

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Board of Trustees Regular Meeting
April 15, 2015 – 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, Diane Ruscitti, Victoria Suriano, Kelly Von Zee
- 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 a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
1. Beardsley to Bukovac re: Darien Woman's Club Soap Collection Project Page 4
 2. ATLAS Trustee Workshop May 16, 2015 Page 5
- E. Omnibus Consent Agenda Action
1. Minutes of Regular Board Meeting, March 18, 2015 Page 6
 2. Treasurer's Report Page 9
 3. Action on Bill/Additional Bills Page 13
 4. Ordinance #2015-1 Authorizing Non-Resident Cards Page 18
 5. Proposed Change to Policy 805 Paid Leaves of Absence Page 20
 6. Proposed Change to Policy 805.3 Holidays Page 21
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Page 22 Information
- H. Department Reports Information
1. Assistant Director Page 25
 2. Marketing Page 26
 3. Adult Page 37
 4. Circulation (available next month)
 5. Technology and Technical Services (available next month)
 6. Youth Page 38

- I. Staff Report
 - Shirley Jensen, Senior Adult Services Librarian, Job/Career Services Information
 - Suzy Wulf, Technology Services Librarian, Demonstration of Enterprise Information

- J. Reports
 - 1. Chamber Reports Page 41 Information
 - 2. RAILS Page 42 Information
 - 3. Building and Grounds Committee (no report)
 - 4. Finance Committee (no report)
 - 5. Plan/Annexation Committee (no report)
 - 6. Policy Committee (no report)

- K. Unfinished Business
 - 1. None

- L. New Business
 - 1. The Painting “Prairie” by Jenn Weinshenker Action
 - 2. Carpet Cleaning Quotes Page 49 Action
 - 3. Appointment of Officers Nominating Committee Discussion
 - 4. Appointment of Committees Page 50 Discussion
 - 5. Resolution #2015-A Honoring Kelly Von Zee Page 51 Action

- M. Committee Meetings
 - 1. Nominating Committee Meeting Discussion
 - 2. Finance Committee Meeting (possible dates -5/27, 5/28, 6/1, 6/2, 6/3, 6/4, 6/8, 6/9)

N. Community Events

O. Library Events

Calling All VolunTEENS	4/22/2015	All Day
Investing 101 with Morningstar: 4th Wednesdays	4/22/2015	1:00 PM
Play Reading Group	4/22/2015	1:00 PM
GenLit (for 20-30somethings): The Book of Lost Things by John Connolly (2006)	4/22/2015	6:30 PM
Genealogy Group	4/23/2015	1:00 PM
Station KROT.fm - Kids Reading on Thursdays - "Homeward Bound" - Movie Viewing	4/23/2015	7:00 PM
FrISK- All About Art - Create fun crayon art.	4/24/2015	4:00 PM
Discovery!	4/27/2015	2:00 PM
Great Decisions	4/27/2015	7:00 PM
Intermediate iPad	4/28/2015	6:00 PM
Play to Learn	4/29/2015	11:00 AM
Play Reading Group	4/29/2015	1:00 PM
3D Printing: Bring your design to life!	4/29/2015	6:00 PM
Thursday Afternoon Movie: The Theory of Everything (2014)	4/30/2015	2:00 PM
Tech Talk: Selling Online	4/30/2015	6:00 PM
ReDiscover: Celebrating Home with Meg Caswell	4/30/2015	7:00 PM

Station KROT.fm - Kids Reading on Thursdays - "Unhooking the Moon"	4/30/2015	7:00 PM
FrISK- All About Art - Make harmonicas.	5/1/2015	4:00 PM
ESL Conversation Group	5/2/2015	10:00 AM
Free Comic Book Day	5/2/2015	11:00 AM
Adult Chess Group	5/4/2015	6:00 PM
Introduction to Excel 2013	5/5/2015	6:00 PM
Play Reading Group	5/6/2015	1:00 PM
eLibrary Drop-In	5/6/2015	2:00 PM
Family Gardening with Pick. at Garden Patch Farms	5/6/2015	7:00 PM
Thursday Afternoon Movie: Into the Woods	5/7/2015	2:00 PM
C.O.D.-What You Need to Know	5/7/2015	5:00 PM
League of Legends 5v5 Tournament	5/8/2015	6:00 PM
Facebook	5/9/2015	10:00 AM
Practice ACT	5/9/2015	1:30 PM
Adult Chess Group	5/11/2015	6:00 PM
Great Decisions	5/11/2015	7:00 PM
Introduction to Word: Part 1 & 2	5/12/2015	2:00 PM
Introduction to Excel 2013	5/12/2015	6:00 PM
Play Reading Group	5/13/2015	1:00 PM
Introduction to Word: Part 1 & 2	5/13/2015	2:00 PM
StoryShare Drop-in	5/13/2015	2:30 PM
Novel Idea- China Dolls by Lisa See	5/13/2015	7:00 PM
Intermediate Excel	5/14/2015	6:00 PM
ESL Conversation Group	5/16/2015	10:00 AM
Teen Advisory Board (TAB)	5/16/2015	2:30 PM
An Afternoon with Elizabeth Berg	5/17/2015	2:00 PM
Adult Chess Group	5/18/2015	6:00 PM
Great Decisions	5/18/2015	7:00 PM
Shade Gardening	5/19/2015	7:00 PM

P. Adjournment



March 30, 2015

Mrs. Jamie Bukovac
Library Director
Indian Prairie Public Library
401 Plainfield Road
Darien, IL 60561

Dear Mrs. Bukovac:

On behalf of the Darien Woman's Club I wish to thank you for the support you gave us regarding our Soap Collection Project of December, 2014. We were able to donate seven hundred twenty-five soap products to one hundred ninety-three local needy families. We collected soap products not only at the Indian Prairie Public Library but at Cass, Eisenhower, Lace, and Mark Delay Schools, the Darien Park District, First Merchants Bank on Cass Avenue, and Republic Bank of Chicago on 75th Street. The families that received soap products also received toys and bags of food from the Darien Park District and the Darien Lions Club. The Darien Woman's Club appreciates this outpouring of community spirit.

We look forward to working with you again in December, 2015.

Sincerely,

A handwritten signature in cursive script that reads "Mary Beardsley".

Mary Beardsley
Home Life Committee



ATLAS
area training for librarians & staff

Presents

Annual Trustee Workshop

Saturday, May 16, 2015 from 8:30 am — Noon
Tinley Park Public Library
7851 Timber Drive
Tinley Park, IL 60477

Library services in the 21st century are continuing to change and evolve, and the duties of library trustees are moving along with them. Rick McCarthy, Senior Associate at Studio GC, is going to discuss trends in library services and the impact that they have on building design. Then Jamie Rachlin, Managing Director of Public Finance at BMO Harris, will offer a simplified breakdown of library funding that will be a refresher for veteran trustees and an informative introduction to the topic for new ones. Please join us for a day that will enlighten and inform all!

8:30-9 am: Registration and Breakfast

9-10:30 am: *Future Trends in Libraries and Library Design* - Rick McCarthy, Studio GC

10:30-10:45 am: Break

10:45-noon: *Library Funding Simplified* - Jamie Rachlin, BMO Harris

FEE PER ATTENDEE

\$15.00 ATLAS MEMBERS

\$20.00 NON-ATLAS MEMBERS

Make checks payable & send registration form to: ATLAS
c/o Jane Schulten Crete Public Library District 1177 N Main Street Crete 60417

Trustee Workshop May 2015

Name(s) _____

Library _____

Phone # _____ **Email** _____

Amount Enclosed _____

Please submit registration and payment no later than May 8, 2015

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of March 18, 2015

**Board of Trustees Regular Meeting
March 18, 2015 – 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, Marian Krupicka, Julia Lacayo, Diane Ruscitti,
Victoria Suriano, Kelly Von Zee

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: none

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

- B. Mission Statement: Secretary Deshmukh read the library mission statement. We enrich people's 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 a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.

- C. Public Comment – none

D. Communications and Announcements

1. DuPage County Clerk to Bukovac re: Statement of Economic Interest
2. Darien Lions Club Humanitarian Award
3. West Suburban Living Magazine Best of the West re: IPPL Best Library
4. Szczepaniak to Bukovac re: All for Arts Study

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, February 18, 2015
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Minutes from Policy Committee Meeting, February 24, 2015
5. Proposed Changes to Policies:
 - 200 By-laws
 - 210 Public Comment
 - 301 Freedom of Information Act
 - 420.3 Renewal of Library Cards
 - 420.5 Resident Library Cards
 - 431 Fines and Charges
 - 432 Homebound Services
 - 433 Suspension/Limitation of Privileges
 - 440 Reference
 - 450 Library Sponsored Programming

- 455 Group Tours/Programs
- 456 Proctoring
- 471 Social Media
- 490 Patron Complaint
- 500 Materials Selection
- 700 Identity Protection
- 801.1 Personnel - Equal Employment Opportunities
- 803 Personnel – Staff Conduct
- 805.1 Personnel – Vacation
- 805.3 Personnel –Holidays
- 805.5 Personnel – Bereavement Leave

Von Zee moved, Krupicka seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Damon moved, Deshmukh seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director’s Report

Bukovac showed the Board a computer image of Jenn Weinshenker’s completed painting. Jenn, a library patron and local artist, was in the library this summer painting a work of art on location to donate to the library. The Board would like to see the painting in person before deciding where to hang it. Bukovac reported that staff is continuing to train on the new SWAN software in anticipation of the April 14 migration and we are finding things out as we go along. For example, the current software recognizes and selects a person’s home library as the place to pick up a hold; however, we recently found out that the new software does not. Instead it recognizes the catalog profile that the person is using at the time they place the hold. A dropdown menu will allow the person to choose the pickup library but a library has to be participating in “hold pick up anywhere” in order to be listed as an option on the dropdown menu. The Board discussed the hold pick up anywhere service at the September 2014 Board meeting and had decided not to participate until they saw how it evolved over time. But in light of the information presented to them tonight, they directed Bukovac to sign the library up for hold pick up anywhere.

H. Department Reports

I. Staff Report – none

J. Reports

1. Chamber Reports – Ryan’s report is in the packet.
2. RAILS – backup is in the packet.
3. Building and Grounds Committee – no report
4. Finance Committee – no report
5. Planning/Outreach Committee - no report
6. Policy Committee – Damon noted that minutes from the February 24 meeting are in the packet. Proposed policy changes are on tonight’s agenda (Omnibus and New Business).

K. Unfinished Business

1. Library Strategic Plan – Bukovac said the updated draft contained in the packet is based on editing from the department heads and on Board feedback from last month’s meeting. Work from staff implementation teams is due March 27.

L. New Business

1. Chiller Bid – Birmingham reported that the walk-through and bid opening went well and that the construction manager did a great job. Additional information was distributed tonight which contained a recommendation from the construction manager as well as information about the standard and the alternate “green” chiller proposed in the lowest bid. Damon moved, Krupicka seconded to approve the bid submitted by Voris Mechanical for a Carrier High Efficiency “Green Speed” chiller in the amount of \$86,055. Motion carried unanimously.
2. Landscape Management Quotes – Birmingham reported that she received five quotes but our current landscaper, Sebert, is the lowest. She has been very happy with their service and is recommending staying with them. Krupicka moved, Lacayo seconded to approve the quote from Sebert Landscaping in the amount of \$6,136. Motion carried unanimously.
3. Proposed Changes to Policy 430 Circulation – Ruscitti moved, Von Zee seconded to approve the proposed changes to Policy 430 Circulation. Motion carried unanimously.
4. Proposed Changes to Policy 475 Miscellaneous Equipment - Deshmukh moved, Lacayo seconded to approve the proposed changes to Policy 475 Miscellaneous Equipment. Motion carried unanimously.
5. Trustee Vacancy – Suriano said that after the April election we will have one vacancy. Two people have expressed interest in the position. Trustees should start thinking about whether they know anyone else who may be interested. We will talk about the appointment process in May with the process starting in June. We hope to make a decision in July.

M. Committee Meetings – No committee meetings are scheduled.

N. Community Events

O. Library Events

P. Adjournment

At 8:15 p.m. Krupicka moved, Ruscitti seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 3/31/2015

Balance on hand as of February, 2015.....	2,661,172.03
Cash Receipts for March.....	92,781.58
Cash Disbursements for March.....	276,062.99
Cash on hand as March 31, 2015.....	2,477,890.62

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.017%

General.....	357,543.67
Special Reserve.....	20,953.40
Working Cash.....	315.06
Bond.....	7,451.72
Children's Endowment.....	2,886.33
Endowment.....	11,172.61
MPI Investment (Corporate Fund).....	1,166,990.82
MPI Investment (Working Cash Fund).....	396,719.90

JP Morgan Chase - Checking

General.....	13,169.76
Hinsdale Bank & Trust - Checking.....	104.25
JP Morgan Chase - Savings - Rate .03%	
General.....	499,979.10
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of March 31, 2015.....	2,477,890.62

FUND BALANCES AS OF 03/31/2015

Corporate Fund.....	1,696,018.98
Building & Maintenance Fund.....	78,798.95
I.M.R.F. Fund.....	6,582.86
Liability Fund.....	5,009.38
Social Security Fund.....	5,461.15
Special Reserve Fund.....	22,077.30
Working Cash Fund.....	397,122.25
Bond Fund.....	84,817.71
Deferred Property Taxes.....	96,722.97
Current Liabilites/.....	85,279.07
Grand Total All Funds.....	2,477,890.62

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**Indian Prairie Public Library District
Consolidated Revenue Report for March 2015**

Percent of Year: 75.00

	RECEIVED March 15	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 - Property Taxes	0.00	3,275,930.91	98.96%	3,310,248.00	34,317.09
41150 - Non-current Property Taxes	0.00	199.66	19.97%	1,000.00	800.34
43100 - Interest-Tax Levy	0.00	64.05	0.00%	0.00	-64.05
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	3,276,194.62	98.94%	3,311,248.00	35,053.38
INTERGOVERNMENTAL					
42100 - Book Bundles Grant	0.00	2,000.00	0.00%	0.00	-2,000.00
42200 - Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
TOTAL INTERGOVERNMENTAL	0.00	2,000.00	4.60%	43,500.00	41,500.00
INTEREST					
43500 - Interest - Investment	21.06	263.01	52.60%	500.00	236.99
TOTAL INTEREST	21.06	263.01	52.60%	500.00	236.99
DESK MONIES					
45100 - Copier	511.56	3,611.61	75.24%	4,800.00	1,188.39
45120 - Computer Copies	1,203.66	8,732.69	72.77%	12,000.00	3,267.31
45200 - Fines/Fees	4,506.23	39,004.84	72.23%	54,000.00	14,995.16
45250 - Gifts/Donations	0.00	1,314.10	65.71%	2,000.00	685.90
45300 - Lost Materials	1,093.48	10,657.95	88.82%	12,000.00	1,342.05
45350 - Non-Resident Fees	7,062.31	64,762.74	86.35%	75,000.00	10,237.26
45400 - DVD Fines	552.90	6,328.85	63.29%	10,000.00	3,671.15
45450 - Book Rental	125.40	1,358.79	61.76%	2,200.00	841.21
45550 - Meeting Room Rental	75.00	300.00	150.00%	200.00	-100.00
45600 - ILL Fees	31.50	1,134.88	283.72%	400.00	-734.88
45650 - 3D Printing	58.10	385.12	0.00%	0.00	-385.12
TOTAL DESK MONIES	15,220.14	137,591.57	79.72%	172,600.00	35,008.43
OTHER INCOME					
46700 - Miscellaneous	19.00	1,157.11	115.71%	1,000.00	-157.11
46800 - Collection Agency Fee	20.00	220.00	73.33%	300.00	80.00
* 49000 - Operating Transfer In	2,251.00	10,000.00	0.00%	0.00	-10,000.00
TOTAL OTHER INCOME	2,290.00	11,377.11	0.00%	1,300.00	-77.11
GRAND TOTAL	17,531.20	3,427,426.31	97.12%	3,529,148.00	111,721.69

* Operating Transfer In reflects transfer from Building Fund Reserves.

**Indian Prairie Public Library District
Consolidated Expenditures Report for March 2015**

Percent of Year: 75.00

	March 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	162,808.03	1,459,296.31	71.25%	2,048,067.00	588,770.69	2,109,500.00	69.18%
61310 · Benefits - Medical / Life Ins.	8,684.73	70,759.22	66.13%	107,000.00	36,240.78	132,000.00	53.61%
61320 · Employee Assistance Program	0.00	2,500.00	100.00%	2,500.00	0.00	2,500.00	96.15%
61330 · Benefits - IMRF	14,047.12	137,611.52	74.56%	184,577.00	46,965.48	188,200.00	73.12%
61340 · Benefits - FICA	12,317.04	111,339.09	72.54%	153,484.00	42,144.91	156,200.00	71.28%
61400 · Staff Development	4,067.13	11,508.50	57.54%	20,000.00	8,491.50	25,000.00	46.03%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	0.00	103.51	6.90%	1,500.00	1,396.49	3,000.00	3.45%
61710 · Workers Compensation	0.00	10,403.00	92.06%	11,300.00	897.00	15,000.00	89.35%
61720 · Unemployment Insurance	438.29	3,226.44	71.70%	4,500.00	1,273.56	7,000.00	46.09%
TOTAL PERSONNEL	202,362.34	1,806,747.59	71.33%	2,532,928.00	726,180.41	2,639,500.00	68.45%
MATERIALS							
62100 · Books	16,624.22	167,655.26	68.52%	244,675.00	77,019.74	250,000.00	67.06%
62200 · Periodicals	200.41	22,850.58	71.30%	32,050.00	9,199.42	35,000.00	65.29%
62300 · Audio	3,241.61	31,311.70	62.94%	49,750.00	18,438.30	52,000.00	60.21%
62400 · Video	3,766.84	40,332.55	69.90%	57,700.00	17,367.45	60,000.00	67.22%
62500 · Multi-Media	97.83	2,095.77	59.88%	3,500.00	1,404.23	4,000.00	52.39%
62600 · Electronic Reference Resources	3,882.21	58,436.91	82.31%	71,000.00	12,563.09	75,000.00	77.92%
62800 · Processing Supplies	867.73	14,868.25	59.47%	25,000.00	10,131.75	30,000.00	49.56%
TOTAL MATERIALS	28,680.85	337,551.02	69.79%	483,675.00	146,123.98	506,000.00	66.71%
BUILDING							
63200 · Cleaning Service	4,776.30	26,206.20	37.98%	69,000.00	42,793.80	75,000.00	34.94%
63300 · Utilities (1-8-11 · Gas)	2,048.57	12,643.82	97.26%	13,000.00	356.18	30,000.00	42.15%
63300 · Utilities (1-8-12 · Electric)	4,232.75	42,009.43	77.80%	54,000.00	11,990.57	98,000.00	42.87%
63300 · Utilities (1-8-13 · Telephone)	440.06	5,625.95	62.51%	9,000.00	3,374.05	30,000.00	18.75%
63300 · Utilities (1-8-14 · Water/Sewer)	238.95	5,252.23	79.58%	6,600.00	1,347.77	25,000.00	21.01%
63300 · Utilities (1-8-15 · Garbage Disposal)	0.00	2,219.02	73.97%	3,000.00	780.98	13,000.00	17.07%
63400 · Maintenance Supplies	794.43	13,706.45	85.67%	16,000.00	2,293.55	20,000.00	66.53%
63500 · Security System Monitoring	72.00	793.37	52.89%	1,500.00	706.63	4,000.00	19.83%
63600 · Property Maintenance	1,608.02	19,326.30	87.86%	22,000.00	2,671.70	30,000.00	64.43%
63800 · Building Maintenance/Repairs	5,431.45	34,925.63	81.22%	43,000.00	8,074.37	55,000.00	63.50%
TOTAL BUILDING	19,642.53	162,710.40	68.63%	237,100.00	74,389.60	380,000.00	42.82%
OPERATIONS							
64200 · Supplies - Office	417.74	11,115.62	81.14%	13,700.00	2,584.38	16,000.00	69.47%
64300 · Photocopy Supplies	467.59	3,194.64	63.89%	5,000.00	1,805.36	6,000.00	53.24%
64400 · Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	1,500.00	0.00%
64500 · Postage	169.53	3,436.68	49.10%	7,000.00	3,563.32	15,000.00	22.91%
64600 · Non-Payment Reimbursement	0.00	924.45	26.41%	3,500.00	2,575.55	6,000.00	15.41%
64700 · Travel	28.60	429.94	66.15%	650.00	220.06	1,000.00	42.99%
64800 · Organizational Memberships	20.00	669.00	37.17%	1,800.00	1,131.00	2,200.00	30.41%
64900 · Bank Fees	193.99	1,903.19	76.13%	2,500.00	596.81	3,000.00	63.44%
TOTAL OPERATION	1,317.45	21,673.52	61.66%	35,150.00	13,476.48	50,700.00	42.75%
AUTOMATION							
65100 · Supplies-Public Toner	262.44	5,427.71	90.46%	6,000.00	572.29	8,000.00	67.85%
65150 · Supplies-Staff Toner	718.65	5,002.29	74.66%	6,700.00	6,700.00	8,000.00	62.53%
65200 · Automation-Prof Services	15.00	2,627.50	52.55%	5,000.00	2,372.50	10,000.00	26.28%
65300 · Purchase of Equipment	234.99	14,286.69	64.56%	22,100.00	7,813.31	26,000.00	54.88%
65400 · Automation Equip Mnt/Repair	12.99	1,307.64	65.39%	2,000.00	692.16	4,000.00	32.70%
65500 · Software	4,174.95	17,624.32	75.80%	23,250.00	5,625.68	27,000.00	65.28%
65600 · SWAN	0.00	39,744.00	75.85%	52,400.00	12,656.00	55,000.00	72.26%
65700 · Telecommunications	298.35	4,551.03	71.67%	6,350.00	1,798.97	8,000.00	56.89%
TOTAL AUTOMATION	5,737.57	90,553.38	73.15%	123,800.00	38,248.91	146,000.00	62.02%

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Indian Prairie Public Library District Consolidated Expenditures Report for March 2015

Percent of Year: 75.00

	March 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
CONTRACTUAL SERVICES							
66100 · General Professional Services	2,998.48	14,728.32	101.58%	14,500.00	-228.32	36,000.00	40.91%
66200 · Credit Bureau	71.60	683.55	45.57%	1,500.00	816.45	2,000.00	34.18%
66300 · Equipment-Maintenance Repair	0.00	2,963.17	42.33%	7,000.00	4,036.83	9,500.00	31.19%
66900 · Fees - Bond Registrar	0.00	72.00	72.00%	100.00	28.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	3,070.08	18,447.04	79.86%	23,100.00	4,652.96	47,500.00	38.84%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	8,416.00	100.00%	8,416.00	0.00	10,000.00	84.16%
67200 · Bonding	0.00	1,380.00	102.22%	1,350.00	-30.00	1,500.00	92.00%
67300 · Officers & Directors Liability	0.00	2,842.00	90.22%	3,150.00	308.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	4,000.00	82.08%
TOTAL INSURANCE	0.00	15,921.00	98.28%	16,199.00	278.00	19,500.00	81.65%
MARKETING							
68110 · Marketing Newsletter	3,869.22	18,376.09	81.01%	22,665.00	4,308.91	25,800.00	71.29%
68111 · eNewsletter	0.00	1,344.00	89.60%	1,500.00	156.00	2,000.00	67.20%
68210 · Marketing Advertising	15.00	1,126.25	37.54%	3,000.00	1,873.75	5,000.00	22.53%
68310 · Marketing Supplies	0.00	2,056.02	82.24%	2,500.00	443.98	4,000.00	51.40%
68410 · Marketing-Information Printing	156.83	1,626.92	32.58%	5,000.00	3,371.08	10,000.00	16.29%
68500 · Legal Notices	384.00	1,364.00	113.67%	1,200.00	-164.00	2,000.00	68.20%
68600 · Special Events	2,262.95	16,576.77	65.78%	25,200.00	8,623.23	40,000.00	41.44%
TOTAL PUBLIC INFORMATION	6,688.00	42,472.05	69.53%	61,065.00	18,612.95	88,800.00	47.83%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69900 · Contingency	5,523.00	13,524.17	83.94%	16,111.00	2,586.83	50,000.00	27.05%
69920 · 3D Printer	0.00	692.22	0.00%	0.00	-692.22	0.00	0.00%
* 70000 · Operating Transfer Purchases	2,251.00	10,000.00	0.00%	0.00	-10,000.00	0.00	0.00%
GRAND TOTAL	275,272.82	2,520,292.39	71.41%	3,529,148.00	1,013,857.90	4,028,000.00	62.57%

* Operating Transfer Purchases reflects purchases from Building Fund Reserves.

ACTION ON BILLS March 2015

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	46693 thru 46791	\$ 88,154.37
Chase Bank-Salaries for March	36095 thru 36122	\$ 9,315.05
Hinsdale Bank-Direct Deposits	& 19455 thru 19617	\$ 109,974.16

MONTH'S TOTAL: \$ 207,443.58

2:40 PM
03/09/15
Accrual Basis

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Indian Prairie Public Library District Account QuickReport

Type	Date	As of March 31, 2015 Num	Name	Amount
Bill Pmt Check	03/09/2015	46693	Baker & Taylor	4,941.18
Bill Pmt Check	03/09/2015	46694	Baker & Taylor (video)	50.24
Bill Pmt Check	03/09/2015	46695	Birmingham, Laura	56.04
Bill Pmt Check	03/09/2015	46696	Blackstone Audio, Inc.	225.00
Bill Pmt Check	03/09/2015	46697	Blooming Color, Inc.	95.00
Bill Pmt Check	03/09/2015	46698	Bowker LLC, R.R.	533.00
Bill Pmt Check	03/09/2015	46699	Case Lots Inc.	174.70
Bill Pmt Check	03/09/2015	46700	Center Point Large Print	234.87
Bill Pmt Check	03/09/2015	46701	Colonial Life	82.53
Bill Pmt Check	03/09/2015	46702	Constellation	4,232.75
Bill Pmt Check	03/09/2015	46703	DAC	129.50
Bill Pmt Check	03/09/2015	46704	DEMCO	103.47
Bill Pmt Check	03/09/2015	46705	Garvey's Office Products	5.99
Bill Pmt Check	03/09/2015	46706	Library Furniture International	7,749.00
Bill Pmt Check	03/09/2015	46707	Malnar, Ken Golf Instruction, Inc.	200.00
Bill Pmt Check	03/09/2015	46708	Medicom Reimbursement Spec., Ltd.	15.00
Bill Pmt Check	03/09/2015	46709	Midwest Tape	1,740.34
Bill Pmt Check	03/09/2015	46710	NCPERS Group Life	64.00
Bill Pmt Check	03/09/2015	46711	OverDrive	1,184.45
Bill Pmt Check	03/09/2015	46712	Penguin Random House LLC	82.50
Bill Pmt Check	03/09/2015	46713	Phillip's Interior Plants	215.00
Bill Pmt Check	03/09/2015	46714	Pierce, Nicole	64.89
Bill Pmt Check	03/09/2015	46715	Quality Books Inc.	690.01
Bill Pmt Check	03/09/2015	46716	Quill	110.81
Bill Pmt Check	03/09/2015	46717	Recorded Books, LLC	27.80
Bill Pmt Check	03/09/2015	46718	Rotary Club of Darien	160.00
Bill Pmt Check	03/09/2015	46719	Roy, Nancy	40.89
Bill Pmt Check	03/09/2015	46720	Runco	96.25
Bill Pmt Check	03/09/2015	46721	Today's Business	3,592.00
Bill Pmt Check	03/09/2015	46722	VISOgraphic	3,306.22
Bill Pmt Check	03/09/2015	46723	VSP Vision	118.84
Bill Pmt Check	03/09/2015	46724	Wiseman Consulting and Training, Inc.	4,315.98
Liability Check	03/12/2015	46725	Adler & Associates	35.22
Liability Check	03/12/2015	46726	Nationwide Retirement	660.00
Liability Check	03/12/2015	46727	Vantagepoint	1,081.39
Bill Pmt Check	03/12/2015	46674	MHI - VOID	-64.95
Bill Pmt Check	03/12/2015	46728	Military History Quarterly	64.95
Bill Pmt Check	03/18/2015	46729	Alternative Energy Solutions, Ltd.	291.00
Bill Pmt Check	03/18/2015	46730	Asimakopoulos, Jennifer	75.80
Bill Pmt Check	03/18/2015	46731	Aurico	20.00
Bill Pmt Check	03/18/2015	46732	Baker & Taylor	5,687.60
Bill Pmt Check	03/18/2015	46733	Bengal Electric Inc.	2,684.00
Bill Pmt Check	03/18/2015	46734	Call One	440.06
Bill Pmt Check	03/18/2015	46735	Case Lots Inc.	202.40

Indian Prairie Public Library District
Account QuickReport

Type	Date	As of March 31, 2015 Num	Name	Amount
Bill Pmt Check	03/18/2015	46736	Chicago Tribune	384.00
Bill Pmt Check	03/18/2015	46737	CoolerSmart	238.95
Bill Pmt Check	03/18/2015	46738	Darien Park District	1,608.02
Bill Pmt Check	03/18/2015	46739	Gaffney, Gina	265.00
Bill Pmt Check	03/18/2015	46740	Garvey's Office Products	29.99
Bill Pmt Check	03/18/2015	46741	JavaSmart USA LLC	120.97
Bill Pmt Check	03/18/2015	46742	Kroeschell Service	1,554.00
Bill Pmt Check	03/18/2015	46743	Lincoln National Life	111.60
Bill Pmt Check	03/18/2015	46744	Midwest Tape	2,504.54
Bill Pmt Check	03/18/2015	46745	Neviol Inc.	4,390.00
Bill Pmt Check	03/18/2015	46746	OverDrive	1,852.09
Bill Pmt Check	03/18/2015	46747	Palmisano, Stacy.	17.10
Bill Pmt Check	03/18/2015	46748	PitneyBowes	165.00
Bill Pmt Check	03/18/2015	46749	Principal Life Insurance Company	410.00
Bill Pmt Check	03/18/2015	46750	Quill	950.53
Bill Pmt Check	03/18/2015	46751	Reinventing Space	300.00
Bill Pmt Check	03/18/2015	46752	Rex's Antiques Inc.	300.00
Bill Pmt Check	03/18/2015	46753	Rogers Vending	152.18
Bill Pmt Check	03/18/2015	46754	Runco	346.44
Bill Pmt Check	03/18/2015	46755	Speciality Mat Service	171.30
Bill Pmt Check	03/18/2015	46756	ThyssenKrupp Elevator	785.70
Bill Pmt Check	03/18/2015	46757	Unique Management	71.60
Bill Pmt Check	03/18/2015	46758	United States Postal Service	220.00
Bill Pmt Check	03/18/2015	46759	Westmont Paint & Decorating	62.46
Bill Pmt Check	03/18/2015	46760	Wlosinski, Maria	17.99
Bill Pmt Check	03/18/2015	46761	Works, Tyler	51.00
Bill Pmt Check	03/24/2015	46762	Alibris, Inc.	32.95
Bill Pmt Check	03/24/2015	46763	American Library Association	80.30
Bill Pmt Check	03/24/2015	46764	Baker & Taylor	1,387.34
Bill Pmt Check	03/24/2015	46765	BCBS	8,188.44
Bill Pmt Check	03/24/2015	46766	Center Point Large Print	151.59
Bill Pmt Check	03/24/2015	46767	DEMCO	190.39
Bill Pmt Check	03/24/2015	46768	Fearnley, Katie	86.61
Bill Pmt Check	03/24/2015	46769	Gate/CENGAGE Learning	189.53
Bill Pmt Check	03/24/2015	46770	Grey House Publishing, Inc.	378.00
Bill Pmt Check	03/24/2015	46771	Ingram Library Services	14.68
Bill Pmt Check	03/24/2015	46772	Kent, David	100.00
Bill Pmt Check	03/24/2015	46773	Kountz, Krista	52.67
Bill Pmt Check	03/24/2015	46774	Midwest Tape	316.80
Bill Pmt Check	03/24/2015	46775	Movie Licensing USA	110.00
Bill Pmt Check	03/24/2015	46776	Penguin Random House LLC	93.75
Bill Pmt Check	03/24/2015	46777	ProQuest LLC	2,477.00
Bill Pmt Check	03/24/2015	46778	Quality Books Inc.	174.25
Bill Pmt Check	03/24/2015	46779	Recorded Books, LLC	258.67
Bill Pmt Check	03/24/2015	46780	Regent Book Company	15.01

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2:40 PM
03/09/15
Accrual Basis

Indian Prairie Public Library District Account QuickReport

Type	Date	Num	Name	Amount
Bill Pmt Check	03/24/2015	46781	Runco	24.90
Bill Pmt Check	03/24/2015	46782	Trapp, Sandra	268.00
Bill Pmt Check	03/24/2015	46783	Vernon Library Supplies, Inc.	113.09
Bill Pmt Check	03/24/2015	46784	VSP Vision	118.84
Liability Check	03/26/2015	46785	Adler & Associates	35.22
Liability Check	03/26/2015	46786	Nationwide Retirement	660.00
Liability Check	03/26/2015	46787	Vantagepoint	1,081.39
Bill Pmt Check	03/26/2015	46788	Bank of America	8,502.24
Bill Pmt Check	03/26/2015	46789	Alarm Financial	72.00
Bill Pmt Check	03/26/2015	46790	Brodeur, Vicki	64.53
Bill Pmt Check	03/26/2015	46791	Willowbrook/Burr Ridge Chamber of Commerce	20.00

Total 10121 - Checking JP Morgan Chase

88,154.37

TOTAL

88,154.37

Bills for approval – Electronic Payments & Automatic Withdrawals

March 2015

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	03/13/2015	19,609.86
ILDOR-State	Payroll taxes	03/13/2015	2,602.72
EFTPS-Federal	Payroll taxes	03/27/2015	20,476.22
ILDOR-State	Payroll taxes	03/27/2015	2,742.41
IMRF	Payroll Pension	03/30/2015	18,947.29
AT&T	Telecommunications	03/13/2015	298.35
Nicor	Gas	03/20/2015	2,048.57
DAC	Deposit to HRA	03/04/2015	1,700.00
US Bank	Credit Card Fee	03/03/2015	168.99
Hinsdale Bank	Fee-Direct Deposit	03/03/2015	25.00

ORDINANCE #2015-1

2015 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 2015-2016 fiscal year, commencing July 1, 2015 and ending June 30, 2016, 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 2015-2016, 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 15th day of April, 2015, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

PERSONNEL CODE – Paid Leaves of Absence

805 Paid Leaves of Absence

Employees on paid leave will continue to earn seniority and to receive applicable benefits. The library will continue to pay 85% of the health insurance premium for full-time employees covered by the policy offered through the library. **Temporary staff and substitute staff do not earn paid leaves of absence.**

805.1 Vacation

Eligible employees acquire vacation time monthly beginning on the date of their employment. Once the first three months are completed, employees are entitled to schedule and take accrued vacation time. The maximum amount of vacation time that can be held by an employee is the amount earned per year. The date and length of all vacations will be scheduled by the supervisor to accommodate the needs of the library and to not deprive the employee of usage of acquired vacation time. Vacation time will be granted in the order requested with consideration of fairness to all employees in the department.

805.1.1 Full-Time Employees

The Library Director acquires twenty working days of vacation each year at the rate of 12.5 hours per month for the first five years. After five years of service, an additional week is added for a total of twenty-five working days.

Full-time staff who ranked in staff grades VII, VIII, IX and X acquire twenty working days of vacation each year at the rate of 12.5 hours per month. After five years an additional day of vacation will be added each year to a maximum of twenty-five days.

Other full-time employees acquire ten working days of vacation each year at the rate of 6.25 hours per month. After five years of service, an additional week is added to make a total of fifteen working days. After ten years of service, an additional day of vacation will be added each year to a maximum of twenty (20) days.

805.1.2 Part-Time Employees

Part-time employees regularly scheduled to work 20 hours or more weekly who are ranked in staff grades VII, VIII, IX, and X acquire four times the number of hours scheduled to be worked per week each year. After five years an additional day of vacation (based on the number of hours worked per week) will be added each year to a maximum of five times the number of hours scheduled to be worked per week each year.

Other part-time employees regularly scheduled to work 20 hours or more weekly acquire twice the number of hours scheduled to be worked per week each year. After 5 years employees will acquire three times the number of hours scheduled to

be worked per week each year.

PERSONNEL CODE – Paid Leaves of Absence

Part-time employees regularly scheduled less than 20 hours per week do not acquire vacation. They may request unpaid vacation leave. Over a one-year period unpaid vacation leave should not equal more than two times the number of hours regularly scheduled to work each week unless special arrangements are made per section 806.4 Other Leaves Without Pay.

805.1.3 Changes in Schedule

Employees whose hours are reduced so that they no longer acquire vacation time will be paid for the vacation time accrued on the first payroll following the reduction in hours.

805.2 Personal Business Day

Full-time employees will be allotted two personal business days each fiscal year on July 1. Part-time employees will be allotted 8 hours of personal business time each year on July 1. The personal business day is not cumulative.

805.3 Holidays

The library is closed and full-time employees are paid for one 7.5 hour shift or given one compensatory day for one regular 7.5 hour shift if not regularly scheduled to work on the day that the holiday falls for the following holidays: New Year's Day, Memorial Day (Monday observance), Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. When Independence Day, Christmas Day, or New Year's Day fall on Sunday the library will be closed on Sunday and on the following Monday. Monday will be considered the holiday.

Part-time employees regularly scheduled to work more than 20 hours a week will be paid for **the hours they are normally scheduled, up to 7.5 hours**, if normally scheduled to work those days upon which the holiday occurs. Part-time employees scheduled to work less than 20 hours do not receive holiday pay. Employees taking unpaid leave of absence will not receive holiday pay.

805.4 Sick Leave

Eligible employees acquire paid sick leave monthly beginning on the date of employment. Accumulated unused sick leave is not paid at the time of retirement or termination.

Sick leave will be granted by the supervisor for the following reasons: personal illness or medical appointments scheduled during the employee's regular work hours or for family (spouse, child, parent or member of employee's household) illness. Medical appointments should be arranged as far in advance as possible and with consideration of the library's schedule. Supervisors have the right to verify the reported sickness and may require a doctor's certificate stating the nature and time period of the sickness or injury. Sick leave may also be used if time is taken off in the case of personal disasters such as fire and flood.

If sick leave continues for more than the average number of hours an employee is scheduled to

Director's Report April 2015

Agenda

Please note that due to the amount of work required by them to get the staff trained on Sirsi/Dynix I've given Debbie Sheehan and Ann Stovall permission to include their department monthly report in next month's packet.

Omnibus:

There are some policies listed on the omnibus which have not been reviewed by the Policy Committee. The first is to clarify that leave of absence benefits do not apply to temporary or substitute employees. The 2nd policy takes a revision that was approved last month relative to holiday pay for full-time staff and applies it to part-time staff (I missed that last month).

New Business:

The artist Jenn Weinschenker will be at the meeting with her painting. This is our opportunity to ask her questions about her work. The trustees do not need to make a decision at this time. Information relative to quotes to clean the carpeting on an annual basis is in the packet. Also, the bylaws state that "Officers shall be elected by a ballot vote at the first meeting of the month following the biennial election of trustees. A nominating committee composed of board members shall appointed by the President. They shall present a slate of officers." The nominating committee needs to be appointed at this meeting. Also, every two years the committee membership should be reviewed and we'll do that at this meeting. The list of committees and members is included in the packet.

Under meetings the nominating committee should set a meeting date and we should set the date of the finance committee meeting.

Strategic Plan

I had hoped to have the plan ready for the April board meeting but there are so many great ideas from the staff that it will take several more weeks for the department heads and I to craft a final plan.

Staff Institute Day

We had a very good turnout for staff institute day. I did a presentation on the strategic plan – the process, the priorities and some of the strategies. I also prepared a presentation that introduced staff to the concept of user experience. We did more training on the new SWAN software and I discussed with staff how to work with patrons when we go live – acknowledging how difficult it can be to use new software when you're trying to assist someone but I provided them some tips for staying focused and how to talk with the patrons about the new software. I also created special award certificates for staff who have been leaders in moving us forward with the new software and awarded those. As usual I presented awards for staff longevity. The list of staff is attached.

Local Organizations.

Laura, Marianne, Nancy Roy and Marian attended the Rotary fundraiser. We had a very successful partnership with both chambers as we offered the teen job fair. I attended the Willowbrook/Burr Ridge Chamber lunch at which Representative Jim Durkin spoke about the state of Illinois' finances and the new governor. I did have an opportunity to speak with Representative Durkin and he, as always, is very supportive of libraries.

SWAN

Training has really heated up as we get closer to the go-live date of April 14. The last 10 days or so I've been working with Marianne and staff in creating signage, information for the web page and newsletter, and brochures that will inform and assist patrons during the April 11 – 14 time period that SWAN is down and then what to expect when the new software is live.

In addition, we have upgraded the self-checkout software and have prepared promotional materials for that.

ISLAC

I attended my first Illinois State Library Advisory Committee. The committee has been established by law and its purpose is to make recommendations concerning the policies, services and management of the State Library including development of state and federal library plans, and provide input in addressing policies, issues, and activities for library development and cooperation among different types of libraries. Additionally, the committee makes recommendations concerning the evaluation of statewide services and addresses the use of technology to expand access to information for the State's citizens. The committee has 20 members including the director of the state library, librarians representing all types of libraries, and citizens. At this meeting we heard a number of reports regarding state library activities, had a tour of the state library and had a big picture discussion about priorities for the state library, particularly in light of potential budget cuts.

Staff

Sarah Nordan has been hired as a Youth Services Page starting April 13 at a salary of \$9.39/hour. Robert Pavliga has been hired as a Substitute Youth/Adult Services Page at a salary of \$8.88/hour starting April 9. Harris Khan has been hired as an Interlibrary Loan Page at a salary of \$8.88/hour starting April 10. Youth Services Associate Caitlin Myers is resigning effective April 20.

Jamie Bukovac, Director

5 years

Tina Smith, Adult Services Page

Theresa Papaurelis, Graphics Designer and Media Services

Pat Komperda, Circulation Associate

10 Years:

Geri Barnett, Technical Services Associate

Karen Cartwright, Technical Services Associate

15 years:

Gail Johnson, Circulation Services Supervisor

Ann Stovall, Head of Technology and Technical Services

20 years

Joe Popowitch, Adult Services Librarian

25 Years:

Terri Brozek, Circulation Services Associate

Shirley Jensen, Adult Services Senior Librarian

Assistant Director's Report April 2015

Building and Grounds:

Sebert Enterprises has begun landscaping services. Mulch will be installed later this month, once Spring cleanup is complete.

The chiller replacement project is underway. Voris Mechanical has ordered the chiller and we are on schedule for an early June installation.

Staff Institute Day:

We had a very successful staff institute day. This year marks our *highest* attendance ever – 86 attendees! Staff really enjoyed our two in-house speakers: Jamie Bukovac and Suzy Wulf. Jamie reviewed the Strategic Plan and talked to us about User Experience. Suzy gave a great overview of the new Enterprise catalog interface. In the afternoon, staff had time to practice on SirsiDynex in their departments. The day ended with a session on relieving stress with deep breathing and stretching. Staff evaluations of the day were very positive – overall “Excellent” rating on the overall day.

Marketing Report:

Marianne Ryan's monthly report for March and April are attached.

Meetings & Workshops:

- 3/20 Staff Institute
- 3/24 Rotary Event
- 3/26 One on one with Marianne
- 3/31 Department Head Meeting
- 4/2 One on one with Marianne
- 4/7 Department Head Meeting
- 4/8 One on one with Jamie
- 4/9 Youth Services Desk (2 hours)
- 4/15 Library Board Meeting

Submitted by: Laura Birmingham



Marketing Department Report – February & March 2015

Promotional Support

The Marketing Department supported and promoted several library programs and services, including ReDiscover, Teen Tech Week and the 3D Design Challenge, the Teen Summer Job Fair, Pages for All Ages, Teen Gaming Series, VolunTEENS, the Seed Library and other gardening programs, the call for IPPLpotamus ideas, the library's partnership with SCORE, the library's book discussion groups, the Foundation's reading garden brick fundraiser, and the new online catalog. The department also took photos at the It's All About Chocolate program, Teen Summer Job Fair, and Staff Development Day.

eNews

There are currently 14,468 email addresses on the mailing list of the library's weekly eNews. The two links generating the most clicks in February were the link to sign up for Book Alerts in the Feb. 10 eNews (97), and the link to re-discover.org in the Feb. 17 eNews (77). In March, the two links generating the most clicks were the link to West Suburban Living's Best in the West listing (in which we were voted the best library) in the March 3 eNews (205), and the link to the TribLocal/Burr Ridge Doings story on our Seed Library in the March 31 eNews (187).

In addition, a special ReDiscover e-news was sent on March 2, the day ReDiscover registration opened, and it received a 20% open rate and generated 320 clicks. A special Junction e-news was sent to past participants of Junction programming on March 19 and it received a 52% open rate (which far surpasses the national average for government and non-for-profit agencies, which hovers between 25-30%) and generated 94 clicks.

Newsletter

The spring newsletter was delivered to resident mailboxes in late February. Production of the summer newsletter will begin in late April, and it will be delivered to resident mailboxes by Saturday, May 23.

Darien Neighbors Magazine

The Marketing Department wrote the cover article of the March/April issue, as well as submitted calendar events and Around the Block articles. The department also helped to facilitate the cover photo shoot at the library's It's All About Chocolate program.

Advertising

Ads were created for the Teen Gaming Series and VolunTEENS program for the March issues of the Hinsdale South High School Stinger and Downers Grove South High School Blueprint student newspapers.

Misc.Marianne attended:

ReDiscover Marketing Meeting on Feb 4
 YOLO: Troubleshooting Computers 101 - Technology Services on Feb 4
 Program Committee Meeting on Feb 9
 New Catalog Marketing Meeting on Feb 16
 Teen Gaming Marketing Meeting on Feb 18
 Dancing in the Spooky Stacks Planning Meeting on Feb 23
 Department Heads Meeting on Feb 24
 Strategic Plan Implementation Development Team Retreat at Woodridge Public Library on Feb 26
 Foundation Marketing Meeting on Mar 4
 Strategic Plan Implementation Development Team Meeting on Mar 4
 Summer Reading Marketing Meeting on Mar 9
 Staff Institute Day on Mar 20
 Teen Jobs Fair on Mar 21
 Strategic Plan Implementation Development Team Meeting on Mar 24
 Taste of Route 66 - Darien Rotary Club Fundraiser at Carriage Green Country Club on Mar 24
 Teen Job Fair Recap Meeting on Mar 25
 New Catalog Marketing Meeting on Mar 25
 Department Heads Meeting on Mar 31

Theresa attended:

Summer Reading Marketing Meeting on Mar 9

Graphics/Website

In addition to day-to-day publications and website updates, Theresa is working on signage for the mid-kid area and logos for Homemade Readers (summer reading). In addition, she created a logo for the IPPL Book Bundle backpacks.



IPPL *Book Bundle*

Marianne Ryan, Marketing Coordinator
 April 8, 2015

WEEKLY

Seed library sprouts at Indian Prairie Public Library in Darien

By **Annemarie Mannion**
Chicago Tribune

MARCH 27, 2015, 3:47 PM

Books and beets might just go together.

A simple wooden box in the Indian Prairie Public Library in Darien holds many possibilities for a bountiful harvest, including snap peas, beets and corn poppies.

The library is taking its mission of lending to another level by offering a free seed library. Starting April 18, patrons will be able to borrow seeds from the seed library and grow them at home.

Seeds for about 30 different varieties of flowers, herbs and vegetables are contained in packets that line the wooden box.

Tyler Works, senior youth services librarian, said the seed library is an outgrowth of the library's desire to promote creativity, encourage patrons to make or, in this case, grow things, and provide them with experiences beyond the more passive occupations of reading a book or watching a flick.

"We're interested in becoming an incubation space – not just a place where you consume information," he said.

It's also part of a summer reading program that will focus on the theme of home.

"We believe reading starts at home and learning starts at home. We'd like to support that," Works said.

The seeds were donated by Pick. at Garden Patch Farms, a 30-acre organic farm in Homer Glen where people can purchase or pick their own produce. The brother-sister duo of Lexie Miller and Tony Ndoca own the farm that was started by their grandfather in 1938.

Miller said one of their employees suggested the farm get involved in the seed library.

"We think it's really important for the community to get into growing sustainable produce," Miller said. "We'd also like to encourage healthy eating."

When deciding what seeds to provide, she said they focused on those that are seasonally appropriate for starting to grow in April and that are hearty.

"I think we also tried to pick ones that are easy to grow. That way they'd be successful," Miller said.

They also chose seeds that are open pollinated. The idea is that gardeners can harvest seeds from what they borrow from the library, and bring them back to the seed library so other users can take them home next year.

Ndoca said he wanted to be part of the program to help libraries that "are looking for ways to change and be of more service to the community."

Works said that, throughout the summer, the library will offer a variety of different programs about gardening. Librarians also will direct patrons to books and other resources for learning how to grow their own produce.

Ndoca said he would encourage those who borrow the seeds to start growing them indoors to make sure the plants that sprout won't be damaged by any spring freezes.

Ndoca and his sister want to encourage people to grow their own food even if it seems like it would not be the best for their business.

"We're almost shooting ourselves in the foot by teaching our customers how to grow their own food, but we think it's important," he said.

Patrons will need to show their library cards to borrow the seeds, but otherwise, the procedure will be a bit different.

"They're not bar-coded, so it's not like it will be a traditional checkout," Works said.

The seed library will kick off from 10 a.m. to 1 p.m. April 18 with an event at which patrons can get seeds from the library or bring in their own seeds to donate or trade.

In addition, Pick. at Garden Patch Farms will conduct a program at 7 p.m. May 6 to discuss what plants grow best in Illinois and what plants need to grow bigger and better.

The seed library is in the Kids & Teens area of the library, 401 Plainfield Road, Darien. Seeds will be available to patrons of all ages. Works said the library will evaluate the success of the seed library to decide if it will become a permanent offering.

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Wulf: Borrow books, movies and music anytime, anywhere

Community Voice

Published: Friday, Feb. 13, 2015 5:30 a.m. CDT

Who else has that long list of books they'd like to read in their "free time"? Or that growing list of movies they'd like to watch on their next "snow day"? Many of us do, but when the opportunity arises, who feels like driving all the way to the library to borrow them? Is the library even open?

Save yourself a trip and browse Indian Prairie Public Library's e-library anytime, anywhere, from your computer, tablet or smartphone. Our cardholders have access to more than 260,000 items in our e-library.

Want to read the latest book by your favorite author or catch up on your reading list on vacation without taking a pile of heavy books? More than 30,000 e-books and 18,000 audiobooks can be downloaded easily and read and listened to on most mobile devices, e-readers, and computers.

Want to catch up on the latest issue, or any back issues, of your favorite magazines? Or perhaps thumb through a publication you've never seen before? The library has 94 titles that can be read on a computer, tablet or smartphone, and once you download a magazine, it's yours to keep. Titles range from Newsweek to ESPN the Magazine, Woman's Day to Men's Journal, Rolling Stone to Food Network Magazine, and many, many more.

Want to listen to something different during your workout or hear the new album by your favorite artist before you buy it? Approximately 200,000 on-demand music albums can be streamed or downloaded to your computer or mobile device 24/7 to enjoy for seven days.

Want to watch a movie to pass the time on the train? Need a children's TV show to entertain the kids in the car? More than 5,000 movies and 10,000 television episodes can be streamed or downloaded to your computer or mobile device for three days. These titles are always available, making it easy to download on the go.

In addition, the library offers Roku devices for checkout that allow users to stream more than 100 popular movies to their television for seven days. New titles include "Boyhood," an Academy Award nominee for best picture; "Fury," starring Brad Pitt and Shia LaBeouf; and "The Judge," starring Robert Downey Jr. and Academy Award nominee Robert Duvall.

If you're still learning to use your tablet or smartphone, or are new to our e-library, our staff

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will be happy to help you get started. For more information or to start browsing, visit elibrary.ippl.info.

Suzanne Wulf is the technology services librarian at Indian Prairie Public Library.

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Neighbors of Darrien

March/April 2015

your community magazine

Mar. / Apr. 2015

Getting to know your community

Part 2: Culture



Current Issue
Library Use Only

Indian Prairie
Public Library

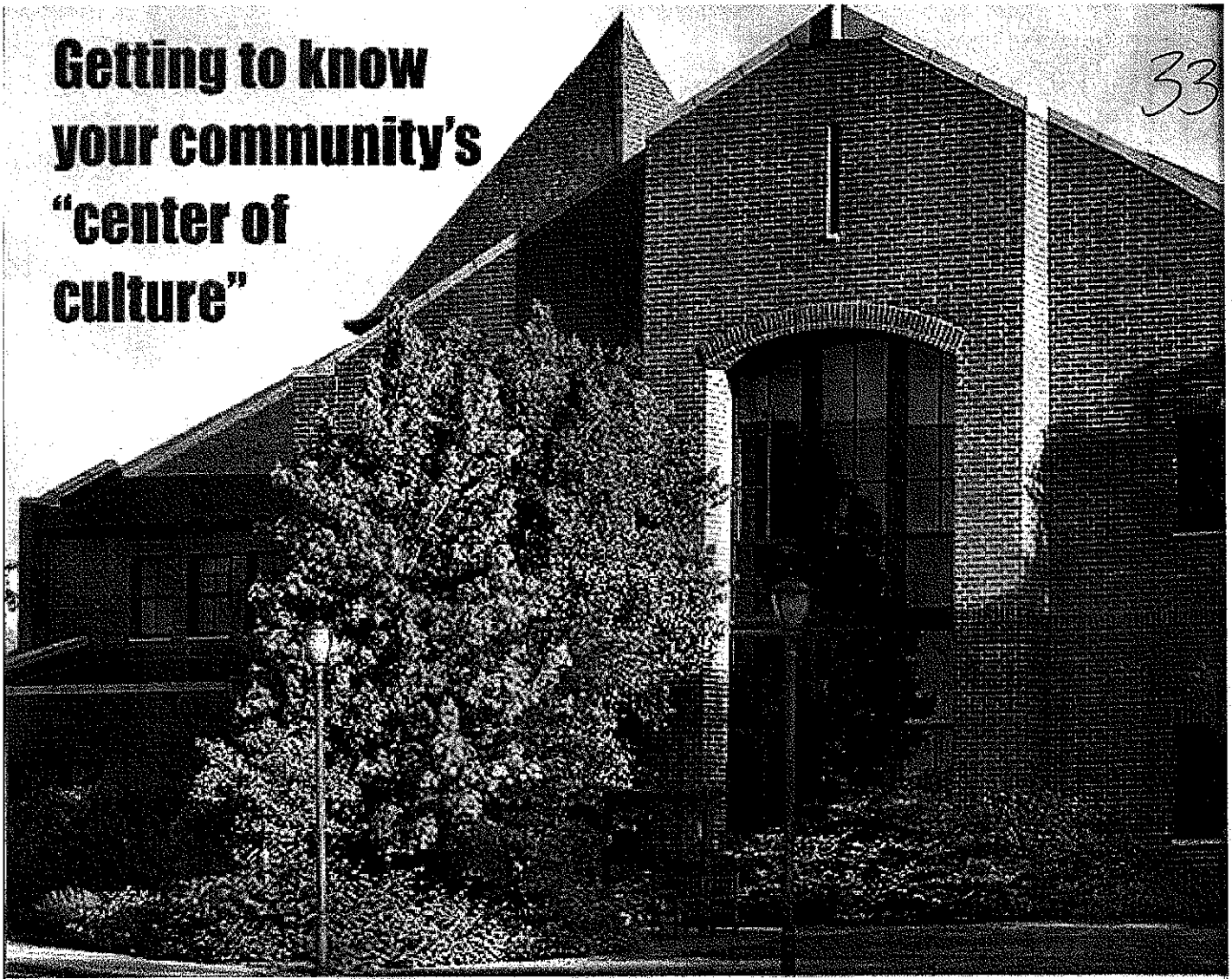
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Getting to know your community's "center of culture"



When you picture a public library, what images come to mind? For most people, it's books.

But what about concerts and art exhibits? Cooking and gardening classes? Ethnic celebrations? Travel and investing programs? Technology workshops? Digital media labs and 3D printers? A Makerspace?

Public libraries have always been pillars of the community, but they have evolved into so much more than shelves of books.

At the Indian Prairie Public Library (IPPL) in Darien, the library's mission is to enrich people's lives by providing opportunities to explore, connect, and be inspired. The library strives to be an essential center of learning, inspiration, and community pride as well as a vital and trusted resource for achieving personal goals and enhancing

quality of life.

Not only does the library provide popular materials and enrich lives through technology, but it fosters life-long learning and enhances the community.

More than 1,400 people visit IPPL every day, discovering the wide range of materials, programs, and services that the library provides. Like other libraries large and small, IPPL is cultural center for its community with value that extends far beyond books.

Fostering life-long learning

Want to learn French, improve your golf game, or meet a New York Times bestselling author? You can do all of these things this spring at IPPL.

The library offers programs and materials that enhance personal, professional, and educational growth

as well as opportunities to explore topics of interest for all ages.

Recently, the library has been encouraging people to expand their horizons by attending programs with its Junction series. Junction programs provide incentive for people to learn something new, create from scratch, and share their knowledge with their neighbors with monthly and grand prize drawings donated by the Friends of IPPL.

IPPL also strengthens community education with early literacy classes, youth summer reading incentive programs, STEM (Science, Technology, Engineering, and Math) education programs, and intergenerational programs that encourage families to learn, share, explore, and grow together while inspiring a love of reading. In addition, teens can learn leadership

Culture is the widening of the mind and of the spirit.

—Jawaharlal Nehru



Culture is the characteristics of a particular group of people, defined by everything from language, religion, cuisine, social habits, music and arts. Today, in the United States as in other countries popularized largely by literary arts, the culture is influenced by the many groups of people that now make up the country.

—Britannica.com

Culture is central to the way we view experience, and engage with all aspects of our lives and the world around us. Thus, even our definitions of culture are shaped by the historical, political, social, and cultural contexts in which we live.

—Britannica.com

skills through community service opportunities at the library.

The library supports the local work force by providing classes and resources for those looking for new and better jobs. There are also numerous resources to aid local businesses. IPPL also provides support for those learning to speak English, including an English as a Second Language (ESL) Conversation Group, plus the library can assist people with their path to citizenship.

Enhancing the community

Looking for a place to see the work of local artists on display? Researching local history or your own family tree?

IPPL helps Darien residents reinforce their sense of community by keeping the town's history, fostering community projects, and

encouraging the sharing of interests.

IPPL has a deep collection of local history including newspaper clippings, a local history blog, a historical photo collection on Flickr, and an obituary index. In addition, the library has initiated three oral history projects, including a Veterans History Project, Local History Interviews, and StoryShare Family History Interviews.

IPPL also offers residents a chance to share common interests by hosting special interest groups for chess, genealogy research, play reading, and current events, as well as book and movie discussions. The library provides meeting space for collaborative work and community meetings, as well as an art gallery and exhibit space for local artists and collectors.

The library hosted its first Local Authors Fair in January,

allowing local writers to meet and network, and the annual Write-On! teen literary festival brings teenage authors together to share their writings and meet with a professional author. Teens also share their interest in music at The Sound, the library's annual teen musical fest.

Finally, IPPL has a thriving relationship with local businesses and community groups, partnering to present programs and bring information and services to the community.

Enriching lives through technology

Want to learn how to use that new tablet? Need to print a prototype on a 3D printer or use digital video and audio production equipment for a project?

Technology is a foundation of

Getting to know your community



Darien residents Eileen Wright and Arlene Szymanski with Chef Mary Cail Bennett at a chocolate cooking demonstration at the library

today's society. At IPPL, residents can attend technology classes ranging from introduction to computers and the internet to beginning and intermediate software usage, and from social media basics to using tablets and e-readers. Tech tutors provide one-on-one technology assistance and the library's online eTutor videos provide useful instruction.

In addition, teens are learning 21st century skills in areas such as 3D printing, video production, programming, and electronics.

Residents also have a chance to experiment with new technology by checking out Kindles and Nooks, and using iPads, netbooks, and laptops including MacBooks in the library. The library has high speed wi-fi, plus cardholders can use the

library's 3D printer and digital media lab.

Patrons of all ages can browse IPPL's digital eLibrary anytime, anywhere, from their computer, tablet, or smart phone. IPPL cardholders have access to more than 260,000 items in the eLibrary, including 30,000 ebooks, 18,000 audiobooks, 94 magazine titles, 200,000 music albums, 5,000 movies, and 10,000 television episodes. In addition, IPPL offers Roku devices for checkout, which allow users to stream more than 100 popular movies to their television.

IPPL makes online information easy for residents to find with its website and research databases, which can be accessed 24/7. The library also uses the latest technology to keep its residents informed with a presence on social media platforms such as Facebook, Twitter, LinkedIn, Pinterest, YouTube, and Flickr. The IPPL eNews brings weekly email updates to residents, and mobile access is available through the LibAnywhere app.

Providing popular materials

And yes, libraries do still have books. And magazines, movies, music, and more!

With more than 200,000 books, magazines, audiobooks, CDs, and DVDs, IPPL offers a growing selection of materials for personal, educational, and professional use. Plus IPPL is a member of a network that gives patrons access to more than eight million items owned by 77 libraries in the Chicago area.

People of all ages depend on the library to make their leisure time more enjoyable. In a recent community survey, 77.8% of the respondents said they use the library more than once a month, and 99%



PHOTO COURTESY ILLINOIS PUBLIC LIBRARY

Patrons enjoy Senior Friday fun.

Young Library patrons share a good read.

said the library is important or very important to the community. During fiscal year 2013-14, 466,022 patrons visited IPPL and 859,439 items were checked out. As a result, IPPL cardholders saved an average of \$638 by checking out books, DVDs, CDs, and other items rather than buying them. And that's only part of the value that the library offers the community.

The library's portion of a resident's tax bill is only 3%, making the average cost per household \$186 per year. The library's total revenue in fiscal year 2013-14 was \$3,756,409, with \$3,513,150 coming from resident property taxes. The library's total operating expenditures in fiscal year 2013-14 was \$3,414,503, plus an additional \$461,597 for the final bond payment on its building.

Founded in 1988, the Indian

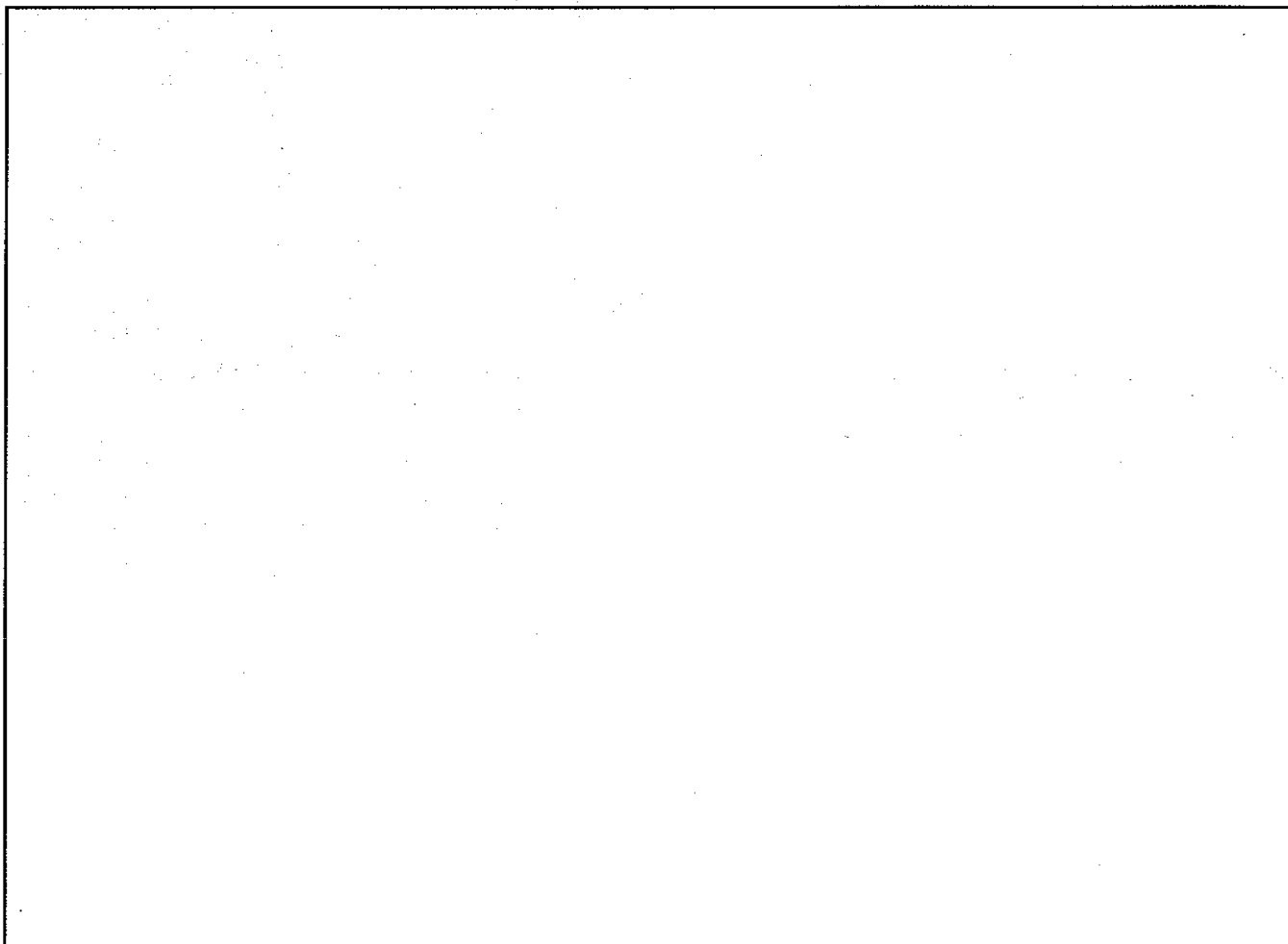


PHOTO COURTESY INDIAN PRAIRIE PUBLIC LIBRARY

Prairie Public Library District serves 42,000 residents in Darien, Willowbrook, and Burr Ridge, as well as several unincorporated areas. For more information about the library, visit ippl.info.

"A library is not simply a repository of books, it is the symbol and center of our culture—a door and a window for those who might not otherwise have such doors and windows."

Amy Tan, Author



Adult Services Monthly Report
March 2015

March was a month of training, training, training. Jennifer and I, as back up for Suzy Wulf, attended training on the new SWAN public catalog and how to place holds. We met several times with Suzy to plan the training for public desk staff (Kids and Teens and Adult) and then trained the desk staff. Jennifer and I both assisted on Staff Institute day with practice training in the afternoon. Suzy, Jennifer and I had also gone to St. Charles to see how they work with Sirsi/Dynix. In addition, we had three staff members take YOLO classes, either in person or online. Shirley gave a YOLO on the library's assistive technology.

The Academy Award nominated Thursday afternoon movies have started. We had 56 people for *Boyhood*.

The ReDiscover (formerly Big Read) programs started in March. We had 80 people here for Trash or Treasure and 75 people for Don't Do This, Do That, a decorating program. The Novel Idea and GenLit book discussions were both ReDiscover titles. There were 12 people at each discussion, which is a little higher than their year-to-date average. However, we didn't pull in any people from other ReDiscover libraries, all participants were regular group members.

Other programs also had a good turnout in March. We had 65 people on March 15th for Dyed in the Wool, a group that performs Irish music. There were fifteen people at the Crime Readers Book Discussion. There were 25 people (the maximum) for Bonjour Paris, an introduction to the French language. Jennifer spoke to this group before the presenter to inform those in attendance about Mango languages and was able to offer some prizes from promotional items we had received from Mango including coffee mugs and reusable bags.

AARP assisted 159 people with tax preparation in March.

Shirley made contact with the woman who coordinated last year's job fair sponsored by Sen. Radogno and Rep. Durkin, and us. The date has been moved up to July 22. Shirley and Jez will be working together on our participation in the event.

Shirley, Jennifer, Jez Layman, Denise Tucker, Carol Lazarski and I are each on a Strategic Plan Staff Implementation Team and have worked with our teams to develop recommendations for the plan.

Jennifer interviewed candidates for a substitute page position.

Debbie

**Youth Services
Monthly Report to the Board
March 2015**

Overview

This month K&T staff hosted 40 programs, serving 873 patrons. Staff has invested time building relationships in the community and in our schools and in training for upcoming changes.

Programs

Little U Classes and Storytimes

The spring session for Little U has begun! In addition to our usual weekly storytimes for babies, toddlers, preschool-aged children, and families, we've added *All is Wells*, an all ages storytime celebrating author Rosemary Wells and we've brought back *Discovery*, a very popular hands-on learning experience for ages 3-6 years. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Mid-Kid Events

This session, our Friday Interactive Storytime for Kids (aka FRISK) is focused on the creative arts. We are exploring water colors, writing, sculpting, and music with kids in grades K-3. (NOTE: We have changed the grades from 1-3 to K-3, because of requests from some of our regularly attending families. This session we have full registration for this class, all 20 spots are filled.)

To go along with the themes for ReDiscover, Kids Reading on Thursday (aka KROT) programs focus on *home*. These book discussions for kids in grades 4-6 included book-themed snacks, activities, and digital media. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

DIYT and Teen Events

This month at Do It Yourself Teens (DIYT), teens learned to use 3D scanning, played with Ozobots, made magnet menageries, and created stickers using the Silhouette Cameo laser cutter.

Tyler Works offered a Hacking Electronics program where teens made pressure plate sensors using Arduino microcontrollers. We also hosted a program for teens to create vinyl wall decals for their bed/dorm rooms, a practice ACT class, an Insurgent book-to-movie-release party, a 3D design competition for Teen Tech Week, and the Teen Summer Job Fair. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Teen Summer Job Fair

Tyler Works and Marianne Ryan completed the first Teen Summer Job Fair in partnership with the Darien Chamber of Commerce and Willowbrook and Burr Ridge Chamber of Commerce. The event was an overwhelming success. Approximately 100 teens plus parents attended the event. We received many positive comments from both attendees and the businesses who participated. Marianne and Tyler have met with Clare Bongiovanni from the Darien Chamber to discuss ways we could improve on it for next year. They hope to build on the success of this year's event by increasing the number of businesses. Eight businesses and organizations participated this year. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact.)*

Monarchs and BlueStems

Monica Dzierzbicki completed voting and submitted IPPL and area school ballot counts for the Bluestem and Monarch 2015 nominees. IPPL had twelve Bluestem and seven Monarch ballots submitted between February 14 and March 14. We had more than 175 votes from schools. Monica has awarded completion certificates and book prizes to eight additional children who finished this year's Illinois State Monarch and Bluestem IPPL Challenge.

Partnerships

High School Visits

Tyler Works attended the HSHS Book Club on March 3. Then on March 17, he visited Hinsdale Central for a meeting and tour with staff. Tyler Works is working on planning Write On 2015. Hinsdale Central High School library will partnering with us this in addition to Hinsdale South and the Gift of Carl. They will split the costs of the author three ways. The author will visit HCHS in the morning, HSHS in the afternoon and IPPL in the evening. Tyler is currently working out the details with young adult author, A.S. King, as this year's featured speaker. This will also be the 10th Anniversary of Write On. Tyler as well as additional K&T staff exploring additional ideas and programs to mark the occasion. *(Supporting Strategic Plan: Form partnerships to further develop community services.)*

Anne M. Jeans Visit

On March 11 and 12, Katie Salo and Natalie Williams provided transportation-themed storytimes and library tours for 88 pre-school students and parents from Anne M. Jeans School. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Play to Learn

On March 5, Katie Salo hosted the third of four visits with DuPage Children's Museum's "Play to Learn" program. This was our most successful session of "Play to Learn" for the 2014-2015 school year with 63 people in attendance. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Storytimes at Whole Foods

On March 5, Jane Hartney performed another storytime at Whole Foods. The program was rainbow/fruit-themed with an edible activity provided by Whole Foods. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Practicum Student – Liz Levy

This month Natalie Williams created a new partnership with practicum student, Liz Levy. Liz will be joining our department for the summer. She is doing a practicum program through NIU in Instructional Technology. She currently works as a fourth grade teacher in Downers Grove. She will work about 10 hours per week during the summer reading challenge, she will be learning reference skills, demo-ing equipment in the Digital Media Lab, and she will be teaching computer programming classes for kids. *(Supporting Strategic Plan: Form partnerships to further develop community services.)*

Teens4Xcellence

Krista Kountz planned and presented the March Teens4Xcellence book club meeting. This month's book was *Double Dutch* by Sharon Draper. They began the meeting by playing two truths and a lie, since lies were a major component of the plot. They then discussed the book. Afterwards, club members designed perler bead creations that represented a truth about their own characters. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

ILEAD USA

March 23-26, Natalie Williams participated in her first of three week-long visits to Springfield for an immersive leadership training and grant project. She is working with four other librarians from Hinsdale, Niles, Algonquin, and Barrington area libraries to create a resource for youth services staff around the state to swap and share programming ideas and activities. Through this grant, Natalie will receive training from some of the leading experts in libraries and technology. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. Develop a continuous learning/laboratory environment to increase support staff knowledge and creativity.)*

Sirsi/Dynix Trainings and Strategic Planning

This month all Youth Services staff participated in several important trainings for Sirsi/Dynix. On March 18, staff learned the behind-the-scenes staff interface, and on March 20, staff learned the new public catalog.

Many of the Youth Services staff members also spent time this month writing and meeting in groups to continue work on the strategic plan. Natalie Williams, Tyler Works, Monica Dzierzbicki, Katie Salo, Jane Hartney, Krista Kountz, and Sandi McKee are all participating in this project. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and shoring of skills and tools. Develop a continuous learning/laboratory environment to increase support staff knowledge and creativity.)*

WouldShop

In the WouldShop this month, kids have been generating ideas and pictures of the new IPPL mascot, the IPPLpotamus. We have also added more STEM-supported building blocks and puzzles for children to enjoy. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. Develop a continuous learning/laboratory environment to increase support staff knowledge and creativity.)*

New Staff

Tyler Works and Jennifer Asimakopoulous interviewed four candidates for the Youth Services Page position as well as a Youth/Adult Services Page Substitute. Sarah Nordan was offered the Youth Services Page position and she accepted. Robert Pavliga was offered the Substitute Page position which he also accepted. They will begin training for these positions in early April.

Submitted by Natalie Williams 4/8/2015

STATISTICS FOR	Mar-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	36,769	44,644	357,117	392,884	-9.10%
Teen	3,256	3,402	32,320	29,713	8.77%
Kids	20,407	23,175	180,548	194,648	-7.24%
TOTAL	60,432	71,221	569,985	617,245	-7.66%
Electronic Circulation	4,425	3,595	34,606	27,893	24.07%
GRAND TOTAL CIRC.	64,857	74,816	604,591	645,138	-6.29%
% Reciprocal Borrowing	17%	15%	14%	15%	
Patron Visits	37,022	40,395	328,155	343,809	-4.55%
<u>Current Cards</u>					
Resident	161	199	22,051	22,662	-2.70%
Non-Resident	77	53	894	1,030	-13.20%
TOTAL	238	252	22,945	23,692	-3.15%
<u>Patron Assistance</u>					
Adult - Reference	3,429	3,750	28,127	31,481	-10.65%
Kids - Reference	1,462	1,871	11,724	14,947	-21.56%
TOTAL REFERENCE	4,891	5,621	39,851	46,428	-14.17%
Adult - Other	2,485	2,814	18,485	16,742	10.41%
Kids - Other	1,643	1,834	14,117	13,538	4.28%
TOTAL OTHER	4,128	4,648	32,602	30,280	7.67%
GRAND TOTAL ASST.	9,019	10,269	72,453	76,708	-5.55%
<u>ILL/Reserves</u>					
Holds	8,240	9,080	71,786	75,368	-4.75%
ILLs Sent	4,773	4,995	39,832	43,776	-9.01%
ILLs Checked Out	4,692	5,386	43,634	47,706	-8.54%
ILLs Received	5,067	5,806	47,502	51,713	-8.14%
<u>Programs - Adult</u>					
# Programs	7	9	58	65	-10.77%
Attendance	335	378	1,659	1,752	-5.31%
<u>Technology Classes</u>					
# Programs	6	5	81	56	44.64%
Attendance	59	41	761	581	30.98%
<u>Individual Technology Training</u>					
# of Patrons	74	225	913	1,015	-10.05%
<u>Groups</u>					
# Programs	13	14	101	110	-8.18%
Attendance	167	195	1,125	1,535	-26.71%
<u>Others</u>					
# Programs	9	10	23	20	15.00%
Attendance	159	201	638	398	60.30%
<u>Programs - Teen</u>					
# Programs	10	8	68	33	106.06%
Attendance	217	52	1,088	519	109.63%
<u>Programs - Kids</u>					
# Programs	28	35	300	237	26.58%
Attendance	656	1,416	7,532	7,361	2.32%
GRAND TOTAL ATT.	1,667	2,508	13,716	13,161	4.22%

STATISTICS FOR	Mar-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,840	4,689	32,741	37,989	-13.81%
Kids Computers	1,617	1,511	14,412	13,589	6.06%
Teen Laptop	206	267	2,410	1,539	56.60%
Adult Laptop	162	294	2,361	1,738	35.85%
TOTAL PATRON USE	5,825	6,761	51,924	54,855	-5.34%
Hours Used					
Adult Computers	2,912	3,152	23,099	25,008	-7.63%
Kids Computers	1,064	788	8,682	7,411	17.15%
Teen Laptop	284	211	4,160	1,883	120.92%
Adult Laptop	198	362	4,443	3,090.50	43.76%
TOTAL HOURS USED	4,458	4,513	40,384	37,392.50	8.00%
IPPL Total Web Site Access	29,930	14,610	247,361	60,592	308.24%
IPPL Total Page Views	59,202	32,927	480,258	139,458	244.37%
Subscription Database Logins	2,467	3,244	23,688	25,572	-7.37%
Outreach-Homebound					
Items Delivered	146	147	1,114	1,376	-19.04%
Volunteers					
Number Active	54	61			
Hours Worked	460	389.25	3,419	3,498	-2.26%
Staff Training Hours	753	77	1,838.75	816	125.34%
Room Use					
Multi-Purpose Room	21	26	221	156	41.67%
Meeting Room					
Library	45	44	371	305	21.64%
Non-Library	31	49	253	312	-18.91%
Group Study Room	224	275	1,839	2,291	-19.73%
Lobby Programs	8	4	38	21	80.95%
Conference Room	16	16	156	150	4.00%
Clavinova	0	0	1	1	0.00%

MATERIALS COLLECTION STATISTICS- MARCH 2015

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1253	7	4	1256	437	649	444	653
Non-Fiction	52752	811	1200	52363	9138	10131	9949	11331
Fiction	37471	721	544	37648	8322	8843	9043	9387
TOTAL	91476	1539	1748	91267	17897	19623	19436	21371
BOOKS-- CHILDRENS								
Reference	21	0	0	21	1	870	1	870
Non-Fiction	15541	259	72	15728	2026	6519	2285	6591
Fiction	28004	607	461	28150	4289	4321	4896	4782
TOTAL	43566	866	533	43899	6316	11710	7182	12243
BOOKS - TEEN								
Non-Fiction	649	43	3	689	162	461	205	464
Fiction	3866	61	51	3876	1317	995	1378	1046
TOTAL	4515	104	54	4565	1479	1456	1583	1510
GRAND TOTAL	139557	2509	2335	139731	25692	32789	28201	35124

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	5552	102	27	5627	1312	385	1414	412
Music CD	10696	74	594	10176	1682	1050	1756	1644
Playaway	386	1	4	383	71	82	72	86
DVDs (Standard & Blu-ray)	18263	252	359	18156	3722	709	3974	1068
CD-ROMs	164	0	1	163	11	10	11	11
TOTAL	35061	429	985	34505	6798	2236	7227	3221
AUDIOVISUAL-CHILDRENS								
Audio Books	750	0	11	739	323	259	323	270
Childrens Music CD	901	18	4	915	76	35	94	39
Junior Music CD	200	2	3	199	79	34	81	37
Playaway	79	0	0	79	17	0	17	0
DVDs (Standard & Blu-ray)	4524	1118	93	5549	815	389	1933	482
TOTAL	6454	1138	111	7481	1310	717	2448	828
AUDIOVISUAL-TEEN								
Audio Books on CD	269	6	1	274	91	57	97	58
Music CD	0	0	0	0	0	319	0	319
Playaway	63	1	0	64	2	6	3	6
DVDs (Standard & Blu-ray)	647	20	1	666	213	37	233	38
Console Games	466	26	28	464	103	90	129	118
PC-GAMES (formally CD-ROMS)	59	0	0	59	88	17	88	17
TOTAL	1504	53	30	1527	497	526	550	556
GRAND TOTAL	43019	1620	1126	43513	8605	3479	10225	4605

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
Digital Collections							
Adults ebooks	1630	0	1630	387		387	
Kids and Teens ebooks	385	0	385	27		27	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	14400	0	14400	1328		1328	
eRead Illinois	17920	0	17920	11570		11570	

eBook Collections: Will need to figure out how to report with Sirsi Dynix

Chamber Report

More than 100 students attended the library's first-ever Teen Summer Job Fair on Saturday, March 21. A small panel of hiring managers and job coaches gave advice and answered questions on how to get a job and keep it, then local businesses were on hand to discuss the opportunities they had available. Participating businesses included Bannerville USA, Inc., Brookhaven Marketplace, Chuck's Cafe in Darien, Darien Chamber of Commerce, McDonald's - Darien, MFC Sports Performance, and the Village of Woodridge. The event was co-hosted by the Darien Chamber of Commerce and Willowbrook/Burr Ridge Chamber of Commerce and Industry.

The library plans to repeat the event next year, with the goal of increasing the number of participating businesses. The fair will still be for teens seeking employment, internships, and/or volunteer opportunities, but not necessarily restricted to the summer season. In addition, the panel discussion will be removed from the event; however, we have discussed hosting other job-related events leading up to the fair such as resume-writing workshops, mock interviews, or perhaps another panel discussion. Teen Job Fair planning will begin in late September/early October, after the Darien Chamber is finished with Darien Fest.

In addition, the library will co-host a Reference USA presentation at the Darien Chamber of Commerce April membership luncheon on Tuesday, April 21, at Chuck's Southern Comforts Café. The luncheon will feature a presentation by Reference USA representative Nancy Spidle, who will discuss the online research and reference database and how to use it for sales leads, market research, job searches, and more. I will provide information on how businesses can utilize the library, including getting a business library card.

Marianne Ryan, Marketing Coordinator
April 8, 2015

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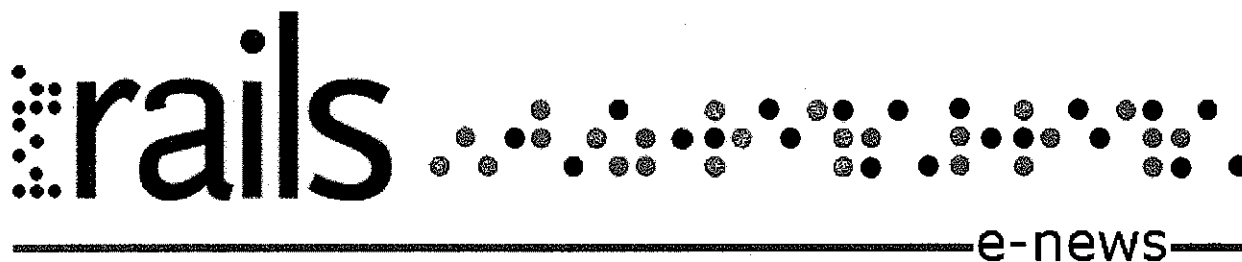
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News from the Reaching Across Illinois Library System.



Help Shape the Future of RAILS - Call for Board Nominations

RAILS is currently seeking nominations for five seats on the RAILS Board: three public library trustee seats (to be filled by board members from RAILS public libraries) and two at large seats (to be filled by representatives from RAILS libraries of any type: academic, public, school, or special). Terms are from July 1, 2015 to June 30, 2018. Board members act on issues affecting the long-term future of RAILS. Desired qualifications include a commitment to sustaining RAILS as a responsive, multitype library system by representing the best interests of the entire membership.

You may run for the RAILS Board yourself or nominate a colleague. A nomination form and more information can be found at: www.railslibraries.info/board/election/nom. **The deadline for nominations is Friday, April 10, at 5 p.m.**

Delivery Outsourcing Update

In January 2014, RAILS entered into a contract with Continental Transportation Solutions (CTS) to provide delivery and sorting services for libraries in the Burr Ridge area. The contract has gone well and Burr Ridge libraries are very pleased with the CTS service. A major benefit for these libraries is that they no longer have to presort delivery items. The RAILS Board has asked staff to work on a contract renewal with CTS that would extend service to our Wheeling area routes.

RAILS anticipates that outsourcing of the Wheeling routes will begin on September 1, 2015. There is still some negotiation that needs to take place with CTS before RAILS can bring a contract to our Board for approval. We also want to allow plenty of time for implementation by CTS and for communication with our member libraries. RAILS will keep members informed via this *E-News* as we learn more specifics. CTS and RAILS will also work with the individual libraries affected by this change and will give them ample notice before any changes are implemented.

Recording of March RAILS Member Update

A recording of the March 26 RAILS Member Update is now available on the RAILS YouTube channel at: www.youtube.com/watch?v=U3BMmfsuy0w. We encourage you to view the recording to learn the latest about the RAILS [overlay project](#) and other resource-sharing news. The next Member Update will be held at 10 a.m. on Thursday, June 18, 2015.

New Ticket System for Delivery Help

On Monday, April 20, RAILS will introduce a new ticket system for members to report library closings, missing items, misrouted materials, damaged items, or to submit other feedback. Tickets may be submitted by email (preferred method) or entered online. For more information, see: www.railslibraries.info/delivery/help.

April 1, 2015

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[Contact RAILS](#)
[RAILS Facebook Page](#)
[RAILS YouTube Channel](#)

Member Resources

[RAILS Community Forums](#)
[RAILS Regions](#)
[Library News](#)
[Continuing Education](#)
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Upcoming Meetings

[April 23 RAILS Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[April 13 Collection Development](#)

[April 21 Performance Management](#)

Project Management

[April 23 - Galesburg](#)
[April 28 - Burr Ridge](#)

Grant Writing:

[April 15 - Illinois Valley Community College](#)
[April 16 - Joliet Junior College](#)
[April 17 - Schaumburg Township District Library](#)

RAILS Networking Events

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Last Call for RAILS Website Focus Group Participants

RAILS is undertaking a major redesign of our [website](#) to make it easier to use and to ensure that it has the information members are looking for. As part of this process, we are offering in-person focus groups throughout the RAILS area, as well as a webinar focus group, to gather input. RAILS members from all types of libraries (academic, public, school, and special) are invited to participate, including regular website users and those who do not currently use the RAILS website. **Please respond by Friday, April 3.** For a list of focus groups and more information, see: www.railslibraries.info/news/20150331/members-invited-participate-rails-website-focus-groups.

Last Chance to Complete RAILS Communication Survey

All RAILS members are invited to provide feedback on how RAILS can improve communication with members and between members by completing a survey at: www.surveymonkey.com/s/JZSCJNH. The survey should take about 10 minutes to complete and the deadline is **Friday, April 3**. If you have any questions, please contact Mary Witt, RAILS Communications Director, at mary.witt@railslibraries.info.

Revised Overlay Project Focus Group Schedule – Respond Soon to Express Interest

RAILS is researching a potential [overlay project](#) to provide library users with seamless access to shared online catalog consortia within RAILS and the catalogs of standalone libraries that choose to participate. We are conducting a series of focus groups to gather input on what members would like to have in an overlay product and to identify other factors that will need to be addressed to make the project successful. [Eric Craymer](#), President of Growth Management Consulting, Inc., will conduct the focus groups.

For a revised schedule of focus group opportunities, see: www.railslibraries.info/news/20150325/revised-overlay-project-focus-group-schedule. **Those interested in the April 7 or 8 focus groups should respond by Thursday, April 2.**

RAILS Member Networking Event in Moline April 30

RAILS members working in all types of libraries are welcome to attend this RAILS networking event at the Deere & Company Library in Moline, on Thursday, April 30, from 1:30 - 3:30 p.m. Debbie Baaske, RAILS Member Engagement Manager, will share the latest news about RAILS and you will have plenty of time to network with other colleagues. You'll also be able to share your consulting and continuing education needs with Louise Svehla, RAILS new Consulting and Continuing Education Specialist. Refreshments will be served. Please register at: www.librarylearning.info/events/?eventID=19509.

RAILS Member Networking Event at Joliet Junior College May 19

RAILS members in the Joliet area are invited to a RAILS networking event at Joliet Junior College Library's Learning Resource Center on Tuesday, May 19, from 1:30 - 3:30 p.m. Members working in all types of libraries are welcome to attend. Debbie Baaske, RAILS Member Engagement Manager, will share the latest news about RAILS and you will have plenty of time to network with other colleagues. You'll also be able to share your consulting and continuing education needs with Louise Svehla, RAILS Consulting and Continuing Education Specialist. Refreshments will be served. Please register at: www.librarylearning.info/events/?eventID=19510.

For a list of all upcoming RAILS member networking events, see: www.railslibraries.info/news/20150120/rails-member-networking-events. For more information, contact Debbie Baaske at debbie.baaske@railslibraries.info.

[April 30 Deere and Company](#)

[May 19 Joliet Junior College](#)

[June 11 Eisenhower Public Library District](#)

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Diane Decker, of Quality Transitions, will facilitate two identical workshops on project management. Content will include new ways to approach your projects and tools for planning and tracking projects. Seating is limited. Attend on Thursday, April 23, 10 a.m. – 1 p.m., at the Galesburg Public Library, or on Thursday, April 28, 10 a.m. – 1 p.m., at the RAILS Burr Ridge service center.

Collection Development Basics and Beyond April 13

RAILS and [Booklist](#) are offering Readers Advisory workshops geared toward public and school librarians. The second program in the series, "Collection Development: The Basics and Beyond," will be held Monday, April 13, 10:00 – 11:30 a.m., at the RAILS Burr Ridge service center.

Rebecca Vnuk, Editor for Reference and Collection Management at Booklist will provide you with the basics of collection development. (Watch a recording of the first program in the series [here](#).)

For more information and registration, see: www.librarylearning.info/events/?eventID=19992.

Workshops on Grant Writing for Libraries

Professional library grant writer [Nancy Kalikow Maxwell](#) will tell you how to identify the best private givers, corporations, community foundations, and government agencies to help secure your grant in these in-person grant writing workshops. A limited number of seats are still available. Register to attend one of these identical workshops: Wednesday, April 15, 9:30 a.m. – 1:00 p.m., Illinois Valley Community College, Thursday, April 16, 9:30 a.m. – 1:00 p.m., Joliet Junior College, or Friday, April 17, 9:30 a.m. – 1:00 p.m., Schaumburg Township District Library.

Performance Management Conversations April 21

The Management Association will present "Performance Management: Providing Feedback and Conducting Difficult Conversations" on Tuesday, April 21, 9:30 a.m. - 12:30 p.m., in person at the RAILS East Peoria service center, via videoconference at the RAILS Burr Ridge service center, and via streaming. For registration and more information, see: www.librarylearning.info/events/?eventID=18856.

Consulting Support for E-rate

The filing deadline for the Schools and Libraries Program of the Universal Service Fund (E-rate) has been moved to April 16, 2015. To support public libraries that may have questions about their application, RAILS is offering a limited amount of consulting support from an E-rate consultant. If your library is interested in this support, please contact Joe Filapek, RAILS Consulting and Continuing Education Manager, at joseph.filapek@railslibraries.info.

RAILS Staff News

Louise Svehla, Consulting and Continuing Education Specialist, started at RAILS on March 23, reporting to Consulting and Continuing Education Manager Joe Filapek in Bolingbrook. Louise will assist in the planning and implementation of RAILS' expanding continuing education programs and consulting activities across the RAILS 27,000 square mile service area. Louise has 16 years of experience working in academic, public, and special libraries, including teaching computer classes, working in adult and teen services, collection development, genealogy and archives/special collections, and more. Please join us in welcoming Louise to RAILS!

Connect with Talking Books

[RAILS will feature regular articles about the many services available to eligible library patrons through our Illinois Talking Book Outreach Center.]

The [Illinois Talking Book Outreach Center](#) provides library service to Illinois residents who cannot read standard print material because of a visual or physical disability. The center serves the entire state (outside of the City of Chicago). All libraries may sign up to obtain a talking book

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eligible for services.

In February, a packet of information was sent by mail to the directors of more than 600 Illinois public libraries. The mailing included a letter, brochures on talking book services, fact sheets, posters, applications for patrons, and an institutional application for your library. If your library did not receive this packet or if you have any questions about talking books, please contact info@illinoistalkingbooks.org or call 1.800.426.0709.

RAILS Overlay Project: Question of the Week

RAILS is researching a potential project to provide library users with seamless access to shared online catalog consortia within RAILS and the catalogs of standalone libraries that choose to participate. RAILS will share answers to member questions via *RAILS E-News* on a regular basis. This week's question is: *Would the RAILS delivery system be able to handle the increase in volume that the overlay project would likely cause?*

Delivery is a core system service and RAILS is committed to offering our members the highest quality delivery service possible. We carefully examine volume on all our routes on a regular basis and makes adjustments to staffing levels and delivery frequencies where warranted. We will follow these same procedures following the actual implementation of an overlay product to ensure that we are able to handle any increase in delivery volume.

Watch future editions of *RAILS E-News* for more answers to member questions about the overlay project. If you have a question, please contact Jane Plass at jane.plass@railslibraries.info.

Library System Rules Update

The Illinois State Library (ISL) announced that the newly revised library system rules took effect on March 20, 2015 when ISL filed the adopted rules with the Secretary of State's Index Department for publication in the "Illinois Register." See last week's *ISL E-News* for more information.

Grants Awarded to School Libraries

Secretary of State and State Librarian Jesse White awarded nearly \$1.4 million in FY2015 School District Library Grant Program awards to 669 Illinois public school districts. For more information, see: www.cyberdriveillinois.com/news/2015/march/150323d1.pdf.

2015 Historical Records Grant Program

The Illinois State Historical Records Advisory Board, with funding from the National Historical Publications and Records Commission, is offering grants of up to \$5,000 to Illinois historical records keepers to develop and/or carry out projects that show commitment to enhancing online access. For more information, see: www.cyberdriveillinois.com/publications/pdf_publications/ard151.pdf. Applications are due by Friday, May 1, 2015.

Soon to Be Famous Illinois Author Announcement Event April 16

The 2015 Soon to Be Famous Illinois Author will be revealed April 16, at 11 a.m., at the Illinois Library Association offices, 33 W. Grand Avenue, Chicago. Forbes contributor David Vinjamuri will attend. For more information on the three finalists, see: <http://soontobefamous.info>.

Reminder on Nominations for 2014 ILA Awards

The Illinois Library Association (ILA) awards program recognizes libraries, library staff, and library advocates for achievements in the library field. **The deadline for all nominations is May 15, 2014.** Anyone can nominate a qualified nominee. For more information, see:

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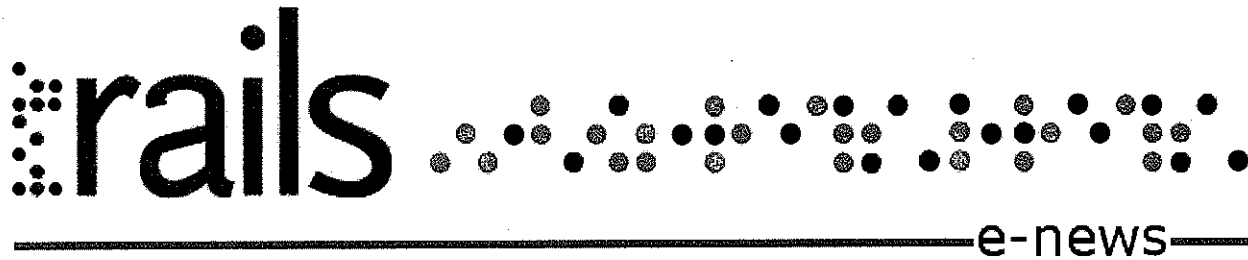
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News from the Reaching Across Illinois Library System.



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You may run for the RAILS Board yourself, nominate a colleague or a trustee from your library, or encourage someone to nominate themselves. A nomination form and more information can be found at: www.railslibraries.info/board/election/nom. The deadline for nominations is Friday, April 10, at 5 p.m. If you have any questions, please contact Mary Witt, RAILS Communications Director, at mary.witt@railslibraries.info.

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Creating High Impact Instructional Videos May 12

Have you ever wanted to create an engaging and educational instructional video? A group viewing of "Creating High Impact Instructional Videos," a webinar from LITA (Library and Information Technology Association), will be held from 1:00 – 2:30 p.m., on Tuesday, May 12. Learn how to select and scope your topic, obtain tips for scripting and storyboarding, and how to produce and upload your video. Attend at Black Hawk College, Freeport Public Library, or Western Illinois University. Additional viewing locations may be added. For registration and more information, see: <http://www.librarylearning.info/events/?eventID=20087>.

Whole Person Readers' Advisory Program May 12

Join Duncan Smith, creator and founder of NovelList, EBSCO's electronic readers' advisory service, on Tuesday, May 12, from 2 - 4 p.m., at the RAILS Burr Ridge service center. Many have heard of whole collection readers' advisory, which focuses not only on promoting a library's books but its entire collection. Smith will introduce the concept of whole person readers' advisory, which focuses on the interactions between library staff, readers, and collections. This program will be hosted by EBSCO. To register, visit: <http://www.librarylearning.info/events/?eventID=20139>. The program will also be broadcast via one-way streaming at <http://live.railslibraries.info>.

RAILS is also offering a group purchase for NovelList and other EBSCO products as a benefit to our members. Please contact Amanda Musacchio, RAILS Resource Sharing Specialist, at 630.734.5118 or

April 8, 2015

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[April 23 RAILS Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

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[April 21 Performance Management](#)

[April 23 - Project Management](#)

Grant Writing:

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For a list of all upcoming RAILS member networking events, see: www.railslibraries.info/news/20150120/rails-member-networking-events. For more information, contact Debbie Baaske at debbie.baaske@railslibraries.info.

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RAILS Overlay Project: Question of the Week

RAILS is researching a potential project to provide library users with seamless access to shared online catalog consortia within RAILS and the catalogs of standalone libraries that choose to participate. RAILS will share answers to member questions via this *E-News* on a regular basis. This week's question is: *How will this project be funded and how will RAILS guarantee its sustainability?*

Since RAILS is in the very early stages of the project, there are still many details to work out, such as how the project will be funded. When it comes time to make funding decisions, we will explore a variety of options, such as applying for grants. In any case, RAILS plans to contribute a significant amount to the cost and to sustain this contribution over time. We have built a very strong financial reserve and will continue to exercise careful stewardship of financial resources so we can continue to pursue initiatives that are important to our members and that contribute significantly to resource sharing in Illinois.

Watch future editions of *RAILS E-News* for more answers to member questions about the overlay project. If you have a question, please contact Jane Plass at jane.plass@railslibraries.info.

Recording of March RAILS Member Update

A recording of the March 26 RAILS Member Update is now available on the RAILS YouTube channel at: www.youtube.com/watch?v=U3BMmfisy0w. We encourage you to view the recording to learn the latest about the RAILS overlay project and other resource-sharing news. The next Member Update will be held at 10 a.m. on Thursday, June 18, 2015.

Library System Rules Published

The new rules for Illinois library systems went into effect on March 20, 2015, and published April 3, 2015, in the "Illinois Register" (page 5,140). Other newly adopted amendments cover the Illinois State Library, Library Operations Division (page 5,119); Illinois State Library Grant Programs (page 5,218); and Public Library Non-Resident Services (page 5,253).

Join the Digital Public Library of America (DPLA) Application Effort

The Illinois State Library is gathering information on digital collections in Illinois to submit a robust Illinois DPLA Service Hub application. If your library, museum, archives, or historical society has digital assets, please complete the "Illinois DPLA Service Hub: Interest Indicator and Preliminary Digital Assets Inventory." For more information about service hubs, see the DPLA website. For more information about the Illinois DPLA Service Hub application effort, check out and subscribe to the Illinois DPLA blog.

Keynote Addresses from ILEAD USA

ILEAD USA (Innovative Librarians Explore, Apply and Discover) is the Illinois State Library's initiative to help library staff understand and respond to user needs through the application of participatory technology tools. Recorded keynote addresses from the three-day conference held in March at the University of Illinois in Springfield can be found on the ILEAD USA blog.

State Board of Education Webinar for Illinois School Library Media Association (ISLMA)

The Illinois State Board of Education (ISBE) will present a webinar for ISLMA on the implications of the Performance Evaluation Reform Act (PERA) and the use of the Student Learning Objective (SLO) process on Monday, April 20, at 4 p.m. View system requirements here and register at: <https://attendee.gotowebinar.com/register/8785060887901501698>.

Soon to Be Famous Illinois Author Announcement Event April 16

Want to know who the 2015 Soon to Be Famous Illinois Author is? The winner will be announced at 11 a.m. on April 16, at the Illinois Library Association offices, 33 W. Grand Avenue, in Chicago. Forbes contributor David Vinjamuri will attend. For more information on the three finalists, see: <http://soontobefamous.info>.

Carpet Cleaning Recommendation:

I contacted three companies for carpet cleaning quotes. Each company was given a floorplan and a walk-through of the facility. All provide hot water extraction method for carpet cleaning (which is the recommended type of cleaning for our carpeting).

Here are the proposals that I received for annual cleaning and maintenance:

BAL Industries	\$10,980
Mister Natural Cleaning Services	\$16,900 per year
ServiceMaster	\$18,345 per year

After reviewing all the proposals, I recommend BAL Industries. The owner of Neviol Inc. (our current cleaning service) recommended them. In addition, they got a great reference from Orland Park Library, which they have been cleaning for eight years. Other references David's Bridal (Orland and Oak Lawn locations) and Men's Warehouse (Lombard and Schaumburg locations). The company also provides power washing and gum removal from sidewalks, window washing, and upholstery cleaning. They are licensed and bonded and does background checks on their employees.

Laura Birmingham
Assistant Director

<p><u>Building & Grounds Committee (3)</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 Kelly Von Zee</p>	<p><u>Planning/Outreach Committee (3)</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 Diane Ruscitti</p>
<p><u>Finance Committee (3)</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 Diane Ruscitti</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>	

Resolution #2015-A

*A Resolution Honoring Kelly Von Zee
Indian Prairie Public Library District
Board Trustee*

WHEREAS, Kelly was Trustee on the Indian Prairie Public Library District Board from November 2014 until April 2015; and

WHEREAS, Kelly served on the Building and Grounds Committee, giving freely of her time and energy; and

WHEREAS, through her service Kelly guided the district in the wise use of its resources and in development of services to the community,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Indian Prairie Public Library District that

Kelly Von Zee be and is hereby honored and commended for her tireless and outstanding service to the Indian Prairie Public Library District, and the people of the district.

Adopted this 15th day of April, 2015.

AYES:

NAYS:

ABSENT:

Victoria Suriano, President

ATTEST:

Beena Deshmukh, Secretary

Kids & Teens

Thank You to both Brett and Dave. They came to the department to trouble shoot for a young girl that was trying to use an American Girl cd rom on our pc's and mac's. The girl and her grandmother were here on Saturday and tried a pc and a mac but came again today to try a different unit based on recommendation of staff and they did. This second trial did not provide different results but Dave and Brett worked with this young member and her grandmother to explain the challenge.

Thanks guys!!

A patron called today with a question about attendance at our story time programs. This patron began the conversation saying that she had attended the Fantastic Families program this morning and it was one of the best story times she had attended. She stated that she has been to story times at many libraries but that ours was the best. The program was very energetic and the presenter was fantastic with the children. This member wanted to know if she could bring her neighbor and her neighbor's children. I was happy to inform her that this was one of our drop in programs and that there were no registration or library card required to attend and her neighbor was welcome to join our group.

A teen who worked as a Book Buddy VolunTEEN last summer, overheard Katie giving a tour to a new family of Spanish speaking patrons. Hearing that the family was interested in opportunities for their school-aged children to learn to read English, the teen asked Katie if it would be okay to let them know about the summer Book Buddies program. Then, in Spanish, the teen filled them in on this opportunity.

A teacher from Cass Jr High School was in to pick up materials and she mentioned that she posts the Mid-Kid & Teen newsletter pages in her classroom to share with her students. She's a super library supporter.

While on desk this morning one of our parents awaiting her child from Junior Genius storytime class stated she saw that we were voted the best in the west. She said she can't believe it but about 10 years ago before she started coming to our library she had met friends at the library in LaGrange and they commented to her "Your library is Indian Prairie ? Well that the best library around! You should go there" She has been coming here for herself and her daughter ever since.

Circulation

Patron said, "You have an amazing collection of foreign language books."

Patron said she was impressed we'd gotten her hold in so quickly, it only took a couple of days. She said that she was never much of a library goer but she did like THIS library. Some of the presenters at programs have been excellent. She especially liked the Ellis Island presentation.

A patron from Hinsdale told me that she loves it here and Jane from K&T was so wonderful.

DG patrons said they love our library! #1 DG has terrible parking and #2 IP is friendlier and nicer!

Patron remarked that "We are the best" and she can see why we got the Best of the West award. She also said the "program gal" does an excellent job.

Patron does not like the thin cases; they are too hard to close.

Patron said there's no need to close for staff institute day, the staff here is already great.

Patron who hadn't been in for a while said he likes the renovations, definitely an improvement.

Member called this morning to congratulate us for being named the "Best Public Library!" He says he always mentions the various items that he borrows to his fellow employees, and they always respond "My library doesn't have/ do that!" Nice call to receive.

After I renewed a patron's item over the phone she said thank you for this wonderful service we provide. We have such a wonderful library and the hours are so accommodating for patrons who work. And also having Sunday afternoon hours is a wonderful perk.

Adult & Computer Help Desk

"The best blessing I have is to be able to use the library and enjoy the wonderful staff you have there" - received in an email response.

Patron mentioned that it would be nice to have places to sit outside where they could use computers/Wi-Fi - but that our picnic table out front gets too hot in the sun.

Patron commented that Tom in computer services was "marvelous" in assisting her in transferring files from a floppy disk to a flash drive--something she'd never used before.

Patron regarding the Trash or Treasure program: "It was wonderful! As all of your programs are!"

"I know I can always depend on this library." (After we placed a book on hold for patron)

"Thank you so much! I want to scream and shout!!" Patron excited a new entry on audio in her favorite series was on the shelf.

Patron commented that they liked that there was NOT a Big Read book this year.

Technology

While registering a patron for the academy award movie series, patron was surprised when I offered to register for all the movies; she thought she had to call back each time. She said "Every time I read the bulletin (she was referring to our newsletter) we have a lot to offer and have a wonderful organization. This is a "crack" library. I verified what she said and she used the word "crack" as she said a 75 year old lady would call "top drawer". She also said "all of you act like you are excited to help no matter when she contacts the library. Thank You, Thank You, Thank You.

I am so very proud of my library. It is far ahead of the other libraries with technology. Great job!

Patron would like an increase in the number of checkouts from hoopla per month. He prefers more of a streaming service and the limited checkouts prevent him from using the system as much as he would like.

Administration

"That youth Services staff works with families of our English learners to share program opportunities! (Comment on Tweeter)