

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**Board of Trustees Regular Meeting**  
**August 15, 2012 – 7 p.m. – Conference Room**

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

- A. Roll Call  
Marian Krupicka, Crystal Megaridis, Paul Oggerino, Jo Ann Schusterich, Luanne Spiros, Victoria Suriano, Robert Thomas
- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
1. Bukovac to Darien Lions Club re: Thank You for Donation Page 3
  2. Ritzman to Public Library Clients re: Open Meetings Act Amendment Page 4
  3. Tatnall to Bukovac re: Literacy DuPage Page 6
  4. Fisher to Bukovac re: Conference Room Page 7
- E. Omnibus Consent Agenda
1. Minutes of Regular Board Meeting, July 18, 2012 Page 8
  2. Treasurer's Report 6/30/12 Page 12
  3. Treasurer's Report 7/31/12 Page 16
  4. Action on Bill/Additional Bills Page 20
  5. Amended Budgetary Calendar Page 26
  6. Annual Statement of Receipts and Disbursements Page 28
  7. Semi-Annual Statement of Receipts and Disbursements Page 35
  8. Approval of FY2012 Illinois Public Library Annual Report Page 41
  9. Motion to Dispose of Property Page 61
- F. Items Deleted from Omnibus Consent Agenda
- G. Library Director's Report Page 62 Information
- H. Staff Report

BOARD MEETING – AUGUST 15, 2012 – PAGE 2

- I. Reports
  - 1. WB/BR Chamber of Commerce Meeting (Cigler) Page 88 Information
  - 2. Darien Chamber of Commerce (none)
  - 3. RAILS Information
  - 4. Building and Grounds (none)
  - 5. Finance Committee (none)
  - 6. Plan/Annexation Committee (none)
  - 7. Policy Committee (none)
  
- J. Unfinished Business
  - 1. Building Bond Information
  - Dave Philips, Speer Financial
  - 2. Financial Forecast Page 89 Information
  
- K. New Business
  - 1. Review of *Serving Our Public 2.0 Standards for Illinois Public Libraries, Chapter 9 Programming* Page 94 Discussion
  - 2. Review of *Illinois Library Law and Rules, 75 ILCS 10/8 State Grants And 10/8.1 Eligibility for Grants* Page 97 Discussion
  - 3. Review of Supplemental Taxes Page 99 Discussion
  
- L. Scheduled Meetings
  
- M. Community Events
  
- N. Library Events
  - 1. Fantasy Football 201 (Advanced), August 16, 7 p.m.
  - 2. GENLit Book Discussion, August 20, 6:30 p.m. at Cabana Charley's Tiki Bar & Grill in Woodridge
  - 3. Read to the Dogs, August 20, 7 p.m.
  - 4. AtoZdatabases, August 21, 11:30 a.m.
  - 5. Chamber Event: AtoZdatabases, August 21, 1 p.m.
  - 6. LindedIn 101, August 21, 6 p.m.
  - 7. CUB Phone Bill Clinic, August 22, 1 p.m.
  - 8. Chan Concert Starring Petra van Nuis, August 31, 7:30 p.m.
  
- O. Adjournment



401 Plainfield Road | Darien, Illinois 60561-4207  
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August 1, 2012

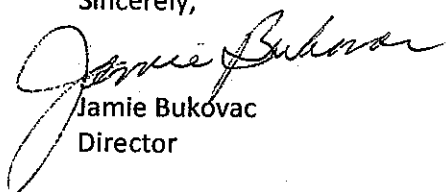
Lloyd Hemauer, President  
Darien Lions Club  
1702 Plainfield Road  
Darien, IL 60561

Dear Lloyd:

On behalf of the Trustees and staff of the Indian Prairie Public Library District I am extending a sincere thank you for the Darien Lions Club donation of \$500.00. We will use the donation to purchase the Humanware SmartView. With this portable device, a patron will be able to sit wherever he or she would like when using it to read plus can use it to read computer screens and the spines of books on the shelves.

We truly appreciate the opportunities your donations have provided over the years. Thank you so much for your continued support.

Sincerely,

  
Jamie Bukovac  
Director

**Board of Trustees**

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

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

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ROBERT T. C. KAY  
ELIZABETH P. SCHAFFER  
MARY P. NEAL  
MARK A. RITZMAN  
\*ALSO LICENSED IN WISCONSIN

**MEMORANDUM**  
**OPEN MEETINGS ACT AMENDMENT**  
**(EFFECTIVE JANUARY 1, 2013)**

TO: Public Library Clients

FROM: Roger Ritzman/Bob Kay

RE: Amendment to the Open Meetings Act

DATE: July 30, 2012

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Effective January 1, 2013 an amendment to the Open Meetings Act<sup>1</sup> (“OMA”) requires agendas to set forth the “general subject matter of any resolution or ordinance” that will be the subject of final action at the meeting.

The OMA currently requires that agendas list items to be discussed. Unstated in the OMA is the degree of specificity required for an agenda item. The current standard for specificity, via case law, is that any action taken must be “germane” to a subject on the agenda.

Case law offered little help as to the degree of agenda specificity, i.e.:

1. An agenda item for a special meeting was “Discussion and Consideration of Potential Annexation of Properties”. Action was taken to annex specific properties. The specific properties annexed at the meeting were not listed on the agenda. The annexation of specific properties was valid as “the OMA does not require that an agenda be specifically detailed or that it be tailored to reach those specific individuals whose private interest are most likely to be affected

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<sup>1</sup> 5 ILCS 120/ et. seq.

by the actions of the public body. It only requires that the action taken at a special meeting be *germane* to the agenda listed in the notice.”<sup>2</sup>

- 2. An agenda item at a regular meeting was titled “New Business”. Action was taken to adopt a benefit program for elected county officers. A listing of “New Business” did not provide “sufficient advance notice to the people of a resolution providing for an alternate benefit program for elected county officers.”<sup>3</sup>

The OMA amendment, effective January 1, 2013, provides:

Any agenda required under this Section shall set forth the general subject matter of a resolution or ordinance that will be the subject of final action at the meeting. The public body conducting a public meeting shall ensure that at least one copy of any requested notice and agenda for the meeting is continuously available for public review during the entire 48-hour period preceding the meeting. Posting of the notice and agenda on a website that is maintained by the public body satisfies the requirement for continuous posting under this subsection (c). If a notice or agenda is not continuously available for the full 48-hour period due to actions outside of the control of the public body, then that lack of availability does not invalidate any meeting or action taken at a meeting. 5 ILCS 120/2.02(c). (emphasis added).

The OMA amendment attempts to clarify the degree of specificity required, i.e., the agenda must describe “the general subject matter”.

**Recommendation**

To avoid objections to Board action, the agenda should describe the subject matter as specifically as possible. The objective is to provide the public with “sufficient advance notice” of a subject about which the Board will or may take final action.

Roger A. Ritzman  
 Robert T. C. Kay  
 PEREGRINE, STIME, NEWMAN,  
 RITZMAN & BRUCKNER, LTD.  
 221 E. Illinois St., PO Box 564  
 Wheaton, IL 60189-0564  
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 M:\\_LIBRARYDIST\MEMO\OpemMeetingsActAmendment.docx

<sup>2</sup> See Foxfield Subdivision v. Vill. of Campton Hills (In re Foxfield Subdivision), 396 Ill. App. 3d 989, 336 Ill. Dec. 512, 920 N.E.2d 1102, 2009 Ill. App. LEXIS 1226 (2 Dist. 2009).

<sup>3</sup> See Rice v. Board of Trustees of Adams County, 326 Ill. App. 3d 1120, 762 N.E.2d 1205, 261 Ill. Dec. 278 (2002).

Dear Jamie —

Thank you for your partnership that provided us with valuable resources to help accomplish our mission of changing people's lives through literacy in your community. Your efforts to promote our organization have produced many new volunteers. Last year, over 50% of prospective tutors committed to tutor an adult learner because of library referrals!

Without your support, Literacy DuPage could not have helped Ayda or the other 545 adult learners in our program. After one year of tutoring, Ayda now speaks English with fluency and confidence and is better able to communicate with teachers at her children's school and others in the community.

Help us end the wait for hundreds of adult learners by continuing to promote the need for volunteers.

Sincerely,

Tana



Literacy DuPage  
Literally Changing Lives

Tana Tatnall  
Executive Director

24W500 Maple Avenue, Suite 217  
Naperville, Illinois 60540  
630.416.6699 • Fax 630.416.9465  
ttatnall@literacydupage.org  
www.literacydupage.org

**Jamie Bukovac**

---

**From:** BFisher928@aol.com  
**Sent:** Tuesday, July 31, 2012 2:53 PM  
**To:** bukovacj@indianprairielibrary.org  
**Cc:** jamieb@ippl.info  
**Subject:** Use of the library conference room by the IOS Board on 7/29

Library Director Bukovac

Thank you and your staff for the use of the library's conference room for our meeting on Sunday 7/29. This was our second time holding a meeting there, and it once again proved to be a great venue. The uncomplicated a/v hook up was a treat as two of our Board members made a presentation to the Board from their laptops.

We appreciate the vision and generosity of the staff and trustees in making this room available for groups like the Illinois Ornithological Society

Regards  
Bob Fisher  
President  
Illinois Ornithological Society  
630 985 2956  
**bfisher928@aol.com**

<http://illinoisbirds.org/>

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

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

A. Roll Call

President Megaridis called the meeting to order at 7:04 p.m. Secretary Suriano called the roll.

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

Absent:

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: Steve Larson and Nancy Hill of Ehlers (regarding J1)

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

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

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

- C. Public Comment – none

At this point Steve Larson and Nancy Hill of Ehlers addressed the Board regarding item J1 (Unfinished Business). They left at 8:05 p.m. The Board continued with the discussion and then moved on to Communications and Announcements and the rest of the agenda.

D. Communications and Announcements

1. Overmann and Parker to Bukovac re: Darien Woman's Club Donation
2. Bukovac to Christenson re: Darien Woman's Club Donation
3. Schmidt to Bukovac re: Darien Park District Garden Club
4. Broida to Bukovac re: Darien Rotary Club

Bukovac and the Department Heads discussed the Darien Rotary Club's desire to endow a library membership card that could be used for admission to the library by qualified, indigent people. Although a card is not needed to come into and use the library, Bukovac and the Department Heads thought we could propose to the Rotary Club that the Club purchase 5 library cards and they host an application/grant process to decide which families would get the cards. Each family would sign for and be responsible for their card and items checked out on it. These families would be able to check out materials and utilize the library to the fullest extent. The Board was open to the idea. Bukovac will write up a formal proposal for the Rotary Club and will have it for the next Board meeting.



E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, June 20, 2012
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Tentative Budget and Appropriations Ordinance
5. Ordinance #2012-4 Determining to Levy an Additional Tax of .02% for the 2012-2013 Fiscal Year
6. Semi-annual Statement of Receipts and Disbursements
7. Annual Statement of Receipts and Disbursements
8. Ordinance #2012-5 Amending the Budget and Appropriations Ordinance #2011-5  
Bukovac said there are errors on the Annual Statement of Receipts and Disbursements (item E7); she will have the corrected Statement on next month's agenda. Thomas moved, Oggerino seconded to set the Omnibus Consent Agenda excluding item E7. Roll call vote. Motion carried unanimously. Oggerino moved, Suriano seconded to approve the Omnibus Consent Agenda excluding item E7. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda – Item E7

G. Library Director's Report

With respect to the marketing report, Megaridis asked about the Teacher Reacher newsletter. Birmingham said that the schools had asked that it be sent to their IT staff and they would forward it to the teachers but we were able to determine that it is not getting forwarded to the teachers. We will be meeting with the schools to determine a more direct process. Schusterich loves the slow down signs; Birmingham said when the parking lot is resurfaced (around Labor Day) the crosswalk stripes will be put back.

H. Staff Report - Laura Birmingham reported that the Dancing (or Singing) in the Stacks II Foundation Fundraiser will be on Saturday, November 3. She and Cindy Kline talked to various bands and got prices and availability. Prices ranged from \$800-\$5000. Birmingham is looking at Bandaroke (\$800) which is a Liveband Karaoke. They supply the equipment, music and lyrics and invite people to sing, play or dance with the band. They have performed in the area and Birmingham spoke to references who were very pleased with the group. The Board liked the idea. Bukovac said we will work on the marketing angle.

I. Reports

1. WB/BR Chamber of Commerce – Cigler's report is in the packet.
2. Darien Chamber of Commerce - (no report)
3. RAILS Board – backup is in the packet.
4. Building and Grounds Committee - (no report)
5. Finance Committee – (no report)
6. Plan/Annexation Committee (no report)
7. Policy Committee – (no report)

J. Unfinished Business

1. Building Bond – Steve Larson and Nancy Hill, Financial Advisors with Ehlers, introduced themselves to the Board and gave background information. Ehlers does a lot of library work including financial plans, bond issues and citizens advisory boards. They have worked with IPPL in the past on a feasibility study; referendum (citizen advisory board); selling and refinancing bonds; financial plan done in 2009. Larson noted that our bonds will be paid off in December 2013. He suggested that an updated financial plan be done which would look

at our revenues and expenses and make projections; he recommended incorporating a capital replacement plan into the financial plan. This information would assist the library in determining whether to pursue a referendum to ask residents to apply the bond money to the operating budget. Larson also recommends a public engagement process (i.e. focus groups, surveys) to get the reaction of our residents. Larson stressed that we have to be able to justify a referendum based on our projections so that it doesn't have a negative impact on us. A final decision has to be made at the January Board meeting; filing would take place the first part of February. January 22 is the last date to adopt a question for the ballot. A timeline was discussed. Services that Larson can offer the library include: updating our financial plan; helping with the public engagement plan; ballot wording; referendum coaching. Larson and Hill left at 8:05 p.m. and the discussion continued. The Board agreed to meet with a second financial advisor at the August Board meeting. They also agreed that the library will have Ehlers prepare a financial plan for our September Board meeting.

K. New Business

1. Audit of Secretary's Minutes and Review of Closed Session Minutes – Spiros and Krupicka conducted the audit and review. Everything was in order. Spiros moved, Oggerino seconded to keep all closed session minutes closed. Motion carried unanimously.
2. Trustee Presentation to City and Villages – Bukovac said that our strategic plan calls for the library speaking at each village/council meeting once a year. Trustees discussed the dates they are available. Bukovac will speak to the municipalities and she will have talking points for the next Board meeting.
3. November Board Meeting Date – Thomas moved, Oggerino seconded to change the November Board Meeting to November 28. Motion carried unanimously.

L. Scheduled Meetings – none

M. Community Events - none

N. Library Events

1. Dream Big Days (Food), June 21, 10:30 a.m.
2. Facebook for Beginners, June 21, 1 p.m.
3. London: The Olympics & More, June 21, 7 p.m.
4. Dream Catchers, June 25, 6:30 p.m.
5. Intro to Excel 2010, June 26, 6 p.m.
6. Internet for Beginners, June 27, 3:30 p.m.
7. All About E-books, June 27, 4 p.m.
8. Intro to Word 2010, Jun 27, 6 p.m.
9. Dream Big Days (Magic School Bus), June 28, 10:30 a.m.
10. The Making of Downtown Abbey, June 28, 7 p.m.
11. Movies & More, June 29, 7 p.m.
12. Macabre Masquerade, June 30, 6:30 p.m.
13. Tie Dye on the Lawn, July 2, 6:30 p.m.
14. Intro to Excel 2010, July 3, 6 p.m.
15. Family Movies, July 5, 10:30 a.m.
16. Teen Summer Movie Night, July 5, 6 p.m.
17. Family Movies, July 6, 2 p.m.
18. Tarantulas & Night Creepers, July 9, 6:30 p.m.
19. Dream Big Days (Art), July 12, 10:30 a.m.
20. Practice ACT, July 13, 9:30 a.m.
21. The Belize Whale Shark Expedition, July 13, 6:30 p.m.

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22. Bubbles on the Lawn, July 16, 6:30 p.m.
  23. GENLit Book Discussion, July 16, 6:30 p.m. at Taste of India in Willowbrook
  24. Hunger Games Trials, July 18, 2:30 p.m.
  25. Dream Big Days (Optical Illusions), July 19, 10:30 a.m.
  26. Readers' Theatre Troupe, July 23, 6:30 p.m.
  27. Cut Your Energy Costs, July 25, 1 p.m.
  28. Dream Big Days (Gaming), July 26, 10:30 a.m.
  29. R U Game, July 27, 6:30 p.m.
  30. Jim Gill Concert on the Lawn, July 30, 6:30 p.m.
  31. Summer Afternoon Book Group, August 1, 1 p.m.
  32. Dream Big Days (Talent Show), August 2, 10:30 a.m.
  33. Mock PSAT, August 3, 10 a.m.
  34. Read to the Dogs, August 6, 7 p.m.
  35. Teen Summer Movie Night, August 9, 6 p.m.
  36. Read to the Dogs, August 13, 7 p.m.
  37. Senior Computer Boot Camp, August 14-17, 10 a.m. & 2 p.m.
  38. Fantasy Football 101 (Beginning), August 14, 7 p.m.

O. Adjournment

At 9:04 p.m. Suriano moved, Oggerino seconded to adjourn the meeting. All ayes.  
Motion carried unanimously.

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Victoria Suriano, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 06/30/12

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Balance on hand as of May 31, 2012.....	1,752,125.05
Cash Receipts for June.....	1,722,090.47
Cash Disbursements for June.....	310,607.11
Cash on hand as of June 30, 2012.....	3,163,608.41

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

General .....	\$830,012.62
Special Reserve .....	20,932.35
Working Cash.....	314.87
Bond .....	246,004.00
Children's Endowment.....	2,883.57
Endowment .....	11,161.48
<u>MPI Investments</u> .....	1,137,911.02

JP Morgan Chase - Savings - Rate .16%

General.....	\$301,896.23
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Working Cash Fund

MPI Investments .....	383,747.95
JP Morgan Chase - Checking - Rate .10%	
General .....	216,398.16
Hinsdale Bank & Trust - Checking .....	11,742.16
Petty Cash .....	200.00
Petty Cash/Circulation .....	404.00
Balances as of June 30, 2012 .....	\$3,163,608.41

FUND BALANCES AS OF 06/30/12

Corporate Fund.....	653,558.18
Building & Maintenance Fund .....	60,026.21
I.M.R.F. Fund.....	4,447.43
Liability Fund .....	12,426.90
Social Security Fund .....	3,131.53
Special Reserve Fund.....	22,056.25
Working Cash Fund .....	384,150.11
Bond Fund .....	302,287.27
Deferred Property Taxes .....	1,463,163.54
Misc. Balance Sheet Accounts from all Funds.....	258,360.99
Grand Total All Funds .....	\$3,163,608.41

ACCT.	DESCRIPTION	RECEIVED THIS MONTH	RECEIVED THIS YEAR	PRCT. COLL.	BUDGETED RECEIPTS	UNCOLLECTED RECEIPTS
<u>PROPERTY TAXES &amp; TAX LEVY INTEREST</u>						
110	PROPERTY TAXES	0.00	3,049,193.75	98.90	3,083,164.00	33,970.25
111	BOND PROPERTY TAXES	245,979.90	491,895.31	100.87	487,655.00	-4,240.31
115	NON-CURRENT PROPERTY TAXES	0.00	1,386.63	277.33	500.00	-886.63
310	INTEREST-TAX LEVY	0.00	18.97	9.48	200.00	181.03
TOTAL	PROPERTY TAXES & TAX LEVY INTEREST	245,979.90	3,542,494.66	99.19	3,571,519.00	29,024.34
<u>INTERGOVERNMENTAL</u>						
220	PER CAPITA GRANT	0.00	43,613.49	99.12	44,000.00	386.51
TOTAL	INTERGOVERNMENTAL	0.00	43,613.49	99.12	44,000.00	386.51
<u>INTEREST</u>						
320	INTEREST-ALL OTHER FUNDS	101.60	3,516.67	175.83	2,000.00	-1,516.67
70-350	INTEREST - INVESTMENT	1.64	14.90	0.00	0.00	-14.90
80-350	INTEREST - INVESTMENT	0.02	0.19	0.00	0.00	-0.19
90-350	INTEREST - INVESTMENT	14.95	132.50	44.17	300.00	167.50
TOTAL	INTEREST	118.21	3,664.26	159.32	2,300.00	-1,364.26
<u>DESK MONIES</u>						
510	COPIER	1,066.91	14,474.33	96.50	15,000.00	525.67
520	FINES/FEES	5,186.73	62,180.99	107.21	58,000.00	-4,180.99
525	GIFTS/DONATIONS	100.00	1,810.00	90.50	2,000.00	190.00
530	LOST MATERIALS	1,905.19	11,193.36	93.28	12,000.00	806.64
535	NON-RESIDENT FEES	9,970.00	90,254.98	106.18	85,000.00	-5,254.98
540	VIDEO RENTAL	931.45	10,716.02	133.95	8,000.00	-2,716.02
545	BOOK RENTAL	183.20	2,574.80	85.83	3,000.00	425.20
10-555	MEETING ROOM RENTAL	25.00	175.00	0.00	0.00	-175.00
TOTAL	DESK MONIES	19,368.48	193,379.48	105.67	183,000.00	-10,379.48
<u>OTHER INCOME</u>						
670	MISCELLANEOUS	711.82	1,576.79	52.56	3,000.00	1,423.21
TOTAL	OTHER INCOME	711.82	1,576.79	52.56	3,000.00	1,423.21
GRAND TOTAL		266,178.41	3,784,728.68	99.50	3,803,819.00	19,090.32

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

PRCT. OF YR: 100  
 RUN: 08/10/12 11:58AM

CONSOLIDATED EXPENDITURES REPORT FOR JUNE, 2012

PAGE: 14 1

ACT. NO.	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
<u>PERSONNEL</u>								
110	SALARIES-REGULAR HOURS	215,331.56	1,791,481.50	99.43	1,801,734.00	10,252.50	92.14	1,944,320.70
120	SALARIES-SUNDAY HOURS	5,255.35	52,586.78	105.17	50,000.00	-2,586.78	0.00	0.00
130	BENEFITS-MEDICAL/LIFE INS.	6,516.11	107,452.26	105.35	102,000.00	-5,452.26	82.66	130,000.00
135	EMPLOYEE ASSISTANCE PROGRAM	0.00	2,500.00	100.00	2,500.00	0.00	83.33	3,000.00
140	BENEFITS-IMRF	20,063.17	173,301.81	101.05	171,500.00	-1,801.81	91.21	190,000.00
145	BENEFITS - FICA	15,967.10	138,846.77	98.02	141,657.00	2,810.23	92.56	150,000.00
185	STAFF DEVELOPMENT	1,242.47	20,003.52	121.23	16,500.00	-3,503.52	80.01	25,000.00
192	RECRUITMENT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	2,000.00
193	BOARD DEVELOPMENT	150.00	1,091.00	109.10	1,000.00	-91.00	72.73	1,500.00
196	WORKERS' COMPENSATION	0.00	8,318.00	118.83	7,000.00	-1,318.00	97.86	8,500.00
197	UNEMPLOYMENT INSURANCE	0.00	2,998.72	124.95	2,400.00	-598.72	59.97	5,000.00
**TOTAL	PERSONNEL	264,525.76	2,298,580.36	100.06	2,297,291.00	-1,289.36	93.46	2,459,320.70
<u>MATERIALS</u>								
210	BOOKS	33,110.80	244,172.00	98.99	246,675.00	2,503.00	97.67	250,000.00
220	PERIODICALS	419.12	27,051.36	71.47	37,850.00	10,798.64	67.63	40,000.00
230	AUDIO	7,925.82	53,905.80	102.78	52,450.00	-1,455.80	96.26	56,000.00
240	VIDEO	5,919.46	54,917.02	114.53	47,950.00	-6,967.02	105.61	52,000.00
250	MULTI MEDIA	0.00	527.14	117.14	450.00	-77.14	75.31	700.00
255	LIFE SKILLS/ESL	721.58	3,426.38	129.30	2,650.00	-776.38	114.21	3,000.00
260	GOVT. DOCUMENTS	0.00	0.00	0.00	0.00	0.00	0.00	500.00
270	ELECTRONIC REFERENCE RESOURCES	10,159.98	73,426.40	111.25	66,000.00	-7,426.40	104.89	70,000.00
282	SOFTWARE-CD ROM CIRC. COLLECTION	543.83	3,342.30	95.49	3,500.00	157.70	66.85	5,000.00
290	PROCESSING SUPPLIES	737.72	24,725.03	112.39	22,000.00	-2,725.03	98.90	25,000.00
**TOTAL	MATERIALS	59,538.31	485,493.43	101.24	479,525.00	-5,968.43	96.67	502,200.00
<u>BUILDING</u>								
300	BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
305	CLEANING SERVICE	5,544.60	55,270.35	110.54	50,000.00	-5,270.35	85.03	65,000.00
321	GAS	251.09	10,101.16	63.13	16,000.00	5,898.84	0.00	0.00
322	ELECTRIC	4,650.04	69,463.98	96.48	72,000.00	2,536.02	0.00	0.00
323	TELEPHONE	670.57	7,318.44	81.32	9,000.00	1,681.56	60.99	12,000.00
324	WATER/SEWER	0.00	5,269.94	175.66	3,000.00	-2,269.94	0.00	0.00
325	GARBAGE DISPOSAL	207.36	2,458.28	81.94	3,000.00	541.72	49.17	5,000.00
340	MAINTENANCE SUPPLIES	3,270.44	14,749.65	101.72	14,500.00	-249.65	73.75	20,000.00
345	BUILDING MAINT. AND REPAIRS	2,759.08	42,768.81	106.92	40,000.00	-2,768.81	71.28	60,000.00
355	SECURITY SYSTEM MONITORING	228.00	1,533.40	219.06	700.00	-833.40	102.23	1,500.00
360	PROPERTY MAINTENANCE	12,961.65	24,274.02	115.59	21,000.00	-3,274.02	69.35	35,000.00
**TOTAL	BUILDING	30,542.83	233,208.03	101.75	229,200.00	-4,008.03	66.92	348,500.00
<u>OPERATIONS</u>								
410	SUPPLIES - OFFICE	2,627.30	12,680.95	94.63	13,400.00	719.05	79.26	16,000.00
422	PHOTOCOPY SUPPLIES	1,814.44	4,355.45	87.11	5,000.00	644.55	72.59	6,000.00
425	PATRON CARD SUPPLIES	0.00	3,709.24	92.73	4,000.00	290.76	74.18	5,000.00
450	POSTAGE	2,477.80	9,567.11	119.59	8,000.00	-1,567.11	86.97	11,000.00
460	NON-PAYMENT REIMBURSEMENT	65.00	2,287.56	65.36	3,500.00	1,212.44	38.13	6,000.00
470	TRAVEL	19.99	636.53	106.09	600.00	-36.53	63.65	1,000.00
480	ORGANIZATIONAL MEMBERSHIPS	70.00	920.00	70.77	1,300.00	380.00	46.00	2,000.00

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

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CONSOLIDATED EXPENDITURES REPORT FOR JUNE, 2012

PAGE: 2

CCT. NO.	DESCRIPTION	MONTH ACTIVITY	YEAR ACTIVITY	PRCT. USED	WORKING BUDGET	BUDGET REMAINING	PRCT. APPROP.	APPROP.
490	BANK FEES	197.41	2,417.00	120.85	2,000.00	-417.00	80.57	3,000.00
**TOTAL	OPERATIONS	7,271.94	36,573.84	96.76	37,800.00	1,226.16	73.15	50,000.00
<u>AUTOMATION</u>								
510	SUPPLIES (INK CARTRIDGE)	446.09	9,117.07	113.96	8,000.00	-1,117.07	75.98	12,000.00
511	AUTOMATION - PROF. SERVICES	1,501.32	10,097.32	100.97	10,000.00	-97.32	84.14	12,000.00
520	PURCHASE OF EQUIPMENT	11,824.29	20,967.51	99.66	21,038.00	70.49	69.89	30,000.00
540	AUTOMATION EQUIPMENT MNT./REPAIR	-4,813.65	1,606.21	107.08	1,500.00	-106.21	40.16	4,000.00
585	SOFTWARE	3,905.01	19,722.69	104.44	18,884.00	-838.69	93.92	21,000.00
586	SWAN MAINTENANCE	0.00	44,922.00	100.93	44,510.00	-412.00	95.58	47,000.00
587	SWAN DATABASE MAINTENANCE	0.00	14,006.00	99.74	14,043.00	37.00	90.36	15,500.00
590	TELECOMMUNICATIONS	378.85	4,880.29	96.64	5,050.00	169.71	81.34	6,000.00
595	NEW TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
**TOTAL	AUTOMATION	13,241.91	125,319.09	101.86	123,025.00	-2,294.09	80.59	155,500.00
<u>CONTRACTUAL SERVICES</u>								
610	GENERAL PROFESSIONAL SERVICES	1,376.38	12,193.75	152.42	8,000.00	-4,193.75	101.61	12,000.00
612	LEGAL	1,530.00	3,924.00	56.06	7,000.00	3,076.00	32.70	12,000.00
616	AUDIT	0.00	2,725.00	109.00	2,500.00	-225.00	68.13	4,000.00
630	CREDIT BUREAU	83.70	953.95	63.60	1,500.00	546.05	47.70	2,000.00
640	EQUIPMENT-MAINTENANCE REPAIRS	147.00	327.93	40.99	800.00	472.07	27.33	1,200.00
642	EQUIPMENT-MAINTENANCE CONTRACTS	425.19	3,419.21	56.99	6,000.00	2,580.79	52.60	6,500.00
643	EQUIPMENT-PHOTOCOPIER MAINT. CONTRAC	787.59	2,016.59	100.83	2,000.00	-16.59	67.22	3,000.00
693	FEES - BOND REGISTRAR	0.00	200.00	40.00	500.00	300.00	0.00	0.00
**TOTAL	CONTRACTUAL SERVICES	4,349.86	25,760.43	91.03	28,300.00	2,539.57	63.29	40,700.00
<u>INSURANCE</u>								
715	BONDING	0.00	1,794.00	89.70	2,000.00	206.00	59.80	3,000.00
720	OFFICERS & DIRECTORS LIABILITY	0.00	1,000.00	100.00	1,000.00	0.00	50.00	2,000.00
725	UMBRELLA LIABILITY	0.00	2,678.00	92.34	2,900.00	222.00	0.00	0.00
**TOTAL	INSURANCE	0.00	20,047.00	95.92	20,900.00	853.00	77.10	26,000.00
<u>PUBLIC INFORMATION</u>								
810	MARKETING	3,895.86	22,638.94	100.62	22,500.00	-138.94	94.33	24,000.00
815	ADVERTISING	-530.00	3,317.80	127.61	2,600.00	-717.80	94.79	3,500.00
816	MARKETING SUPPLIES	741.05	2,243.50	112.18	2,000.00	-243.50	74.78	3,000.00
817	MARKETING - INFORMATIONAL PRINTING	880.07	3,878.07	62.55	6,200.00	2,321.93	51.71	7,500.00
830	LEGAL NOTICES	0.00	1,803.60	90.18	2,000.00	196.40	60.12	3,000.00
840	SPECIAL EVENTS	5,168.94	19,697.48	92.91	21,200.00	1,502.52	65.66	30,000.00
**TOTAL	PUBLIC INFORMATION	10,155.92	53,579.39	94.83	56,500.00	2,920.61	75.46	71,000.00
<u>CAPITAL OUTLAY AND CONTINGENCY</u>								
902	BUILDING IMPROVEMENTS	0.00	29,847.00	0.00	0.00	-29,847.00	0.00	0.00
970	SPECIAL RESERVE FUND	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
980	BOND INTEREST AND PRINCIPAL	12,922.50	476,685.63	100.00	476,685.63	0.00	97.28	490,000.00
995	CONTINGENCIES	8,820.58	31,528.64	90.02	35,022.35	3,493.71	31.53	100,000.00
**TOTAL	CAPITAL OUTLAY AND CONTINGENCY	21,743.08	538,061.27	105.15	511,707.98	-26,353.29	77.98	690,000.00
GRAND TOTAL		411,369.61	3,816,622.84	100.86	3,784,248.98	-32,373.86	87.88	4,343,220.70

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 07/31/12

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Balance on hand as of June 30, 2012.....	3,163,608.41
Cash Receipts for July.....	76,525.18
Cash Disbursements for July.....	254,541.46
Cash on hand as of July 31, 2012.....	2,985,592.13

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

General .....	\$587,971.65
Special Reserve .....	20,933.92
Working Cash.....	314.89
Bond .....	252,374.73
Children's Endowment.....	2,883.78
Endowment .....	11,162.32
<u>MPI Investments</u> .....	1,137,911.02

JP Morgan Chase - Savings - Rate .16%

General.....	\$301,938.54
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Working Cash Fund

MPI Investments .....	383,747.95
JP Morgan Chase - Checking - Rate .10%	
General .....	168,776.88
Hinsdale Bank & Trust - Checking .....	116,972.45
Petty Cash .....	200.00
Petty Cash/Circulation .....	404.00
Balances as of July 31, 2012 .....	\$2,985,592.13

FUND BALANCES AS OF 07/31/12

Corporate Fund.....	2,027,533.21
Building & Maintenance Fund .....	103,488.82
I.M.R.F. Fund.....	22,820.00
Liability Fund .....	8,864.90
Social Security Fund .....	31,701.47
Special Reserve Fund.....	22,057.82
Working Cash Fund .....	384,150.13
Bond Fund .....	309,861.82
Misc. Balance Sheet Accounts from all Funds.....	75,113.96
Grand Total All Funds .....	\$2,985,592.13



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

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	RECEIVED Jul 12	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	1,608,585.82	1,608,585.82	51.17%	3,143,629.00	1,535,043.18
41110 · Bond Property Taxes	7,754.12	7,754.12	1.60%	485,845.00	478,090.88
41150 · Non-current Property Taxes	0.00	0.00	0.00%	1,600.00	1,600.00
43100 · Interest-Tax Levy	10.36	10.36	0.00%	0.00	-10.36
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>1,616,350.30</b>	<b>1,616,350.30</b>	<b>44.51%</b>	<b>3,631,074.00</b>	<b>2,014,723.70</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	0.00	0.00%	42,000.00	42,000.00
42300 · Corporate Grant	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>42,000.00</b>	<b>42,000.00</b>
<b>INTEREST</b>					
43200 · Interest -Checking	14.42	14.42	0.48%	3,000.00	2,985.58
43500 · Interest - Investment	122.35	122.35	0.00%	0.00	-122.35
43600 · Dividend	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL INTEREST</b>	<b>136.77</b>	<b>136.77</b>	<b>4.56%</b>	<b>3,000.00</b>	<b>2,863.23</b>
<b>DESK MONIES</b>					
45100 · Copier	395.00	395.00	0.00%	5,000.00	4,605.00
45120 · Computer Copies	868.28	868.28	8.68%	10,000.00	9,131.72
45200 · Fines/Fees	5,042.55	5,042.55	8.69%	58,000.00	52,957.45
45250 · Gifts/Donations	500.00	500.00	25.00%	2,000.00	1,500.00
45300 · Lost Materials	670.40	518.40	4.32%	12,000.00	11,481.60
45350 · Non-Resident Fees	8,614.00	8,614.00	0.00%	85,000.00	76,386.00
45400 · Video Rental	800.20	800.20	8.89%	9,000.00	8,199.80
45450 · Book Rental	222.00	222.00	8.88%	2,500.00	2,278.00
45550 · Meeting Room Rental	100.00	100.00	0.00%	0.00	-100.00
<b>TOTAL DESK MONIES</b>	<b>17,212.43</b>	<b>17,060.43</b>	<b>9.30%</b>	<b>183,500.00</b>	<b>166,439.57</b>
<b>OTHER INCOME</b>					
46700 · Miscellaneous	901.10	901.10	90.11%	1,000.00	98.90
46750 · Collection Agency Fee	20.00	20.00	0.00%	0.00	-20.00
<b>TOTAL OTHER INCOME</b>	<b>921.10</b>	<b>921.10</b>	<b>92.11%</b>	<b>1,000.00</b>	<b>78.90</b>
<b>GRAND TOTAL</b>	<b>1,634,620.60</b>	<b>1,634,468.60</b>	<b>42.34%</b>	<b>3,860,574.00</b>	<b>2,226,105.40</b>

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

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	Jul 12	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET
<b>PERSONNEL</b>					
61100 · Salaries	71,742.23	71,742.23	3.74%	1,916,544.00	1,844,801.77
61310 · Benefits - Medical / Life Ins.	6,500.63	6,500.63	6.02%	108,000.00	101,499.37
61320 · Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00
61330 · Benefits - IMRF	6,738.51	6,738.51	3.83%	176,129.00	169,390.49
61340 · Benefits - FICA	5,429.47	5,429.47	3.70%	146,616.00	141,186.53
61400 · Staff Development	206.02	206.02	1.24%	16,600.00	16,393.98
61500 · Recruitment	0.00	0.00	0.00%	500.00	500.00
61600 · Board Development	0.00	0.00	0.00%	1,000.00	1,000.00
61710 · Workers Compensation	10,880.00	10,880.00	118.26%	9,200.00	-1,680.00
61720 · Unemployment Insurance	1,198.29	1,198.29	39.42%	3,040.00	1,841.71
<b>TOTAL PERSONNEL</b>	<b>102,695.15</b>	<b>102,695.15</b>	<b>4.32%</b>	<b>2,380,129.00</b>	<b>2,277,433.85</b>
<b>MATERIALS</b>					
62100 · Books	-357.00	-357.00	-0.15%	238,075.00	238,432.00
62200 · Periodicals	0.00	0.00	0.00%	35,750.00	35,750.00
62300 · Audio	297.77	297.77	0.75%	39,850.00	39,552.23
62400 · Video	248.53	248.53	0.45%	54,700.00	54,451.47
62500 · Multi-Media	0.00	0.00	0.00%	2,600.00	2,600.00
62600 · Electronic Reference Resources	35,802.56	35,802.56	50.87%	70,388.00	34,585.44
62700 · Processing Supplies	2,385.36	2,385.36	10.84%	22,000.00	19,614.64
<b>TOTAL MATERIALS</b>	<b>38,377.22</b>	<b>38,377.22</b>	<b>8.28%</b>	<b>463,363.00</b>	<b>424,985.78</b>
<b>BUILDING</b>					
63100 · Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00
63200 · Cleaning Service	215.00	215.00	0.39%	55,000.00	54,785.00
63300 · Utilities	866.86	866.86	0.84%	103,500.00	102,633.14
63400 · Maintenance Supplies	46.44	46.44	0.32%	14,500.00	14,453.56
63500 · Security System Monitoring	60.00	60.00	0.60%	10,000.00	9,940.00
63600 · Property Maintenance	0.00	0.00	0.00%	21,000.00	21,000.00
63700 · Building Improvements	0.00	0.00		0.00	0.00
63800 · Building Maintenance/Repairs	0.00	0.00	0.00%	40,000.00	40,000.00
<b>TOTAL BUILDING</b>	<b>1,188.30</b>	<b>1,188.30</b>	<b>0.49%</b>	<b>244,000.00</b>	<b>242,811.70</b>
<b>OPERATIONS</b>					
64200 · Supplies - Office	164.85	164.85	1.33%	12,400.00	12,235.15
64300 · Photocopy Supplies	67.89	67.89	1.38%	5,000.00	4,932.11
64400 · Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00
64500 · Postage	0.00	0.00	0.00%	8,000.00	8,000.00
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	3,500.00	3,500.00
64700 · Travel	107.00	107.00	16.46%	650.00	543.00
64800 · Organizational Memberships	0.00	0.00	0.00%	1,300.00	1,300.00
64900 · Bank Fees	444.73	444.73	17.11%	2,600.00	2,155.27
<b>TOTAL OPERATION</b>	<b>784.47</b>	<b>784.47</b>	<b>2.28%</b>	<b>34,450.00</b>	<b>33,665.53</b>
<b>AUTOMATION</b>					
65100 · Supplies (paper, ink cartridge)	0.00	0.00	0.00%	9,000.00	9,000.00
65200 · Automation-Prof Services	0.00	0.00	0.00%	10,000.00	10,000.00
65300 · Purchase of Equipment	80.73	80.73	0.80%	13,500.00	13,419.27
65400 · Automation Equip Mnt/Repair	0.00	0.00	0.00%	1,500.00	1,500.00
65500 · Software	1,059.58	1,059.58	5.33%	19,900.00	18,840.42

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

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	Jul 12	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET
<b>65600 · SWAN</b>	0.00	0.00	0.00%	61,495.00	61,495.00
<b>65700 · Telecommunications</b>	126.90	126.90	1.59%	8,000.00	7,873.10
<b>TOTAL AUTOMATION</b>	<b>1,267.21</b>	<b>1,267.21</b>	<b>1.03%</b>	<b>123,395.00</b>	<b>122,127.79</b>
<b>CONTRACTUAL SERVICES</b>					
<b>66100 · General Professional Services</b>	835.00	835.00	4.69%	17,800.00	16,965.00
<b>66200 · Credit Bureau</b>	26.85	26.85	1.79%	1,500.00	1,473.15
<b>66300 · Equipment-Maintenance Repair</b>	0.00	0.00	0.00%	8,000.00	8,000.00
<b>66900 · Fees - Bond Registrar</b>	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>861.85</b>	<b>861.85</b>	<b>3.16%</b>	<b>27,300.00</b>	<b>26,438.15</b>
<b>INSURANCE</b>					
<b>67100 · Multi Peril-Physical Assets</b>	8,847.00	8,847.00	100.00%	8,847.00	0.00
<b>67200 · Bonding</b>	0.00	0.00	0.00%	2,000.00	2,000.00
<b>67300 · Officers &amp; Directors Liability</b>	0.00	0.00	0.00%	1,000.00	1,000.00
<b>67400 · Umbrella Liability</b>	3,283.00	3,283.00	100.00%	3,283.00	0.00
<b>TOTAL INSURANCE</b>	<b>12,130.00</b>	<b>12,130.00</b>	<b>80.17%</b>	<b>15,130.00</b>	<b>3,000.00</b>
<b>PUBLIC INFORMATION</b>					
<b>68100 · Marketing Newsletter</b>	0.00	0.00	0.00%	22,685.00	22,685.00
<b>68200 · Marketing Advertising</b>	0.00	0.00	0.00%	3,600.00	3,600.00
<b>68300 · Marketing Supplies</b>	0.00	0.00	0.00%	2,200.00	2,200.00
<b>68400 · Marketing-Information Printing</b>	76.93	76.93	1.54%	5,000.00	4,923.07
<b>68500 · Legal Notices</b>	20.80	20.80	1.04%	2,000.00	1,979.20
<b>68600 · Special Events</b>	719.49	719.49	2.86%	25,200.00	24,480.51
<b>TOTAL PUBLIC INFORMATION</b>	<b>817.22</b>	<b>817.22</b>	<b>3.24%</b>	<b>25,200.00</b>	<b>24,382.78</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>					
<b>69100 · Special Reserve Fund</b>	0.00	0.00	0.00%	0.00	0.00
<b>69200 · Bond Interest and Principal</b>	0.00	0.00	0.00%	486,345.00	486,345.00
<b>69800 · Operating Transfer Out</b>	0.00	0.00	0.00%	0.00	0.00
<b>69900 · Contingency</b>	4,103.53	1,224.11	13.84%	8,845.00	7,620.89
<b>TOTAL CAPITAL OUTLAY &amp; CONTINGENCY</b>	<b>4,103.53</b>	<b>1,224.11</b>	<b>0.25%</b>	<b>495,190.00</b>	<b>493,965.89</b>
<b>GRAND TOTAL</b>	<b>162,224.95</b>	<b>159,345.53</b>	<b>2.23%</b>	<b>7,156,609.00</b>	<b>6,839,142.05</b>

ACTION ON BILLS July 2012

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
General Checking		
Bills for Approval	43000 thru 43070	\$ 92,375.14
Salaries for March	35000 thru 35037	\$ 11,008.84
Direct Deposits	& 14000 thru 14142	\$ 94,749.71
	TOTAL	\$ 198,133.69

Additional Bills  
(Distributed at  
Board Meeting)

----- thru -----

MONTH'S TOTAL

Check 42792 voided - returned (old accounting system)

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

July 2012

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	07/06/12	15,809.11
EFTPS-Federal	Payroll taxes	07/20/12	16,224.56
EFTPS-State	Payroll taxes	07/06/12	3,102.81
EFTPS-State	Payroll taxes	07/20/12	3,127.83
Nicor	Gas	07/18/12	213.22
IMRF	Payroll pension	06/26/12	17,685.51
US Bank	Credit Card Fee	06/04/12	224.73
Hinsdale Bank	Fee-direct deposit	06/04/12	20.00

Indian Prairie Public Library District

Check Register

July 1, 2012 through July 31, 2012

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Type	Date	Num	Name	Amount
10121 - Checking - JP Morgan Chase				
Bill Pmt -Check	07/05/2012	43000	Petty Cash	190.89
Liability Check	07/06/2012	43001	General Revenue	117.50
Liability Check	07/06/2012	43002	Nationwide Retirement	610.00
Liability Check	07/06/2012	43003	Vantagepoint	975.00
Bill Pmt -Check	07/06/2012	43004	Alarm Financial	60.00
Bill Pmt -Check	07/06/2012	43005	AT&T	296.82
Bill Pmt -Check	07/06/2012	43006	AtoZ Databases	3,960.00
Bill Pmt -Check	07/06/2012	43007	Bank of New York Mellon	200.00
Bill Pmt -Check	07/06/2012	43008	Colonial Life	47.32
Bill Pmt -Check	07/06/2012	43009	DAC	93.50
Bill Pmt -Check	07/06/2012	43010	EBSCO	7,400.00
Bill Pmt -Check	07/06/2012	43011	Gale	6,013.36
Bill Pmt -Check	07/06/2012	43012	Grey House Publishing, Inc.	3,995.00
Bill Pmt -Check	07/06/2012	43013	LearningExpress, LLC	4,236.70
Bill Pmt -Check	07/06/2012	43014	Management Association	835.00
Bill Pmt -Check	07/06/2012	43015	Mango Languages	3,150.00
Bill Pmt -Check	07/06/2012	43016	Myers-Briggs	23,010.00
Bill Pmt -Check	07/06/2012	43017	NCPERS Group Life	96.00
Bill Pmt -Check	07/06/2012	43018	Phillip's Interior Plants	215.00
Bill Pmt -Check	07/06/2012	43019	Rogers Vending	75.00
Bill Pmt -Check	07/06/2012	43020	Siebert Enterprises	60.00
Bill Pmt -Check	07/06/2012	43021	The Professional Store Design	2,879.42
Bill Pmt -Check	07/06/2012	43022	Today's Business	900.00
Bill Pmt -Check	07/06/2012	43023	Value Line Publishing, Inc.	3,100.00
Bill Pmt -Check	07/06/2012	43024	VSP Vision	68.09
Bill Pmt -Check	07/06/2012	43025	Wordinger, Debra	30.00
Liability Check	07/19/2012	43026	General Revenue	117.50
Liability Check	07/19/2012	43027	Nationwide Retirement	610.00
Liability Check	07/19/2012	43028	Vantagepoint	975.00
Bill Pmt -Check	07/19/2012	43029	Affordable Library Products	1,330.70
Bill Pmt -Check	07/19/2012	43030	AudioGo	7.76
Bill Pmt -Check	07/19/2012	43031	Aurico	40.00
Bill Pmt -Check	07/19/2012	43032	Baldwin Cooke	143.01
Bill Pmt -Check	07/19/2012	43033	BCBS	7,463.72
Bill Pmt -Check	07/19/2012	43034	Bibliotheca ITG LLC	1,224.11
Bill Pmt -Check	07/19/2012	43035	BookBrowse LLC	675.00
Bill Pmt -Check	07/19/2012	43036	Cannon Business Solutions	787.59
Bill Pmt -Check	07/19/2012	43037	CDW Government	159.58
Bill Pmt -Check	07/19/2012	43038	Center Point Large Print	173.16
Bill Pmt -Check	07/19/2012	43039	DEMCO	269.44
Bill Pmt -Check	07/19/2012	43040	Gale	77.37
Bill Pmt -Check	07/19/2012	43041	Guardian	474.37
Bill Pmt -Check	07/19/2012	43042	Kapco	392.80

Indian Prairie Public Library District

Check Register

July 1, 2012 through July 31, 2012

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Type	Date	Num	Name	Amount
Bill Pmt -Check	07/19/2012	43043	Kroeschell Service	488.38
Bill Pmt -Check	07/19/2012	43044	Lincoln National Life	74.08
Bill Pmt -Check	07/19/2012	43045	Morningstar	3,272.50
Bill Pmt -Check	07/19/2012	43046	Quill	201.52
Bill Pmt -Check	07/19/2012	43047	Random House	20.00
Bill Pmt -Check	07/19/2012	43048	Runco	67.89
Bill Pmt -Check	07/19/2012	43049	Specialty Store Services	126.59
Bill Pmt -Check	07/19/2012	43050	Sun-Times Media	20.80
Bill Pmt -Check	07/19/2012	43051	Unique Management	26.85
Bill Pmt -Check	07/19/2012	43052	Von Zee, Kelly	81.56
Bill Pmt -Check	07/19/2012	43053	Wolsky, Mary-Jo	580.00
Bill Pmt -Check	07/26/2012	43054	Meade, Kathy	75.00
Bill Pmt -Check	07/26/2012	43055	LIMRiCC	943.36
Bill Pmt -Check	07/27/2012	43056	AT&T	296.82
Bill Pmt -Check	07/27/2012	43057	Baker & Taylor	2,996.92
Bill Pmt -Check	07/27/2012	43058	Baker & Taylor (video)	465.51
Bill Pmt -Check	07/27/2012	43059	Bank of America	7,408.54
Bill Pmt -Check	07/27/2012	43060	Bukovac, Jamie	26.02
Bill Pmt -Check	07/27/2012	43061	Cochran, Judith	84.00
Bill Pmt -Check	07/27/2012	43062	Comcast	126.90
Bill Pmt -Check	07/27/2012	43063	Franz, Barbara	12.20
Bill Pmt -Check	07/27/2012	43064	Liu, Yang	15.00
Bill Pmt -Check	07/27/2012	43065	Midwest Tape	519.89
Bill Pmt -Check	07/27/2012	43066	NCPERS Group Life	96.00
Bill Pmt -Check	07/27/2012	43067	Nickolaou, Diane	80.73
Bill Pmt -Check	07/27/2012	43068	Palmisano, Stacy	13.32
Bill Pmt -Check	07/27/2012	43069	VSP Vision	68.09
Bill Pmt -Check	07/27/2012	43070	Wolsky, Mary-Jo	450.00
Total 10121 - Checking - JP Morgan Chase				<u>96,174.18</u>

TOTAL

96,174.18

# Indian Prairie Public Library District

## Check Register

August 1, 2012 through August 13, 2012

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Type	Date	Num	Name	Amount
<b>10121 - Checking - JP Morgan Chase</b>				
Liability Check	08/02/2012	43071	General Revenue	117.50
Liability Check	08/02/2012	43072	Nationwide Retirement	610.00
Liability Check	08/02/2012	43073	Vantagepoint	975.00
Bill Pmt -Check	08/02/2012	43074	Accountemps	2,965.11
Bill Pmt -Check	08/02/2012	43075	AudioGo	315.89
Bill Pmt -Check	08/02/2012	43076	BookLetters	1,500.00
Bill Pmt -Check	08/02/2012	43077	Cabreana Audio Group	208.91
Bill Pmt -Check	08/02/2012	43078	Colonial Life	47.32
Bill Pmt -Check	08/02/2012	43079	Compass Group USA	150.00
Bill Pmt -Check	08/02/2012	43080	DAC	93.50
Bill Pmt -Check	08/02/2012	43081	DEMCO	1,144.48
Bill Pmt -Check	08/02/2012	43082	Garvey's Office Products	365.95
Bill Pmt -Check	08/02/2012	43083	Guardian	474.37
Bill Pmt -Check	08/02/2012	43084	ID Label	337.50
Bill Pmt -Check	08/02/2012	43085	Image Systems	282.30
Bill Pmt -Check	08/02/2012	43086	Ingram Library Services	8.38
Bill Pmt -Check	08/02/2012	43087	JavaSmart USA LLC	110.52
Bill Pmt -Check	08/02/2012	43088	Neiman, Ryan <i>VOID</i>	0.00
Bill Pmt -Check	08/02/2012	43089	New Readers Press	51.50
Bill Pmt -Check	08/02/2012	43090	Niels, Christine	110.68
Bill Pmt -Check	08/02/2012	43091	OverDrive	1,540.61
Bill Pmt -Check	08/02/2012	43092	Professional Library Lift Movers	885.00
Bill Pmt -Check	08/02/2012	43093	Runco	60.21
Bill Pmt -Check	08/02/2012	43094	ScotPress Printing	322.18
Bill Pmt -Check	08/02/2012	43095	West Payment Center	48.58
Bill Pmt -Check	08/02/2012	43096	Wolsky, Mary-Jo	68.77
Bill Pmt -Check	08/02/2012	43097	World Book School and Library	2,015.29
Check	08/07/2012	43098	Lazarski, Carol R.	517.31
Bill Pmt -Check	08/09/2012	43099	Petty Cash	196.55
Bill Pmt -Check	08/13/2012	43100	Accountemps	678.54
Bill Pmt -Check	08/13/2012	43101	AudioGo	14.99
Bill Pmt -Check	08/13/2012	43102	Aurico	15.00
Bill Pmt -Check	08/13/2012	43103	Baker & Taylor	3,725.88
Bill Pmt -Check	08/13/2012	43104	Bayscan Technologies	948.10
Bill Pmt -Check	08/13/2012	43105	Cabreana Audio Group	93.46
Bill Pmt -Check	08/13/2012	43106	Call One	711.25
Bill Pmt -Check	08/13/2012	43107	Cambridge University Press	46.40
Bill Pmt -Check	08/13/2012	43108	Case Lots Inc.	776.15
Bill Pmt -Check	08/13/2012	43109	Cosmopolitan Building Services	4,775.00
Bill Pmt -Check	08/13/2012	43110	Darien Police Department	200.00
Bill Pmt -Check	08/13/2012	43111	DEMCO	216.27
Bill Pmt -Check	08/13/2012	43112	Displays2go	256.46
Bill Pmt -Check	08/13/2012	43113	Diverse Media, Inc.	168.56



Indian Prairie Public Library District

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Check Register

August 1, 2012 through August 13, 2012

Type	Date	Num	Name	Amount
Bill Pmt -Check	08/13/2012	43114	DuPage County Public Works	487.11
Bill Pmt -Check	08/13/2012	43115	Exelon Energy Company	6,048.36
Bill Pmt -Check	08/13/2012	43116	Gale	191.19
Bill Pmt -Check	08/13/2012	43117	Garvey's Office Products	6.24
Bill Pmt -Check	08/13/2012	43118	Groot Industries, Inc.	412.88
Bill Pmt -Check	08/13/2012	43119	Guest, Laurie	500.00
Bill Pmt -Check	08/13/2012	43120	Innovation Experts	11,270.19
Bill Pmt -Check	08/13/2012	43121	Midwest Tape	989.48
Bill Pmt -Check	08/13/2012	43122	Movie Licensing USA	100.00
Bill Pmt -Check	08/13/2012	43123	Neiman, Ryan	200.00
Bill Pmt -Check	08/13/2012	43124	Random House	426.49
Bill Pmt -Check	08/13/2012	43125	Recorded Books, LLC	698.52
Bill Pmt -Check	08/13/2012	43126	SWAN	112.24
Bill Pmt -Check	08/13/2012	43127	Wordinger, Debra	41.00
Bill Pmt -Check	08/13/2012	43128	Baker & Taylor (video)	1,407.54
Total 10121 - Checking - JP Morgan Chase				<u>51,040.71</u>
<b>TOTAL</b>				<u><u>51,040.71</u></u>

## IPPL Budgetary Calendar (Amended) 2012 – 2013 Fiscal Year

<u>Board Action</u>	<u>Suggested Deadline</u>	<u>Statute Citation</u>
1. Prepare tentative B & A Ordinance, set hearing date	7/18/12	50 ILCS 330/3
2. Post tentative B & A for Public Inspection (At least 30 days prior to adoption)	7/20/12	50 ILCS 330/3
3. Adopt Ordinance for .02% for Bldg. & Maintenance (Petitions requiring a referendum must be submitted within 30 days of publication.)	7/18/12	75 ILCS 16/35-5(b)
4. Publish Bldg. & Maint. Ordinance (Within 15 days of adoption) ( <i>Doings</i> – Thursday)	7/26/12	75 ILCS 16/30-5
5. Publish Notice of B & A Public Hearing (at least 30 days prior to hearing)	8/2/12	50 ILCS 330/3
6. Conduct Public Hearing on B & A Ordinance	9/19/12	50 ILCS 330/3
7. Adopt final B & A Ordinance (By 4 <sup>th</sup> Tuesday in September, 9/25/12)	9/19/12	75 ILCS 16/30-85(a)
8. Post & Publish certified copy of B & A Ordinance (Post within 3 days after adoption, for 14 days) (Publication recommended within 14 days of adoption.)	9/21/12 post	75 ILCS 16/30-85
	9/27/12 publish	
9. File certified copy of B & A with County Clerks (Within 30 days after adoption.)	9/28/12	35 ILCS 200/18-50
10. Adopt Estimate of Revenues	9/19/12	35 ILCS 200/18-50
11. File Estimate of Revenues Certified by Treasurer with County Clerks	9/28/12	35 ILCS 200/18-50
12. Adopt Resolution to Determine Estimate of Funds Needed. (Not less than 20 days prior to adoption of Levy. Statutory deadline is 20 days prior to 1 <sup>st</sup> Tuesday in December, 11/14/12)	10/17/12	35 ILCS 200-55(b)
13. Publish Notice of Public Hearing on levy if more than 105% of tax extension 7 to 14 days prior to hearing	11/15/12	35 ILCS 200/18-80

**IPPL 2012-2013 Budgetary Calendar (cont.)**

<u>Board Action</u>	<u>Suggested Deadline</u>	<u>Statute Citation</u>
14. Conduct Public Hearing if levy is more than 105%	11/28/12	75 ILCS 200/18-70
15. Adopt Levy Ordinance (No sooner than 7 days after publication of B & A and no sooner than 20 days after adoption of Resolution to Determine Estimate of Funds Needed Levy Deadline is 1 <sup>st</sup> Tuesday in December, 12/4/12)	11/28/12	75 ILCS 16/30-85(b)
16. File certified copy of Levy Ordinance with County Statutory deadline is last Tues. in December, 12/25/12) Also file:	12/7/12	75 ILCS 16/30-85©
◆ Certification of Authenticity (by Secretary)		
◆ Certification of Compliance with TITA or Certificate of Inapplicability of TITA (by President). Attach copy of “black-border notice” if TITA publication was made		35 ILCS 200/18-90
17. District Secretary files certified copies of B & A and Levy Ordinances with the library and makes available to the public.	12/7/12	75 ILCS 16/30-85(e)

**Note:**

- ◆ All ordinances must be posted within 3 days of adoption and remain posted for 14 days.  
(75 ILCS 16/1-40)
- ◆ Every ordinance shall contain an effective date, which shall be no later than 60 days after the enactment.

**Recommended Deadlines for Other Legal Requirements**

Prevailing Wage Ordinance	6/20/12
Ordinance Establishing Meeting Dates	6/20/12
Annual Statement of Receipts and Disbursements	7/18/12
Publish Notice of Availability of Audit Report	when audit is completed
Secretary's Audit	7/18/12
Review of Closed Session Minutes	7/18/12
	1/16/13
Semi-annual Statement of Receipts & Disbursements (Post by 1/18/13)	1/16/13

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF RECEIPTS AND DISBURSEMENTS

FOR THE FISCAL PERIOD JULY 1, 2011 THROUGH JUNE 30, 2012

CASH AND INVESTMENTS AS OF JULY 1, 2011: \$3,154,922.93

RECEIPTS BY FUND

CORPORATE FUND: DEFERRED PROPERTY TAXES 1,447,484.65, PROPERTY TAXES 1,411,275.61, NON-CURRENT PROPERTY TAXES 1,292.52, INTERGOVERNMENTAL 43,613.49, INTEREST - ALL FUNDS 3,533.71, MISC. REVENUE - COPIER, FINES GIFTS, NON-RESIDENT FEES, RENTAL ETC. 213,681.98, TOTAL \$3,120,881.96.

BUILDING & MAINTENANCE FUND: DEFERRED PROPERTY TAXES 45,133.46, PROPERTY TAXES 45,126.67, INTEREST - TAX LEVY 0.38, TOTAL \$90,260.51.

I.M.R.F. FUND: DEFERRED PROPERTY TAXES 30,768.32, PROPERTY TAXES 30,795.89, INTEREST - TAX LEVY 0.28, TOTAL \$61,564.49.

LIABILITY INSURANCE FUND: DEFERRED PROPERTY TAXES 8,312.18, PROPERTY TAXES 8,842.39, INTEREST - TAX LEVY 0.07, TOTAL \$17,154.64.

SOCIAL SECURITY FUND: DEFERRED PROPERTY TAXES 27,699.15, PROPERTY TAXES 28,509.07, INTEREST - TAX LEVY 0.25, TOTAL \$56,208.47.

SPECIAL RESERVE FUND: INTEREST-CHECKING-SPECIAL RESERVE 14.90, TOTAL \$14.90.

WORKING CASH FUND: INTEREST-CHECKING-WORKING CASH 0.19, TOTAL \$0.19.

BOND FUND: BOND PROPERTY TAXES 491,895.31 NON-CURRENT PROPERTY TAXES 94.11, INTEREST - TAX LEVY 0.95, INTEREST-CHECKING-BOND FUND 132.50, TOTAL \$492,122.87.

TOTAL RECEIPTS ALL FUNDS: \$3,838,208.03

DISBURSEMENTS BY FUND

CORPORATE FUND: NET PAYROLL: 1,353,447.53, VENDORS: ACCOUNTEMPs 11,780.29, ACCUCUT 75.00, ADVANCED DATA SYSTEMS INC. 151.13, ALARM FINANCIAL SERVICES INC. 180.00, ALEXANDRA FLINN 2,130.03, ALL WINED UP 200.00, ALLDATA 1,500.00, ALSIP-MERRIONETTE PARK LIBRARY 45.00, ALTERNATIVE ENERGY SOLUTIONS, LTD. 654.55, AMERICAN ASSN. OF INDIVIDUAL INVESTORS 48.00, AMERICAN CHAMBER OF COMMERCE RESOURCES 300.00, AMERICAN LIBRARY ASSOCIATION 400.75, APPLE BOOKS 5,748.62, ART EXCURSIONS INC. 500.00, ART EXCURSIONS, INC. 275.00, JENNIFER ASIMAKOPOULOS 2,012.54, ASSOCIATED MEDIA COMPANIES 109.90, AT&T 2,755.72, ATLAS 40.00, AUDIOGO 5,176.40, AURICO 227.00, AVCAFE 206.11, BAKER & TAYLOR 157,966.26, BAKER & TAYLOR ENTERTAINMENT 43,401.12, BAKER & TAYLOR VIDEO 382.55, BALDWIN COOKE 142.47,

BANNERVILLE USA, INC. 402.00, BARNES & NOBLE, INC. 2,094.45, BAYSCAN TECHNOLOGIES 2,631.48, BECK AND ASSOCIATES INC. 750.00, A. M. BEST COMPANY, INC. 1,156.95, LAURA BIRMINGHAM 144.64, BRIDGET BITTMAN 250.00, BLACKSTONE AUDIO, INC. 30.00, BLICK ART MATERIALS 19.89, BLUE CROSS BLUE SHIELD OF ILLINOIS 8,673.52, JEFFREY BOCKMAN 150.00, SUSAN BOLDREY 200.00, THE BOOK FARM, INC 6,364.03, BOOKLETTERS 1,500.00, BOOKPAGE 456.00, BOTTOMLINE/PERSONAL 39.00, LIZA BRANHAM 28.99, BRIAN ZABEL & ASSOCIATES, PC 2,725.00, KEITH BRINGE 150.00, BROADVIEW PUBLIC LIBRARY 95.00, BROOKFIELD PUBLIC LIBRARY 26.25, BRUCE PACKAGING 149.18, JAMIE BUKOVAC 490.97, DAVID BUNN 50.53, BUSINESS CARD 49,147.36, C & S SALES PROMOTIONS 685.02, C.L.A.S.S. 30.00, CABREANA AUDIO GROUP LLC 879.08, CALL ONE 7,734.74, CAMBRIDGE UNIVERSITY PRESS 1,452.22, CANON BUSINESS SOLUTIONS, INC. 1,748.98, SARAH CARD 20.00, GLENN CARPENTER 100.00, CASE LOTS INC. 7,633.30, JILL CATALDO 300.00, CCH 125.69, CDW GOVERNMENT, INC. 18,367.30, CENGAGE LEARNING 62.16, CENTER FOR THE STUDY OF SERVICES 150.00, CENTER POINT LARGE PRINT 1,763.34, CHECKBOOK 68.00, CHICAGO NORTH CHINESE SCHOOL 300.00, CHICAGO PUBLIC LIBRARY 12.95, CHICAGO RIDGE PUBLIC LIBRARY 30.00, CHICAGO SHAOLIN TEMPLE 350.00, CHICAGO SUN-TIMES 179.92, CHICAGO TRIBUNE 763.75, THE CHILD'S WORLD 491.65, CITY OF DARIEN 125.00, CYNTHIA CLAMPITT 125.00, CLEAVER CONSULTING 8,062.50, JUDY COCHRAN 30.00, COLONIAL LIFE & ACCIDENT INSURANCE CO. 520.52, COMCAST CABLE 1,480.80, COMPSYCH CORPORATION 2,500.00, COOK COUNTY CLERK 10.00, COSMOPOLITAN BUILDING SERVICES 51,486.10, THE COUNCIL OF STATE GOVERNMENTS 58.50, CRITICS' CHOICE VIDEO 41.91, SPERO DALIETOS 25.00, DARIEN CHAMBER OF COMMERCE 200.00, DARIEN PARK DISTRICT 2,656.46, DARIEN POLICE DEPARTMENT 600.00, CITY OF DARIEN 120.00, DAVIDSON TITLES, INC. 1,101.86, DECISIONS SYSTEMS, CO. 500.00, DELICIOUS CREATIONS 75.00, DELUXE BUSINESS CHECKS AND SOLUTIONS 301.81, DEMCO 19,501.24, DESIGNER WHOLESALE WINDOW FASHIONS 80.00, SUZANNE DEUCHER 96.01, DIANE CICORA 17.00, DIONNE DIETRICH 201.25, DISC GO TECHNOLOGIES INC 72.90, DISPLAYS2GO 408.16, DISTINCTIVE INTERIORS 35.00, DIVERSE MEDIA INC. 101.09, DIVERSITY TRAINING & CONSULTING, INC. 650.00, DOCUMENTATION ADMINISTRATION CORP. 33,122.00, DOMINICAN UNIVERSITY GSLIS 215.00, DOROTHY MAY 25.00, DOW THEORY FORECASTS 159.00, DOWNERS GROVE PUBLIC LIBRARY 452.98, DOWNERS GROVE SOUTH HIGH SCHOOL 360.00, DUN & BRADSTREET 804.50, DUPAGE COUNTY CLERK 42.00, DUPAGE COUNTY PUBLIC WORKS 418.15, MONICA A. DZIERZBICKI 682.80, EASY ENGLISH NEWS 76.00, EBSCO SUBSCRIPTION SERVICES 1,595.00, EDUCATIONAL DIRECTORIES, INC. 210.00, EFTPS 327,479.45, ELLISON 26.00, ELMHURST PUBLIC LIBRARY 29.00, ELSEVIER 774.64, EMERALD MARKETING, INC. 623.90, EMMANUEL NKENGLA 10.00, EVANCED SOLUTIONS, INC. 6,732.50, FANG-LING LIN-MILLMAN 11.80, FARONICS TECHNOLOGIES USA INC. 1,428.00, FAVORABLE IMPRESSIONS 39.96, THE FIELD MUSEUM 150.00, FINDAWAY WORLD, LLC 463.67, FIRE & SECURITY SYSTEMS, INC. 981.40, JOAN M. O'MALLEY 630.00, FLOSSMOOR PUBLIC LIBRARY 60.00, FOX VALLEY FIRE & SAFETY CO. 5,345.15, FRANK ELECTRIC CO. 6,004.00, FRANKFORT PUBLIC LIBRARY 14.00, FREEDMAN ANSELMO LINDBERG LLC 2,084.01, FRUGAL MUSE BOOKS 71.00, GALE 11,025.09, GARVEY'S OFFICE PRODUCTS 10,358.88, GATEHOUSE MEDIA SUBURBAN NEWSPAPERS 38.00, GAYLORD BROS. 1,232.67, FERME ORNEE LLC 250.00, GENERAL REVENUE CORPORATION 3,055.00, GLASS & MIRROR AMERICA 365.00, LESLIE GODDARD 250.00, GOES INCENTIVES & AWARDS, INC. 921.93, GRAINGER 2,376.84, GRANDE PRAIRIE PUBLIC LIBRARY 30.00, GREY HOUSE PUBLISHING, INC. 4,653.90, GROOT INDUSTRIES, INC. 2,458.28, GUARDIAN 5,041.81, LAURIE

GUEST 3,250.00, GUMDROP BOOKS 4,691.31, GUMMY LUMP, LLC 141.51, HAINES & COMPANY 673.00, HARRIS INFOSOURCE 320.50, HARRISON AND COMPANY 106.93, JANE HARTNEY 4,597.53, HEALTH CONCEPTS, LLC 297.00, HEALTHCARE SERVICE CORPORATION 77,866.62, BILL HELMUTH 200.00, HERITAGE HOUSE FLORIST 170.00, HIGHLAND ESTATES COFFEE TRADERS 100.00, HIGHSMITH 319.06, HINSDALE BANK & TRUST CO. 240.00, HINSDALE CENTRAL HIGH SCHOOL 450.00, HINSDALE PUBLIC LIBRARY 166.13, HINSDALE SOUTH HIGH SCHOOL 45.00, HINSDALE SOUTH HIGH SCHOOL FOUNDATION 79.40, HINSDALE SOUTH HIGH SCHOOL STINGER 280.00, HOLY COW SPORTS, INC 168.00, HORIZON PUBLISHING COMPANY 20.95, HOUCHEN BINDERY, LTD. 56.40, NANCY HULL 100.00, ID LABEL, INC. 460.00, ILLINOIS DEPT. OF REVENUE 79,967.45, ILLINOIS LIBRARY ASSOCIATION 685.00, ILLINOIS MUNICIPAL RETIREMENT FUND 141,200.01, IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC 3,191.21, IMAGINE VIDEO PRODUCTION 100.00, INDIAN PRAIRIE LIBRARY FOUNDATION 1,000.00, INDIAN PRAIRIE PUBLIC LIBRARY FOUNDTN. 122.62, INFOBASE LEARNING 707.66, INFOGROUP 7,500.00, INFORMATION TODAY, INC. 347.05, INGRAM LIBRARY SERVICES 397.46, INNOVATION EXPERTS 1,938.00, BIBLIOTHECA ITG, LLC 5,022.60, INVESTOR'S BUSINESS DAILY 329.00, J&H DECOR 306.00, JAMES KENNEDY 300.00, JANET AHR-MAKRIS 8.00, SHIRLEY JENSEN 122.40, JODY ERIKSEN 150.00, JOHN BASILE BIG RUN WOLF RANCH 650.00, JON H. PAYNE 22.00, JOSEPH POPOWITCH 41.86, ASHLEY G. JOVIEN 96.68, SARAH JOYNT 1,077.85, KAPCO 2,067.99, KAREN HAYES 9.80, KATHRYN SHERIDAN 11.70, KEPNER + ASSOCIATES 1,645.00, CINDY KLINE 29.70, KROESCHELL, INC. 26,237.84, LACONI 155.00, LACONI - TECHNOLOGY SECTION 80.00, LACONI - CSS 15.00, LACONI-OPP 45.00, LACONI-RASS 15.00, LACONI-YOUTH SERVICES SECTION 60.00, LAKESHORE LEARNING MATERIALS 630.89, LAW BULLETIN PUBLISHING COMPANY 67.00, LEARNING ADVENTURES & MEDIA, INC. 450.00, LEARNING EXPRESS, LLC 4,196.70, LEGOLAND DISCOVERY CENTER 273.00, STEPHANIE LEWIS 300.00, LEXISNEXIS BUSINESS & ACADEMIC PUBLISHG 106.18, LEXISNEXIS MATTHEW BENDER 237.39, THE LIBRARY CORPORATION 395.00, LIBRARY DISPLAY DESIGN SYSTEMS 156.97, THE LIBRARY STORE, INC. 508.13, LIFE STREAM COACHING 200.00, LIMRICC UNEMPLOYMENT COMPENSATION GROUP 2,998.72, LIMRICC-JSIP 1,000.00, LINCOLN NATIONAL LIFE INSURANCE CO. 888.96, ROBERT LINKOWSKI 15.30, LIVE OAK MEDIA 127.37, JEAN LYALL 26.30, MAD SCIENCE OF CHICAGO'S WSTRN SUBURBS 750.00, THE MAILBOX YEARBOOK 79.90, MANGO LANGUAGES 3,360.00, MARIE'S ASHTON PLACE 800.00, MARSHALL CAVENDISH CORP. 3,413.00, MARY KREKELBERG 57.50, MARY WRIGHT SPECIALTIES 84.50, MARY-JO WOLSKY 155.40, MATTESON PUBLIC LIBRARY 25.00, MATTHEW BENDER & CO., INC. 4,766.68, MAUL PAVING, INC. 4,903.00, MERGENT, INC. 3,154.00, ELLEN MICHALAK 1,273.00, MICRO CENTER A/R 442.88, MICROMAPS LIMITED 1,188.00, MIDDLE TENNESSEE UNIVERSITY / 30.00, MIDWEST EXTERMINATING COMPANY 290.00, MIDWEST LASER SPECIALISTS 104.00, MIDWEST MEDIA 426.39, MIDWEST TAPE 20,156.33, MILLENNIUM PARK INC. 100.00, MONEYLETTER 129.00, SALLY MONKUS 80.00, MOSIO 1,199.00, MOVIE LICENSING USA 100.00, MPS 294.33, KIM MROCZENSKI 100.00, MYERS-BRIGGS & COMPANY INC. 10,202.00, NAMI DUPAGE 250.00, NANCY L. MCCONATHY PUBLIC LIBRARY DIST. 10.00, NAPERVILLE PUBLIC LIBRARY 23.98, NATIONWIDE RETIREMENT SOLUTIONS 16,020.00, NCPERS GROUP LIFE INSURANCE 1,056.00, NEAR WEST YOUTH SERVICES 20.00, NEIGHBORS OF DARIEN 623.90, SANDRA S NELSON 3,758.90, NEW READERS PRESS 681.10, CHRISTINE NIELS 320.79, NWYS 20.00, OAK LAWN PUBLIC LIBRARY 30.00, CALL THE UNDERGROOASIS IRRIGATION, INC. 77.27, OLD TOWN SCHOOL OF FOLK MUSIC 800.00, OLLIS BOOK CORPORATION 2,461.10, OMNIGRAPHICS 211.86, OVERDRIVE 18,166.09, JOYCE PACUBAS 11.40, PADDOCK PUBLICATIONS 14.36, STACY PALMISANO

43.29, PALOS HEIGHTS PUBLIC LIBRARY 23.00, PARACLETE PRESS, INC.  
187.43, PARVIN-CLAUSS SIGN COMPANY 98.00, PC MALL GOV 269.57, THE  
PENWORTHY COMPANY 5,071.03, PEREGRINE, STIME, NEWMAN, RITZMAN,  
5,274.00, PETTY CASH-STACY PALMISANO 1,507.93, PEXAGON TECHNOLOGY, INC.  
530.00, PHILLIP'S INTERIOR PLANTS & DISPLAYS 2,158.40, PITNEY BOWES  
660.00, PLASTIC GRAPHIC COMPANY 3,699.24, POSTMASTER 3,348.08,  
POSTMASTER, CLARENDON HILLS 1,657.78, PRAIRIE STATE COLLEGE 20.00,  
PRINTSMART 88.66, BEATRICE PROBST 13.30, PROQUEST LLC 3,555.95, PSA-  
DEWBERRY INC. 210.00, QUILL CORPORATION 4,950.34, RANDOM HOUSE, INC.  
4,445.14, RANDOM HOUSE, INC. 6,192.56, REBECCA CAUDILL YOUNG READERS'  
BOOK AWD 10.00, RECORD INFORMATION SERVICES, INC. 732.00, RECORDED  
BOOKS, INC. 339.21, RECORDED BOOKS, LLC 13,337.66, REGENT BOOK CO.  
235.80, RICH REID 780.00, RESEARCH TECHNOLOGY INTERNATIONAL CO.  
2,007.58, JANET RIEHECKY 300.00, THE RISK MANAGEMENT ASSOCIATION  
337.00, RIVERDALE PUBLIC LIBRARY DISTRICT 15.00, RIVERSIDE PUBLIC  
LIBRARY 17.00, ROBERT HALF INTERNATIONAL 3,599.00, ROGERS VENDING CO,  
INC 1,602.91, ROSE PRODUCTIONS 325.00, ROSEN PUBLISHING 1,232.35,  
RUBBERDISC.COM 1,674.00, DAVE RUDOLF 500.00, RUNCO OFFICE SUPPLY  
3,287.57, SAGE PUBLICATIONS, INC. 539.23, JUDITH SCHNEIDER 17.00,  
SCHOLASTIC LIBRARY PUBLISHING 2,062.26, MARY SCHUEREN 19.99, SCOTPRESS  
PRINTING 1,861.06, SCOTPRESS PRINTING 2,015.10, SEBERT LANDSCAPING  
9,418.00, SECRETARY OF STATE 30.00, SENTIMENTAL PRODUCTIONS 90.00,  
SERVICE FORMS AND GRAPHICS, INC. 281.40, SHARON SPATHIES 17.10, M.E.  
SHARPE 697.00, DEBBIE SHEEHAN 237.56, SHOWCASES 94.60, SHOWCASES  
172.15, SIEBERT ENTERPRISES, INC. 180.00, SIMPLEX GRINNELL 104.00,  
SKILLPATH SEMINARS 199.00, SMARTYPANTSWORLD LLC 500.00, SPECIALTY MAT  
SERVICE 1,693.90, SPECIALTY STORE SERVICES 382.23, STANDARD & POOR'S  
8,253.58, STEPHENS PLUMBING & HEATING, INC. 452.00, STEPHENS PLUMBING  
AND HEATING, INC. 148.50, LINDA STEVANOVICH 282.46, LINDA STEVANOVICH  
26.42, SILVIA STOIANOVA 12.50, ANN STOVALL 319.23, CATHY STREETT  
154.32, SUBURBAN DOOR CHECK & LOCK SERVICE 4,925.00, SUMMIT PUBLIC  
LIBRARY DISTRICT 30.00, SUN-TIMES MEDIA 2,029.72, SWAN 54,348.25,  
SYSTEM WIDE AUTOMATED NETWORK 47,653.84, TALARIS INC. 147.00, TAYLOR &  
FRANCIS GROUP, LLC 1,185.34, TBGEC 909.78, THE MANAGEMENT ASSOCIATION  
OF ILLINOIS 825.00, THE PROFESSIONAL STORE DESIGN GROUP 1,575.45, THE  
THEATRE OF WESTERN SPRINGS 200.00, THYSSENKRUPP ELEVATOR CORP.  
2,987.55, TINLEY PARK PUBLIC LIBRARY 25.00, TODAY'S BUSINESS SOLUTIONS,  
INC. 10,575.00, TERESA TOMALSKA 15.50, TRIPLE A SERVICES INC. 250.00,  
TUMBLEWEED PRESS INC. 798.00, U.S. POSTAL SERVICE 1,686.81, U.S. POSTAL  
SERVICE (POSTAGE-BY-PHONE) 6,000.00, UNIQUE BOOKS, INC. 8,149.97,  
UNIQUE MANAGEMENT SERVICES, INC 957.65, UNIVERSITY OF ILLINOIS EXTENSION  
150.00, UNIVERSITY OF ILLINOIS EXTENSION-DUPAGE 100.00, UPSTART 71.05,  
US BANK 2,175.00, USA TODAY 195.00, VALUE LINE PUBLISHING INC.  
3,000.00, VANTAGEPOINT TRANSFER AGENTS - 457 24,900.00, VILLAGE PROFILE  
495.00, VISOGRAPHIC, INC. 15,250.49, KELLY VON ZEE 190.26, VSP VISION  
SERVICE PLAN (IL) 272.36, WARREN DAVIS GRAHAM 1,964.90, WE CARE, INDIA  
TODAY 78.00, WEST PAYMENT CENTER 64.00, WEST PAYMENT CTR. 125.63,  
WESTCHESTER PUBLIC LIBRARY 41.00, WESTMONT PAINT AND DECORATING, INC.  
5.99, WESTMONT PUBLIC LIBRARY 152.87, WESTON WOODS STUDIOS 65.90, WB/BR  
CHAMBER OF COMMERCE & INDUSTRY 640.00, WILLOWBROOK/BURR RIDGE  
INDEPENDENT 700.00, THE H.W. WILSON COMPANY 462.00, MARIA WLOSINSKI  
13.75, WOLPER SUBSCRIPTION SERVICES INC 18,927.78, MARY-JO BRYAN WOLSKY  
2,163.21, WOODRIDGE PUBLIC LIBRARY 80.97, DEBRA WORDINGER 167.50, WORLD  
BOOK ENCYCLOPEDIA, INC. 31.88, WORLD BOOK, INC. 799.00, WORLD CHAMBER

OF COMMERCE DIRECTORY 49.00, XILIN ART CENTER 650.00, LINDA YANG 100.00, YING STOLLER 350.00, VENDORS PAID UNDER 1.00: -164.69, TOTAL: \$3,044,582.60.

BUILDING & MAINTENANCE FUND: DUPAGE COUNTY PUBLIC WORKS 3,332.64, EXELON ENERGY INC. 68,630.98, FOX VALLEY FIRE & SAFETY CO. 145.00, HEALTH CONCEPTS, LLC 99.00, INTERACT BUSINESS PRODUCTS 16,297.00, KROESCHELL, INC. 13,550.00, L.A.M. SERVICES, INC. 6,425.00, NICOR GAS 10,101.16, CALL THE UNDERGROOASIS IRRIGATION, INC. 798.00, PARVIN-CLAUSS SIGN COMPANY 273.40, TBGEC 833.00, TOTAL: \$120,485.18.

I.M.R.F. FUND: ILLINOIS MUNICIPAL RETIREMENT FUND 88,027.02, TOTAL: \$88,027.02.

LIABILITY INSURANCE FUND: MYERS-BRIGGS & COMPANY INC. 17,253.00, TOTAL: \$17,253.00.

SOCIAL SECURITY FUND: EFTPS 82,289.12, TOTAL: \$82,289.12.

BOND FUND: THE BANK OF NEW YORK MELLON 476,885.63, TOTAL: \$476,885.63.

TOTAL DISBURSEMENTS ALL FUNDS: \$3,829,522.55

CASH AND INVESTMENTS AS OF JUNE 30, 2012: \$3,163,608.41

THE FOREGOING TO THE BEST OF MY KNOWLEDGE IS A TRUE AND CORRECT STATEMENT OF RECEIPTS AND DISBURSEMENTS OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT FOR THE FISCAL PERIOD JANUARY 1, 2012 THROUGH JUNE 30, 2012.

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MARIAN KRUPICKA, TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC THIS 15th DAY OF AUGUST 2012.

\_\_\_\_\_  
NOTARY PUBLIC



EMPLOYEES PAID DURING THE FISCAL PERIOD JULY 1, 2011 THROUGH JUNE 30,  
2012

ASIMAKOPOULOS, J REFERENCE LIBRARIAN 47,432.63; BAETZEL, T CIRCULATION 1,059.14; BARNETT, G TECHNICAL SERVICES ASSISTANT 9,356.60; BEGGS, V REFERENCE LIBRARIAN 73.80; BIRMINGHAM, L ASSISTANT DIRECTOR 78,110.40; BLESY, H ADMINISTRATIVE TECHNICAL ASSISTANT 565.01; BORTMAN, P CIRCULATION SERVICES ASSISTANT 1,452.96; BORUCKI, C CUSTODIAN/SECURITY MONITOR 32,040.00; BOYER, B CIRCULATION SERVICES ASSISTANT 11,686.29; BROZEK, T CIRCULATION SERVICES ASSISTANT 12,773.88; BUKOVAC, J DIRECTOR 107,911.03; BUNN, D TECHNOLOGY ASSISTANT 26,194.88; BURKE, L CIRCULATION 2,822.87; BUTCHER, B TECHNOLOGY ASSISTANT 12,604.79; CANO, M YOUTH SERVICES PAGE 6,702.19; CARSON, R 2,838.24; CARTWRIGHT, K CIRCULATION SERVICES ASSISTANT 13,037.96; CERKANOWICZ, B YOUTH SERVICES PAGE 5,952.41; CHILIGIRIS-NICKOLAOU, D TECHNICAL SERVICES SUPERVISOR 26,364.25; COCHRAN, J YOUTH SERVICES LIBRARIAN 30,416.23; COSS, J SUBSTITUTE YOUTH SERVICES PAGE 610.88; COX, N YOUTH SERVICES ASSISTANT 19,418.43; CZUBA, P INTERLIBRARY LOAN SUPERVISOR 18,020.70; DANGLES, J CIRCULATION SERVICES ASSISTANT 14,284.48; DEUCHER, S ADULT 40,604.98; DZIERZBICKI, M YOUTH SERVICES DEPARTMENT HEAD 59,450.61; EGGLEER, E SECURITY MONITOR 14,387.84; EISENSCHENK, K CIRCULATION 2,186.33; ERICKSON, H YOUTH SERVICES PAGE 485.95; FANK, S TECHNICAL SERVICES ASSISTANT 29,902.13; FISCHER, K ADULT 2,680.45; FUJIURA, M CIRCULATION SERVICES SUPERVISOR 24,779.97; GLENN, H COMPUTER/MAGAZINE ASSISTANT 18,252.00; GRAZIANI, G COMPUTER / MAGAZINE ASSISTANT 3,219.14; GROB, A CIRC/PAGE 5,895.39; GRONLUND, D CIRCULATION SERVICES ASSISTANT 11,469.03; GULDBERG, B CIRCULATION SERVICES ASSISTANT 12,934.18; HAHN, J CIRCULATION SERVICES PAGE 8,181.50; HARTNEY, J YOUTH SERVICES ASSISTANT 34,664.60; HAYS, H ADULT SERVICES PAGE 5,236.52; HINKLEY, A TECHNICAL SERVICES ASSISTANT II 13,719.37; HORTON, S YOUTH SERVICES ASSISTANT 674.48; HOTCHKIN, J CIRCULATION SERVICES ASSISTANT 1,919.95; JENSEN, S SENIOR REFERENCE LIBRARIAN 65,170.40; JOHNSON, G CIRCULATION SERVICES SUPERVISOR 31,335.79; JOVIEN, A YOUTH SERVICES PAGE 5,349.67; JOYNT, S SENIOR YOUTH SERVICES LIBRARIAN 52,107.13; KITLEY, N CIRCULATION PAGE 5,398.31; KLINE, C READERS ADVISORY ASSISTANT 14,055.40; KOMPERDA, P CIRCULATION SERVICES ASSISTANT 9,966.43; KOPROWSKI, A ADULT SERVICES PAGE 2,578.93; KRAFT, A CIRCULATION & ILL PAGE 153.91; KREKELBERG, M REFERENCE LIBRARIAN 55,431.86; KRUSKI, J YOUTH SERVICES PAGE 8,655.26; KRZECZKOWSKI, A ADMINISTRATIVE OFFICE COORDINATOR 18,375.87; LAFAYETTE, L CIRCULATION SERVICES SUPERVISOR 7,595.78; LAZARSKI, C COMPUTER/MAGAZINE ASSISTANT 12,991.75; LEJA, P 3,327.18; LIPOWSKI, N CIRCULATION SERVICES ASSISTANT 10,755.36; LIPPENCOTT, S YOUTH SERVICES LIBRARIAN 9,242.48; LIU, J COMPUTER/MAGAZINE ASSISTANT 13,029.15; MAHER, S SENIOR REERENCE LIBRARIAN 3,768.45; MAY, J CIRCULATION SERVICES SUPERVISOR 19,711.10; MERONEK, G INTERLIBRARY LOAN PAGE 7,915.98; MILEWSKI, R CIRCULATION PAGE 8,099.32; MOMMSEN, J REFERENCE LIBRARIAN SUBSTITUTE 4,092.32; MONKUS, S READERS ADVISORY ASSISTANT 17,811.58; MYLES, M COMPUTER/MAGAZINE ASSISTANT 3,748.28; NIELS, C MARKETING/PUBLIC INFORMATION COORDINATOR 42,493.85; NOVAK, S ADMINISTRATIVE OFFICE COORDINATOR 4,854.84; O'CONNELL, N CIRCULATION SERVICES ASSISTANT 11,836.86; PALICZ, K CIRCULATION SERVICES ASSISTANT 10,373.12; PALMISANO, S 10,988.54; PAPAURELIS, T GRAPHIC ARTIST 8,150.23; PASCO, K ADMINISTRATIVE ASSISTANT 3,067.31; PAXSON, M READERS ADVISORY

ASSISTANT 16,340.51; PERRY, C ADMINISTRATIVE ASSISTANT 554.40; PIERCE, N SUMMER YOUTH SERVICES ASSISTANT 450.25; PIOTROWSKI, L READERS ADVISORY ASSISTANT 12,439.87; POLUEKTOVA, Y YOUTH SERVICES PAGE 6,356.47; POPOWITCH, J REFERENCE LIBRARIAN 52,336.51; RAFFENETTI, M REFERENCE LIBRARIAN 4,989.45; RAMIREZ, M TECHNICAL SERVICES ASSISTANT 15,090.45; ROMAN, L ADULT SERVICES PAGE 5,650.48; RUSTHOVEN, C YOUTH SERVICES AND REFERENCE LIBRARIAN 3,172.19; SANTILLI, J REFERENCE LIBRARIAN 129.30; SCHUEREN, M READERS ADVISORY ASSISTANT 16,382.65; SHACKLETON, C CIRCULATION SERVICES ASSISTANT 21,189.68; SHEEHAN, D CIRCULATION SERVICES DEPARTMENT HEAD 65,194.33; SMITH, S COMPUTER/MAGAZINE ASSISTANT 11,552.52; SMITH, T ADULT SERVICES PAGE 4,775.22; SOBUN, M YOUTH SERVICES PAGE 6,260.04; SPIEWAK, G SUMMER YOUTH SERVICES ASSISTANT 468.34; STEVANOVICH, L YOUTH SERVICES ASSISTANT 15,634.15; STOVALL, A COMPUTER & TECH. SERV. DEPARTMENT HEAD 71,581.56; STUART, E ADULT SERVICES PAGE 5,663.19; TAGNEY, K CIRCULATION SERVICES ASSISTANT 11,191.46; THOMPSON, C ADULT SERVICES PAGE 5,959.33; TUCKER, D READERS ADVISORY ASSISTANT 13,086.62; VENKATARAMAN, V ADMINISTRATIVE OFFICE COORDINATOR 34.77; VLASKO-VLASOVA, G YOUTH & ADULT SERVICES PAGE 2,052.24; VON ZEE, K YOUTH SERVICES ASSISTANT 22,365.12; WAGNER, M CIRCULATION SERVICES SUPERVISOR 147.82; WASHINGTON, L 6,812.48; WATTS, W CIRCULATION SERVICES PAGE 6,897.35; WITCZAK, G ADULT SERVICES PAGE 6,897.44; WLOSINSKI, M ADMINISTRATIVE ASSISTANT 15,588.84; WOLSKY, M YOUTH SERVICES ASSISTANT 39,701.55; WORDINGER, D ADULT SERVICES DEPARTMENT HEAD 80,281.70; YANG, M ADULT & CIRCULATION SERVICES PAGE 16,466.84; ZINOVEVA, N CIRCULATION SERVICES PAGE 9,341.61; ZRANTCHEVA, V CIRCULATION PAGE 34.20; GROSS PAYROLL ALL EMPLOYEES \$1,827,877.84

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF RECEIPTS AND DISBURSEMENTS

FOR THE FISCAL PERIOD JANUARY 1, 2012 THROUGH JUNE 30, 2012

CASH AND INVESTMENTS AS OF JANUARY 1, 2012: \$2,843,434.58

RECEIPTS BY FUND

CORPORATE FUND: DEFERRED PROPERTY TAXES 1,447,484.65, PROPERTY TAXES 22,995.14, INTERGOVERNMENTAL 43,613.49, INTEREST - ALL FUNDS 450.65, MISC. REVENUE - COPIER, FINES GIFTS, NON-RESIDENT FEES, RENTAL ETC. 113,745.57, TOTAL \$1,628,289.50.

BUILDING & MAINTENANCE FUND: DEFERRED PROPERTY TAXES 45,133.46, PROPERTY TAXES 753.19, TOTAL \$45,886.65.

I.M.R.F. FUND: DEFERRED PROPERTY TAXES 30,768.32, PROPERTY TAXES 513.98, TOTAL \$31,282.30.

LIABILITY INSURANCE FUND: DEFERRED PROPERTY TAXES 8,312.18, PROPERTY TAXES 147.59, TOTAL \$8,459.77.

SOCIAL SECURITY FUND: DEFERRED PROPERTY TAXES 27,699.15, PROPERTY TAXES 475.82, TOTAL \$28,174.97.

SPECIAL RESERVE FUND: INTEREST-CHECKING-SPECIAL RESERVE 9.73, TOTAL \$9.73.

WORKING CASH FUND: INTEREST-CHECKING-WORKING CASH 0.14, TOTAL \$0.14.

BOND FUND: DEFERRED PROPERTY TAXES 245,979.90, BOND PROPERTY TAXES 4,110.54, NON-CURRENT PROPERTY TAXES 94.11, INTEREST - TAX LEVY 0.03, INTEREST-CHECKING-BOND FUND 25.98, TOTAL \$250,210.56.

TOTAL RECEIPTS ALL FUNDS: \$1,992,313.62

DISBURSEMENTS BY FUND

CORPORATE FUND: NET PAYROLL: 675,077.36, VENDORS: ACCOUNTEMPS 9,471.16, ACCUCUT 75.00, ADVANCED DATA SYSTEMS INC. 151.13, ALARM FINANCIAL SERVICES INC. 120.00, ALL WINED UP 200.00, ALSIP-MERRIONETTE PARK LIBRARY 25.00, ALTERNATIVE ENERGY SOLUTIONS, LTD. 291.00, AMERICAN CHAMBER OF COMMERCE RESOURCES 300.00, AMERICAN LIBRARY ASSOCIATION 163.75, APPLE BOOKS 696.47, ART EXCURSIONS, INC. 275.00, JENNIFER ASIMAKOPOULOS 1,668.80, ASSOCIATED MEDIA COMPANIES 109.90, AT&T 1,422.18, ATLAS 40.00, AUDIOGO 2,880.20, AURICO 30.00, AVCAFE 153.44, BAKER & TAYLOR 82,670.16, BAKER & TAYLOR ENTERTAINMENT 21,292.98, BANNERVILLE USA, INC. 402.00, BAYSCAN TECHNOLOGIES 1,130.48, LAURA BIRMINGHAM 77.83, BRIDGET BITTMAN 250.00, BLACKSTONE AUDIO, INC. 30.00, BLUE CROSS BLUE SHIELD OF ILLINOIS 8,673.52, SUSAN BOLDREY

200.00, BOOKPAGE 456.00, BOTTOMLINE/PERSONAL 39.00, KEITH BRINGE  
 150.00, BROADVIEW PUBLIC LIBRARY 40.00, BROOKFIELD PUBLIC LIBRARY  
 24.00, BRUCE PACKAGING 114.81, JAMIE BUKOVAC 392.97, DAVID BUNN 50.53,  
 BUSINESS CARD 27,693.61, C & S SALES PROMOTIONS 685.02, C.L.A.S.S.  
 30.00, CABREANA AUDIO GROUP LLC 802.11, CALL ONE 3,984.69, CAMBRIDGE  
 UNIVERSITY PRESS 392.24, CANON BUSINESS SOLUTIONS, INC. 790.15, SARAH  
 CARD 20.00, CASE LOTS INC. 4,156.05, JILL CATALDO 300.00, CCH 28.19,  
 CDW GOVERNMENT, INC. 16,637.32, CENTER POINT LARGE PRINT 775.32,  
 CHECKBOOK 34.00, CHICAGO PUBLIC LIBRARY 12.95, CHICAGO RIDGE PUBLIC  
 LIBRARY 30.00, CHICAGO SUN-TIMES 107.12, CHICAGO TRIBUNE 370.50, CITY  
 OF DARIEN 50.00, CYNTHIA CLAMPITT 125.00, CLEAVER CONSULTING 3,562.50,  
 COLONIAL LIFE & ACCIDENT INSURANCE CO. 283.92, COMCAST CABLE 761.40,  
 COMPSYCH CORPORATION 2,500.00, COOK COUNTY CLERK 10.00, COSMOPOLITAN  
 BUILDING SERVICES 24,168.05, CRITICS' CHOICE VIDEO 41.91, SPERO  
 DALIETOS 25.00, DARIEN PARK DISTRICT 2,656.46, DARIEN POLICE DEPARTMENT  
 200.00, CITY OF DARIEN 120.00, DAVIDSON TITLES, INC. 1,101.86,  
 DECISIONS SYSTEMS, CO. 200.00, DELICIOUS CREATIONS 75.00, DEMCO  
 10,051.56, DESIGNER WHOLESALE WINDOW FASHIONS 80.00, SUZANNE DEUCHER  
 14.00, DIONNE DIETRICH 201.25, DISPLAYS2GO 221.51, DISTINCTIVE  
 INTERIORS 35.00, DOCUMENTATION ADMINISTRATION CORP. 22,561.00,  
 DOMINICAN UNIVERSITY GSLIS 90.00, DOWNERS GROVE PUBLIC LIBRARY 433.00,  
 DOWNERS GROVE SOUTH HIGH SCHOOL 120.00, DUPAGE COUNTY CLERK 10.00,  
 DUPAGE COUNTY PUBLIC WORKS 418.15, MONICA A. DZIERZBICKI 358.73, EASY  
 ENGLISH NEWS 76.00, EFTPS 189,551.04, EMERALD MARKETING, INC. 623.90,  
 EVANCED SOLUTIONS, INC. 2,730.00, FANG-LING LIN-MILLMAN 11.80,  
 FAVORABLE IMPRESSIONS 39.96, THE FIELD MUSEUM 150.00, FINDAWAY WORLD,  
 LLC 428.74, FIRE & SECURITY SYSTEMS, INC. 456.00, FLOSSMOOR PUBLIC  
 LIBRARY 22.00, FOX VALLEY FIRE & SAFETY CO. 3,061.00, FRANK ELECTRIC  
 CO. 4,130.00, FRUGAL MUSE BOOKS 71.00, GALE 6,354.37, GARVEY'S OFFICE  
 PRODUCTS 4,561.78, GAYLORD BROS. 779.99, FERME ORNEE LLC 250.00,  
 GENERAL REVENUE CORPORATION 1,527.50, GLASS & MIRROR AMERICA 365.00,  
 LESLIE GODDARD 250.00, GRAINGER 1,822.42, GRANDE PRAIRIE PUBLIC LIBRARY  
 30.00, GREY HOUSE PUBLISHING, INC. 3,310.90, GROOT INDUSTRIES, INC.  
 1,268.54, GUARDIAN 2,795.86, LAURIE GUEST 3,250.00, JANE HARTNEY  
 2,071.49, HEALTH CONCEPTS, LLC 198.00, HEALTHCARE SERVICE CORPORATION  
 43,572.52, HERITAGE HOUSE FLORIST 110.00, HIGHLAND ESTATES COFFEE  
 TRADERS 100.00, HIGHSMITH 201.56, HINSDALE BANK & TRUST CO. 120.00,  
 HINSDALE CENTRAL HIGH SCHOOL 360.00, HINSDALE PUBLIC LIBRARY 166.13,  
 HINSDALE SOUTH HIGH SCHOOL STINGER 175.00, HORIZON PUBLISHING COMPANY  
 20.95, ID LABEL, INC. 230.00, ILLINOIS DEPT. OF REVENUE 39,791.26,  
 ILLINOIS LIBRARY ASSOCIATION 535.00, ILLINOIS MUNICIPAL RETIREMENT FUND  
 95,417.19, IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC 1,685.67, IMAGINE  
 VIDEO PRODUCTION 50.00, INDIAN PRAIRIE LIBRARY FOUNDATION 1,000.00,  
 INDIAN PRAIRIE PUBLIC LIBRARY FOUNDTN. 122.62, INFOBASE LEARNING 69.75,  
 INGRAM LIBRARY SERVICES 233.09, J&H DECOR 121.00, JANET AHR-MAKRIS  
 8.00, SHIRLEY JENSEN 33.45, JOHN BASILE BIG RUN WOLF RANCH 650.00, JON  
 H. PAYNE 22.00, ASHLEY G. JOVIEN 96.68, SARAH JOYNT 738.80, KAPCO  
 1,080.27, KEPNER + ASSOCIATES 265.00, CINDY KLINE 29.70, KROESCHELL,  
 INC. 10,296.54, LACONI-OPP 30.00, LACONI-RASS 15.00, LAKESHORE  
 LEARNING MATERIALS 459.54, LAW BULLETIN PUBLISHING COMPANY 67.00,  
 LEARNING ADVENTURES & MEDIA, INC. 450.00, LEGOLAND DISCOVERY CENTER  
 273.00, LEXISNEXIS MATTHEW BENDER 86.59, THE LIBRARY CORPORATION  
 395.00, THE LIBRARY STORE, INC. 508.13, LIMRICC UNEMPLOYMENT  
 COMPENSATION GROUP 2,304.99, LINCOLN NATIONAL LIFE INSURANCE CO.

444.48, ROBERT LINKOWSKI 15.30, LIVE OAK MEDIA 74.85, JEAN LYALL  
26.30, MAD SCIENCE OF CHICAGO'S WSTRN SUBURBS 750.00, MANGO LANGUAGES  
210.00, MARIE'S ASHTON PLACE 800.00, MARSHALL CAVENDISH CORP. 383.15,  
MARY KREKELBERG 57.50, MARY WRIGHT SPECIALTIES 84.50, MARY-JO WOLSKY  
155.40, MATTHEW BENDER & CO., INC. 2,330.25, MAUL PAVING, INC.  
4,903.00, ELLEN MICHALAK 871.00, MICRO CENTER A/R 352.91, MICROMAPS  
LIMITED 1,188.00, MIDDLE TENNESSEE UNIVERSITY / 30.00, MIDWEST  
EXTERMINATING COMPANY 290.00, MIDWEST LASER SPECIALISTS 104.00, MIDWEST  
MEDIA 426.39, MIDWEST TAPE 10,183.13, MILLENNIUM PARK INC. 100.00,  
SALLY MONKUS 80.00, MOSIO 1,199.00, MYERS-BRIGGS & COMPANY INC.  
1,824.00, NAPERVILLE PUBLIC LIBRARY 23.98, NATIONWIDE RETIREMENT  
SOLUTIONS 7,930.00, NCPERS GROUP LIFE INSURANCE 576.00, NEW READERS  
PRESS 312.40, CHRISTINE NIELS 185.90, CALL THE UNDERGROOASIS  
IRRIGATION, INC. 20.27, OLD TOWN SCHOOL OF FOLK MUSIC 800.00,  
OMNIGRAPHICS 211.86, OVERDRIVE 18,166.09, PADDOCK PUBLICATIONS 14.36,  
STACY PALMISANO 12.21, PALOS HEIGHTS PUBLIC LIBRARY 23.00, PARACLETE  
PRESS, INC. 187.43, PC MALL GOV 237.70, THE PENWORTHY COMPANY  
1,169.41, PEREGRINE, STIME, NEWMAN, RITZMAN, 2,898.00, PETTY CASH-STACY  
PALMISANO 746.12, PHILLIP'S INTERIOR PLANTS & DISPLAYS 1,290.00, PITNEY  
BOWES 330.00, POSTMASTER 1,686.81, BEATRICE PROBST 13.30, PROQUEST LLC  
1,940.00, QUILL CORPORATION 3,788.21, RANDOM HOUSE, INC. 2,695.14,  
RANDOM HOUSE, INC. 3,361.38, RECORDED BOOKS, LLC 6,828.79, REGENT BOOK  
CO. 155.96, RICH REID 540.00, RESEARCH TECHNOLOGY INTERNATIONAL CO.  
1,446.22, JANET RIEHECKY 300.00, RIVERDALE PUBLIC LIBRARY DISTRICT  
15.00, ROBERT HALF INTERNATIONAL 3,599.00, ROGERS VENDING CO, INC  
832.40, ROSE PRODUCTIONS 325.00, RUBBERDISC.COM 1,163.50, DAVE RUDOLF  
500.00, RUNCO OFFICE SUPPLY 3,287.57, SAGE PUBLICATIONS, INC. 216.41,  
JUDITH SCHNEIDER 17.00, SCHOLASTIC LIBRARY PUBLISHING 353.10, MARY  
SCHUEREN 19.99, SCOTPRESS PRINTING 124.48, SCOTPRESS PRINTING  
2,015.10, SEBERT LANDSCAPING 9,418.00, SECRETARY OF STATE 10.00,  
SERVICE FORMS AND GRAPHICS, INC. 281.40, DEBBIE SHEEHAN 237.56,  
SHOWCASES 94.60, SHOWCASES 172.15, SIEBERT ENTERPRISES, INC. 120.00,  
SIMPLEX GRINNELL 104.00, SKILLPATH SEMINARS 199.00, SMARTYPANTSWORLD  
LLC 500.00, SPECIALTY MAT SERVICE 1,119.00, SPECIALTY STORE SERVICES  
126.59, STANDARD & POOR'S 2,510.80, STEPHENS PLUMBING & HEATING, INC.  
452.00, LINDA STEVANOVICH 26.42, ANN STOVALL 148.83, CATHY STREETT  
154.32, SUBURBAN DOOR CHECK & LOCK SERVICE 2,345.00, SWAN 39,660.58,  
TALARIS INC. 147.00, TBGEC 509.03, THE THEATRE OF WESTERN SPRINGS  
200.00, THYSSENKRUPP ELEVATOR CORP. 1,431.08, TODAY'S BUSINESS  
SOLUTIONS, INC. 2,424.00, TUMBLEWEED PRESS INC. 399.00, U.S. POSTAL  
SERVICE 1,686.81, U.S. POSTAL SERVICE (POSTAGE-BY-PHONE) 4,000.00,  
UNIQUE BOOKS, INC. 4,607.23, UNIQUE MANAGEMENT SERVICES, INC 384.85,  
UNIVERSITY OF ILLINOIS EXTENSION 75.00, UPSTART 71.05, US BANK  
1,024.22, VANTAGEPOINT TRANSFER AGENTS - 457 12,600.00, VILLAGE PROFILE  
495.00, VISOGRAPHIC, INC. 7,357.72, KELLY VON ZEE 91.26, VSP VISION  
SERVICE PLAN (IL) 272.36, WE CARE, INDIA TODAY 78.00, WEST PAYMENT  
CENTER 64.00, WEST PAYMENT CTR. 125.63, WESTCHESTER PUBLIC LIBRARY  
41.00, WESTMONT PAINT AND DECORATING, INC. 5.99, WESTMONT PUBLIC LIBRARY  
23.97, WESTON WOODS STUDIOS 65.90, WB/BR CHAMBER OF COMMERCE & INDUSTRY  
255.00, WILLOWBROOK/BURR RIDGE INDEPENDENT 700.00, WOLPER SUBSCRIPTION  
SERVICES INC 775.18, DEBRA WORDINGER 75.00, WORLD BOOK ENCYCLOPEDIA,  
INC. 31.88, WORLD BOOK, INC. 799.00, WORLD CHAMBER OF COMMERCE  
DIRECTORY 49.00, VENDORS PAID UNDER 1.00: -70.69, TOTAL: \$1,564,264.93.

BUILDING & MAINTENANCE FUND: DUPAGE COUNTY PUBLIC WORKS 880.32, EXELON ENERGY INC. 30,123.09, INTERACT BUSINESS PRODUCTS 8,553.50, KROESCHELL, INC. 13,550.00, NICOR GAS 5,924.36, PARVIN-CLAUSS SIGN COMPANY 273.40, TOTAL: \$59,304.67.

I.M.R.F. FUND: ILLINOIS MUNICIPAL RETIREMENT FUND 20,266.08, TOTAL: \$20,266.08.

SOCIAL SECURITY FUND: EFTPS 15,381.61, TOTAL: \$15,381.61.

BOND FUND: THE BANK OF NEW YORK MELLON 12,922.50, TOTAL: \$12,922.50.

TOTAL DISBURSEMENTS ALL FUNDS: \$1,672,139.79

CASH AND INVESTMENTS AS OF JUNE 30, 2012: \$3,163,608.41

THE FOREGOING TO THE BEST OF MY KNOWLEDGE IS A TRUE AND CORRECT STATEMENT OF RECEIPTS AND DISBURSEMENTS OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT FOR THE FISCAL PERIOD JANUARY 1, 2012 THROUGH JUNE 30, 2012.

\_\_\_\_\_  
MARIAN KRUPICKA, TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC THIS 15th DAY OF AUGUST 2012

\_\_\_\_\_  
NOTARY PUBLIC

## EMPLOYEES PAID DURING THE FISCAL PERIOD JANUARY 1, 2012 THROUGH JUNE 30, 2012

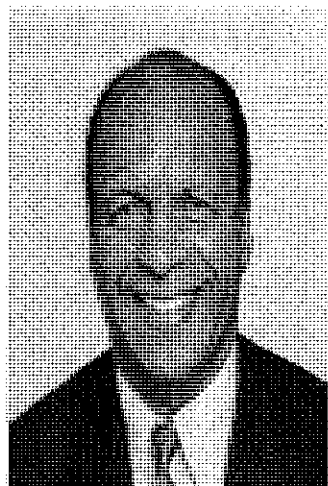
ASIMAKOPOULOS, J REFERENCE LIBRARIAN 23,866.88; BAETZEL, T CIRCULATION 0.00; BARNETT, G TECHNICAL SERVICES ASSISTANT 4,127.80; BEGGS, V REFERENCE LIBRARIAN 0.00; BIRMINGHAM, L ASSISTANT DIRECTOR 39,035.10; BLESY, H ADMINISTRATIVE TECHNICAL ASSISTANT 214.71; BORTMAN, P CIRCULATION SERVICES ASSISTANT 968.64; BORUCKI, C CUSTODIAN/SECURITY MONITOR 16,185.00; BOYER, B CIRCULATION SERVICES ASSISTANT 6,005.42; BROZEK, T CIRCULATION SERVICES ASSISTANT 6,223.86; BUKOVAC, J DIRECTOR 55,636.34; BUNN, D TECHNOLOGY ASSISTANT 13,227.38; BURKE, L CIRCULATION 0.00; BUTCHER, B TECHNOLOGY ASSISTANT 6,369.28; CANO, M YOUTH SERVICES PAGE 3,426.51; CARSON, R 1,320.72; CARTWRIGHT, K CIRCULATION SERVICES ASSISTANT 6,458.35; CERKANOWICZ, B YOUTH SERVICES PAGE 3,037.49; CHILIGIRIS-NICKOLAOU, D TECHNICAL SERVICES SUPERVISOR 13,299.25; COCHRAN, J YOUTH SERVICES LIBRARIAN 15,285.10; COSS, J SUBSTITUTE YOUTH SERVICES PAGE 610.88; COX, N YOUTH SERVICES ASSISTANT 9,649.19; CZUBA, P INTERLIBRARY LOAN SUPERVISOR 5,318.61; DANGLES, J CIRCULATION SERVICES ASSISTANT 7,332.72; DEUCHER, S ADULT 20,357.09; DZIERZBICKI, M YOUTH SERVICES DEPARTMENT HEAD 29,740.49; EGGLEER, E SECURITY MONITOR 6,889.40; EISENSCHENK, K CIRCULATION 2,186.33; ERICKSON, H YOUTH SERVICES PAGE 295.29; FANK, S TECHNICAL SERVICES ASSISTANT 14,966.25; FISCHER, K ADULT 198.79; FUJIURA, M CIRCULATION SERVICES SUPERVISOR 13,327.83; GLENN, H COMPUTER/MAGAZINE ASSISTANT 8,989.50; GRAZIANI, G COMPUTER / MAGAZINE ASSISTANT 3,219.14; GROB, A CIRC/PAGE 2,750.78; GRONLUND, D CIRCULATION SERVICES ASSISTANT 5,962.21; GULDBERG, B CIRCULATION SERVICES ASSISTANT 6,994.97; HAHN, J CIRCULATION SERVICES PAGE 3,890.57; HARTNEY, J YOUTH SERVICES ASSISTANT 17,395.00; HAYS, H ADULT SERVICES PAGE 2,509.95; HINKLEY, A TECHNICAL SERVICES ASSISTANT II 7,482.92; HORTON, S YOUTH SERVICES ASSISTANT 131.10; HOTCHKIN, J CIRCULATION SERVICES ASSISTANT 126.40; JENSEN, S SENIOR REFERENCE LIBRARIAN 32,790.29; JOHNSON, G CIRCULATION SERVICES SUPERVISOR 16,940.01; JOVIEN, A YOUTH SERVICES PAGE 2,865.45; JOYNT, S SENIOR YOUTH SERVICES LIBRARIAN 26,059.10; KITLEY, N CIRCULATION PAGE 3,585.70; KLINE, C READERS ADVISORY ASSISTANT 7,233.85; KOMPERDA, P CIRCULATION SERVICES ASSISTANT 4,866.39; KOPROWSKI, A ADULT SERVICES PAGE 2,578.93; KRAFT, A CIRCULATION & ILL PAGE 94.06; KREKELBERG, M REFERENCE LIBRARIAN 27,766.17; KRUSKI, J YOUTH SERVICES PAGE 3,490.13; KRZECZKOWSKI, A ADMINISTRATIVE OFFICE COORDINATOR 4,039.75; LAFAYETTE, L CIRCULATION SERVICES SUPERVISOR 4,268.70; LAZARSKI, C COMPUTER/MAGAZINE ASSISTANT 5,987.95; LEJA, P 3,327.18; LIPOWSKI, N CIRCULATION SERVICES ASSISTANT 5,359.86; LIPPENCOTT, S YOUTH SERVICES LIBRARIAN 4,623.18; LIU, J COMPUTER/MAGAZINE ASSISTANT 6,545.40; MAHER, S SENIOR REERENCE LIBRARIAN 1,920.30; MAY, J CIRCULATION SERVICES SUPERVISOR 7,452.90; MERONEK, G INTERLIBRARY LOAN PAGE 3,880.44; MILEWSKI, R CIRCULATION PAGE 3,927.68; MOMMSEN, J REFERENCE LIBRARIAN SUBSTITUTE 1,678.97; MONKUS, S READERS ADVISORY ASSISTANT 7,690.82; MYLES, M COMPUTER/MAGAZINE ASSISTANT 0.00; NIELS, C MARKETING/PUBLIC INFORMATION COORDINATOR 21,303.75; NOVAK, S ADMINISTRATIVE OFFICE COORDINATOR 4,854.84; O'CONNELL, N CIRCULATION SERVICES ASSISTANT 6,169.84; PALICZ, K CIRCULATION SERVICES ASSISTANT 5,104.17; PALMISANO, S 6,662.01; PAPAURELIS, T GRAPHIC ARTIST 4,153.14; PASCO, K ADMINISTRATIVE ASSISTANT 0.00; PAXSON, M READERS ADVISORY ASSISTANT 8,938.59; PERRY, C ADMINISTRATIVE ASSISTANT 0.00;

PIERCE, N SUMMER YOUTH SERVICES ASSISTANT 450.25; PIOTROWSKI, L READERS ADVISORY ASSISTANT 6,388.31; POLUEKTOVA, Y YOUTH SERVICES PAGE 2,945.58; POPOWITCH, J REFERENCE LIBRARIAN 26,347.49; RAFFENETTI, M REFERENCE LIBRARIAN 2,447.55; RAMIREZ, M TECHNICAL SERVICES ASSISTANT 7,667.85; ROMAN, L ADULT SERVICES PAGE 2,863.47; RUSTHOVEN, C YOUTH SERVICES AND REFERENCE LIBRARIAN 1,483.65; SANTILLI, J REFERENCE LIBRARIAN 0.00; SCHUEREN, M READERS ADVISORY ASSISTANT 8,004.77; SHACKLETON, C CIRCULATION SERVICES ASSISTANT 10,704.15; SHEEHAN, D CIRCULATION SERVICES DEPARTMENT HEAD 32,747.39; SMITH, S COMPUTER/MAGAZINE ASSISTANT 6,209.25; SMITH, T ADULT SERVICES PAGE 2,313.59; SOBUN, M YOUTH SERVICES PAGE 3,161.05; SPIEWAK, G SUMMER YOUTH SERVICES ASSISTANT 468.34; STEVANOVICH, L YOUTH SERVICES ASSISTANT 7,660.80; STOVALL, A COMPUTER & TECH. SERV. DEPARTMENT HEAD 36,180.30; STUART, E ADULT SERVICES PAGE 2,798.45; TAGNEY, K CIRCULATION SERVICES ASSISTANT 5,738.47; THOMPSON, C ADULT SERVICES PAGE 2,998.40; TUCKER, D READERS ADVISORY ASSISTANT 6,729.96; VENKATARAMAN, V ADMINISTRATIVE OFFICE COORDINATOR 0.00; VLASKO-VLASOVA, G YOUTH & ADULT SERVICES PAGE 1,082.70; VON ZEE, K YOUTH SERVICES ASSISTANT 11,625.25; WAGNER, M CIRCULATION SERVICES SUPERVISOR 0.00; WASHINGTON, L 3,405.29; WATTS, W CIRCULATION SERVICES PAGE 3,505.13; WITCZAK, G ADULT SERVICES PAGE 3,500.84; WLOSINSKI, M ADMINISTRATIVE ASSISTANT 7,509.08; WOLSKY, M YOUTH SERVICES ASSISTANT 19,910.40; WORDINGER, D ADULT SERVICES DEPARTMENT HEAD 41,119.85; YANG, M ADULT & CIRCULATION SERVICES PAGE 8,236.43; ZINOVEVA, N CIRCULATION SERVICES PAGE 4,590.08; ZRANTCHEVA, V CIRCULATION PAGE 0.00; GROSS PAYROLL ALL EMPLOYEES \$911,966.91



# Indian Prairie Public Library District 2011 - 2012 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)

## IDENTIFICATION (1.1 - 1.37)



As Secretary of State and State Librarian, I commend our Illinois public libraries on the outstanding services they provide that enhance and enrich the lives of our citizens.

I truly appreciate the efforts and hard work of the 500+ Illinois public libraries in completing the Illinois Public Library Annual Report (IPLAR). The collected data provides a realistic snapshot of the current status of Illinois public library services and programs. In addition, the collected information is shared nationwide through the Federal State Cooperative System (FSCS) for Public Library Data. As a result, Illinois librarians have the opportunity to compare themselves with their Illinois peers and librarians throughout the nation.

Again, thank you very much for your hard work in completing the current IPLAR, and for all the great work you do in keeping our culture educated, entertained, and enlightened.

Courtesy, Jesse White

- 1.1 ISL Control # [PLSC 151, PLSC 701] 30366
- 1.2 ISL Branch # [PLSC 151, PLSC 701] 00
- 1.3a FSCS ID [PLSC 150, PLSC 700] IL0130
- 1.3b FSCS\_SEQ [PLSC 700] 002
- 1.4a Legal Name of Library [PLSC 152] Indian Prairie Public Library District
- 1.4b If this locked question's answer has changed, then enter the updated answer here.
- 1.5a Facility Street Address [PLSC 153] 401 Plainfield Road
- 1.5b If this locked question's answer has changed, then enter the updated answer here.
- 1.6a Facility City [PLSC 154] Darien
- 1.6b If this locked question's answer has changed, then enter the updated answer here.
- 1.7a Facility Zip [PLSC 155] 60561
- 1.7b If this locked question's answer has changed, then enter the updated answer here.
- 1.8a Facility Zip +4 [PLSC 156] 4207
- 1.8b If this locked question's answer has changed, then enter the updated answer here.
- 1.9a Mailing Address [PLSC 157] 401 Plainfield Road
- 1.9b If this locked question's answer has changed, then enter the updated answer here.
- 1.10a Mailing City [PLSC 158] Darien
- 1.10b If this locked question's answer has changed, then enter the updated answer here.
- 1.11a Mailing Zip [PLSC 159] 60561
- 1.11b If this locked question's answer has changed, then enter the updated answer here.
- 1.12a Mailing Zip +4 [PLSC 160] 4207

1.12b	If this locked question's answer has changed, then enter the updated answer here.	
1.13a	Library Telephone Number [PLSC 162]	630-887-8760
1.13b	If this locked question's answer has changed, then enter the updated answer here.	
1.14a	Library FAX Number	630-887-8801
1.14b	If this locked question's answer has changed, then enter the updated answer here.	
1.15	WWW Home Page [PLSC 163]	www.ippl.info
Library Director's Information		
1.16	Name	Jamie Bukovac
1.17	Title	Director
1.18	Library Director's E-mail	jamieb@ippl.info
1.19a	Type of library	DI - District
1.19b	If this locked question's answer has changed, then enter the updated answer here.	
1.19c	Legal Basis Code [PLSC 201]	LD
1.19d	Geographic Code [PLSC 204]	OTH
1.20	Is your library a combined public and school library?	No
1.21	Does your library contract with another library to <b>RECEIVE ALL</b> your library services?	No
1.22	IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	
1.23a	County in which the administrative entity is located [PLSC 161]	DuPage
1.23b	If this locked question's answer has changed, then enter the updated answer here.	
1.23c	Metropolitan Status Code [PLSC 710]	NC
1.24	Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205, 75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)]	No
1.25	IF YES, indicate the reason for the boundary change	
1.26a	Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	42529
1.26b	If this locked question's answer has changed, then enter the updated answer here.	
1.27	If the population has changed from the prior year's answer, then indicate the reason.	
1.28a	This library is currently a member of what Illinois library system?	RAILS
1.28b	If this locked question's answer has changed, then enter the updated answer here.	
1.28c	Interlibrary Relationship Code [PLSC 200]	ME
1.29	Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.30	Does this library have paid staff?	Yes

1.31	Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.32	Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.33	Is this library supported in whole or in part with public funds?	Yes
1.34	Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203] (If you answered YES to each question 1.29 -1.33, then answer this question Yes. If you answered NO to any question 1.29 -1.33, then answer this question No.)	Yes
1.35	Number of Central Libraries [PLSC 209]	1
1.36	Outlet Type Code [PLSC 709]	CE
1.37	Administrative Structure Code [PLSC 202]	SO

**BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.18)**

2.1	Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.2	Total number of branch libraries [PLSC 210]	0

NOTE: For questions 2.3 through 2.16, ONLY INCLUDE branch libraries and bookmobile outlets. DO NOT include the main/central library.

2.3a	Branch or Bookmobile Legal Name [PLSC 702]	N/A
2.3b	If this locked question's answer has changed, then enter the updated answer here.	
2.4	ISL Control # [PLSC 701]	N/A
2.5	ISL Branch # [PLSC 701]	N/A
2.6a	Street Address [PLSC 703]	N/A
2.6b	If this locked question's answer has changed, then enter the updated answer here.	
2.7a	City [PLSC 704]	N/A
2.7b	If this locked question's answer has changed, then enter the updated answer here.	
2.8a	Zip [PLSC 705]	N/A
2.8b	If this locked question's answer has changed, then enter the updated answer here.	
2.9a	Zip +4 [PLSC 706]	N/A
2.9b	If this locked question's answer has changed, then enter the updated answer here.	
2.10a	County [PLSC 707]	
2.10b	If this locked question's answer has changed, then enter the updated answer here.	
2.11a	Telephone [PLSC 708]	N/A
2.11b	If this locked question's answer has changed, then enter the updated answer here.	
2.12a	Square Footage [PLSC 711]	N/A
2.12b	If this locked question's answer has changed, then enter the updated answer here.	

2.12c	Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
2.13	Outlet Type Code [PLSC 709]	
2.14	Metropolitan Status Code [PLSC 710]	
2.15	FSCS ID [PLSC 700]	N/A
2.16	FSCS_SEQ [PLSC 700]	N/A
2.17	Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	0
2.18	Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]	0

**ANNUAL REPORT DATA (3.1 - 3.7)**

3.1	Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2011
3.2	Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2012
3.3	Number of months in this fiscal year	12
3.4	Name of person preparing this annual report	Jamie Bukovac
3.5	Telephone Number	630-887-8760
3.6	FAX Number	630-887-1018
3.7	E-Mail Address	jamiieb@ippl.info

**REFERENDA (4.1 - 4.12)**

4.1	Was your library involved in a referendum in FY2011/2012?	No
include each type of referendum presented to the voters below:		
4.2	Referendum Type	N/A
4.3	If Other, what was the referendum type?	
4.4	Referendum Date (mm/dd/year)	
4.5	Passed or Failed?	N/A
4.6	Effective Date (mm/dd/year)	

If in the last year, or in the period before filing this report, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action.

4.7	Conversion - Effective Date (mm/dd/year)	N/A
4.8	Annexation - Effective Date (mm/dd/year)	N/A
4.9	Other (please specify)	N/A
4.10	Other - Effective Date (mm/dd/year)	N/A
4.11	Other (please specify)	N/A
4.12	Other - Effective Date (mm/dd/year)	N/A

**CURRENT LIBRARY BOARD (5.1 - 5.14)**

[75 ILCS 5/4-1, et seq., 75 ILCS 16/30-5, et seq.]

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts. Report the most current information available.

5.1	Total number of board seats	7
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- 5.2 Total number of vacant board seats 0
- 5.3 In accordance with current Illinois Library Laws, subject to the type of public library, this public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired. Yes
- 5.4 IF NO, please explain

Members

5.5 Name Crystal Megaridis  
 5.6 Trustee Position President  
 5.7 Present Term Ends (mm/year) 04/2013  
 5.8 Telephone Number [REDACTED]  
 5.9 E-mail Address crystalm@ippl.info  
 5.10 Home Address [REDACTED]  
 5.11 City [REDACTED]  
 5.12 State IL  
 5.13 Zip [REDACTED]  
 5.14 Zip +4 [REDACTED]

5.5 Name Jo Ann Schusterich  
 5.6 Trustee Position Vice-President  
 5.7 Present Term Ends (mm/year) 04/2015  
 5.8 Telephone Number [REDACTED]  
 5.9 E-mail Address joanns@ippl.info  
 5.10 Home Address [REDACTED]  
 5.11 City [REDACTED]  
 5.12 State IL  
 5.13 Zip [REDACTED]  
 5.14 Zip +4 [REDACTED]

5.5 Name Marian Krupicka  
 5.6 Trustee Position Treasurer  
 5.7 Present Term Ends (mm/year) 04/2015  
 5.8 Telephone Number [REDACTED]  
 5.9 E-mail Address mariank@ippl.info  
 5.10 Home Address [REDACTED]  
 5.11 City [REDACTED]  
 5.12 State IL  
 5.13 Zip [REDACTED]  
 5.14 Zip +4 [REDACTED]

5.5 Name Victoria Suriano  
 5.6 Trustee Position Secretary  
 5.7 Present Term Ends (mm/year) 04/2015  
 5.8 Telephone Number [REDACTED]  
 5.9 E-mail Address victorias@ippl.info  
 5.10 Home Address [REDACTED]  
 5.11 City [REDACTED]  
 5.12 State IL  
 5.13 Zip [REDACTED]  
 5.14 Zip +4 [REDACTED]

5.5 Name Luanne Spiros  
 5.6 Trustee Position Other  
 5.7 Present Term Ends (mm/year) 04/2013  
 5.8 Telephone Number [REDACTED]  
 5.9 E-mail Address luannes@ippl.info  
 5.10 Home Address [REDACTED]  
 5.11 City [REDACTED]  
 5.12 State IL  
 5.13 Zip [REDACTED]  
 5.14 Zip +4 [REDACTED]

5.5 Name Paul Oggerino  
 5.6 Trustee Position Other  
 5.7 Present Term Ends (mm/year) 04/2013  
 5.8 Telephone Number [REDACTED]  
 5.9 E-mail Address paulo@ippl.info  
 5.10 Home Address [REDACTED]  
 5.11 City [REDACTED]  
 5.12 State IL  
 5.13 Zip [REDACTED]  
 5.14 Zip +4 [REDACTED]

5.5 Name Robert Thomas  
 5.6 Trustee Position Other  
 5.7 Present Term Ends (mm/year) 04/2013  
 5.8 Telephone Number [REDACTED]  
 5.9 E-mail Address robertt@ippl.info  
 5.10 Home Address [REDACTED]  
 5.11 City [REDACTED]  
 5.12 State IL  
 5.13 Zip [REDACTED]  
 5.14 Zip +4 [REDACTED]

**FRIENDS GROUP/FOUNDATION (6.1 - 6.2)**

6.1 Does your library have a "friends" group? Yes  
 6.2 Does your library have a library foundation? Yes

**FACILITY/FACILITIES (7.1 - 7.2)**

7.1a Total square footage of the main library building [PLSC 711] 43,394  
 7.1b If this locked question's answer has changed, then enter the updated answer here.  
 7.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report. N/A  
 7.2 Total square footage of the branch library building(s), if applicable N/A  
 7.2b Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report. N/A

**ASSETS AND LIABILITIES (8.1 - 8.13)**

**PROPERTY**

- What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? \$9,095,625
- 8.2 During the last fiscal year, did the library acquire any real and/or personal property? [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] No
- IF YES, how was the property acquired? (Check all that apply)
- 8.3 Purchase No
- 8.4 Legacy No
- 8.5 Gift No
- 8.6 Other No
- 8.7 Provide a general description of the property acquired.
- 8.8 What is the estimated replacement cost for the library's furniture, equipment, and vehicles? \$1,048,000

**FISCAL ACCUMULATIONS**

- 8.9 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] Yes
- 8.10 IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] Corporate Fund \$653,558; Building & Maintenance Fund \$60,026; IMRF Fund \$4,447; Liability Fund \$12,426; Fica Fund \$3,131; Special Reserve Fund \$22,056; Working Cash Fund \$384,150; Bond Fund \$302,287

**LIABILITIES**

- 8.11 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] Yes
- 8.12 IF YES, what is the total amount of the outstanding liabilities? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] \$954,040
- 8.13 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] Building Bonds \$954,040

**OPERATING RECEIPTS BY SOURCE (9.1 - 9.22)**

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

Operating receipts are the monies received and utilized during the fiscal year to support the provision of ongoing, day-to-day library services.

Exclude: revenue for major capital expenditures, contributions to endowments, revenue passed through to other agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

**NOTE: Round answers to the nearest whole dollar.**

**LOCAL GOVERNMENT**

9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only) \$3,050,581

**STATE GOVERNMENT** - Exclude: Federal funds distributed by the State of Illinois

9.2 Per capita grant \$0  
 9.3 Equalization aid grant \$0  
 9.4 Personal property replacement tax \$0  
 9.5 Educate and Automate grants (an IL State Library grant) 0  
 9.6 Other 0  
 9.7 If Other, please specify  
 9.8 Total State Government Funds (9.2 + 9.3 + 9.4 + 9.5 + 9.6) [PLSC 301] \$0

**FEDERAL GOVERNMENT** - Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library)

9.9 LSTA funds received \$43,613  
 9.10 E-Rate funds received \$0  
 9.11 Other federal funds received 0  
 9.12 If Other, please specify  
 9.13 Total Federal Government Funds (9.9 + 9.10 + 9.11) [PLSC 302] \$43,613

**OTHER INCOME**

9.14 Bill and Melinda Gates Foundation grant monies received 0  
 9.15a Other receipts intended to be used for operating expenditures \$198,639  
 9.15b Other non-capital receipts placed in "reserve funds" 0  
 9.16 TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303] \$198,639

**TOTAL OPERATING RECEIPTS**  
 [75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

9.17 TOTAL receipts ( 9.1 + 9.8 + 9.13 + 9.16) [PLSC 304] \$3,292,833

9.18 The library safeguards its funds using which option?

Per 75 ILCS 5/4-9 AND 75 ILCS 16/30-45(e), the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annu Surety Bond

9.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument? \$1,646,416

9.20a Is the amount of the surety bond in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)] Yes

9.20b Is the amount of the insurance policy or other insurance instrument in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)] N/A

9.21 The designated custodian of the library's funds is: Library Treasurer

9.22 Is this library's annual tax levy/fiscal appropriation subject to "tax caps" [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]? Yes



**OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.4)**

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

**NOTE: Round answers to the nearest whole dollar.**

10.1	Salaries and wages for all library staff [PLSC 350]	\$1,844,067
10.2	Fringe benefits, for all library staff, paid for from either the library's or the "municipal corporate authority's" appropriation [PLSC 351]	\$433,415
10.3	Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$2,277,482
10.4	If this library answered question 10.2 as "zero" or "N/A" then choose an answer from the drop-down.	N/A

**MATERIALS EXPENDITURES (11.1 - 11.4)**

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

Include: All materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed.

Exclude: Charges or fees for interlibrary loans and Expenditures for document delivery.

**NOTE: Round answers to the nearest whole dollar.**

11.1	Printed Materials [PLSC 353]	\$274,649
11.2	Electronic Materials [PLSC 354]	\$76,768
11.3	Other Materials [PLSC 355]	\$109,349
11.4	TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$460,766

**OTHER OPERATING EXPENDITURES (12.1 - 12.3)**

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

Exclude: Purchases of major fixed assets (Report in Capital Expenditures)

**NOTE: Round answers to the nearest whole dollar.**

12.1	All other operating expenditures not included above [PLSC 357]	\$571,830
12.2	TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$3,310,078
12.3	Children's Materials Expenditures	\$86,454

**CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)**

[75 ILCS 5/4-10(1)&(2), 75 ILCS 16/30-65(a)(6)]

Include funds received for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations; to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE: Round answers to the nearest whole dollar.**

**CAPITAL REVENUE**

13.1a	Local Government: Capital Income from Bond Sales	\$491,895
13.1b	Local Government: Other	\$0
13.1c	Total Local Government (13.1a + 13.1b) [PLSC 400]	\$491,895
13.2	State Government [PLSC 401]	0
13.3	Federal Government [PLSC 402]	0
13.4	Other [PLSC 403]	0
13.5	If Other, please specify	
13.6	Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$491,895

**CAPITAL EXPENDITURES**

13.7	Total Capital Expenditures [PLSC 405]	\$29,847
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**PERSONNEL (14.1 - 14.50)**

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees -- do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A: Librarians with MASTER'S DEGREES (OR DOCTORATES OR CERTIFICATES OF ADVANCED STUDIES) FROM AN AMERICAN LIBRARY ASSOCIATION ACCREDITED PROGRAM OF LIBRARY AND INFORMATION STUDIES. [PLSC 250]

14.1	Position Title	Library Director
14.2	Primary Work Area Code	LDIR
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$55.13
14.7	Total Hours/Week	37.5
14.1	Position Title	Assistant Director
14.2	Primary Work Area Code	ADIR

14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$41.14
14.7	Total Hours/Week	37.5
14.1	Position Title	Head of Adult Services
14.2	Primary Work Area Code	ADT
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$40.17
14.7	Total Hours/Week	37.5
14.1	Position Title	Head of Youth Services
14.2	Primary Work Area Code	CHD
14.3	Secondary Work Area Code [OPTIONAL]	YAS
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$30.51
14.7	Total Hours/Week	37.5
14.1	Position Title	Head of Computer Services and Technical Services
14.2	Primary Work Area Code	AUTO
14.3	Secondary Work Area Code [OPTIONAL]	CAT
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$37.11
14.7	Total Hours/Week	37.5
14.1	Position Title	Senior Librarian
14.2	Primary Work Area Code	ADT
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$33.63
14.7	Total Hours/Week	37.5
14.1	Position Title	Senior Librarian
14.2	Primary Work Area Code	CHD
14.3	Secondary Work Area Code [OPTIONAL]	YAS
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$27.14
14.7	Total Hours/Week	37.5
14.1	Position Title	Senior Librarian
14.2	Primary Work Area Code	ADT
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$24.90
14.7	Total Hours/Week	37.5

14.1	Position Title	Librarian
14.2	Primary Work Area Code	CHD
14.3	Secondary Work Area Code [OPTIONAL]	YAS
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$23.85
14.7	Total Hours/Week	24
14.1	Position Title	Librarian
14.2	Primary Work Area Code	ADT
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	M
14.6	Hourly Rate	\$27.03
14.7	Total Hours/Week	37.5
14.1	Position Title	Librarian
14.2	Primary Work Area Code	ADT
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$29.02
14.7	Total Hours/Week	37.5
14.1	Position Title	Librarian
14.2	Primary Work Area Code	ADT
14.3	Secondary Work Area Code [OPTIONAL]	
14.4	Education Code	MLS
14.5	Sex	F
14.6	Hourly Rate	\$21.29
14.7	Total Hours/Week	37.5
14.8	Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	10.91

Group B: Other Librarians. Include employees with the TITLE OF LIBRARIAN who EITHER have other types of library education (non-American Library Association accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

14.9	Position Title	N/A
14.10	Primary Work Area Code	N/A
14.11	Secondary Work Area Code [OPTIONAL]	
14.12	Education Code	N/A
14.13	Sex	
14.14	Hourly Rate	0
14.15	Total Hours/Week	0
14.16	Total Group B: FTE Other Librarians (14.15 / 40)	0.00
14.17	Total FTE Librarians (14.8 + 14.16) [PLSC 251]	10.91

OTHER PAID EMPLOYEES WHO PERFORM OTHER TYPES OF LIBRARY WORK

Group C: Full-time/part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster), other technical, and clerical employees.

14.18	Total hours worked in a typical week by all Group C employees	934
14.19	Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$9.70
14.20	Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$21.85
14.21	Total FTE Group C employees (14.18 / 40)	23.35
Group D: Full-time/part-time pages or shelvers		
14.22	Total hours worked in a typical week by all Group D employees	266
14.23	Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$8.55
14.24	Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$10.85
14.25	Total FTE Group D employees (14.22 / 40)	6.65
Group E: Full-time/part-time building maintenance, security or plant operation employees		
14.26	Total hours worked in a typical week by all Group E employees	67
14.27	Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$12.30
14.28	Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$16.60
14.29	Total FTE Group E employees (14.26 / 40)	1.68
14.30	Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	31.68
14.31	Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	42.59

#### Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant.

14.32	Position Title	N/A
14.33	Primary Work Area Code	
14.34	Education Code	
14.35	Total Hours/Week	0
14.36	Number of Weeks Vacant during FY2010/11	0
14.37a	Annual Salary Range Minimum	0
14.37b	Annual Salary Range Maximum	0

#### Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2011/2012.

14.38	Position Title	N/A
14.39	Primary Work Area Code	
14.40	Education Code	
14.41	Total Hours/Week	0
14.42	Current Status: Filled or Unfilled	
14.43	Date Filled (mm/year, if applicable)	

#### Eliminated Librarian Positions

eliminated librarian position is one that was budgeted for in FY2010/11 but was not in the budget for FY2011/12.

14.44	Position Title	N/A
14.45	Primary Work Area Code	

14.46	Education Code	
14.47	Total Hours/Week	0
14.48	Date Eliminated (mm/year)	
14.49	Last Annual Salary Paid	0
14.50	Reason Eliminated (i.e. lack of funds or need, etc.)	

**SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)**

<b>Monday</b>		
15.1	Open?	Yes
15.2	Based on a typical Monday, how many hours was the library open on this day?	12.00
<b>Tuesday</b>		
15.3	Open?	Yes
15.4	Based on a typical Tuesday, how many hours was the library open on this day?	12.00
<b>Wednesday</b>		
15.5	Open?	Yes
15.6	Based on a typical Wednesday, how many hours was the library open on this day?	12.00
<b>Thursday</b>		
15.7	Open?	Yes
15.8	Based on a typical Thursday, how many hours was the library open on this day?	12.00
<b>Friday</b>		
15.9	Open?	Yes
15.10	Based on a typical Friday, how many hours was the library open on this day?	12.00
<b>Saturday</b>		
15.11	Open?	Yes
15.12	Based on a typical Saturday, how many hours was the library open on this day?	8.00
<b>Sunday</b>		
15.13	Open?	Yes
15.14	Based on a typical Sunday, how many hours was the library open on this day?	4.00
15.15	Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)?	6
15.16	Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)?	7.00
15.17	Based on a typical week, how many DAYS in that week was the CENTRAL library open evenings (6:00 p.m. - 11:59 p.m.)?	5
15.18a	Total public service hours <b>PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC 713]</b>	3,744
15.18b	Total public service hours <b>PER YEAR FOR ALL BRANCH LIBRARIES &amp; BOOKMOBILES [PLSC]</b>	N/A

**PER YEAR**

15.18c	Total scheduled public service hours <b>FOR ALL SERVICE OUTLETS</b> (15.18a + 15.18b) [PLSC 500]	3,744
15.19	Total annual visits/attendance in the library [PLSC 501]	506,759
15.20	Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52

**PROGRAMS & ATTENDANCE (16.1 - 16.8)**

Exclude: (1) Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, resume writing assistance, homework assistance, and mentoring activities. (2) Programs sponsored by other groups that use library facilities.

16.1	Total Number of Adult Programs	289
16.2	Adult Program Attendance	5,749
16.3	Total Number of Young Adult Programs [PLSC 602]	107
16.4	Young Adult Program Attendance [PLSC 605]	3,637
16.5	Total Number of Children's Programs [PLSC 601]	344
16.6	Children's Program Attendance [PLSC 604]	25,038
16.7	Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	740
16.8	Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	34,424

**REGISTERED BORROWERS (17.1 - 17.4)**

17.1	Total number of resident borrower's cards in force as of the last day of the fiscal year. A resident borrower is a citizen who resides within your library's legal service area and /or is taxed for (or owns property within) library service within your library's taxing boundaries which entitles that citizen to hold a resident borrower's card from your library. Do font color = black > NOT / font > include reciprocal borrowers.	23,577
17.2a	Total number of non-resident borrower's cards in force as of the last day of the fiscal year. A non - resident borrower is a citizen who does not reside within your library's legal service area and is not taxed for library service within your library's taxing boundaries. Instead that citizen pays a fee directly to your library for library use and services. Do NOT include reciprocal borrowers.	1,012
17.2b	What was the total amount of the fees collected from the sale of non-resident borrower's cards during the past fiscal year?	90255
17.3	Total number of registered borrowers as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	24,589
17.4	Is your library's registered borrower/patron file purged a minimum of one time every three years?	Yes

**RESOURCES OWNED (18.1 - 18.15)**

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

This area does NOT cover all materials for which expenditures were reported. Report only items that the library has acquired as part of the collection and cataloged whether purchased, licensed, or donated as gifts.

Books		
18.1	Held at end of FY2011/12 [PLSC 450]	144,035
Back Files (Retrospective Holdings): Newspapers (Print format only)		
18.2	Held at end of FY2011/12	16
18.3	Are these counts a volume count OR a title count	Title
Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only)		
18.4	Held at end of FY2011/12	377
18.5	Are these counts a volume count OR a title count	Title
18.6	Total Print Materials (18.1 + 18.2 + 18.4)	144,428
[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]		

Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only)

18.7	Held at end of FY2011/12 [PLSC 460]	440
E-books		
18.8	Held at end of FY2011/12 [PLSC 451]	7,755
Audio Recordings: Physical Units		
18.9a	Held at end of FY2011/12 [PLSC 452]	16,561
Audio Recordings: Downloadable Titles		
18.9b	Held at end of FY2011/12 [PLSC 453]	3,750
DVDs/Videos: Physical Units		
18.10a	Held at end of FY2011/12 [PLSC 454]	18,923
[75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]		

DVDs/Videos: Downloadable Titles

18.10b	Held at end of FY2011/12 [PLSC 455]	0
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Licensed Databases

Report the number of licensed databases acquired through payment or formal agreement, by source of access. Each database should be counted individually even if access to several databases is supported through the same vendor interface.

Exclude: Subscriptions to individual electronic serial titles should be reported in question 18.8 NOT in 18.12 - 18.15.

18.11	Local License negotiated by the local library [PLSC 456]	11
18.12	State License negotiated by the Illinois State Library [PLSC 457]	22
18.13	Other consortia within the state or region -- License negotiated by regional library system(s) and/or other cooperative(s) [PLSC 458]	23
18.14	Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 459]	56

Children's Holdings

18.15	Children's Holdings	61,142
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**USE OF RESOURCES (19.1 - 19.13)**

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]



Report for the library's entire fiscal year

19.1	Number of adult materials loaned	573,400
19.2	Number of children's materials loaned [PLSC 551]	328,274
19.3	Total number of materials loaned (19.1 + 19.2) [PLSC 550]	901,674

Report circulation, including renewals, by the material types below. Include both physical and electronic format circulation if applicable.

19.4	Books	455,665
19.5	Videos/DVDs	296,181
19.6	Audios (include music)	98,445
19.7	Magazines/Periodicals	24,770
19.8	Other Formats	26,613
19.9	TOTAL (Sum of 19.4-19.8)	901,674
19.10	Number of interlibrary loans loaned to other libraries [PLSC 552]	65,619
19.11	Number of interlibrary loans borrowed from other libraries [PLSC 553]	80,397
19.12	Does your library participate in reciprocal borrowing?	Yes
19.13	IF YES, report the number of materials loaned	135,251

### REFERENCE QUESTIONS (20.1 - 20.3)

Number of reference questions, for the fiscal year, asked at the \_\_\_\_\_ department. [PLSC 502]

20.1	Adult Department	41,130
20.2	Children's Department	46,052
20.3	TOTAL (20.1 + 20.2) [PLSC 502]	87,182

### AUTOMATION (21.1 - 21.5)

How many of the following does your library have?

Windows/PC Compatible Computers

21.1	Total number of ALL computers in the library	129
21.2	Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	71
21.3	Is your library's catalog automated?	Yes
21.4	Is your library's catalog accessible via the web?	Yes
21.5	Does your library have a telecommunications messaging device for the hearing imparied?	Yes

### INTERNET (22.1 - 22.20)

22.1	Does your library have Internet access?	Yes
22.2	Does your library have wireless Internet access?	Yes
What Internet provider(s) does your library use? (Check all that apply)		
22.3	Illinois Century Network (ICN)	Yes
22.4	Other	Yes
22.5	If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	N/A
22.6	What type(s) of Internet connection(s) is/are used by your library? (Check all that apply)	

If you need help, call your Internet service provider (ISP).

	DSL	No
	Cable	Yes
	Wireless	Yes
	Satellite	No
	Fiber	No
	Leased Line	No
	Network (State, Regional, Municipal)	Yes
	Dial-up	No
	Don't Know	No
	Other	No
	N/A	No
22.7	What is the maximum speed of your library's Internet connection? (Select one)	1.6 - 6.2 Mbps
22.8	If Other, please specify	N/A
22.9	Has your library board adopted an Internet public access policy?	Yes
22.10	How many Internet computers does your library have available for public use? [PLSC 650]	42
22.11	Report the number of in-library users of public Internet computers in a year [PLSC 651]	73,025
22.12	Report the annual number of views of your library's homepage	226,616
22.13	Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
22.14	Does your library utilize Internet filters?	No
22.15	IF YES, when did your library start using filters? (mm/year)	N/A
	IF YES, which Internet stations have filters? (Check all that apply)	
22.16a	Staff - All	No
22.16b	Staff - Some	No
22.17a	Public - All	No
22.17b	Public - Some	No
22.18a	Children - All	No
22.18b	Children - Some	No
22.19a	Young adult - All	No
22.19b	Young adult - Some	No
22.20a	Adult - All	No
22.20b	Adult - Some	No

### E-RATE (23.1 - 23.3)

23.1	Did your library apply directly for E-rate (telecommunications discounts) for FY2011/12?	No
23.2	IF YES, what is the dollar amount (either as discounts/credits on your telecommunications bills or as direct payments to your library) that your library was awarded for FY2011/12?	0

23.3 Why did your library NOT participate in the E-rate program? Negligible benefit

**STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)**

24.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.) \$20,003

24.2 Does this include travel expenses? Yes

24.3 How many hours of training did employees receive this year? 2,185

**SUGGESTED QUESTIONS FOR FUTURE IPLARS (25.1)**

25.1 What information is not currently asked on the Illinois Public Library Annual Report (IPLAR) that you would be interested in if it were collected?

**PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (26.1)**

[75 ILCS 16/30-65(a)(1),(c)(d)]

26.1 Public Library District Secretary's Audit (Submit in paper format; there is no electronic version).

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:

1. Your library's name and address (should be on the library's letterhead).
2. The following text: "This is to testify that we have examined the Secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for FY2011/12."

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

3. The signatures of two trustees who were appointed by the President to audit the Secretary's records.
4. The date completed.

**CERTIFICATION PAGE**

Click [here](#) to print certification form.

**IPLAR SUBMISSION REMINDERS**

Follow these steps for IPLAR submission:

1. Click on the Status tab.
2. Click on the Unanswered Questions tab which defaults to View Required Unanswered Questions. Supply answers for these required questions.
3. Click on the Edit Checks tab and resolve edit checks. Explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
4. Click on the Submit Survey tab and click on the green Submit Survey button NOTE: All required unanswered questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit.

**IL STATE LIBRARY WILL COMPLETE**

27.1	EAV 1 [ISL]	
27.2	EAV 2 [ISL]	
27.3	EAV 3 [ISL]	
27.4	EAV 4 [ISL]	
27.5a	EAV TOTAL (27.1 + 27.2 + 27.3 + 27.4)	0
	[ISL]	

27.5b	EAV in \$1,000 (27.5a / 1,000) [ISL]	0
27.6	Tax Rate 1 [ISL]	
27.7	Tax Rate 2 [ISL]	
27.8	Tax Rate 3 [ISL]	
27.9	Tax Rate 4 [ISL]	
27.10	Average Tax Rate [ISL]	0

### **DETERMINATION TO DISPOSE OF PERSONAL PROPERTY**

The Indian Prairie Library Board of Trustees has determined to dispose of the following unused computer equipment no longer usable by the district.

- 3 printers
- 5 monitors
- 19 computers and parts
- 3 scanners
- 4 UPS Back-ups

The equipment will be picked up by a recycling company who will recycle or dispose the equipment properly.

8/6/2012

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**Director's Report  
August 2012**

Agenda

**Omnibus:**

The budgetary calendar is being revised to reflect that the November board meeting has been changed. The Annual Report as required by the State Library is included. The Annual Statement of Receipts and Disbursements which was to be approved last month and was pulled from the agenda because it did not include the full year's information is on this agenda. The Semi-annual Statement of Receipts and Disbursements was approved last month, but it turns out that it was incorrect and it is on this agenda to be approved again. Also, the June Treasurers Report is included again as well because the Bond Property Taxes had not been included in the revenue.

**Old Business:**

I updated the financial forecast and extended it to the year 2030. It includes all capital projects to that point including a refurbishment project of new carpet, paint and furniture. Steve Larson is currently reviewing my figures but this will give you some idea of the future without additional monies.

**New Business:**

This year's Per Capita Grant requires that the trustees review *Serving Our Public 2.0 Standards for Illinois Public Libraries, Chapter 9 Programming*. The library meets all of the standards through the wide assortment of programming it offers. We've always offered programming on a variety of topics and in the last few years have added multicultural programming and programming targeted to men, the 20's to 30's age group and seniors. Currently staff are developing multicultural storytime classes where some classes will be held in English/Spanish and English/Polish. Also, we have increased our technology classes to try and cover all the interests and needs our community has in this area. We also offer a library speakers bureau in that staff will make presentations about library services and resources.

Trustees are also required to review *Illinois Library Law and Rules, 75 ILCS 10/8 State Grants and 10/8.1 Eligibility for Grants*. In 10/8 section (b) does not apply to Indian Prairie. Section (c) is relative to Library Systems. As an FYI they do not receive the \$1.46 per capita of the population of their area served. I don't know the current dollar amount but they have not been fully funded at this amount for years. Libraries fall under 10/8.1. Currently libraries are not receiving the \$1.25 per capita for the population served. This past year we received \$1.026.

Trustees are to also review the supplemental taxes available to libraries. We currently levy for the General Corporate, Building and Maintenance, Tort & Immunity, IMRF, and Social Security.

The library used to levy for the audit but since it is such a small amount we stopped that. The Working Cash Fund can be levied for a period of four years to build up the fund and the money is used if tax dollars are not received in a timely manner. Indian Prairie had levied for this years ago and the money is sitting in the Working Cash Fund. The Special Reserve Fund is not one that the library levies for but rather a fund that is established with a stated purpose relative to the building and equipment. The Library had established such a fund many years ago.

## Presentations to Darien, Willowbrook and Burr Ridge

Currently Marian and Luanne are booked to speak at Darien on August 20 and Vicki is scheduled to speak at Burr Ridge on October 8. I am still waiting for a date confirmation from Willowbrook.

## Adult Services Move

The moving of shelving went very smoothly. Debbie and her staff and volunteers did a great job in weeding the reference collection and shifting books and magazines. Christine put a lot of work into taking shelving and end panels down and moving some of the individual magazine shelves to their new location. We used the same movers as we did during the renovation to use their special equipment to move rows of shelving. Everything was pretty much done by 10:00 that morning. The public seem to like the open space.

## Open Meetings Act Training.

I just want to remind everyone that trustees need to complete this online training by the end of the year. We've received certificates from two trustees that it has been completed. The training is located at <https://foia.ilattorneygeneral.net/CreateAccount.aspx>

## Staff

Deirdre Thurman was hired as a Circulation Services Supervisor beginning work on June 29 at a salary of \$13.95 per hour. She comes to us with experience from the Oak Park Library. The opening for the Administrative Office Coordinator has been posted.

Laura and I attended a webinar on "mental models" which was very interesting and provides a new way of approaching development of ideas with staff. I've attached notes from the webinar to my report.

## Meetings and Workshops

July 16	One-on-one with Ann
July 26	One-on-one with Monica
July 18	One-on-one with Debbie W.
July 18	Board meeting
July 19	ADA/FMLA workshop
July 19	Zone 1 Administrators meeting
July 20	SWAN Board meeting
July 23	One-on-one with Debbie S.
July 23	One-on-one with Ann
July 25	Moving of shelving in Adult Services
July 25	Meetings re design of the newsletter and Singin in the Stacks
July 26	One-on-one with Monica
July 30	Department Heads meeting
July 31	One-on-one with Laura
August 1	One-on-one with Debbie W
August 2	SWAN strategic plan meeting
August 3	One-on-one with Monica
August 6	One-on-one with Debbie S

August 8 Webinar – “Mental Models”  
August 9 One-on-one with Laura

Jamie Bukovac  
Director



**PLA Webinar, 8/9/12**  
**Mental Models**  
**Cheryl Guild, [fullyengagedlibrarian.com](http://fullyengagedlibrarian.com)**

The Fifth Discipline by Peter Senge  
Mindset, the new psychology of success by Carol Dweck

“Mental models are deeply held internal images of how the world works, images that limit us to familiar ways of thinking and acting.” Peter M. Senge

Mental models are assumptions, beliefs, mind sets, how you think about something  
A library example – do you believe that books are to be preserved or that books are to be used.  
Each belief will dictate policy and procedures that you establish.

Mental models are not good or bad, it is just important that we are aware of them so they don't get in the way. Sometimes an entire culture has a particular mental model. We can become too involved in our own world which can create a mental model.

We need to find the models that limit us. If you don't know what they are you can't deal with them. The unconscious subconscious – you don't know what you don't know. Unexplored mental models get in the way of moving forward, they stop us if we don't examine them.

Another example - Complaints or conflicts seen as problem rather than as an opportunity to get information and find solutions.

“New things are better.” Many are drawn to this idea. If you operate under the model that ebooks are the future and books are dead this will drive your decision making.

We need to surface mental models to they don't get in the way.  
Ask questions to draw out why people think the way they do and to figure out if there is a way to satisfy both sides. Don't argue for position, allow people to be heard, keep playing with ideas and trying things.  
Remember – it's not just the other person who has mental models, you do too.

We can change our mental models – it's proven that someone can pretty much be whatever they want through effort. Find the mental models that limit us and replace them with expansive mental models.

What feels like change resistance can be fear regarding lack of skills, their future, service levels, their territory. Help people explore their fears, ask why they hold their position, listen, ask what needs to happen to make this change occur in a positive way, do empathize but don't give in.

Help them to see the bigger question. "Is it your job to get XXX done, or is it your job to provide great service?" "Is a successful day completing your list or helping people?" "instead of I can't, ask "what can I do?"

When discussing a topic, check to see what mental models people are holding and verify that you are all using the same definitions.

Discuss mental models and use this concept to get people in a room together and talking. Often departments will say, we don't have time to talk. But it is a very important activity.

Ask staff – what mental models are holding the library back?

Prioritize that list.

Discuss what would be different if the mental models were different?

Have a dialogue

To be successful:

Ask

Listen

No judgment, value all opinions

Share with all staff

Use what is learned

Questions to try:

- What is the purpose of the library?
- What do we mean by customer service?
- What is community engagement?
- What if the building or the librarians aren't the most important part of the library?

Damaging mental models:

- Disagreement is bad.
- Logic is what changes people's minds.
- Getting buy in means you ask for feedback but you aren't required to do anything with the feedback or let people know how it was used.

Tony Robbins on TedTalk – It's not resources but resourcefulness. If you think it is impossible, it is. Release the people and release the potential.

Management Assumptions:

- Corrections are micromanaging.
- If you're the supervisor you need to know the answers.
- Because you've done something longer, that means you know how to do it better.
- Collaboration means you don't have rules and structure and you can't delegate tasks.
- People can only do what they were hired for.
- You only reward success, not effort.

Cheryl's new models to put in place:

- What if when you think there isn't a solution to the problem, you ask yourself, what are some of the assumptions I'm making about this problem.
- I agree that this is impossible. What needs to happen to make it possible?
- There are more people in the community than who we see everyday at the library.
- If we've always done it, let's review it.
- People come before policies.
- Facilitation and conversation are more important than having answers.

# Mental Models for Staff Discussions

A handout from "Are Your Mental Models of a Library Holding You Back?"  
- a PLA Webinar with Cheryl Gould

When we have a mental model of something, it shapes our behavior and limits our creativity in finding solutions. Use these statements or collect statements from staff about their mental models about the library. Try asking questions that flip the assumption such as "The library is for providing entertainment" instead of "The library is for supporting lifelong learning" or "Our job is to protect library material" vs. "Our job is to serve the community."

The library's purpose is to support lifelong learning.

We can't charge for services.

Customers don't want to learn.

We must provide databases for free.

You can only solve problems based on your pay grade.

Lack of money keeps us from becoming the best library.

The library is meant for quiet reading and study.

Your job is to make materials available equally for all people.

The boss has the answer.

The union is the problem.

Because we've always done it this way, it's the right way.

If customers self serve, we'll lose our jobs.

It's not our job to teach customers.

Only the librarians can answer questions.

It's the administrators who know the future of the library.

Strategic planning must be done every 5 years.

It's important to get books to customers as quickly as possible.

Customers should not have to wait in a line.

The answers are out there somewhere.

Performance reviews happen annually.

Our library is unique.

A library must be run by librarians.

A public library must carry popular fiction.

I'm powerless.

I need to wait for training.

You need to be sure of the outcome or impact before you start.



# Dangerous Questions

A handout from "Are Your Mental Models of a Library Holding You Back?"  
- a PLA Webinar with Cheryl Gould

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Whatever	Like it	Like it, AND it makes me nervous	First reaction = I don't want this to happen

	1	2	3	4
1. Why do we have to hire librarians?				
2. What if we looked at new models for scheduling staff?				
3. What if we didn't have a selection policy?				
4. What if we gave staff 20% of their time to work on innovative ideas and then held them accountable to produce something in that time?				
5. What if libraries started admitting that we waste taxpayer money?				
6. What if you had to reapply for library jobs every 3 years in a competitive process, not just a formality?				
7. What if we allowed staff to pilot more ideas, instead of starting with "NO"?				
8. What if we thought about libraries as idea incubators and staff as facilitators?				
9. What if we stopped feeling a need to be experts?				
10. What if brick-and-mortar libraries no longer had librarians in them?				
11. What if aligning ourselves so closely to education is the wrong path?				
12. What if we encouraged and supported self-published work?				
13. What if there were no cataloging standards?				
14. What if we closed and there were no public outcry?				
15. What if everyone owned a cheap e-reader?				
16. What if we didn't have to keep stats? What if we could just do stuff?				
17. What if the library didn't have any books?				
18. What if the library isn't a place?				
19. What if libraries were like Amazon and offered washing machines and toasters too?				
20. What if libraries offered for-credit and/or remedial courses that were transferrable to colleges?				
21. What if we weren't the solution to early/emergent literacy?				
22. What if we stopped calling ourselves libraries/librarians?				
23. What if we eliminated strategic planning as a means of operation on the grounds of it being inflexible?				
24. What if upper management worked in public services/at branches?				
25. What if libraries were run as for-profit businesses but on a sliding scale?				
26. What could libraries stop doing?				
27. What if we weren't shy about firing staff?				
28. What if ALL of our patrons had high-speed internet access?				
29. What if libraries weren't unionized? What if they ALL were?				
30. What if we were open when people really need us?				



Adapted from Maryland Five Quarters *Dangerous Questions* Workshop (June 2012) by Gail Griffith and Cheryl Gould

**Assistant Director's Report  
August 2012**

**Building and Grounds:**

Christine installed the additional DVD shelving, moved magazine shelves, and took down extra shelving units for the Adults Services moving project. Kudos to her for all her effort and hard work!

The parking lot will be seal coated and re-stripped on Friday, August 24<sup>th</sup> and Saturday, August 25<sup>th</sup>. As parts of the parking lot will not be available, no items are due on these dates in order to decrease traffic.

**Friends of the Library:**

The Friends of the Library met on Tuesday, August 7<sup>th</sup>. Highlights of the meeting are:

- The Friends approved funding for the following Kids & Teens programs:
  - Jim Gill & Accordionist on Sept. 14<sup>th</sup> (\$350)
  - Magic with the Balsters on November 9<sup>th</sup> (\$500)
- The Friends approved the following Adult programs:
  - Fall for Foods of the Season on Sept. 20 (up to \$150 for cost of food)
  - Highlights of the Art Institute on October 24<sup>th</sup> (\$275)
  - The Lyric Opera Lecture Series (Oct. 9<sup>th</sup>, Nov. 7<sup>th</sup>, and Dec. 4<sup>th</sup>) (\$150)
- The next meeting will be Tuesday, October 9<sup>th</sup> at 1:30pm.

**Volunteers:**

Kids & Teens is looking for someone who speaks Polish to help lead their bilingual story time and also seeking a volunteer to help with their popular After School Chess program. The positions are posted internally and on our website. Please pass the word if you know of anyone who may be interested in helping us out.

Ann and I are working to coordinate our "Tech Tutors" group for drop in Help Desk hours. More information to follow.

**Summer Concert Series:**

The Neverly Brothers played on Wednesday, August 8<sup>th</sup>. Unfortunately, due to the possibility of rain, we had to move the concert indoors. Approximately 150 people attended! They put on a great show as always. The final (hopefully) outdoor concert will be held September 12<sup>th</sup> featuring K Michaels band.

**Singin' in the Stacks:**

I have officially booked "Bandaroke" for the November 3<sup>rd</sup> "Singin' in the Stacks" event. When I met with the band leader, I learned that the band's drummer is from Darien and still has family members in the area. Don't forget to mark your calendars for the event! Tickets go on sale Saturday, September 1<sup>st</sup>.

**Marketing:**

Cris' Marketing report and a *Doings* article is attached.

**Meetings & Desk Time:**

- 7/19 Kids & Teens (3 hours)
- 7/19 Zone meeting @ Woodridge Library
- 7/30 Department Head Meeting
- 7/31 Reference Desk (4 hours)
- 8/1 Reference Desk (3 hours)
- 8/2 Kids & Teens (4 hours)
- 8/7 Friends of the Library Meeting
- 8/8 Chan Concert: Neverly Brothers
- 8/9 Kids & Teens (2 hours)
- 8/13 Management Team with Laurie Guest

Submitted by:



Laura Birmingham

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

Majority of signage to identify sub topics in the subject pullout sections is finished. Bookmark sized handouts were created for each pullout section, listing each subcategory so users could more easily find specific areas. We also finished updating signage for the rearranged adult services collections and will probably be updating the DVD and CD signage next month.

**Publicity**

Sent out a listing of events happening at the library in August; we're trying a new approach. We also introduced a half page monthly calendar to be handed out at adult programs.

**National Library Card Signup Month**

Working on developing a promotion for September.

**eNews**

Two more e-newsletters were sent out in July.

**July 10, 2012 – viewed 5 times on Facebook**

Sent 12,717 with 19.6% open rate (2392 opens) and a 10.1% click rate (241 clicks).

Breakdown of clicks:

- 69 on Learn A Test
- 59 on Illinois Farm Direct (farmers' markets)
- 45 on Morningstar
- 36 on catalog link to cookbooks

**July 24, 2012 – viewed 3 times on Facebook**

Sent 12,684 with an 19.6% open rate (2376 opens) and a 8.7% click rate (206 clicks).

Breakdown on clicks:

- 61 on Financial Ratings Series
- 43 on You Tube – Neverly Brothers
- 39 on Books Just For You
- 33 on calendar

**NOTE: a new design was developed for Teacher Reacher; it's being evaluated.**

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

Brochures have been updated to reflect new password information. There is now a series of four brochures detailing how to download e-books, plus a brochure comparing e-readers. I contacted Sandy Bosch of the Doings with information about the latest Pew study on e-books and what IPPL we're doing to teach our users how to download e-books. She came into the library one night when we were having a drop in session to teach downloading e-books, took photos and wrote a nice feature article (attached).



**Special Promotions - Databases**

Statistics for the last six months show that Learning Express is up over 1,000%.

**Enhancing the community**

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

**Chambers**

Promoted the AtoZdatabases program that is just for business people, featuring a speaker from AtoZ, and a free lunch.

**Newsletter**

Theresa has been working on a new look for the newsletter. Our first full color issue will be in September. Our preliminary designs are looking very fresh and contemporary. I met with the Adult Services staff to discuss newsletter changes; wrote an article for CTW introducing the changes.

**Fostering life-long learning**

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

**Art and displays in July**

A trio of photographers- John Wiet, Tom Krekelberg and Arnold J. Koenig are exhibiting in the gallery. The display cases feature sculptures and collage work by our own Sally Monkus and a display by the Humanitarian Services Project.

I reached out to local artist guilds and received a great response from the LaGrange Art League. Our art gallery is now booked through the first half of 2013.

**Other:**

**ILA Marketing Committee**

The ILA Marketing Committee met for an orientation in July. The committee will be working to revamp Library Snapshot Day.

Several staffers from Homer Township Library stopped in, so I gave them a tour. They're in the process of doubling the size of their library and were interested in the changes we made.

**Ongoing**

- Program flyers
- Catch the Wave and eNews
- FB and Twitter posts.
- Today's Photo on FB
- Gathering and using testimonials

Christine Cigler  
Marketing Coordinator  
August 7, 2012

burridge

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## **Indian Prairie Library patrons turn to e-books**

BY SANDY ILLIAN BOSCH

sbosch@pioneerlocal.com

Last Modified: Jul 3, 2012 02:42PM

Susan Marshall of Burr Ridge went to Indian Prairie Public Library to check out a couple of summer reads, but decided along the way to get some advice on how to use her new Kindle, too.

"I really want to be able to do this," said Marshall, who has had her electronic reader for about three weeks.

Marshall was one of several people who stopped by last week to get help in navigating the relatively new and growing world of electronic books. Reference librarian Suzanne Deucher said three classes held in June to help people use their e-readers to capacity, so she conducted a drop-in session June 28 where anyone could get answers to their questions, including how to download the library's growing collection of electronic books.

"Our collection is growing steadily, as is demand," library marketing director Cris Cigler said.

While overall circulation at the library is up 7 percent from a year ago, use of electronic books has increased by 146 percent, Cigler said.

"Our biggest month over the past year was January," said Cigler, who suspects holiday gifts were behind the surge.

It was a Mother's Day gift that brought Mary Ellen Koenig to the library. She came to learn how to download books onto her iPad, and went away with her first book loaded and ready to read.

Deucher said Indian Prairie cardholders have access to 12,000 electronic fiction and non-fiction books, with more soon to be added.

"It's so convenient for people," Deucher said.

She said an e-reader is easier to carry around than a stack of books, and there are never any late fees. The book simply disappears from the patron's device when the two-week checkout period is complete. And the books can be checked out without ever setting foot inside the library itself.

In addition to the classes and drop-in sessions, Deucher developed step-by-step videos, available on the library's website, that walk people through the process of downloading books to their Kindle, iPad,

Nook or other device. The library also has several pamphlets on hand to help people choose the right device and use it.

The American Library Association, reacting to the Pew Research Center's recent Internet & American Life Project report, "Libraries, Patrons, and E-books," released a statement that addresses the challenges faced by libraries as more and more readers trade in paper pages for electronic files.

"The new report underscores that libraries continue to be a vital part of people's lives in the digital age. Close to 70 percent of people say their local library is important to them and their family, and a majority of adults 16 years and older (58 percent) are library cardholders," said Molly Raphael, president of the Library Association.

"The double- and triple-digit growth libraries have reported in demand for e-books, desire for access to e-book readers, and requests for e-book reader assistance and classes clearly express a hunger for these services," she said.

Deucher said she has noticed a dramatic increase in demand for e-books since the holiday season 2010. That's when a lot of people started to get e-readers as gifts, she said.

"The prices of e-readers are coming down so much," she said. "They're really affordable."

Deucher said the library purchases copies of e-books the same way it purchases paper books, but unlike traditional books, electronic books never need to be replaced.

Books can be downloaded to any e-reader via the library's website, [www.indianprairie.lib.il.us](http://www.indianprairie.lib.il.us).

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# TECHNICAL & COMPUTER SERVICES (CS) MONTHLY REPORT July 12- August 8, 2012

## Technical Services

- Contributions to SWAN database in July – Created 426 and modified 504 bibliographic pre-cataloging records.
- Shirley trained Anna on the process of renewing and ordering periodical subscriptions. Technical Services will be ordering all physical materials including periodicals.

## Computer Services/Website

- A new blog is being developed <http://ippl.info/blog/veterans/> for the Veterans History Project files so that patrons can interact with the site listening to podcasts as well as leave comments.
- The digital floor plan kiosk map has been updated to reflect recent changes to the Adult area with additional point of interests and images to highlight popular materials. (Strategic Plan: Enhance the catalog and digital floor map to highlight popular materials.
- Website was compromised in the middle of July. Had all users change password and changed master ftp password.
- Installed new scanners at the self-checkouts. These scanners will allow patrons to use their smartphone as a library card.
- Added Apple TV to our network, so that staff can display iPad screen wirelessly to TV or screen. (Strategic Plan: Evaluate upgrading or enhancing the meeting room technology/AV equipment.
- Added additional printer in Adult Services workroom so they can print receipt from Millennium Circ. when checking out materials for homebound.
- Worked with Jennifer to update list of database on public computers and the new "Books Just for You!" form to our Web site.

<b>Books</b>
Coming Soon & New Books
Book Discussion Groups
Find Your Next Great Book
Books Just For You!
eBooks & eReaders
Websites for Readers
<b>Movies &amp; Music</b>
Coming Soon & New Movies
Movie Discussion Group
Find Your Next Great Movie
Websites for Movies & TV
Websites for Music
<b>More</b>
Magazines
Newspapers
Local Discussion Groups
Catalogs
Ask a Librarian
Suggest a Purchase

### Books Just for You!

Looking for something new to read? Ask an expert! Fill out the form below with what you love (and hate) to read. Our readers advisory staff will respond within 48 hours with 5 books selected especially for you. Questions? Call 630/867-8760 ext. 239 or email [readers@ippl.info](mailto:readers@ippl.info).

**Find Your Next Great Book**

Name (\*)

Library Card Number (\*)

Email Address (\*)

What are you in the mood to read next? (\*)

Tell us about books and/or authors you've enjoyed and why.

Let us know what books you didn't like. Include why you didn't enjoy those books.

Preferred format (check all that apply):  Book  Large Type  Audiobook  eBook  eAudiobook

Computer Classes/Programs

- Created and developed curriculum and coordinated volunteers and instructors for Computer Senior Boot Camp. (Strategic Plan: Annually provide "senior boot camp" computer classes. (fall 2012 and ongoing)

Date	Class	Instructor	Attendance
July 24	Intro to Excel, Session 1	Patti	10
July 31	Intro to Excel, Session 2	Patti	7

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

Printer Area	Service Type	B & W Printer	Color Printer
1 <sup>st</sup> floor Print Center	Adult	\$775.40	\$119.00
2 <sup>nd</sup> floor Print Center	Youth	\$35.10	\$10.50

Personnel, Professional Development, Meetings, Desk time

- July 12- Kids/Teens Desk 9-11
- July 13- Department Head Meeting
- July 18 – Geri attended a MilSerials users group meeting
- July 19- Attended the SWAN Tech Users group meeting.
- July 25 – Diane attended a MilAcq informational meeting.
- July 31- Adult Ask Us Desk 1-5
- August 8- Adult Ask Us Desk 1-5

Ann M. Stovall, Head of Technical & Computer Services, August 9, 2012

Youth Services  
Monthly Report to the Board  
July 2012

**Collections and Services**

- Five LeapPad Tablets are being added to the department's circulating media collection. The tablets are hand held, pre-loaded devices with math, science, early literacy and reading skill building apps and e-books. The tablets are designed for use by pre-school to early elementary level children. This new format was purchased through a generous donation by the Darien Womans Club. The LeapPad Tablets are being made ready for circulation and will be available for checkout to IPPL cardholders in September.
- The departments' two database computers now offer BoardMaker software, also provided from a donation, for creating adaptive learning tools; like activity schedules, sequencing picture labels and videos for children or adults with special needs. Teachers, caregivers or parents assisting persons with special needs will especially find this new addition very useful.
- In March we surveyed adults whose children were attending the Spring 2012 Story time session. (Results were shared in the March report, a copy is also attached here.) In response to the needs indicated by the survey the following additions have been added to the Fall 2012 session. Two of the most significant requests were to have longer sessions and to add a bi-lingual class. We have added a multicultural family story time evening class on Wednesdays and have extended the Fall session from six to eight weeks.

In the survey the two languages were most requested were Spanish and Polish. We are very fortunate to have on the Youth staff, Kelly Von Zee, who is fluent in Spanish and has shared Spanish/English story times. Monica is working with Laura to bring in an experienced Polish speaking story time assistant. If the response to this new class is positive we hope to provide classes with other volunteer story time assistants in future sessions.

**Programs-**

Youth- Youth and Family programs highlights include:

- We had high attendance at the majority of our summer family and children's programs. Especially popular were; Tie Dye, Bubbles and the Old Town School of Music's DreamTree Shakers on the lawn, Night creepy crawlers from the Field Museums bug , and the Belize Whale night.
- Though there are a few days remaining to this year's Summer Reading program, while the number of children participating decreased by 9%, hours read is higher than last year's ending totals. Nearly 1,500 children read over 3,468 hours more than last year. (23% increase)

Teens-

- During the Summer Reading program we had over 130 VolunTEENs who actively assisted in Youth & Adult registration & log keeping, Book Buddies, Chess mentoring and program assistance. These volunteers provided us with over 1,300 hours of service between May 21 – July 31.
- Teen programs were popular, especially the Hunger Games trail. This was part of an inter-library competition. Two of the highest scoring students advanced to the arena games played at the Brunswick Zone XL in Homewood. Sadly our teens did not win, but all had a phenomenal time.
- Though teen summer reading will not end until August 11<sup>th</sup>, 404 teens (up 2%) have logged 2,719 books to date. This is a 23% increase in the number of books read last summer.

Outreach-

- Weekly visits to the Willowbrook Corners summer camp by Sarah and Summer Assistants Nicole Pierce and Gina Spiwak continued through August 8<sup>th</sup>. They regularly met with 1-8<sup>th</sup> grade groups each Wednesday afternoon at Anne M. Jeans Elementary where camp was held. Students worked on reading five hours each week, earning Summer Reading rewards. This summer's activities included a Mo Williems' Elephant & Piggy Dance party, Myth Busters science experiments, and Tie Dye.

**Staff Desk**

- Mary Jo is retiring from her position as Youth Services Assistant. Her last working day is August 22nd.
- Jane, Kelly and Summer Assistant Nicole Pierce are organizing plans for the VolunTeens appreciation party. This year's after hour's party is on Saturday August 11<sup>th</sup>.

**Sharing Our Expertise-**

- Judy has excepted a committee position on the Illinois State (3<sup>rd</sup>-5<sup>th</sup> grade)Bluestem nomination readers panel. Her term will begin October 2012

***Meetings***

7/2 Meeting with Jamie	Monica
7/13 Department Heads meeting	Monica
7/16 WBC Fall Fest meeting	Sarah
7/16 Meeting with Jamie	Monica
7/16 Fall programming meeting	Monica & Mary Jo
7/20 WBC Coalition meeting	Sarah
7/23 Department leadership meeting	Monica & Sarah
7/26 Meeting with Jamie	Monica
7/30 Department Heads meeting	Monica

Submitted by Monica Dzierzbicki 8/10/2012

	A	B	C	D	E	G
1	<b>Youth Services Program Attendance July 2012</b>					
2	Day	Program	Youth	Family	Teen	Outreach
3	2-Jul	Tie Dye on the Lawn		187	6	
4	2-Jul	Book Buddies	25		6	
5	3-Jul	All Ages Story Time		77		
6	3-Jul	Chess	53		26	
7	5-Jul	Family Movie: Great Muppet Caper		27	5	
8	5-Jul	Reader's Theater Rehearsal	12			
9	5-Jul	Teen Movie: I Am #4			12	
10	6-Jul	Family Movie		20	3	
11	9-Jul	Book Buddies	20		6	
12	9-Jul	Dream Big: Tarantula		148		
13	10-Jul	All Ages Story Time		62		
14	10-Jul	Chess	46		20	
15	11-Jul	Babies, Books, and Songs		25		
16	11-Jul	WBC				70
17	11-Jul	Book Buddies	14		4	
18	12-Jul	Dream Big: Art	11		2	
19	12-Jul	Reader's Theater Rehearsal	10			
20	13-Jul	Practice ACT			37	
21	13-Jul	Fam Prog: Belize Whale		75	2	
22	16-Jul	Book Buddies	14		5	
23	16-Jul	Bubbles		133	5	
24	17-Jul	All Ages Story Time		59		
25	17-Jul	Chess	46		21	
26	18-Jul	Babies, Books, and Songs		28		
27	18-Jul	WBC				70
28	18-Jul	Book Buddies	9		3	
29	18-Jul	Hunger Games Trials Teens			16	
30	19-Jul	Optical Illusions	16		2	
31	19-Jul	Reader's Theater Rehearsal	13			
32	23-Jul	All Ages Story Time		88		
33	24-Jul	Chess	43		22	
34	25-Jul	Babies, Books, and Songs		28		
35	25-Jul	WBC				70
36	25-Jul	Book Buddies	13		4	
37	26-Jul	Dream Big: Gamin	7		2	
38	27-Jul	R U Game: Magic the Gathering			6	
39	30-Jul	Dream Big: Music		109		
40	31-Jul	All Ages Story Time		61		
41	31-Jul	Chess	42		16	
42	July	Creation Station Crafts	960			
43	July	Kids SRC Registration	190			
44	July	Teens SRC Registration			38	
45						
46		TOTAL	1544	1127	263	140



## Indian Prairie Youth Services Storytime Survey Review 2012

A cross sectional survey to measure the satisfaction and future needs of the children and adults attending the Indian Prairie story time classes was conducted during the 5<sup>th</sup> and 6<sup>th</sup> Weeks of the session. (March 12<sup>th</sup> -16<sup>th</sup> and 19<sup>th</sup> -23<sup>rd</sup>, 2012)

The questionnaire included five questions, two of which included one follow-up question. The survey was completed by 102 respondents providing a representative sampling of the 211 potential child/adult pairs registered in classes during the current session. Questionnaires, time and space were provided during and after each of the twelve storytime classes during the two weeks noted above. The questionnaire asked respondents to rate overall satisfaction of class attended, their interest in the library offering bi-lingual storytime classes, interest in the library offering special needs storytime classes, preference for future registration process and interest in receiving a parenting e-newsletter. Specific results of each question are included on the following pages with additional comments by the participants also included.

- Overall satisfaction was very high, with 99 of the respondents stating they/their child enjoyed the story time class.
- Interest in offering a bilingual story time was favorably indicated by 67 respondents.
- The follow-up question on language preferences showed the highest interest were in classes that would include Spanish(31) and Polish(12). [Bi-lingual storytime classes will share stories, songs and activities in both English and a chosen second language.]
- Interest in offering classes for children with special needs was low with 52 responding 'No'.
- Online registration for future storytime class session was preferred by 51 of the respondents.
- Interest and frequency of a library produced parenting e-newsletter showed 72 respondents preferring a monthly edition.

In response to the results (and additional comments), requesting longer sessions of story time classes be offered the Youth Services department will be increasing the Fall 2012 storytime sessions from 6 to 8 weeks. Staff is also exploring a viable option to offer bi-lingual family storytimes in the Fall as well.

Results were tabulated by Kelly VonZee and analysed by Monica Dzierzbicki, Youth Services Department Head. (4/2/2012)

## Circulation Services

### August 2012

July proved to be a very busy month – in fact our busiest July ever! This year we circulated 87,216 items as compared to last year at 86,301. Although it's only a 1% increase, it is still an increase! Interlibrary loans processed are also up. We processed 13,043 items (as a borrow and as a lender) as compared to 12,483 last year (4% increase).

This is the fourth year in a row that our circulation for July has been over 84,000. In fiscal years 2007 through 2009 our numbers jumped from 70,056 to 79,189. Before that our circulation was under 70,000. In 5 years our circulation has increased 16-1/2%!

In July, patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 47,248 of our check outs or renewals or 54% of our total circulation. We continuously have more self-service transactions than not. Please remember that wherever any item is checked out, we still need it to be manually checked in. Even if the patron checks it out themselves, the Circulation pages need to check it in. Over 50% of our checkouts are audio-visual materials, which are very labor intensive to check in.

Computer services changed the lasers in all of the self checks to allow patrons to scan their smart phones. We have had trouble with the scanner near the holds (although I think the issues have been resolved), hence the lower checkouts at the hold pickup area.

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

Hold pick up – 12,784 (4,238 patron sessions)

ADA – 13,364 (3,894 patron sessions)

Kids & Teens – 12,577 (2,552 patron sessions)

The self checks continue to be very popular. In July I re-recorded the instructions on the machines to make them more patron friendly.

Workshops and meetings attended:

Department Heads                      July 13

Department Heads                      July 30

Ask Us Desk – August 2

Kids & Teens Desk – July 31

Debbie Sheehan

Head of Circulation Services

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

## Adult Services Monthly Report: July 2012

**Groups and Staff Led Discussions :** Chess averaged 12 at their meetings. Genealogy had 31. ESL met twice with an average attendance of 13. Current Events had an average of 14 at their meetings.

The GenLit book discussion had 10 in attendance.

**Programs:** We had 13 people stop by for a COD representative. The 4<sup>th</sup> Wednesday program on "Cut Your Energy Costs" had 22.

**Summer Reading:** This ended on August 11. We don't yet have final statistics.

**Collections:** We had a demonstration on Zinio online magazines and Once Click Digital, an alternative download product for audio books. We added several new databases with the new fiscal years and dropped some others. For readers, BookBrowse is a fun way to find books beyond the obvious bestsellers. Morningstar (which will end publishing in paper) and starting in August the Weiss investment service are new for our investors. We have finished moving the collections to their new spots, with a few adjustments to still be made. We have moved reference investment sources to the Money Management area and will be moving reference books to aid with job searching to the Jobs and Careers area.

**Continuing Education:** Suzy and I did a webinar on e-books that could be added to an iPad or other personal device. Many were free. We will be looking at ways to incorporate this into our service.

**Sharing:** I joined the planning committee for Laconi RASS.

**Staff:** The Reference staff had a retreat away from the library on Tuesday afternoon, July 31. We discussed strengths of our services, but also problems and possible ways to address them.

**Marketing:** We continue to plan on marketing campaigns for selected databases. Jennifer added a Books Just for You form to the website. The first week it was in the enews we received 10 requests. It died down to a more manageable number after the first two days in which we received eight (of the ten) requests. There are some quirks to be figured out to make responding more streamlined.

Debbie Wordinger

STATISTICS FOR	Jul-12	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Circulation</b>					
Adult	53,198	52,262	53,198	52,262	2%
Teen	5,359	5,207	5,359	5,207	3%
Kids	26,755	28,190	26,755	28,190	-5%
TOTAL	85,312	85,659	85,312	85,659	0%
Electronic Circulation	1,904	642	1,904	642	197%
GRAND TOTAL CIRC.	87,216	86,301	87,216	86,301	1%
% Reciprocal Borrowing	15%	15%	15%	15%	
Patron Visits	48,938	49,916	48,938	49,916	-2%
<b>Current Cards</b>					
Resident	272	282	23,547	23,736	-1%
Non-Resident	120	92	1,040	837	24%
TOTAL	392	374	24,587	24,573	0%
<b>Patron Assistance</b>					
Adult - Reference	4,024	3,254	4,024	3,254	24%
Kids - Reference	2,400	2,585	2,400	2,585	-7%
TOTAL REFERENCE	6,424	5,839	6,424	5,839	10%
Adult - Other	601	599	601	599	0%
Kids - Other	1,584	2,014	1,584	2,014	-21%
TOTAL OTHER	2,185	2,613	2,185	2,613	-16%
GRAND TOTAL ASST.	8,609	8,452	8,609	8,452	2%
<b>ILL/Reserves</b>					
Holds	11,031	11,123	11,031	11,123	-1%
ILLs Sent	5,738	5,565	5,738	5,565	3%
ILLs Checked Out	6,727	6,351	6,727	6,351	6%
ILLs Received	7,305	6,918	7,305	6,918	6%
Copy/Fax Sent	2	0	2	0	
Copy/Fax Received	4	1	4	1	300%
<b>Programs - Adult</b>					
# Programs	3	2	3	2	50%
Attendance	185	95	185	95	95%
<b>Computer Classes</b>					
# Programs	2	0	2	0	
Attendance	23	0	23	0	
<b>Individual Technology Training</b>					
# of Patrons	1		1		
<b>Groups</b>					
# Programs	9	10	9	10	-10%
Attendance	131	130	131	130	1%
<b>Others</b>					
#Programs	0	1	0	1	-100%
Attendance	0	39	0	39	-100%
<b>Programs - Teen</b>					
# Programs	31	20	31	20	55%
Attendance	373	338	373	338	10%
<b>Programs - Kids</b>					
# Programs	39	40	39	40	-3%
Attendance	2,722	2,673	2,722	2,673	2%
GRAND TOTAL ATT.	3,435	3,275	3,435	3,275	5%

STATISTICS FOR	Jul-12	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers</b>					
<b>Patron Use</b>					
Adult Computers	4,408	4,050	4,408	4,050	9%
Kids Computers	2,075	1,990	2,075	1,990	4%
Teen Laptop	243	129	243	129	88%
Adult Laptop	140	145	140	145	-3%
<b>TOTAL PATRON USE</b>	<b>6,866</b>	<b>6,314</b>	<b>6,866</b>	<b>6,314</b>	<b>9%</b>
<b>Hours Used</b>					
Adult Computers	3,097	2,903	3,097	2,903	7%
Kids Computers	1,197	1,172	1,197	1,172	2%
Teen Laptop	280		280		
Adult Laptop	263		263		
<b>TOTAL HOURS USED</b>	<b>4,837</b>	<b>4,075</b>	<b>4,837</b>	<b>4,075</b>	<b>19%</b>
<b>IPPL Web Site Visitors</b>	<b>21,213</b>	<b>25,327</b>	<b>21,213</b>	<b>25,327</b>	<b>-16%</b>
<b>IPPL Total Page Views</b>	<b>14,268</b>	<b>45,152</b>	<b>14,268</b>	<b>45,152</b>	<b>-68%</b>
<b>Subscription Database Logins</b>	<b>2,713</b>	<b>2,428</b>	<b>2,713</b>	<b>2,428</b>	<b>12%</b>
<b>Peek-A-Books</b>	<b>2,731</b>	<b>1,325</b>	<b>2,731</b>	<b>1,325</b>	<b>106%</b>
<b>Outreach-Homebound</b>					
Items Delivered	145	138	145	138	5%
<b>Volunteers</b>					
Number Active	152	146			
Hours Worked	1,021	925	1,021	925	10%
<b>Staff Training Hours</b>	<b>29.50</b>	<b>32.50</b>	<b>29.50</b>	<b>32.50</b>	<b>-9%</b>
<b>Room Use</b>					
Multi-Purpose Room	11	11	11	11	0%
Meeting Room					
Library	29	23	29	23	26%
Non-Library	28	12	28	12	133%
Group Study Room	252	285	252	285	-12%
Lobby Programs	2	1	2	1	100%
Conference Room	9	9	9	9	0%
<b>Clavinova</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>-100%</b>

MATERIALS COLLECTION STATISTICS- JULY 2012

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>BOOKS--ADULT</b>								
Reference	1604	21	23	1602	0	0	21	23
Non-Fiction	52214	283	324	52173	0	0	283	324
Fiction	38303	468	602	38169	0	0	468	602
<b>TOTAL</b>	<b>92121</b>	<b>772</b>	<b>949</b>	<b>91944</b>	<b>0</b>	<b>0</b>	<b>772</b>	<b>949</b>
<b>BOOKS-- CHILDRENS</b>								
Reference	889	0	0	889	0	0	0	0
Non-Fiction	20090	13	36	20067	0	0	13	36
Fiction	26886	282	100	27068	0	0	282	100
<b>TOTAL</b>	<b>47865</b>	<b>295</b>	<b>136</b>	<b>48024</b>	<b>0</b>	<b>0</b>	<b>295</b>	<b>136</b>
<b>BOOKS - TEEN</b>								
Non-Fiction	902	5	0	907	0	0	5	0
Fiction	3147	55	10	3192	0	0	55	10
<b>TOTAL</b>	<b>4049</b>	<b>60</b>	<b>10</b>	<b>4099</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>10</b>
<b>GRAND TOTAL</b>	<b>144035</b>	<b>1127</b>	<b>1095</b>	<b>144067</b>	<b>0</b>	<b>0</b>	<b>1127</b>	<b>1095</b>

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>AUDIOVISUAL-ADULT</b>								
Audio Books on CD	4149			4149				
Music CD	9482			9482				
Playaway	351	0	0	351	0	0	0	0
Video (VHS & DVD)	13382	205	7	13580	0	0	205	7
CD-ROMs	350	0	185	165	0	0	0	185
<b>TOTAL</b>	<b>27714</b>	<b>205</b>	<b>192</b>	<b>27727</b>	<b>0</b>	<b>0</b>	<b>205</b>	<b>192</b>
<b>AUDIOVISUAL-CHILDRENS</b>								
Audio Books	949			949			0	0
Childrens Music CD	1086			1086			0	0
Junior Music CD	143			143			0	0
Playaway	72	0	0	72	0	0	0	0
Video	5101	26	19	5108	0	0	26	19
<b>TOTAL</b>	<b>7351</b>	<b>26</b>	<b>19</b>	<b>7358</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>19</b>
<b>AUDIOVISUAL-TEEN</b>								
Audio Books on CD	201			201			0	0
Music CD	345			345			0	0
Playaway	68	0	0	68	0	0	0	0
Video	440	1	4	437	0	0	1	4
Console Games	402	11	7	406	0	0	11	7
PC-GAMES (formally CD-ROMS)	474	0	0	474	0	0	0	0
<b>TOTAL</b>	<b>1930</b>	<b>12</b>	<b>11</b>	<b>1931</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>11</b>
<b>GRAND TOTAL</b>	<b>36995</b>	<b>243</b>	<b>222</b>	<b>37016</b>	<b>0</b>	<b>0</b>	<b>243</b>	<b>222</b>

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
<b>Digital Collections</b>							
Adults ebooks	710	72	782	0		72	
Kids and Teens ebooks	202	0	202	0		0	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	10100	554	10654	0		554	

**Willowbrook/Burr Ridge Chamber meeting  
August 1, 2012**

This meeting featured Carey Pinkowski, Director of the Chicago Marathon discussing the long, successful history of the event as well as the tremendous business opportunities it provides for the city of Chicago.

The audience was updated about the upcoming Cruisin' 66 on August 11.

I pitched the idea of making a presentation to the chamber about AtoZdatabases at a meeting to the program chairman, Ken Sitkowski. I invited him to the upcoming AtoZdatabases presentation that we're doing at the library, as a preview of what we could do for the entire chamber.

I distributed flyers for the library event and individually invited businesses that I felt would be interested.

Upcoming meetings: September 5 – annual networking meeting.

Christine Cigler  
Marketing Coordinator  
August 7, 2012



**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FISCAL YEAR ENDING JUNE 30 AS INDICATED**

Updated June 2012

89

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
						estimated
<b>Revenues</b>						
Taxes	2,690,502	2,546,899	2,777,957	2,956,007	2,978,979	3,050,580
taxes for bonds	411,557	422,757	444,774	467,440	487,947	487,655
Intergovernmental	58,186	82,986	58,085	0	90,676	43,613
Fines and rentals	96,440	78,890	73,981	78,134	184,722	193,379
Interest	207,375	180,792	86,159	56,588	38,013	38,000
Miscellaneous	122,647	119,987	122,734	128,111	3,625	1,576
Settlement Payment	0	0	0			
Donations and gifts	2,137	2,419	3,330	2,169	2,533	2,000
<b>Total Revenues</b>	<b>3,588,844</b>	<b>3,434,730</b>	<b>3,567,020</b>	<b>3,688,449</b>	<b>3,786,495</b>	<b>3,816,803</b>
<b>Expenditures</b>						
Personnel	1,854,175	1,989,864	2,097,014	2,197,070	2,270,869	2,298,580
Materials	464,704	462,510	475,309	474,191	459,066	485,493
Building	257,559	263,530	283,289	247,930	222,710	233,208
Automation	148,613	122,325	104,915	110,574	106,148	125,319
Operations	33,156	30,133	24,476	34,105	35,474	36,574
Contractual Service	35,437	15,110	29,001	29,650	19,224	25,760
Insurance	31,634	21,793	18,529	20,193	20,098	20,047
Public Information	33,817	52,332	52,933	49,621	48,266	53,579
Contingency	43,887	1,487	23,424	14,148	54,456	31,528
Debt Service	409,416	417,366	430,166	437,506	467,933	476,685
Capital Projects	9,006	116,996	34,195	71,538	1,291,231	29,847
<b>Total Expenditures</b>	<b>3,321,404</b>	<b>3,493,446</b>	<b>3,573,251</b>	<b>3,686,526</b>	<b>4,995,475</b>	<b>3,816,620</b>
<b>Excess revenues over (under) expenditures</b>	<b>267,440</b>	<b>-58,716</b>	<b>-6,231</b>	<b>1,923</b>	<b>-1,208,980</b>	<b>183</b>
District Fund Balance July 1	2,454,297	2,719,613	2,682,330	2,676,099	2,678,022	1,469,042
District Fund Balance June 30	2,719,613	2,682,330	2,676,099	2,678,022	1,469,042	1,469,225
less Fund Balance for Cash Flow (25% of expenditures)	830,351	873,362	893,313	921,632	1,248,869	954,155
<b>equals Fund Balance for Special Reserves and Projects Potential Capital Projects</b>	<b>1,889,262</b>	<b>1,808,969</b>	<b>1,782,786</b>	<b>1,756,391</b>	<b>220,173</b>	<b>515,070</b>

projected

<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
3,144,629	3,238,968	3,323,747	3,390,222	3,458,027	3,527,187	3,597,731	3,669,686	3,743,079
495,545	468,195							
42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000
181,500	186,945	191,838	195,675	199,589	203,580	207,652	211,805	216,041
35,000	35,000	38,398	39,857	38,520	39,163	39,308	38,413	37,421
1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
3,901,674	3,974,108	3,598,984	3,670,754	3,741,135	3,814,930	3,889,690	3,964,903	4,041,541
2,379,629	2,451,018	2,524,548	2,600,285	2,678,293	2,758,642	2,841,401	2,926,644	3,014,443
483,243	488,075	492,956	497,886	502,865	507,893	512,972	518,102	523,283
235,000	239,700	244,494	249,384	254,372	259,459	264,648	269,941	275,340
123,595	124,831	126,079	127,340	128,613	129,900	131,199	132,511	133,836
33,950	34,120	34,290	34,462	34,634	34,807	34,981	35,156	35,332
27,300	27,437	27,574	27,712	27,850	27,989	28,129	28,270	28,411
22,112	23,218	24,378	25,597	26,877	28,221	29,632	31,114	32,669
60,685	60,988	61,293	61,600	61,908	62,217	62,528	62,841	63,155
8,845								
485,845	468,195							
31,300								
3,891,504	3,917,582	3,535,614	3,624,265	3,715,412	3,809,129	3,905,492	4,004,578	4,106,469
10,170	56,526	63,370	46,489	25,722	5,801	-15,801	-39,675	-64,929
1,469,225	1,479,395	1,530,921	1,494,291	1,540,780	1,566,503	1,552,304	1,536,502	1,346,827
1,479,395	1,535,921	1,594,291	1,540,780	1,566,503	1,572,304	1,536,502	1,496,827	1,281,899
972,876	979,395	883,903	906,066	928,853	952,282	976,373	1,001,145	1,026,617
506,519	556,526	710,388	634,714	637,650	620,021	560,129	495,683	255,281
	5,000	100,000			20,000		150,000	10,000
	pump	chiller			servers		brick/masonry	circulating pumps

<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
3,817,941	3,894,300	3,972,186	4,051,629	4,132,662	4,215,315	4,299,621
42,000	42,000	42,000	42,000	42,000	42,000	42,000
220,362	224,769	229,264	233,850	238,527	243,297	248,163
32,047	29,400	22,512	17,990	13,107	0	0
1,000	1,000	1,000	1,000	1,000	1,000	1,000
2,000	2,000	2,000	2,000	2,000	2,000	2,000
<hr/> 4,115,350	<hr/> 4,193,469	<hr/> 4,268,962	<hr/> 4,348,469	<hr/> 4,429,296	<hr/> 4,503,612	<hr/> 4,592,785
3,104,876	3,198,022	3,293,963	3,392,782	3,494,565	3,599,402	3,707,384
528,516	533,801	539,139	544,530	549,976	555,475	561,030
280,847	286,464	292,193	298,037	303,998	310,078	316,279
135,174	136,526	137,891	139,270	140,663	142,069	143,490
35,509	35,686	35,865	36,044	36,224	36,405	36,587
28,553	28,696	28,840	28,984	29,129	29,274	29,421
34,303	36,018	37,819	39,710	41,695	43,780	45,969
63,471	63,788	64,107	64,428	64,750	65,074	65,399
<hr/> 4,211,249	<hr/> 4,319,002	<hr/> 4,429,817	<hr/> 4,543,785	<hr/> 4,661,000	<hr/> 4,781,558	<hr/> 4,905,560
-95,899	-125,533	-160,855	-195,315	-231,704	-277,946	-312,775
1,271,899	1,026,000	880,467	719,612	-145,703	-392,407	-670,353
<hr/> 1,176,000	<hr/> 900,467	<hr/> 719,612	<hr/> 524,297	<hr/> -377,407	<hr/> -670,353	<hr/> -983,128
1,052,812	1,079,750	1,107,454	1,135,946	1,165,250	1,195,390	1,226,390
123,188	-179,283	-387,842	-611,649	-1,542,657	-1,865,742	-2,209,518
150,000	20,000		670,000	15,000		20,000
parking lot	servers		boiler, generator building refurbishment	HVAC bearings		servers

<u>2029</u>	<u>2030</u>
4,385,614	4,473,326
42,000	42,000
253,126	258,189
0	0
1,000	1,000
2,000	2,000
<hr/> 4,683,740	<hr/> 4,776,515

3,818,606	3,933,164	3
566,640	572,307	1
322,605	329,057	2
144,925	146,374	1
36,770	36,954	0.5
29,568	29,716	0.5
48,268	50,681	5
65,726	66,055	0.5

<hr/> 5,033,108	<hr/> 5,164,308
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-349,368	-387,792
-1,003,128	-1,352,496

<hr/> -1,352,496	<hr/> -1,740,288
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1,258,277	1,291,077
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-2,610,773	-3,031,365
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12,000  
humidifier

SERVING OUR PUBLIC 2.0:

**STANDARDS**  
FOR ILLINOIS  
PUBLIC  
LIBRARIES

# Chapter 9

## **Programming**

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A library can reach out to its entire community through programming. Educational, recreational, informational, and cultural programs sponsored by the library or co-sponsored with other community organizations are offered to help attract new users to the library, to welcome people from all cultures and people with disabilities, to increase awareness and use of library resources and services, and to provide a neutral public forum for the debate of issues. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their caregivers to use the library and its resources. Young adult programs help them understand some of the intellectual, emotional, and social changes they are experiencing. Programs for adults and senior citizens can provide the lifelong learning skills and recreation needed in our changing society.

If the library opens its meeting rooms, display cases, and other exhibit areas to non-library-sponsored programs and non-library-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. The library's attorney should review this policy as well as other library policies.

**Applicable Core Standards**—Please see Core Standards 1, 4, 11, 12, and 22 in Chapter 1.

### **Programming Standards**

1. Library programs are provided free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
4. The library presents educational, cultural, and recreational programs that reflect community needs and interests.
5. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
6. The library provides outreach programs to targeted populations who cannot visit the library.
7. The library's programming targets groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.
8. The library provides programs that will instruct their community on how to use the library. This will include training sessions on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.

## Programming Checklist

- \_\_\_ Library programs are provided free of charge.
- \_\_\_ Library programs are located in a physically accessible location.
- \_\_\_ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- \_\_\_ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- \_\_\_ The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- \_\_\_ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- \_\_\_ The library provides outreach programs to targeted populations who cannot visit the library.
- \_\_\_ The library has programming that targets children and their caregivers.
- \_\_\_ The library has programming that targets young adults.
- \_\_\_ The library has programming that targets adults and senior citizens.
- \_\_\_ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.

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# ILLINOIS LIBRARY LAWS AND RULES

in Effect January 2010

Prepared for and distributed by



Illinois Library Association

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assets shall not

Amended by  
A. 76-592, § 1,  
5, 1969; P.A.  
1, eff. Sept. 2,  
A. 8, § 1,  
y 1, P.A.  
A. 83-411, § 1,  
22, 1987; P.A.

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serving that re-  
ion from existing  
government enti-  
ublic library, and  
lic library within

the region's boundaries. Members of a panel may be reim-  
bursed for actual and necessary expenses incurred.

(b) Each regional planning panel shall work in conjunction  
with the library system to develop, approve, and submit to  
the Secretary of State, no later than January 1, 1997, a plan  
detailing how existing library service providers may extend  
public library services to those people unserved by a public  
library at that time. Approved plans shall (i) include, but not  
be limited to, a program for implementation and a schedule  
for achieving regional goals no later than January 1, 2000  
and (ii) describe on a county by county basis how universal  
public library service can be delivered within the designated  
region.

(c) Reports submitted by each regional library service  
planning panel to the Secretary of State shall describe and  
explain suggested boundaries for public library service areas  
within the region, the process by which each described  
service area will receive public library service from an exist-  
ing library service provider, funding recommendations appro-  
priate to each circumstance, suggested timetable for imple-  
mentation for each portion of the regional plan, and other  
information as requested by the Secretary of State.

Laws 1965, p. 3077, § 7.5, added by P.A. 89-188, § 10, eff.  
July 19, 1995.

10/8. State grants

§ 8. State grants.

(a) There shall be a program of State grants within the  
limitations of funds appropriated by the Illinois General  
Assembly together with other funds made available by the  
federal government or other sources for this purpose. This  
program of State grants shall be administered by the State  
Librarian in accordance with rules and regulations as provid-  
ed in Section 3 of this Act and shall include the following: (i)  
annual equalization grants; (ii) Library System grants; (iii)  
per capita grants to public libraries; and (iv) planning and  
construction grants to public libraries and library systems.  
Libraries, in order to be eligible for grants under this  
Section, must be members of a library system.

(b) An annual equalization grant shall be made to all  
public libraries for which the corporate authorities levy a tax  
for library purposes at a rate not less than .13% of the value  
of all the taxable property as equalized and assessed by the  
Department of Revenue if the amount of tax revenue obtain-  
ed from a rate of .13% produces less than (i) \$4.25 per  
capita in property tax revenue from property taxes for the  
2006 taxable year payable in 2007 and (ii) \$7.50 per capita in  
property tax revenue from property taxes for the 2007  
taxable year and thereafter. In that case, the State Librarian  
is authorized to make an equalization grant equivalent to  
the difference between the amount obtained from a rate of  
.13% and an annual income of \$4.25 per capita for grants  
made through Fiscal Year 2008, and an annual income of  
\$7.50 per capita for grants made in Fiscal Year 2009 and  
thereafter. If moneys appropriated for grants under this  
Section are not sufficient, then the State Librarian shall  
reduce the per capita amount of the grants so that the  
qualifying public libraries receive the same amount per ca-  
pita, but in no event shall the grant be less than equivalent to  
the difference between the amount of the tax revenue obtain-  
ed from the current levy and an annual income of \$4.25  
per capita. If a library receiving an equalization grant  
reduces its tax levy below the amount levied at the time the  
original application is approved, it shall be ineligible to  
receive further equalization grants.

If a library is subject to the Property Tax Extension  
Limitation Law in the Property Tax Code and its tax levy for  
library purposes has been lowered to a rate of less than .13%,  
the library will qualify for this grant if the library levied a  
tax for library purposes that met the requirements for this  
grant in the previous year and if the tax levied for library  
purposes in the current year produces tax revenue for the  
library that is an increase over the previous year's extension  
of 5% or the percentage increase in the Consumer Price  
Index, whichever is less, and the tax revenue produced by  
this levy is less than (i) \$4.25 per capita in property tax  
revenue from property taxes for the 2006 taxable year pay-  
able in 2007 and (ii) \$7.50 per capita in property tax revenue  
from property taxes for the 2007 taxable year and thereafter.  
In this case, the State Librarian is authorized to make an  
equalization grant equivalent to the difference between the  
amount of tax revenue obtained from the current levy and an  
annual income of \$4.25 per capita for grants made through  
Fiscal Year 2008, and an annual income of \$7.50 per capita  
for grants made in Fiscal Year 2009 and thereafter. If  
moneys appropriated for grants under this Section are not  
sufficient, then the State Librarian shall reduce the per  
capita amount of the grants so that the qualifying public  
libraries receive the same amount per capita, but in no event  
shall the grant be less than equivalent to the difference  
between the amount of the tax revenue obtained from the  
current levy and an annual income of \$4.25 per capita. If a  
library receiving an equalization grant reduces its tax levy  
below the amount levied at the time the original application  
is approved, it shall be ineligible to receive further equaliza-  
tion grants.

(c) Annual Library System grants shall be made, upon  
application, to each library system approved by the State  
Librarian on the following basis:

(1) For library systems, the sum of \$1.46 per capita of  
the population of the area served plus the sum of \$50.75  
per square mile or fraction thereof of the area served  
except as provided in paragraph (4) of this subsection.

(2) If the amounts appropriated for grants are different  
from the amount provided for in paragraph (1) of this  
subsection, the area and per capita funding shall be pro-  
portionately reduced or increased accordingly.

(3) For library systems, additional funds may be ap-  
propriated. The appropriation shall be distributed on the  
same proportional per capita and per square mile basis as  
provided in paragraphs (1) and (4) of this subsection.

(4) Per capita and area funding for a multitype library  
system as defined in subparagraph (3) of the definition of  
"library system" in Section 2 and a public library system in  
cities with a population of 500,000 or more as defined in  
subparagraph (2) of the definition of "library system" in  
Section 2 shall be apportioned with 25% of the funding  
granted to the multitype library system and 75% of the  
funding granted to the public library system.

(d) The "area served" for the purposes of this Act means  
the area that lies within the geographic boundaries of the  
library system as approved by the State Librarian. In  
determining the population of the area served by the library  
system, the Illinois State Library shall use the latest federal  
census for the political subdivisions in the area served.

(e) In order to be eligible for a grant under this Section,  
the corporate authorities, instead of a tax levy at a particular  
rate, may provide an amount equivalent to the amount  
produced by that levy.

Laws 1965, p. 3077, § 8, eff. Aug. 17, 1965. Amended by  
P.A. 76-2585, § 1, eff. July 14, 1970; P.A. 77-1550, § 1, eff.

Sept. 17, 1971; P.A. 78-754, § 1, eff. Oct. 1, 1973; P.A. 79-1471, § 1, eff. July 1, 1977; P.A. 79-1472, § 1, eff. July 1, 1977; P.A. 80-1031, § 19, eff. Sept. 22, 1977; P.A. 81-1509, Art. IV, § 77, eff. Sept. 26, 1980; P.A. 82-990, § 1, eff. Sept. 10, 1982; P.A. 83-411, § 1, eff. Sept. 17, 1983; P.A. 83-436, § 1, eff. Sept. 17, 1983; P.A. 83-1275, § 1, eff. Aug. 30, 1984; P.A. 83-1362, Art. II, § 81, eff. Sept. 11, 1984; P.A. 83-1528, Art. II, § 20, eff. Jan. 17, 1985; P.A. 84-286, § 1, eff. Sept. 13, 1985; P.A. 84-1386, § 1, eff. Sept. 15, 1986; P.A. 85-706, § 2, eff. July 1, 1989; P.A. 85-1238, § 2, eff. Aug. 30, 1988; P.A. 86-557, § 1, eff. Jan. 1, 1990; P.A. 86-957, § 1, eff. Dec. 5, 1989; P.A. 86-1467, Art. 3, § 3001, eff. Dec. 12, 1990; P.A. 87-363, § 1, eff. Jan. 1, 1992; P.A. 87-814, § 1, eff. July 1, 1992; P.A. 87-895, Art. 2, § 2-38, eff. Aug. 14, 1992; P.A. 87-1042, § 1, eff. Sept. 11, 1992; P.A. 88-78, § 10, eff. July 9, 1993; P.A. 89-188, § 10, eff. July 19, 1995; P.A. 90-169, § 5, eff. July 23, 1997; P.A. 93-527, § 5, eff. Aug. 14, 2003; P.A. 95-976, § 5, eff. Sept. 22, 2008.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 118.

**10/8.1. Eligibility for grants**

§ 8.1. The State Librarian shall make grants annually under this Section to all qualified public libraries in the State from funds appropriated by the General Assembly. Such grants shall be in the amount of up to \$1.25 per capita for the population of the area served by the respective public library and, in addition, the amount of up to \$0.19 per capita to libraries serving populations over 500,000 under the Illinois Major Urban Library Program. If the moneys appropriated for grants under this Section are not sufficient the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount per capita.

To be eligible for grants under this Section, a public library must:

(1) Provide, as determined by the State Librarian, library services which either meet or show progress toward meeting the Illinois library standards, as most recently adopted by the Illinois Library Association.

(2) Be a public library for which is levied a tax for library purposes at a rate not less than .13% or a county library for which is levied a tax for library purposes at a rate not less than .07%. If a library is subject to the Property Tax Extension Limitation Law<sup>1</sup> in the Property Tax Code<sup>2</sup> and its tax levy for library purposes has been lowered to a rate of less than .13%, this requirement will be waived if the library qualified for this grant in the previous year and if the tax levied for library purposes in the current year produces tax revenue for library purposes that is an increase over the previous year's extension of 5% or the percentage increase in the Consumer Price Index, whichever is less.

Any other language in this Section to the contrary notwithstanding, grants under this Section 8.1 shall be made only upon application of the public library concerned, which applications shall be entirely voluntary and within the sole discretion of the public library concerned.

In order to be eligible for a grant under this Section, the corporate authorities, in lieu of a tax levy at a particular rate, may provide funds from other sources, an amount equivalent to the amount to be produced by that levy.

Laws 1965, p. 3077, § 8.1, added by P.A. 79-1472, § 1, eff. July 1, 1977. Amended by P.A. 83-476, § 1, eff. Jan. 1, 1984; P.A. 83-998, § 2, eff. Dec. 13, 1983; P.A. 83-1362, Art. II, § 81, eff. Sept. 11, 1984; P.A. 85-706, § 2, eff. July 1, 1989;

P.A. 88-78, § 10, eff. July 9, 1993; P.A. 90-169, § 5, eff. July 23, 1997; P.A. 91-357, § 99, eff. July 29, 1999; P.A. 93-527, § 5, eff. Aug. 14, 2003.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 118.1.

1 85 ILCS 200/18-185 et seq.

2 85 ILCS 200/1-1 et seq.

**10/8.2. Grant anticipation notes**

§ 8.2. (a) After the General Assembly has appropriated funds to the State Librarian for grants to a library system and the Governor has signed the appropriation bill into law and the State Librarian has certified that the library system is eligible for such grants, a library system may issue Grant Anticipation Notes in anticipation of the receipt of such grants. Such Grant Anticipation Notes shall show upon their face that they are payable solely from such grants when received.

(b) The Grant Anticipation Notes shall bear interest at a rate not to exceed the rate specified in "An Act to authorize public corporations to issue bonds, other evidences of indebtedness and tax anticipation warrants subject to interest rate limitations set forth therein", approved May 26, 1970, as amended,<sup>1</sup> from the date of their issuance until paid, or until notice is given that money for their payment is available and that such will be paid on presentation.

(c) The Grant Anticipation Notes shall be sold in such manner and in such denominations as is determined by the board of directors of the system, and shall mature within one year of the date of issuance.

(d) At no time may the principal and interest payable on outstanding Grant Anticipation Notes exceed 75% of the amount of funds which have been appropriated for grants to the system.

(e) In order to authorize and issue Grant Anticipation Notes, the board of directors of the system shall adopt a resolution fixing the amount of the Grant Anticipation Notes, the date thereof, the maturity thereof, rate of interest thereof unless the Grant Anticipation Notes are to be sold by public bid, place of payment and denomination, which shall be in equal multiples of \$1000.

(f) The Grant Anticipation Notes shall be executed in the name of the system by manual or facsimile signatures of such officials of the system as the board of directors may by resolution designate. At least one signature on each note shall be a manual signature.

(g) This Section, without reference to any other law, shall be deemed full and complete authority for the issuance of the Grant Anticipation Notes as herein provided.

Laws 1965, p. 3077, § 8.2, added by P.A. 83-130, § 1, eff. Aug. 19, 1983.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 118.2.

1 30 ILCS 305/0.01 et seq.

**10/8.3. State librarian grants**

§ 8.3. The State Librarian shall make grants annually to all cooperative public library systems, public library systems, and multitype library systems. Such grants shall be in the amounts specified in Section 8.

Laws 1965, p. 3077, § 8.2, added by P.A. 83-411, § 1, eff. Sept. 17, 1983. Renumbered § 8.3 and amended by P.A. 83-1362, Art. II, § 81, eff. Sept. 11, 1984.

Formerly Ill.Rev.Stat.1991, ch. 81, ¶ 118.3.

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## Supplemental Taxes

Public Library Districts are eligible to levy several additional taxes. These additional taxes are usually referred to as Supplemental Taxes or Special Taxes. The special taxes provide additional funding sources for the costs of items such as insurance, Social Security, Illinois Municipal Retirement Fund, building/maintenance and risk management. For those libraries located in a Property Tax Extension Limitation Law (PTELL) county, sometimes known as a property tax cap county, some of these special taxes require a referendum to be held. Contact the County Clerk to determine if the ordinances may be levied with or without a referendum.

<b>Tax</b>	<b>Illinois Library Laws and Rules Citation(s)</b>
<b>General Corporate (Library)</b>	75 ILCS 5/3-1 for municipal libraries 75 ILCS 16/35-10 for district libraries
<b>Building &amp; Maintenance</b>	75 ILCS 5/3-1 for municipal libraries 75 ILCS 16/35-5 for district libraries
<b>Tort &amp; Immunity (Insurance) Fund</b>	745 ILCS 10/9-107 for municipal and district libraries Also see 75 ILCS 5/4-14
<b>Audit</b>	65 ILCS 5/8-8-8 for municipal and district libraries
<b>Illinois Municipal Retirement Fund (IMRF)</b>	40 ILCS 5/7-171 for municipal and district libraries
<b>Social Security</b>	40 ILCS 5/21-110 and 21-110.1 for municipal and district libraries
<b>Medicare</b>	40 ILCS 5/21-110 and 21-110.1 for municipal and district libraries
<b>Working Cash Fund</b>	75 ILCS 5/3-9 and 75 ILCS 5/4-13 for municipal libraries 75 ILCS 16/35-35 & 16/30-95 for district libraries
<b>Special Reserve Fund</b>	75 ILCS 5/5-8 for municipal libraries 75 ILCS 16/40-50 & 16/40-5 for district libraries

Listening Posts July 2012

Kids & Teens

Even with your (the library's) air conditioning being out yesterday the library was still the coolest place to be.

"I came to see the movie; it was fun even though I have seen it before. Your library is beautiful, I am from Downers Grove."

"You have so much going on and children at so many levels."

"I love the library."

A little boy asked his mother as we were closing, "Mommy, can we go to the library again when it opens tomorrow?"

Mom of special needs child said she loved the crafts for her child- USA Banner- he did it all by himself. It was a cut and paste craft. Child was beaming.

Circulation

Patron thinks that it is really "stupid" how our phone menu only lists extension numbers for staff names and not for departments.

Patron complimented us on the new garden in front and said she knows that the women who did it were not library staff members and said they did a wonderful job and she looks upon the garden every time she comes here and thinks it's just beautiful.

Patron said that we should send emails to let them know that their library card will expire soon.

Patron remarked what a nice Barbie display we have on the 2<sup>nd</sup> floor.

Patron said we shouldn't even bother to wear our name tags because you can't read them anyway because they are so small.

Patron was thrilled that we (Patty) got a book from out of the system for her. "What a wonderful service".

A patron emailed us asking for a book. Since we didn't own it, I ordered it for her. I emailed her that the book had been ordered and she would be notified when it came in. Her response was: "Thanks so much!!! IPPL Rocks!!!"

### Adult & Computer Help Desk

Holding her two year old grandson in her arms, our patron circled the open spaces (formerly, ye olde magazine section) and kept saying, "I love it. I love it. I love it." She then walked over to me and made it official. "I love it."

"Thank you, I couldn't have done it without you." A couple came in for help printing a label to return a book/magazine and they were intimidated by having to use a computer. They were delighted that it was so easy.

"You, Staff at the Computer Help Desk, deserve a Best Customer Service Award." A gentleman told me at closing on Sunday July 1<sup>st</sup>. At 4:15 p.m., 45 minutes before closing, a lady with her daughter came in and asked for a guest pass on PC#12. They wanted to print special labels on special forms. The daughter had to work on formatting first, so the mother was very nervous and pushy. She had been very rude to her daughter and me. I told her I'll do my best to complete her work. Finally at 4:50 p.m. she was very satisfied with the labels and left. This gentleman saw what happened. He came to tell me that he had visited and used the computers at Hinsdale, Westmont, Downers Grove libraries, the staff at all these libraries had not been friendly. He was not happy at those places. He said our staff at the Computer Help Desk always smile, help, and no matter how rude the patrons are we always offer best helps.

A patron asked Debbie if she was the person who led the discussion for The Artist. She said the program was wonderful, that Debbie was very knowledgeable, and she should be proud.

"You made my day! This is great." Patron said to Suzy who showed her how to download ebooks to her new Kindle.

A caller wanted Rosetta Stone. I told her about Mango Languages database. She got very excited, exclaiming about having access "right here through the library's web site."

Patron suggested we have a TV area in library (maybe in Café). He doesn't even own a TV any more, but thought for things like the Olympics it would be handy. It could have subtitles on it.

### Technology

Patron just stopped by the desk to say "I am so happy they we have the past bestseller display back. She missed it when we switched it out with the DVD display and that she use to find two or three good books she missed by looking at the past best seller display."

Administration

A member suggested that we create a section for "award-winning" movies, so he knows "which are the best movies in our collection."

Patron that reserved the conference room for a non-profit board meeting called to say thank you and that the use of the television for their presentation was wonderful.

Patron commented how much he loved our library and that libraries are a wonderful service to the community. He suggested that we have a rummage sale in the parking lot on a Sunday morning or over in the park as a fundraiser. He also suggested that we post a list of what the library offers to the patrons such inter library loan, new release movies and magazines because he doesn't think that most people are aware of what we offer.