
Cash on hand as of March 31, 2014.....	2,476,099.46

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.018%

General.....	266,108.90
Special Reserve.....	20,950.68
Working Cash.....	315.06
Bond.....	7,443.76
Children's Endowment.....	2,886.00
Endowment.....	11,171.20
MPI Investment (Corporate Fund).....	1,148,753.57
MPI Investment (Working Cash Fund).....	389,445.35

JP Morgan Chase - Checking - Rate .05%

General.....	58,035.58
Hinsdale Bank & Trust - Checking.....	2,626.78

JP Morgan Chase - Savings - Rate .05%

General.....	567,758.58
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of March 31, 2014.....	2,476,099.46

FUND BALANCES AS OF 03/31/2014

Corporate Fund.....	1,684,272.58
Building & Maintenance Fund.....	87,176.10
I.M.R.F. Fund.....	6,940.18
Liability Fund.....	7,357.17
Social Security Fund.....	5,702.68
Special Reserve Fund.....	22,074.58
Working Cash Fund.....	389,847.70
Bond Fund.....	84,798.07
Deferred Property Taxes.....	116,205.49
Current Liabilites.....	71,724.91
Grand Total All Funds.....	2,476,099.46

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**Indian Prairie Public Library District
Consolidated Revenue Report for March 2014**

Percent of Year: 75.00

	RECEIVED March 14	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,267,668.53	101.00%	3,235,315.00	-32,353.53
41110 · Bond Property Taxes	0.00	244,458.82	51.59%	473,860.00	229,401.18
41150 · Non-current Property Taxes	0.00	870.12	290.04%	300.00	-570.12
43100 · Interest-Tax Levy	0.00	101.25	0.00%	0.00	-101.25
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	3,513,098.72	94.71%	3,709,475.00	196,376.28
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	0.00	0.00%	42,000.00	42,000.00
42300 · LIMRiCC	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	0.00	27.85	27.85%	100.00	72.15
43500 · Interest - Investment	31.57	558.92	55.89%	1,000.00	441.08
TOTAL INTEREST	31.57	586.77	53.34%	1,100.00	513.23
DESK MONIES					
45100 · Copier	420.50	3,815.76	84.80%	4,500.00	684.24
45120 · Computer Copies	1,138.48	8,914.66	89.15%	10,000.00	1,085.34
45200 · Fines/Fees	3,890.75	40,623.62	71.27%	57,000.00	16,376.38
45250 · Gifts/Donations	85.00	1,675.00	83.75%	2,000.00	325.00
45300 · Lost Materials	950.43	11,662.69	106.02%	11,000.00	-662.69
45350 · Non-Resident Fees	4,220.40	63,270.51	74.44%	85,000.00	21,729.49
45400 · DVD Fines	927.35	9,417.86	104.64%	9,000.00	-417.86
45450 · Book Rental	181.40	1,872.40	89.16%	2,100.00	227.60
45550 · Meeting Room Rental	75.00	225.00	112.50%	200.00	-25.00
45600 · ILL Fees	28.60	290.85	58.17%	500.00	209.15
TOTAL DESK MONIES	11,917.91	141,768.35	78.20%	181,300.00	39,531.65
OTHER INCOME					
46700 · Miscellaneous	30.00	115.67	7.23%	1,600.00	1,484.33
46750 · Collection Agency Fee	30.00	340.00	0.00%	0.00	-340.00
* 49000 · Operating Transfer In	0.00	226,590.00	0.00%	0.00	-226,590.00
TOTAL OTHER INCOME	60.00	227,045.67	0.00%	1,600.00	-225,445.67
GRAND TOTAL	12,009.48	3,882,499.51	98.65%	3,935,475.00	52,975.49

* Operating Transfer In reflects \$9,450.00 from Insurance Fund Reserves and \$217,140.00 from Bond Fund Reserves.

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**Indian Prairie Public Library District
Consolidated Expenditures Report for March 2014**

Percent of Year: 75.00

	March 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 - Salaries	152,982.49	1,408,548.45	71.35%	1,974,041.00	565,492.55	2,033,262.00	69.28%
61310 - Benefits - Medical / Life Ins.	1,203.13	70,160.03	61.28%	114,500.00	44,339.97	132,000.00	53.15%
61320 - Employee Assistance Program	0.00	2,500.00	100.00%	2,500.00	0.00	2,600.00	96.15%
61330 - Benefits - IMRF	13,574.63	118,863.12	63.54%	187,083.00	68,219.88	207,500.00	57.28%
61340 - Benefits - FICA	11,550.07	106,596.89	72.82%	146,389.00	39,792.11	158,500.00	67.25%
61400 - Staff Development	4,042.02	14,133.27	76.81%	18,400.00	4,266.73	25,000.00	56.53%
61500 - Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 - Board Development	200.00	621.25	41.42%	1,500.00	878.75	22,000.00	2.82%
61710 - Workers Compensation	0.00	12,414.00	112.64%	11,021.00	-1,393.00	15,000.00	82.76%
61720 - Unemployment Insurance	480.37	3,581.19	79.58%	4,500.00	918.81	7,000.00	51.16%
TOTAL PERSONNEL	184,032.71	1,737,418.20	70.63%	2,459,934.00	722,515.80	2,603,862.00	66.72%
MATERIALS							
62100 - Books	19,656.51	151,400.17	60.76%	249,175.00	97,774.83	255,000.00	59.37%
62200 - Periodicals	1,819.33	23,960.35	66.28%	36,150.00	12,189.65	42,000.00	57.05%
62300 - Audio	4,764.97	31,235.79	62.41%	50,050.00	18,814.21	52,000.00	60.07%
62400 - Video	5,315.50	37,394.27	67.74%	55,200.00	17,805.73	60,000.00	62.32%
62500 - Multi-Media	330.73	1,737.37	86.87%	2,000.00	262.63	2,300.00	75.54%
62600 - Electronic Reference Resources	1,191.43	47,242.48	72.18%	65,455.00	18,212.52	69,500.00	67.97%
62800 - Processing Supplies	3,909.51	19,733.09	85.80%	23,000.00	3,266.91	25,000.00	78.93%
TOTAL MATERIALS	36,987.98	312,703.52	65.01%	481,030.00	168,326.48	505,800.00	61.82%
BUILDING							
63100 - Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
63200 - Cleaning Service	3,211.30	39,340.95	60.53%	65,000.00	25,659.05	70,000.00	56.20%
63300 - Utilities (1-8-11 - Gas)	2,589.24	10,199.97	85.00%	12,000.00	1,800.03	22,000.00	46.36%
63300 - Utilities (1-8-12 - Electric)	0.00	40,565.84	67.61%	60,000.00	19,434.16	80,000.00	50.71%
63300 - Utilities (1-8-13 - Telephone)	731.15	7,478.61	67.99%	11,000.00	3,521.39	21,000.00	35.61%
63300 - Utilities (1-8-14 - Water/Sewer)	655.73	5,098.93	121.40%	4,200.00	-898.93	19,000.00	26.84%
63300 - Utilities (1-8-15 - Garbage Disposal)	226.94	2,126.31	70.88%	3,000.00	873.69	8,000.00	26.58%
63400 - Maintenance Supplies	1,324.66	11,835.18	73.97%	16,000.00	4,164.82	20,000.00	59.18%
63500 - Security System Monitoring	60.00	678.00	45.20%	1,500.00	822.00	2,000.00	33.90%
63600 - Property Maintenance	3,031.50	13,954.70	66.45%	21,000.00	7,045.30	30,000.00	46.52%
63800 - Building Maintenance/Repairs	6,320.09	34,435.22	0.00%	43,000.00	8,564.78	55,000.00	62.61%
TOTAL BUILDING	18,350.61	165,713.71	70.01%	236,700.00	70,986.29	327,000.00	50.68%
OPERATIONS							
64200 - Supplies - Office	2,317.19	9,273.62	71.34%	13,000.00	3,726.38	16,000.00	57.96%
64300 - Photocopy Supplies	335.13	3,233.27	71.85%	4,500.00	1,266.73	5,500.00	58.79%
64400 - Patron Card Supplies	0.00	3,973.69	88.30%	4,500.00	526.31	5,000.00	79.47%
64500 - Postage	657.85	3,110.75	44.44%	7,000.00	3,889.25	9,000.00	34.56%
64600 - Non-Payment Reimbursement	0.00	2,658.00	75.94%	3,500.00	842.00	6,000.00	44.30%
64700 - Travel	69.66	335.21	51.57%	650.00	314.79	1,000.00	33.52%
64800 - Organizational Memberships	0.00	860.00	47.78%	1,800.00	940.00	2,200.00	39.09%
64900 - Bank Fees	194.75	2,034.18	75.34%	2,700.00	665.82	0.00	0.00%
TOTAL OPERATION	3,574.58	25,478.72	67.67%	37,650.00	12,171.28	44,700.00	57.00%
AUTOMATION							
65100 - Supplies (paper, ink cartridge)	153.96	10,615.73	111.75%	9,500.00	-1,115.73	11,000.00	96.51%
65200 - Automation-Prof Services	0.00	29.99	0.60%	5,000.00	4,970.01	10,000.00	0.30%
65300 - Purchase of Equipment	1,428.10	14,477.67	80.57%	17,970.00	3,492.33	21,000.00	68.94%
65400 - Automation Equip Mnt/Repair	89.62	1,552.33	103.49%	1,500.00	-52.33	4,000.00	38.81%
65500 - Software	4,350.80	20,192.52	95.46%	21,148.00	955.48	24,000.00	84.14%
65600 - SWAN	0.00	38,188.50	75.59%	50,518.00	12,329.50	53,000.00	72.05%
65700 - Telecommunications	527.97	4,722.37	74.96%	6,300.00	1,577.63	9,000.00	52.47%
TOTAL AUTOMATION	6,550.25	89,779.11	80.21%	111,936.00	22,156.89	132,000.00	68.01%

Indian Prairie Public Library District Consolidated Expenditures Report for March 2014

Percent of Year: 75.00

	March 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
CONTRACTUAL SERVICES							
66100 - General Professional Services	179.00	5,502.00	40.76%	13,500.00	7,998.00	29,000.00	18.97%
66200 - Credit Bureau	33.70	781.25	52.08%	1,500.00	718.75	2,000.00	39.06%
66300 - Equipment-Maintenance Repair	0.00	2,917.44	35.58%	8,200.00	5,282.56	9,800.00	29.77%
66900 - Fees - Bond Registrar	0.00	10.00	2.00%	500.00	490.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	212.70	9,210.69	38.86%	23,700.00	14,489.31	40,800.00	22.58%
INSURANCE							
67100 - Multi Peril-Physical Assets	0.00	8,841.00	100.00%	8,841.00	0.00	8,841.00	100.00%
67200 - Bonding	0.00	0.00	0.00%	2,100.00	2,100.00	4,892.00	0.00%
67300 - Officers & Directors Liability	0.00	2,984.00	100.00%	2,984.00	0.00	2,984.00	100.00%
67400 - Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	3,283.00	100.00%
TOTAL INSURANCE	0.00	15,108.00	87.60%	17,208.00	2,100.00	20,000.00	75.54%
MARKETING							
68110 - Marketing Newsletter	3,833.29	17,844.56	78.66%	22,685.00	4,840.44	25,800.00	69.16%
68111 - eNewsletter	0.00	1,344.00	89.60%	1,500.00	156.00	0.00	0.00%
68210 - Marketing Advertising	45.00	2,434.24	81.14%	3,000.00	565.76	5,000.00	48.68%
68310 - Marketing Supplies	72.72	2,095.93	83.84%	2,500.00	404.07	4,000.00	52.40%
68410 - Marketing-Information Printing	0.00	1,008.18	25.21%	4,000.00	2,991.82	7,500.00	13.44%
68500 - Legal Notices	0.00	988.80	82.40%	1,200.00	211.20	2,000.00	49.44%
68600 - Special Events	1,744.08	12,770.30	50.68%	25,200.00	12,429.70	30,000.00	42.57%
TOTAL PUBLIC INFORMATION	5,695.09	38,486.01	64.05%	60,085.00	21,596.99	74,300.00	51.80%
CAPITAL OUTLAY & CONTINGENCY							
69100 - Building Improvements	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69200 - Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69300 - Bond Interest and Principal	0.00	461,597.50	100.00%	461,597.00	-0.50	480,000.00	96.17%
* 69800 - Operating Transfer Out	0.00	226,590.00	0.00%	0.00	-226,590.00	0.00	0.00%
69900 - Contingency	20,862.29	25,690.11	76.98%	33,372.00	7,681.89	80,000.00	32.11%
GRAND TOTAL	276,266.21	3,107,775.57	79.22%	3,923,212.00	815,436.43	4,408,462.00	70.50%

* Operating Transfer Out reflects \$9,450.00 from Insurance Fund Reserves and \$217,140.00 from Bond Fund Reserves.

ACTION ON BILLS March 2014

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	45306 thru 45430	\$ 99,006.56
Chase Bank-Salaries for March	35691 thru 35721	\$ 9,556.60
Hinsdale Bank-Direct Deposits	& 17352 thru 17507	\$ 100,594.00

MONTH'S TOTAL: \$ 209,157.16

Indian Prairie Public Library District Check Register

March 1 through March 31, 2014

Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Bill Pmt Check	03/06/2014	45306	Asimakopoulos, Jennifer	39.90
Bill Pmt Check	03/06/2014	45307	Baker & Taylor	6,513.31
Bill Pmt Check	03/06/2014	45308	Bank of America	5,325.00
Bill Pmt Check	03/06/2014	45309	Case Lots Inc.	229.30
Bill Pmt Check	03/06/2014	45310	City of Darien	50.00
Bill Pmt Check	03/06/2014	45311	Colonial Life	47.32
Bill Pmt Check	03/06/2014	45312	DAC	129.00
Bill Pmt Check	03/06/2014	45313	Downers Grove Public Library	302.90
Bill Pmt Check	03/06/2014	45314	Edmonds Incorporated	182.79
Bill Pmt Check	03/06/2014	45315	Hinsdale South High School Stinger	45.00
Bill Pmt Check	03/06/2014	45316	Home Depot	53.00
Bill Pmt Check	03/06/2014	45317	NCPERS Group Life	64.00
Bill Pmt Check	03/06/2014	45318	OverDrive	171.95
Bill Pmt Check	03/06/2014	45319	Phillip's Interior Plants	215.00
Bill Pmt Check	03/06/2014	45320	Quilt	40.42
Bill Pmt Check	03/06/2014	45321	Rogers Vending	75.00
Bill Pmt Check	03/06/2014	45322	Roy, Nancy	33.82
Bill Pmt Check	03/06/2014	45323	Runco	440.94
Bill Pmt Check	03/06/2014	45324	Suburban Door Check & Lock Service	642.80
Bill Pmt Check	03/06/2014	45325	Target	465.35
Liability Check	03/13/2014	45326	Adler & Associates	35.22
Liability Check	03/13/2014	45327	Nationwide Retirement	610.00
Liability Check	03/13/2014	45328	Vantagepoint	1,077.00
Bill Pmt Check	03/13/2014	45329	Alternative Energy Solutions, Ltd.	486.53
Bill Pmt Check	03/13/2014	45330	American Library Association	49.00
Bill Pmt Check	03/13/2014	45331	Aurico	179.00
Bill Pmt Check	03/13/2014	45332	Baker & Taylor	2,498.29
Bill Pmt Check	03/13/2014	45333	Baker & Taylor (video)	1,374.75
Bill Pmt Check	03/13/2014	45334	Bottom Line Personal	39.00
Bill Pmt Check	03/13/2014	45335	Case Lots Inc.	318.80
Bill Pmt Check	03/13/2014	45336	CoolerSmart	318.60
Bill Pmt Check	03/13/2014	45337	Cosmopolitan Building Services	2,825.00
Bill Pmt Check	03/13/2014	45338	Gale/CENGAGE Learning	82.37
Bill Pmt Check	03/13/2014	45339	Garvey's Office Products	66.66
Bill Pmt Check	03/13/2014	45340	Heger, Keith	225.00
Bill Pmt Check	03/13/2014	45341	Hobein, Mary	175.00
Bill Pmt Check	03/13/2014	45342	Inkwell	541.20
Bill Pmt Check	03/13/2014	45343	Kroeschell Service	1,509.00
Bill Pmt Check	03/13/2014	45344	Marquee Movie Presentations LLC	225.00
Bill Pmt Check	03/13/2014	45345	Midwest Tape	549.22
Bill Pmt Check	03/13/2014	45346	Recorded Books, LLC	850.19
Bill Pmt Check	03/13/2014	45347	Runco	88.75
Bill Pmt Check	03/13/2014	45348	Speciality Mat Service	171.30
Bill Pmt Check	03/13/2014	45349	ThyssenKrupp Elevator	760.96
Bill Pmt Check	03/13/2014	45350	Unique Management	53.70
Bill Pmt Check	03/13/2014	45351	Venmill Industries	139.98

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Indian Prairie Public Library District Check Register

March 1 through March 31, 2014

Type	Date	Num	Name	Amount
Bill Pmt Check	03/13/2014	45352	VISOgraphic	3,613.29
Bill Pmt Check	03/19/2014	45353	Art Excursions, Inc.	280.00
Bill Pmt Check	03/19/2014	45354	Baker & Taylor	2,279.35
Bill Pmt Check	03/19/2014	45355	Baker & Taylor (video)	1,480.26
Bill Pmt Check	03/19/2014	45356	Blackstone Audio, Inc.	496.98
Bill Pmt Check	03/19/2014	45357	Center Point Large Print	564.42
Bill Pmt Check	03/19/2014	45358	Chicago Tribune	207.74
Bill Pmt Check	03/19/2014	45359	DEMCO	1,191.54
Bill Pmt Check	03/19/2014	45360	Findaway World, LLC	86.93
Bill Pmt Check	03/19/2014	45361	Gale/CENGAGE Learning	480.62
Bill Pmt Check	03/19/2014	45362	ID Label	107.50
Bill Pmt Check	03/19/2014	45363	Ingram Library Services	31.66
Bill Pmt Check	03/19/2014	45364	JavaSmart USA LLC	106.30
Bill Pmt Check	03/19/2014	45365	Kapco	425.35
Bill Pmt Check	03/19/2014	45366	Lincoln National Life	87.21
Bill Pmt Check	03/19/2014	45367	Midwest Tape	347.68
Bill Pmt Check	03/19/2014	45368	Morency, Carol Kania	75.00
Bill Pmt Check	03/19/2014	45369	OverDrive	286.91
Bill Pmt Check	03/19/2014	45370	Palmisano, Stacy	21.84
Bill Pmt Check	03/19/2014	45371	PitneyBoves	165.00
Bill Pmt Check	03/19/2014	45372	Random House	356.25
Bill Pmt Check	03/19/2014	45373	Recorded Books, LLC	758.15
Bill Pmt Check	03/19/2014	45374	Scholastic Library Publishing	435.00
Bill Pmt Check	03/19/2014	45375	Showcases	232.51
Bill Pmt Check	03/19/2014	45376	Thomson Reuters West	106.58
Bill Pmt Check	03/19/2014	45377	Uline	50.18
Bill Pmt Check	03/19/2014	45378	Vernon Library Supplies, Inc.	105.92
Bill Pmt Check	03/19/2014	45379	Williams., Natalie	30.97
Bill Pmt Check	03/19/2014	45380	Wlosinski, Maria	14.00
Liability Check	03/27/2014	45381	Adler & Associates	35.22
Liability Check	03/27/2014	45382	Nationwide Retirement	610.00
Liability Check	03/27/2014	45383	Vantagepoint	1,077.00
Bill Pmt Check	03/27/2014	45384	Alarm Financial	60.00
Bill Pmt Check	03/27/2014	45385	Asimakopoulos, Jennifer	701.96
Bill Pmt Check	03/27/2014	45386	Baker & Taylor	3,486.33
Bill Pmt Check	03/27/2014	45387	Baker & Taylor (video)	734.26
Bill Pmt Check	03/27/2014	45388	Bank of America	5,380.10
Bill Pmt Check	03/27/2014	45389	Cabrera, John	50.00
Bill Pmt Check	03/27/2014	45390	Call One	731.15
Bill Pmt Check	03/27/2014	45391	Case Lots Inc.	181.05
Bill Pmt Check	03/27/2014	45392	Comcast	229.85
Bill Pmt Check	03/27/2014	45393	Darien Park District	3,031.50
Bill Pmt Check	03/27/2014	45394	Deucher., Suzanne	61.89
Bill Pmt Check	03/27/2014	45395	Displays2go	53.72
Bill Pmt Check	03/27/2014	45396	DuPage County Public Works	537.13
Bill Pmt Check	03/27/2014	45397	Dzierzbicki, Monica	116.23
Bill Pmt Check	03/27/2014	45398	FedEx	6.65

Indian Prairie Public Library District Check Register March 1 through March 31, 2014

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt Check	03/27/2014	45399	Gale/CENGAGE Learning	709.65
Bill Pmt Check	03/27/2014	45400	Garvey's Office Products	25.94
Bill Pmt Check	03/27/2014	45401	Groot Industries, Inc.	226.94
Bill Pmt Check	03/27/2014	45402	Guardian	661.66
Bill Pmt Check	03/27/2014	45403	Heaney Electric	719.00
Bill Pmt Check	03/27/2014	45404	Imagine Art Studio	225.00
Bill Pmt Check	03/27/2014	45405	Inkwell	44.29
Bill Pmt Check	03/27/2014	45406	KI	20,294.50
Bill Pmt Check	03/27/2014	45407	Krekelberg, Mary L	57.50
Bill Pmt Check	03/27/2014	45408	Midwest Tape	500.86
Bill Pmt Check	03/27/2014	45409	Moreno, Sebastian	20.00
Bill Pmt Check	03/27/2014	45410	OverDrive	610.67
Bill Pmt Check	03/27/2014	45411	Overdue Media LLC	1,000.00
Bill Pmt Check	03/27/2014	45412	Pawling Corporation	2,088.60
Bill Pmt Check	03/27/2014	45413	PC Mall	221.70
Bill Pmt Check	03/27/2014	45414	Quill	338.52
Bill Pmt Check	03/27/2014	45415	Random House	133.75
Bill Pmt Check	03/27/2014	45416	Recorded Books, LLC	14.90
Bill Pmt Check	03/27/2014	45417	Revistas Subscription Services	638.04
Bill Pmt Check	03/27/2014	45418	Rogers Vending	26.36
Bill Pmt Check	03/27/2014	45419	Sage Publications, Inc.	213.78
Bill Pmt Check	03/27/2014	45420	Salazar, Victoria	30.00
Bill Pmt Check	03/27/2014	45421	Salo, Kathryn	145.96
Bill Pmt Check	03/27/2014	45422	Stephens Plumbing & Heating, Inc.	96.00
Bill Pmt Check	03/27/2014	45423	Today's Business	4,055.75
Bill Pmt Check	03/27/2014	45424	Unique Books, Inc.	988.70
Bill Pmt Check	03/27/2014	45425	United States Postal Service	220.00
Bill Pmt Check	03/27/2014	45426	Vernon Library Supplies, Inc.	1,216.42
Bill Pmt Check	03/27/2014	45427	VSP Vision	92.85
Bill Pmt Check	03/27/2014	45428	Wolper Information Services	934.55
Bill Pmt Check	03/27/2014	45429	Wordinger, Debra	314.82
Bill Pmt Check	03/27/2014	45430	Works, Tyler	314.35
Total 10121 - Checking JP Morgan Chase				<u>99,006.56</u>
TOTAL				<u><u>99,006.56</u></u>

Bills for approval – Electronic Payments & Automatic Withdrawals

March 2014

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	03/14/2014	18,426.56
ILDOR-State	Payroll taxes	03/14/2014	3,282.90
EFTPS-Federal	Payroll taxes	03/28/2014	19,057.58
ILDOR-State	Payroll taxes	03/28/2014	3,411.11
IMRF	Payroll Pension	03/04/2014	17,937.93
AT&T	Telecommunications	03/14/2014	298.12
Nicor	Gas	03/19/2014	2,589.24
DAC	Deposit to HRA	03/04/2014	1,000.00
Deluxe	Deposit Ticket Book	03/10/2014	49.83
US Bank	Credit Card Fee	03/03/2014	174.75
Hinsdale Bank	Fee-Direct Deposit	03/03/2014	20.00

ORDINANCE #2014-1

2014 ANNUAL ORDINANCE AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the Indian Prairie Public Library District is a tax-supported public library; and

WHEREAS, people residing within the jurisdictional boundaries of the Indian Prairie Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulas which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Indian Prairie Public Library District has determined for its 2014-2015 fiscal year, commencing July 1, 2014 and ending June 30, 2015, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT as follows:

SECTION 1: Individuals residing beyond the jurisdictional boundaries of the Indian Prairie Public Library District whose closest public library is the Indian Prairie Public Library District, and not residing within the boundaries of another public library, may purchase a non-resident fee card during fiscal year 2014-2015, calculated according to the General Mathematical Formula (23 Ad. Code 3050.60(a)).

SECTION 2: Individuals residing beyond the jurisdictional boundaries of the Indian Prairie Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Indian Prairie Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Indian Prairie Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

SECTION 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

SECTION 4: The Indian Prairie Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

SECTION 5: The Indian Prairie Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

SECTION 6: The Policy of the Indian Prairie Public Library District for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

SECTION 7: A valid non-resident library card issued by the Indian Prairie Public Library District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

ADOPTED this 16th day of April, 2014, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

DETERMINATION TO DISPOSE OF PERSONAL PROPERTY

The Indian Prairie Library Board of Trustees has determined to dispose of the following chairs no longer usable by the district:

51 – Herman Miller Office chairs

The chairs will be listed for sale to other libraries for \$25 (or best offer) per chair on the RAILS website.

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**Director's Report
April 2014**

Agenda

Omnibus:

The omnibus agenda contains the annual ordinance to authorize non-resident cards for 12 months beginning July 1, 2015. Each year library board have to make a formal decisions as to whether or not their library will offer a non-resident card or if it will opt out of this program. I'm not sure why a library would opt out. The library also makes the formal decision of following the mathematical formula for determining the amount of the card. There are three types formulas – the mathematical formula which is average paid by households, the tax bill method whereby a non-resident brings in the tax bill for their home and, using the library's tax rate, the staff figure out what the rate should be, and the third is relative to service areas with proportionally large areas of agriculture, manufacturing mining or other non-residential property. The board has used the mathematical formula for many years. The ordinance also states that an individual who does not live in the district but owns property in the district is entitled to a card without special payment since that person pays taxes on the property.

The new office chairs have arrived and Laura is requesting permission to sell the old chairs in the Determination to Dispose of Library Property.

Staff:

Adult Services Librarian Mary Krekelberg will present on the library's local history efforts.

New Business:

There are three committees that each need an additional trustee assigned – the Building and Grounds Committee, the Finance Committee, and the Planning/Annexation Committee.

As part of the library's planning process, as well as to discuss new types of services and programs the library is evaluating or planning on offering, I'll be making a special presentation this month and next month. This month I'll be talking about the concept of Maker Spaces in libraries. Next month's discussion will be about technology.

Maker spaces--also sometimes called hackerspaces--can be any area where people gather to make and create. In maker spaces, people share supplies, skills, and ideas, and often work together on projects.

Maker spaces grew out of maker culture--a group of people dedicated to craftsmanship and creation. Makerism focuses on DIY projects, and makers value creation by individuals or small groups rather than bulk production. In general, makerism is also a culture of creation over consumption.

Many libraries have found that maker culture and makerspaces fit naturally with their existing missions, and have begun to incorporate maker spaces into the services they offer their communities. I will share more information and examples at the board meeting.

Trustee Orientation

Dorothy's orientation has been completed and Diane and I will have completed (or have almost completed) Diane's orientation by the time of the board meeting.

Trustee Election 2015

Because of the way that trustees have been appointed in the past year all seven trustees will need to run for election (if they so choose). There will be 4 four-year terms available and 3 two-year terms available. A trustee can choose for which term they will run. Thanks to Maria for figuring out the details of this.

Technology Devices

For about a year and a half we provided a "Tech Bar" in adult services where patrons could try out different types of devices. Patrons were able to try different types of ereaders and tablets. While it was used for that reason initially, staff had noticed more and more that it became a place for kids to sit and play games on the Internet. So at this point we have decided to remove the Tech Bar.

But we continue to provide more equipment for the public. We have added three more Roku for a total of six. Staff are preparing three iPads to be used in Adult Services to access e-magazines as well as links to resources for ESL patrons. We are also making a third Kindle available to parents and their young children to use in the library. Nooks are being loaded with books for mid-kids. A Nook, Kindle and one of the iPads were originally purchased for the Tech Bar and now are being put to good use in other ways.

Rotary Partnership

The Rotary agreed to donate money to fund the *Memory Drive: A Story Collection* project. As you may recall, in this project teens will interview and videotape adults about their school experiences and will create, edit, and present the multimedia for each interview. Ultimately, we will create a digital story collection which will be branded and developed to go online as part of the library's website and capped off with a special screening at the library of the projects. While we are looking for teens with experience in videotaping we will be providing training on video recording techniques as well as training the teens on interviewing techniques.

Visiting Libraries

Laura and I visited the Fountaindale Public Library in Bolingbrook. This library is a 96,000 square foot facility that opened in 2011. They've recently renovated space to provide The Vortex which is a teen room and Studio 300 which is a digital media lab that also has a 3D printer. We also visited the 95th Street Naperville Library to look at their new Fab Lab which is also a digital media lab with a 3D printer.

Staff

The Public Library Association Conference was held in Indianapolis in March and we were able to send five staff – Debbie Wordinger, Natalie Williams, Tyler Works, Jennifer Asimakopoulos and Suzy Deucher. This conference is offered every other year and is quite nice in that it is larger and offers more than the annual state conference but it is not as big and overwhelming as the annual national conference. Staff who attended will be meeting with the department heads this month to review key ideas they took away from the conference.

I participated in the second round of interviews for the Youth Services Mid-Kids Associate. Caitlyn Myers was hired starting March 26 at a salary of \$14.16 per hour.

Jamie Bukovac, Director

Assistant Director's Report April 2014

Building and Grounds:

Updates:

- The replacement recessed entry grill mat between the doors has been installed.
- The new staff chairs arrived and are in use.
- The stop sign that was knocked over by a plow is back in place.

During melting snow and rain, there was water leaking into the basement electrical room. Mike discovered that the water was getting through a broken junction box in the chiller area. This junction box has since been replaced by our electrician.

The spring window washing will be completed this month.

Seibert landscaping will install mulch and resume landscaping service this month.

Recycling Event:

Joe Popowitch and I are planning the 2nd Annual Recycling Extravaganza. The tentative date is Saturday, October 25, 2014. The good news is, Hinsdale South is willing to work with us to let us use their main parking lot (across from the high school on the west side of Clarendon Hills Road.). I spoke to Scott Coren at the City of Darien and he would like to know what assistance will need for the event. Joe and I will be meeting to review our notes from last year and decide how to run the event this year. I will get back to Scott after Joe and I meet. I am also working through Hinsdale South's channels to complete the forms needed to request use of their facilities.

New Blog: IPPL App Advisor:

Check out our newest blog, the IPPL App Advisor (ippl.info/apps/). Ann Stovall and I are contributing reviews of apps used on mobile devices. You will see entries to the blog appear in the "Staff Recommendations" section on the homepage of the library's website. Be sure to check it out to discover some useful and fun apps available for free in the iTunes and Google Play stores. And, if you have any apps to recommend, please let me know!

25th Birthday Celebration; April 26th:

Please let me know if you are interested in helping out at the birthday party on Saturday, April 26th. I need volunteers from 1:00 – 5:00pm.

Friends of the Library:

The Friends sponsored the following music performances:

- *"The Songs of Woody Guthrie"* (\$400) with folk singer Adam Miller on Sunday, April 13th.
- *"The Music of Andrew Lloyd Weber"* (\$240) with pianist Eugene Kwok on Sunday, February 16th.

Meetings and Workshops:

4/1/14	Department Head Meeting
4/2/14	WBBR Chamber Meeting
4/3/14	Trello (Project Management Software) Training with Patti Naisbitt
4/9/14	Volunteer Luncheon
4/5/14	Department Head Meeting
4/16/14	ALA Webinar: How to Build a Great Team Part 1
4/16/14	Library Board Meeting

Submitted by:



Laura Birmingham

Adult Services March, 2014: Board Report

The Big Read programs have started and our attendance has been good. We had programs on the two extremes mentioned in the book *The Longest Road* by Philip Caputo. A program on Climbing Denali had 34 in attendance and one on Key West had 50. Cuban Cuisine was popular with 61 in attendance. Other programs we held included "Behind the Doors of Downton Abbey" with 43 and a program on Georgia O'Keefe with 37. A representative from the Secretary of State's office was in the lobby to register people for the organ donation registry. Thirty people stopped by their table.

Our many groups continued through March. The Novel Idea held their discussion of The Big Read book with fifteen in attendance. This is good attendance for them but a little low for our Big Read discussions the last couple of years. A nonfiction title is just generally not as appealing to our book discussion members. Great Decisions Group had guest speakers in March. The topic for March 10th was Turkey and Mary had invited the Vice Consul from the Turkish Consulate in Chicago. Twenty five people were in attendance. On March 24th the topic was "Islamic Awakening." Prof. Wolf, a comparative religion instructor from College of DuPage was the guest with eighteen in attendance. Prof. Wolf had such a good time he might come back to participate in the group.

For the last two years we have incorporated movies nominated for an Academy Award into the movies we show for Movies and More. This year I scheduled these showings separately on Thursday afternoons. We are providing refreshments, but no discussion of the movie. So far we have shown *Captain Philips* with 52 in attendance and *Gravity* with 65 in attendance. These numbers are in keeping with the attendance we got showing them on Friday nights.

AARP continued their tax assistance through March. They helped 186 individuals.

I made a presentation about the library at the Lord Of Life senior group. There were fifteen people there and I think I recognized everyone of them as regular library users. They had many good things to say about the library, mostly about how we had gotten books for them from other libraries on interlibrary loan! They were pleased and amazed from how far some books had come.

Joe attended a pre-conference at PLA on StoryCorp. This is a program in which someone sits down with someone meaningful in their life such as a parent or teacher and records an interview with them. This is a program we are planning to introduce in the fall as a natural progression from our veteran's and local history interviews. Suzy, Jennifer, and I went for the regular conference and attended programs on readers advisory, makerspaces, supervision, management, readers advisory and other topics. I know a theme that ran through many of the programs I attended was the idea of community in the library: building community, connecting community, creating community.

We have been doing a lot of shifting in the adult department to make way for popular collections. The Travel books were compressed to make room for Gardening books. The entire nonfiction collection on the tall shelving is being compressed to make room for Large Print and the new cases in the DVD area are allowing us to compress the nonfiction, foreign movies, westerns and musicals in order to make room for other feature films and television shows. Because Joe was awarded the grant for a Citizenship corner, the Test books have been compressed to make way for this new special collection.

Debbie Wordinger

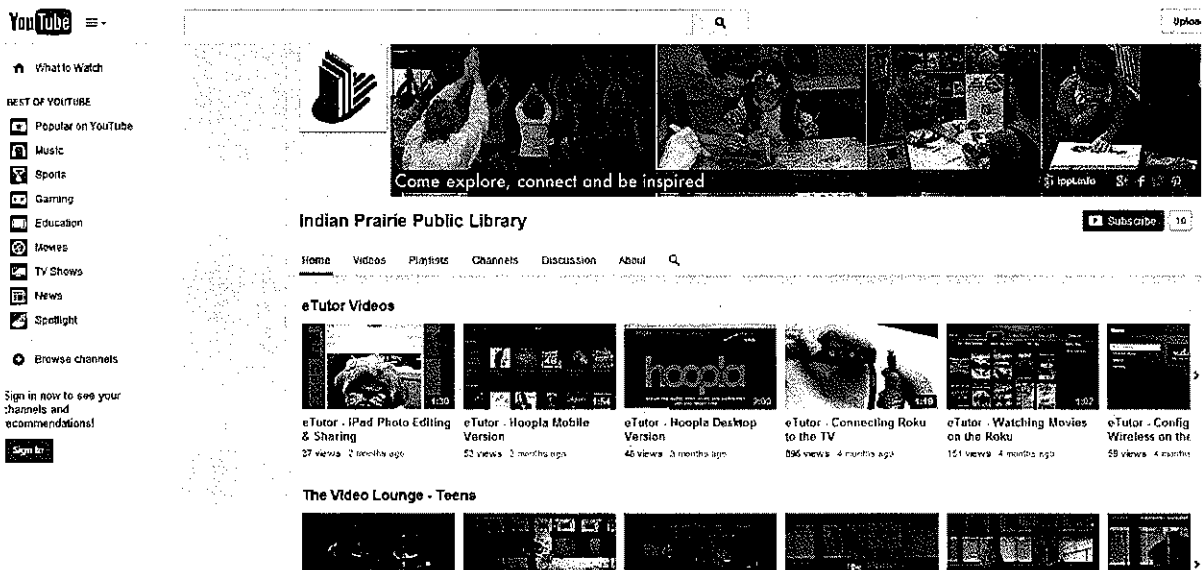
TECHNOLOGY & TECHNICAL SERVICES REPORT Board Report March 2014

Strategic Plan Goals

- **Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.** A new discussion group was formed where patrons at any skill level can learn technology trends and share tips. The group discussions are led by staff focusing on a specific topic. We had seven members attend the first meeting on mobile apps. Future discussions include media streaming and tablet maintenance.

Completed Projects/Improvements for Public Service

- **Public Print Centers** – Public printing experience was enhanced by replacing the printers with new printers of the same model line and improved print quality. The new printer set-up gives the user the ability to send duplex print jobs and release their print jobs from either print release station. The printers are also easier to maintain for staff and use less consumables.
- **Teen Laptop Checkout**- Improvements and procedures were implemented to streamline laptop checkout for staff and patrons by using generic user logins and using SWAN to check the laptop out.
- **Tech Tutor Application**- Community members can now submit an online form to apply as a Tech Tutor volunteer. A link has been added to the footer of our Web site. We have received one online application so far.
- **YouTube Channel** – The library’s YouTube channel was branded by adding a new banner, highlighting our eTutor videos and modifying what gets displayed on the main page.



Ann M. Stovall, Head of Technical & Computer Services, April 10, 2014

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Circulation Services

March 2014

In March we circulated 74,816 items. This is 5% less than we circulated in March of last year (78,612). Unfortunately, circulation continues to be down at many libraries. The Head of Circulation at Woodridge Library attended PLA in March and reported that circulation is down at libraries all over the country. In March we processed 10,801 ILL items (lending/borrowing) as compared to 12,495 last year (-13%). We issued 254 library cards in March as compared to 305 cards last year (-17%). Our electronic circulation *increased* 68% from last year (3,595 this year as compared to 2,138 last year). Patrons visiting the library remained very constant at 40,395 compared to 40,207 last year.

Patrons using a form of self-service checked out or renewed 42,929 items or 57% of our total March circulation. As I reported last month, we were dealing with an issue whereas patrons were waiting up to 30 seconds for the system to recognize their patron card number. In addition, the system was not showing the amount of fines/fees a patron might owe. It would only stop them from checking out if they owed more than the maximum fee of \$5.00. We found that many patrons would start at the self-check only to get frustrated by the wait and come to the check-out desk. Thanks to Ann Stovall, this problem was finally resolved in March. We also had a problem with the scanner at the hold pick up self-check. We had to install a temporary scanner on top of the unit. Some people found this more difficult to use and came to the check out desk. The scanner has been replaced.

I have been busy training our new Senior Supervisor. She has quite a bit of computer expertise and is already making suggestions to streamline some of our processes.

Debbie Sheehan
Head of Circulation Services

<u>Circ Stats</u>												
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2013
Month	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2013	2014
July	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	
Aug.	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	
Sept.	59,179	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	
Oct.	59,726	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	
Nov.	59,438	60,497*	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	69,912	
Dec.	52,378	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	
Jan.	67,000	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	
Feb.	65,032	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	70,071	
Mar.	71,245	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816	
Apr.	59,272	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161		
May	57,551	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429		
June	72,163	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392		
Renewals through the webpack not included before April						1,284						
							Electronic Circulation	3,852				
Yearly												
Total	756,795	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	650,984	
*Missing data--used an average number to get a total												

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**Youth Services
Monthly Report to the Board
March 2014**

Overview

In March, we offered 47 programs to 964 kids and teens, including interactive Do-It-Yourself-Teens (DIYT) projects, gaming tournaments, a Vine Video Challenge, Kids Read programming such as Pages for All Ages and the Build-a-Car Drive-In, Little U classes for babies, toddlers, and preschoolers, evening storytimes, and special Saturday spring-themed storytimes. Four hundred and eighty-one children participated in crafts offered during the month.

Services

Mid-Kid iPads

Monica Dzierzbicki selected five new apps for the Junior iPads. In the English & Vocabulary file, Monica added "ScribbleMyStory," a book and art creation platform where kids can imagine, create, and share stories they create and "Hopscotch" for creating coding storyboards. In the Fun & Games file, she added two games, "Adventure Time Card Wars" and "Minecraft PE" and a camera app "LongExpo." Kids can add amazing effects and light trail photos after long exposure photo captures. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Weeding Projects

Tyler Works completed weeding the Teen Fiction Print collection. A total of 333 items were deselected from the collection. Katie Salo has completed a weeding project in the picture book section, deleting duplicate copies that are not circulating and making room for new titles.

Book Awards

Monica Dzierzbicki processed voting results for IPPL Monarch & Bluestem 2014 nominees. We had 10 Monarch votes and the top title was "Chicken Big" by Graves. IPL had 33 students vote for their favorite 2014 Bluestem nominee. "Wonder" by Palacio received 19 votes.

Programs

Pages for All Ages

On March 10th, Monica Dzierzbicki presented the first Pages for All Ages program. Twelve 3rd-6th grade children were paired with eight adults (including several members from the program's sponsor, the Darien Rotary Club.) Two of the adults were paired with siblings and Natalie Williams & Monica are reading with two children. The group shared refreshments and selected their first book. They will meet again in April to share their letters and select their next book. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Build-a-car/Drive In Movie

On March 22nd, we hosted a very special two-part program. In the morning 48 people joined us to build cars out of cardboard boxes and other papers and recycled materials. We received so many compliments from families who truly enjoyed building and creating together. The cars were left in "parking spaces" marked off with masking tape in the Meeting Room and families returned later in the evening for a viewing of the Muppet Movie. There were 84 people present for the movie and the event was catered with hotdogs, popcorn, and other drive-in snacks. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Tuesday Tales

This month we have been providing an evening storytime called Tuesday Tales. We've been wanting to offer more evening events, but haven't had enough staff. One of our trusty substitute Librarians, Judy Cochran, has been performing classic folktales and storytelling favorites. Most weeks, this program brings in around 20 people. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Vine Video Challenge

Tyler Works coordinated a contest for teens who created short videos using Vine. Our Teen Advisory Board (TAB) got involved and the project attracted new teens who don't usually take part in our activities. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Partnerships

Teens 4 Xcellence Book Group (T4X)

Krista Kountz planned the March Teens4Xcellence meeting. The itinerary included a book discussion on the book "Boys Without Names" by Kashmiri Sheth. Together they talked about Indian culture and made Akash Kandils. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

Hinsdale South High School

Tyler Works continue to build relationships with HSHS staff. He attended the HSHS book club again in March, and HSHS librarian, Ellen Lawrence, invited Tyler Works to attend presentations the HSHS librarians will be making during the month of April concerning technology in the library and summer reading opportunities. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

Play to Learn

This month we hosted the final Play to Learn event at IPPL on March 12th. Since October we have been working on a Play to Learn grant project with the DuPage Children's Museum, Positive Parenting, and Anne M Jeans Elementary School. Our staff worked together to make the event happen. Jane Hartney provided 30 children with an energetic story time and Monica Dzierzbicki gave tours of our department to 24 parents. Meanwhile, Anne M Jeans staff provide information about kindergarten readiness to the parents. Then the parents and the children come back together to play with portable exhibits brought by the DPCM to the school. Positive Parenting DuPage also provides information to the parents at this event about how to contact them and find out about various community services. Overall, the project was a big success and we are already talking with the DuPage Children's Museum to see what we can do in the future. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

Read Across America

On March 3rd, Monica Dzierzbicki visited Maercker School and read "The Gumazing Gum Girl" to 24 fourth graders and their teachers in support of Read Across America, a nationwide reading celebration that takes place annually in honor of Dr. Seuss's birthday. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

New Early Mid-Kid Associate

Natalie Williams and Monica Dzierzbicki interviewed four worthy candidates for our Mid-Kid Associate position. This part-time position serves on our Ask Us desk and assists our Mid-Kid Librarian, Monica, in creating programs and services for kids in 1st-6th grade. Tyler Works and Jamie Bukovac also participated in the second interviews and helped to select a new teammate. Together we've chosen a very creative young woman, Caitlin Myers who started work at IPPL on March 26.

STATISTICS FOR	Mar-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	44,644	49,431	392,884	428,367	-8.28%
Teen	3,402	3,653	29,713	33,041	-10.07%
Kids	23,175	23,390	194,648	197,343	-1.37%
TOTAL	71,221	76,474	617,245	658,751	-6.30%
Electronic Circulation	3,595	2,138	27,893	16,555	68.49%
GRAND TOTAL CIRC.	74,816	78,612	645,138	675,306	-4.47%
% Reciprocal Borrowing	15%	16%	15%	16%	
Patron Visits	40,395	40,207	343,809	360,333	-4.59%
<u>Current Cards</u>					
Resident	199	215	22,662	23,286	-2.68%
Non-Resident	53	90	1,030	1,061	-2.92%
TOTAL	252	305	23,692	24,347	-2.69%
<u>Patron Assistance</u>					
Adult - Reference	3,750	3,750	28,297	32,460	-12.83%
Kids - Reference	1,871	2,058	14,947	17,326	-13.73%
TOTAL REFERENCE	5,621	5,808	43,244	49,786	-13.14%
Adult - Other	2,814	1,197	16,742	14,658	14.22%
Kids - Other	1,834	1,620	13,538	15,416	-12.18%
TOTAL OTHER	4,648	2,817	30,280	30,074	0.68%
GRAND TOTAL ASST.	10,269	8,625	73,524	79,860	-7.93%
<u>ILL/Reserves</u>					
Holds	9,080		75,368		
ILLs Sent	4,995	5,708	43,776	47,925	-8.66%
ILLs Checked Out	5,386	6,345	47,706	55,820	-14.54%
ILLs Received	5,806	6,787	51,713	60,304	-14.25%
Copy/Fax Sent	0	0	1	5	-80.00%
Copy/Fax Received	5	0	189	43	339.53%
<u>Programs - Adult</u>					
# Programs	9	10	65	55	18.18%
Attendance	378	470	1,752	2,196	-20.22%
<u>Computer Classes</u>					
# Programs	5	12	56	61	-8.20%
Attendance	41	158	581	680	-14.56%
<u>Individual Technology Training</u>					
# of Patrons	225	37	1,015	562	80.60%
<u>Groups</u>					
# Programs	14	17	110	122	-9.84%
Attendance	195	373	1,535	1,675	-8.36%
<u>Others</u>					
# Programs	10	11	20	15	33.33%
Attendance	201	231	398	323	23.22%
<u>Programs - Teen</u>					
# Programs	8	7	33	91	-63.74%
Attendance	52	87	519	1,528	-66.03%
<u>Programs - Kids</u>					
# Programs	35	61	237	293	-19.11%
Attendance	1,416	2,329	7,361	14,982	-50.87%
GRAND TOTAL ATT.	2,508	3,685	13,161	21,946	-40.03%

STATISTICS FOR	Mar-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	4,689	4,076	37,989	38,164	-0.46%
Kids Computers	1,511	1,445	13,589	13,697	-0.79%
Teen Laptop	267	138	1,539	1,765	-12.80%
Adult Laptop	294	162	1,738	1,669	4.13%
TOTAL PATRON USE	6,761	5,821	54,855	55,295	-0.80%
Hours Used					
Adult Computers	3,152	3,171	25,008	26,696	-6.32%
Kids Computers	788	773	7,411	8,597	-13.80%
Teen Laptop	211	170	1,883	2,074.50	-9.23%
Adult Laptop	362	293	3,090.50	3,109	-0.60%
TOTAL HOURS USED	4,513	4,407	37,392.50	40,476.50	-7.62%
IPPL Web Site Visitors	14,610	20,754	60,592	179,448	-66.23%
IPPL Total Page Views	32,927	24,853	139,458	185,952	-25.00%
Subscription Database Logins	3,244	3,033	25,572	24,065	6.26%
Outreach-Homebound					
Items Delivered	147	121	1,376	1,398	-1.57%
Volunteers					
Number Active	61	59			
Hours Worked	389.25	371.75	3,498	4,474.75	-21.83%
Staff Training Hours	77	76	816	715.25	14.09%
Room Use					
Multi-Purpose Room	26	40	156	167	-6.59%
Meeting Room					
Library	44	63	305	305	0.00%
Non-Library	49	36	312	252	23.81%
Group Study Room	275	255	2,291	2,189	4.66%
Lobby Programs	4	3	21	16	31.25%
Conference Room	16	19	150	136	10.29%
Clavinova	0	0	1	0	

MATERIALS COLLECTION STATISTICS- MARCH 2014

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1698	10	9	1699	349	116	359	125
Non-Fiction	51981	325	364	51942	3036	4800	3361	5164
Fiction	39212	362	358	39216	3546	2827	3908	3185
TOTAL	92891	697	731	92857	6931	7743	7628	8474
BOOKS-- CHILDRENS								
Reference	426	0	1	425	1	465	1	466
Non-Fiction	20461	44	124	20381	574	147	618	271
Fiction	27547	129	46	27630	1916	2405	2045	2451
TOTAL	48434	173	171	48436	2491	3017	2664	3188
BOOKS - TEEN								
Non-Fiction	870	20	5	885	74	164	94	169
Fiction	3805	88	73	3820	499	188	587	261
TOTAL	4675	108	78	4705	573	352	681	430
GRAND TOTAL	146000	978	980	145998	9995	11112	10973	12092

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	4828	34	2	4860	499	296	533	298
Music CD	10459	38	183	10314	520	125	558	308
Playaway	418	0	0	418	40	17	40	17
Video (VHS & DVD)	16137	207	20	16324	1202	315	1409	335
CD-ROMs	159	0	1	158	0	4	0	5
TOTAL	32001	279	206	32074	2261	757	2540	963
AUDIOVISUAL-CHILDRENS								
Audio Books	759	1	0	760	91	18	92	18
Childrens Music CD	876	0	1	875	25	9	25	10
Junior Music CD	213	0	0	213	67	9	67	9
Playaway	65	0	0	65	3	0	3	0
Video	4373	16	8	4381	495	220	511	228
TOTAL	6286	17	9	6294	681	256	698	265
AUDIOVISUAL-TEEN								
Audio Books on CD	247	4	0	251	23	11	27	11
Music CD	28	0	0	28	0	291	0	291
Playaway	67	0	0	67	2	2	2	2
Video	526	12	0	538	66	11	78	11
Console Games	445	0	1	444	18	26	18	27
PC-GAMES (formally CD-ROMS)	-25	0	0	-25	0	13	0	13
TOTAL	1288	16	1	1303	109	354	125	355
GRAND TOTAL	39575	312	216	39671	3051	1367	3363	1583

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
Digital Collections							
Adults ebooks	1595	15	1610	367		382	
Kids and Teens ebooks	334	24	358	0		24	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	13553	99	13652	695		794	
eRead Illinois	0	3577	3577	0		3577	

Willowbrook Burr Ridge Chamber Meeting; April 2, 2014

Marianne Ryan and I attended the April WBBR Chamber meeting which was held at Eddie Merlot's. The presentation was about the Concealed Carry Act given by Brian Hester who is a trainer for those applying for their Concealed Carry license. The presentation was an overview of the application process and training for the license for those that live in DuPage County. The presentation brought up a lot of questions from business owners as to how the law could affect them.

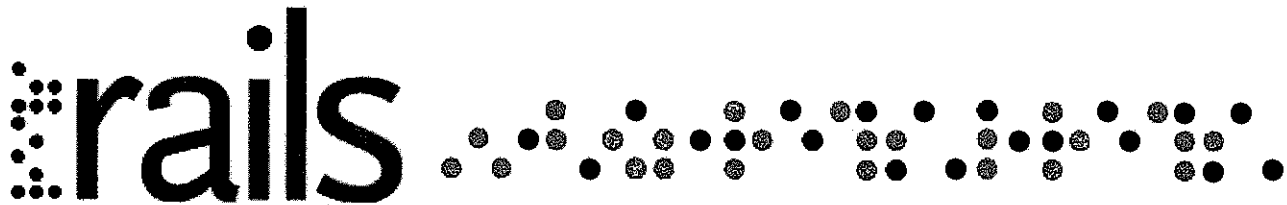
--Laura Birmingham

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News from the Reaching Across Illinois Library System.

rails



e-news

Help Shape the Future of RAILS!

RAILS invites nominations for five volunteer positions on the RAILS Board of Directors: three public library trustee seats (to be filled by board members from RAILS public libraries), one academic library seat (to be filled by an individual representing a RAILS academic library), and one school library seat (to be filled by an individual representing a RAILS school library). Terms for all positions will begin on July 1, 2014 and end on June 30, 2017.

This is your opportunity to help shape the future direction of the system by representing the interests of the entire RAILS membership. You may run for the board yourself or nominate a colleague. A nomination form and complete details about board member responsibilities and desired qualifications are available on the RAILS website at www.railslibraries.info/board/election/nom. Nominations are due by 5 p.m. on April 15. The election will begin on April 25. If you have any questions, please contact Mary Witt, RAILS Communications Director, at mary.witt@railslibraries.info.

RAILS Online Auction Begins April 14, 2014

RAILS is holding an online auction to sell items no longer needed at our Geneva service center. The auction will begin on Monday, April 14, at 7 a.m., and end on Sunday, April 27, at 11:45 p.m. Full descriptions and photos of all available items can be found at: www.32auctions.com/rails_geneva.

A wide variety of items for every size library and price range are available, some with opening bids as low as \$1.00. Items include framed artwork, a variety of tables, chairs, and other furniture. You will also find hand carts, shelving units, a large high-density storage system, and a variety of grey and blue tote bins. Other items include a podium, electric range, snowthrower, a sprinter van (starting at only \$500), and so much more! You can preview all the items before April 14, but will not be able to place bids before that date. As you [view the items](#), simply click on the thumbnail in order to see a larger photo and full description.

Winning bidders will need to schedule an appointment with [Jaime Ramirez](#) to pick up their item(s) at the RAILS Geneva service center the week of April 28. Acceptable forms of payment are cash, certified check, or a check drawn on a library account. Stay tuned to the *RAILS E-News* for further details on the auction, including information on how to place a bid beginning on April 14.

Innovation Experts

Innovation Experts is a nonprofit organization that offers services to Illinois libraries, such as

April 2, 2014

RAILS Links

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

Member Resources

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

Upcoming Meetings

[April 25 RAILS Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

Customer Service Workshops:

[April 3 - Burr Ridge](#)
[April 17 - Bloomington Public Library](#)
[May 13 - Stockton Township Public Library](#)
[May 20 - Quincy](#)

[April 4 RAILS Networking Meeting with Dee Brennan](#)

[April 10 Rural Library as Incubator](#)

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such as the Museum Adventure Pass program and the LACONI Salary Survey. Innovation Experts has approached RAILS about possibly transferring some of their programs/services to the system. These talks are in the early stages. RAILS understands that the continuation of these services is very important to our members and will keep this in mind as the exploratory talks continue. The RAILS Board began consideration of this issue at its March 28 meeting and will revisit the issue on April 25. RAILS will keep members informed about any new developments via *RAILS E-News*.

Latest from *Direct from Dee*

In February, the RAILS Board approved the [RAILS strategic plan](#). As Executive Director Dee Brennan says in her [latest blog post](#), now the fun begins! The next step is for RAILS to develop an action plan to help achieve the vision, mission, goals, and strategic initiatives the Board approved. Dee's post outlines some of the many activities and projects RAILS will undertake to promote, support, and expand resource sharing among Illinois libraries (the first goal of our strategic plan). Please feel free to share your comments about Dee's "[Resource Sharing Enhancements in FY2015](#)" post and watch her blog for further details on RAILS' plans for FY2015.

Thanks to Members Who Certified and Next Steps

Thank you to all RAILS libraries that completed the online certification process. RAILS members must certify annually with the Illinois State Library to remain a RAILS member in good standing and to continue to receive system services.

A list of libraries that did not certify by the March 31, 2014 deadline will be presented to the RAILS Board at its April 25 meeting with a recommendation to the Illinois State Library for suspension from RAILS membership. The suspended libraries will no longer be eligible to receive system services, Illinois State Library grants, or delivery. If you have any questions about the certification process, please email certification@railslibraries.info.

Upcoming RAILS Member Networking Meetings

RAILS Executive Director Dee Brennan is traveling throughout the RAILS area to share the latest news about RAILS and to give members an opportunity to network with colleagues from other RAILS libraries. All RAILS library staff members are invited to attend any of the meetings below. Additional meetings will be scheduled throughout the year.

Bloomington Public Library on April 4, from 10 a.m. - noon. For registration and more information, see: www.librarylearning.info/events/?eventID=17363.

Beardstown Houston Memorial Public Library on April 17, from 9:30 a.m. - noon. A meeting of the Long Distance Libraries, a multitype group of libraries in the Jacksonville, Quincy, and Macomb areas. (You are welcome to attend this meeting whether or not you are a member of this group.) For information and registration instructions, see: www.librarylearning.info/events/?eventID=17210.

Western Illinois University's Malpass Library on April 17, from 2 - 4 p.m. Please register by Tuesday, April 8, so we know how many people will attend. Registration and more information, including how to obtain a parking pass for this event, can be found at: www.librarylearning.info/events/?eventID=17331.

"Customer Service Excellence in Libraries" Workshops

[mag \(Publishing\) vvoru](#)[April 16 Soon to Be Famous Author Revealed](#)[April 17 Long Distance Librarians](#)[April 17 RAILS Networking Meeting with Dee Brennan](#)[April 23 LLAMA Webinar on Rubrics](#)[May 7 Digital Archives](#)[May 8 Lead the Change](#)[Archives RAILS E-News Archives](#)

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Decker of Quality Transitions. Diane has presented at a number of library in-service day workshops. She is also the co-author of *First Job Survival Guide: How to Thrive and Advance in Your New Career*. Workshop participants will explore how to meet and exceed both internal and external customers' expectations, how to actively listen to customers, how to interact with challenging customers, and so much more! These interactive workshops are free to RAILS members.

Please register on L2 to attend one of the following:

[April 3, 1:30 - 4:30 p.m.](#), RAILS Burr Ridge service center

[April 17, 9:30 a.m. - 12:30 p.m.](#), Bloomington Public Library

[May 13, 9:30 a.m. - 12:30 p.m.](#), Stockton Township Public Library

[May 20, 1:30 - 4:30 p.m.](#), Quincy Public Library

Rural Library as Innovation Incubator Webinar April 10

RAILS has arranged for a viewing of "The Future is Now: Rural Library as Innovation Incubator," a program geared toward rural and small libraries on April 10, from 1:30 - 3:00 p.m. This webinar will explore ways rural libraries can remain relevant to the needs of the community by providing the means and support for patrons to create, innovate, and become community innovation incubators. The presenter is Andrea Berstler, the director of the Wicomico Public Library in Maryland, and past president of the Association for Rural and Small Libraries. You can view the webinar in person at the RAILS Burr Ridge service center, the Coal Valley service center, or the East Peoria service center. You may also register to view the program on your computer via Fuze. For more information and registration, see: www.librarylearning.info/events/default.aspx?eventID=17314.

"It's a Mad Mad Mad Mad (Publishing) World" with David Vinjamuri April 16

David Vinjamuri will present "It's a Mad, Mad, Mad, Mad (Publishing) World – The Changing Role of the Library in the Era of Self-Publishing" at the RAILS Burr Ridge service center and via participating videoconference sites on April 16, from 12:30 - 1:45 p.m. Vinjamuri is an author, [blogger](#), and respected advocate for the self-publishing industry. He is a contributor to *Forbes*; an adjunct instructor of Marketing at New York University; and the author of *Accidental Branding*, *Operator*, and *Binder*. According to Vinjamuri, the explosion of published and self-published titles (nearly a million new ISBNs were issued in 2012 alone) means that libraries must strive to be more than archives of knowledge. Understanding how to maximize the impact of the collection and engage library patrons requires a new set of skills. This talk brings real data from libraries around the country to the issues of collection development and readers' advisory. The program will be held in person at the RAILS Burr Ridge service center and by videoconference at the RAILS Coal Valley service center, East Peoria service center, Rockford service center, Kankakee Public Library, Sterling Public Library, and at participating IHLS locations (to be determined). For registration and more information, see: www.librarylearning.info/events/?eventID=17356.

Soon to Be Famous Author to be Revealed at Burr Ridge on April 16

David Vinjamuri (see above) will present the award for the *Soon to Be Famous Illinois Author* at the RAILS Burr Ridge service center on April 16, at 2 p.m. The [Soon To Be Famous Illinois Author Project](#) is the brainchild of library marketing professionals from RAILS who were inspired by David Vinjamuri's presentation at the 2013 ALA annual conference. Congratulations to the finalists, the nominating libraries, and the project's organizers. The project's finalists are:

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University)

- Mary Hutchings Reed, author of *Warming Up* (nominated by the Mount Prospect Public Library)
- Joanne Zienty, author of *The Things We Save* (nominated by CCSD #62 Forest School, Des Plaines)

The event includes a reception, light refreshments, and the announcement of the winning author. Register on L2 to attend this fun event at: www.librarylearning.info/events/?eventID=17327.

April 23 LLAMA Webinar on Using Rubrics in Hiring and Evaluations

RAILS has arranged for a viewing of "Keeping it Fair: Using Rubrics in Hiring and Evaluations" on April 23, from 1:30 – 3:00 p.m. This webinar is sponsored by the Library Leadership and Management Association (LLAMA). Presenters are Sian Brannon, Ph.D., Assistant Dean for Collection Management at the University of North Texas Libraries, and Julie Leuzinger, Department Head at Eagle Commons Library of the University of North Texas Libraries. If you are looking for a fair and accurate way to select new hires or evaluate current employees, rubrics may be an important tool. This webinar will introduce the construction of rubrics, describe best practices, outline how rubrics can be used to review job applicants equitably, and discuss the use of rubrics in annual performance reviews. The webinar will be shown at the RAILS Burr Ridge service center, East Peoria service center, and at Indian Trails Public Library District and is free to RAILS members. For registration, and more information, see: www.librarylearning.info/events/?eventID=17373.

RAILS to Host LYRASIS Program on Digital Archives May 7

RAILS is teaming up with LYRASIS to host "The Accidental Digital Curator: Acquiring and Preserving Digital Archives," in person at the RAILS Burr Ridge service center on May 7, from 9:00 a.m. - 12:30 p.m. Presenters are Sam Meister, Digital Archivist and Assistant Professor at the University of Montana Missoula, and Erika Farr, Head of Digital Archives at the Manuscript, Archives and Rare Book Library of Emory University. Concepts and processes relating to digital archives will be explored, and the speakers will convey lessons learned as well as discuss the future challenges that cultural heritage organizations may face. The needs of smaller institutions will also be addressed. This free program will be broadcast nationally from the RAILS Burr Ridge service center and is open to anyone who is interested. While we encourage you to attend at the RAILS Burr Ridge service center, there is also an option to view the meeting online. For registration and more information, see the LYRASIS website: www.lyrasis.org/Pages/EventDetail.aspx?Eid=D13A41B0-7F99-E311-8473-002219586F0D.

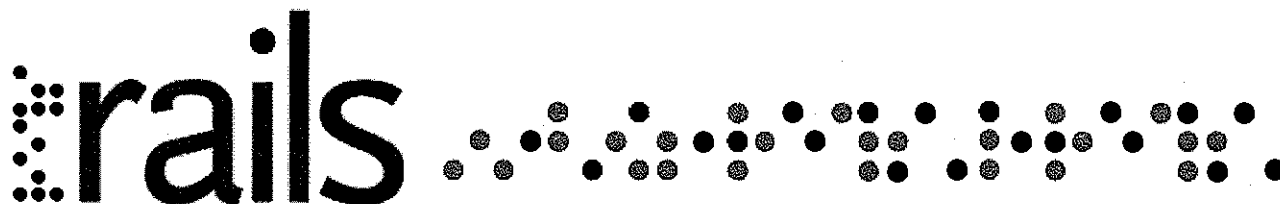
Lead the Change May 8

RAILS and the Gail Borden Public Library have worked together to bring a "Lead the Change" workshop to Illinois. "Lead the Change! What Great Library Leaders Know and Do" will be held at the Gail Borden Public Library (Elgin) on May 8, from 9:30 a.m. to 4:00 p.m. This interactive workshop offers a series of collaborative exercises that will help you harness your ideas, clarify your goals, and create a personal leadership plan. Program developer David Bendekevic and his co-facilitators will provide insights, best practices, and leadership tools that will help you tap into personal leadership qualities to transform your career, your library, and your community. The fee is \$80 and includes lunch. Registration is being handled by *Library Journal*. For more information about the program and registration, see www.libraryjournal.com/lead-the-change/locations/2014-locations.

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News from the Reaching Across Illinois Library System.



e-news

Bidding Starts Monday in RAILS Online Auction!

The online auction to sell items no longer needed at our Geneva service center begins on Monday, April 14, at 7 a.m. The auction will be open until Sunday, April 27, at 11:45 p.m. Full descriptions and photos of auction items can be found at: www.32auctions.com/rails_geneva.

A wide variety of items for every size library and price range are available, some with opening bids as low as \$1.00. Items include a bench upholstered in a library print motif, a refrigerator, toaster oven, a variety of tables, chairs, filing cabinets, tote bins, and so much more! You can preview the items now, but you will not be able to place bids until April 14 when the auction opens. As you [view the items](#), simply click on the thumbnail in order to see a larger photo and full description.

Winning bidders will need to schedule an appointment with [Jaime Ramirez](#) to pick up their item(s) at the RAILS Geneva service center by Friday, May 2. Acceptable forms of payment are cash, certified check, or a check drawn on a library account.

Time is Running Out for RAILS Board Nominations!

Nominations for these five positions on the RAILS Board are due by 5 p.m. on April 15: three public library trustee seats (to be filled by board members from RAILS public libraries), one academic library seat (to be filled by an individual representing a RAILS academic library), and one school library seat (to be filled by an individual representing a RAILS school library). Terms for all positions will begin on July 1, 2014 and end on June 30, 2017. You can nominate yourself, or someone else. For a nomination form and more information, see: www.railslibraries.info/board/election/nom.

RAILS Funding News

On Friday, April 4, RAILS received a payment of \$2,145,000. This represents two Live and Learn payments (\$1,072,500 each) of our FY2014 Area and Per Capita (APC) grant. We have now received 56.6% of our FY2014 APC grant funding. RAILS thanks Secretary of State and State Librarian Jesse White, Illinois State Library Director Anne Craig, and colleagues at the Illinois State Library for their continued support.

Upcoming RAILS Member Networking Meetings

RAILS Executive Director Dee Brennan is traveling throughout the RAILS area to share the latest news about RAILS and to give members an opportunity to network with colleagues from other RAILS libraries. All RAILS library staff members are invited to attend any of the meetings below. Additional meetings will be scheduled throughout the year.

April 9, 2014

RAILS Links

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

Member Resources

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

Upcoming Meetings

[April 14 RAILS Board Consortium Committee](#)

[April 25 RAILS Board Meeting](#)

[May 9 Visit RAILS Booth at Reaching Forward](#)

[All board and committee meetings](#)

Upcoming RAILS CE

Customer Service Workshops:

[April 17 - Normal Public Library](#)
[May 13 - Stockton Township Public Library](#)
[May 20 - Quincy](#)

[April 10 Rural Library as Incubator](#)

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meeting of the Long Distance Libraries, a multitype group of libraries in the Jacksonville, Quincy, and Macomb areas. (You are welcome to attend this meeting whether or not you are a member of this group.) For information and registration instructions, see: www.librarylearning.info/events/?eventID=17210.

Western Illinois University's Malpass Library on April 17, from 2 - 4 p.m. Please register by April 10, in order to ensure that you receive a parking pass. Registration and more information can be found at: www.librarylearning.info/events/?eventID=17331.

RAILS Board Consortia Committee Meeting April 14

RAILS is researching a multiyear project to provide RAILS-area library users with seamless access to the four RAILS LLSAPs or shared online catalogs (MAGIC, PrairieCat, RSA, and SWAN), the catalogs of other RAILS consortia, and eventually the catalogs of standalone libraries that choose to participate. The next meeting of the RAILS Board Consortia Committee will be on April 14, 9:30 a.m., at the RAILS Burr Ridge service center and at designated videoconference sites. RAILS members are invited to attend in person or via videoconference. Discussion topics include the final report from Lori Bowen Ayre of the Galecia Group and Melissa Stockton of the Quipu Group, next steps in the resource-sharing overlay project, and other ways to enhance resource sharing. For more information, see: www.librarylearning.info/events/?eventID=15938. The meeting agenda is posted at: www.railslibraries.info/board/meeting/2014-04-14.

Serving Our Public 3.0 Available at Discounted Price

RAILS has copies of the updated edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries* available at a discounted price of \$22.50 each (includes shipping). The book includes a CD and valuable information to assist RAILS public libraries in completing applications for state grant programs. These resources are also important guides for trustees and library boards. To order your copy/copies, login to the [RAILS website](#) with the email address and password you use for [L2](#). Complete the form at: www.railslibraries.info/members/special-order and follow the payment instructions. You will receive a confirmation when you place your order. Orders will be shipped when payment is received. If you have any questions, contact Emily Fister at emily.fister@railslibraries.info.

See You at Reaching Forward

RAILS is having a booth at [Reaching Forward](#) on May 9, at the Donald E. Stephens Convention Center in Rosemont. We will share the latest news about RAILS and have a variety of handouts available. We look forward to meeting you, so stop by and say hello!

"Customer Service Excellence in Libraries" Workshops

There's still time to register for these popular customer service workshops facilitated by Diane C. Decker of Quality Transitions. The interactive workshops will show you how to meet and exceed both internal and external customers' expectations, how to actively listen to customers, how to interact with challenging customers, and so much more! (The workshop on April 17 has been changed from the Bloomington Public Library to the Normal Public Library, due to repair work being done at the Bloomington Public Library.) The workshops are free to RAILS members. Register on L2 to attend one of the following:

April 17, 9:30 a.m. – 12:30 p.m., Normal Public Library (**note location change**)

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[April 16 Mad, Mad, Mad, Mad \(Publishing\) World](#)

[April 16 Soon to Be Famous Author Revealed](#)

[April 17 Long Distance Librarians](#)

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RAILS to Host LYRASIS Program on Digital Archives May 7

RAILS is teaming up with LYRASIS to host "The Accidental Digital Curator: Acquiring and Preserving Digital Archives," in person at the RAILS Burr Ridge service center on May 7, from 9:00 a.m. - 12:30 p.m. The program will focus on how to manage and preserve existing digital collections/records, including collections that have been digitized and those that originated in digital form. This free program will be broadcast nationally from the RAILS Burr Ridge service center. There is also an option to view the meeting online. This program is open to libraries and other institutions, so please share this information with other cultural heritage organizations in your area. For registration and more information, see the LYRASIS

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Lead the Change May 8

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Share Your Library News on the RAILS Website

What's happening at your library? RAILS members are encouraged to post their Library News to the RAILS website. You can also post photos to go along with your library's news. (RAILS will be featuring some of the posted photos on our home page.) Simply log into the [RAILS website](#) with the email address and password you use for [L2](#). Then click on [Library News](#) under the Community heading on the left side and click on "add a library news item" to post your news. You can also post information to the [Library Closings](#), [Continuing Education](#), [Jobs Board](#), [Free/For Sale](#) sections, and more!

RAILS Library Director News

Peggy Ballard is the new Director at the Illinois Veterans Home in Quincy.
Doreen Dalman is now the Director of the South Beloit Public Library.
Frank Novak will be the Director at the Huntley Area Public Library District, effective April 21.

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.

Member News

(The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media.)

[Design Plans for New Galesburg Library](#)

[New Huntley Director Starts April 21](#)

[Canton High School Participates in eRead Illinois](#)

[Mt. Prospect Public Library's Green Committee](#)

Fast Facts Surveys

[ID Requirements for Library Cards](#)

<p><u>Building & Grounds Committee (2)</u></p> <ul style="list-style-type: none"> -Conducts review of building & grounds -Makes recommendations to board for building & grounds projects <p>Marian Krupicka (CP) Julia Lacayo</p>	<p><u>Plan/Annexation Committee (2)</u></p> <ul style="list-style-type: none"> -Annual review of strategic plan -Studies potential areas to be annexed & the impact on IPPL <p>Beena Deshmukh (CP) Marian Krupicka</p>
<p><u>Finance Committee (2)</u></p> <ul style="list-style-type: none"> -Reviews staffing needs -Studies personnel funding -Reviews overall budget -Oversees investments <p>Marian Krupicka (CP) Don Damon</p>	<p><u>Policy Committee (3)</u></p> <ul style="list-style-type: none"> -Reviews library service policies -Reviews personnel policy -Reviews by-laws <p>Don Damon (CP) Beena Deshmukh Julia Lacayo</p>
<p><u>Committees of the Whole:</u></p> <p><u>Advocacy</u></p> <ul style="list-style-type: none"> -Develops an advocacy plan relative to the strategic plan -Reviews the advocacy plan periodically <p><u>Technology</u></p> <ul style="list-style-type: none"> -Annual Report in June -Presentations as needed relative to the strategic plan 	
<p>Ethics Officer – the Vice-President</p>	
<p>The Board president is an ex-officio member of all committees.</p>	
<p>The Library Director or her designated representative from the staff attends all committee meetings.</p>	

March 2014 Listening Posts

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Kids & Teens

I wanted to call and give kudos to Suzanne. I came in with my child and needed Dr. Seuss books and Suzanne looked them all up and found 11 books for us. She was very helpful and patient.

"I don't want to leave!" -From a four year old.

"What a fun program! That was so much fun!" To Katie about storytime

"Aren't we just blessed to have such a wonderful library? The staff is so nice. I love them all." - Grandma from Build-a-car program.

"Sometimes a program is geared towards kids, sometimes for adults. This program is a program that's fun for both! -Mom from Build-a-car program.

"Thanks! We had a great time!" -Dad from Build-a-car program.

This is the most fun we've had in long time! Thank you!" -Mom from Build-a-car program.

This is so creative! -Mom from Build-a-car program.

Circulation

"Thank you for being here today"

Patron wanted Jamie to know what a great service we provide for our patrons.

Patron asked if we could have rental books in large type.

Patron said that she was thrilled to see the changes in the library after being out of the area for several years.

Adult & Computer Help Desk

A patron said, "It is great that the library is showing the recent Academy Award nominated movies."

"Enlightening programs, I learn something from each one." (From a patron attending the Big Read: Cuban Cuisine program.)

"So glad that the Big Read is back again!" (From a patron tending The Big Read: Climbing Denali program.)

"Once you get used to this, I like it better. Don't you agree?" Member said to CHD staff while member was printing out his print jobs.

"Change back! Not quite Vegas but it will do," said when using our new print server for the first time. Hey it made me smile.

"Whenever you update the computers, it doesn't get better, it gets worse."

"I really enjoyed he audiobooks you recommended, especially 'Mystic River' by Dennis Lehane."

"You guys have an awesome collection of TV shows."

A senior citizen said that if we are going to wear nametags the type should be larger so they can be read. He also said what great service the AARP tax aide is.

I have received multiple complaints that the "Introduction to Computers" class is not being offered in Spring. Mary had been waiting for this class because they couldn't get into the classes on previous occasions.

I called a patron who had sent us a comment. After we tackled her concern about staff noise levels, she went on to say MANY wonderful things about our library, including:

1. She loves the library especially since the remodel. It's so pretty and beautifully laid out.
2. It's nicely lit, warm and inviting.
3. She has great experiences at the checkout desk and loves chatting with staff about the DVDs. She never hears anything negative.
4. She says we have an "amazing" DVD collection, especially the older movies (classics).

Technology

Administration

I like it here. Wish it was my home library. I'm sitting next to windows on first floor by computers and as soon as some chatty dude pipes down it will be utopia.