

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

**Board of Trustees Regular Meeting
August 20, 2014 – 7 p.m. – Conference Room**

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

- | | | | |
|----|---|---------|----------------------------|
| A. | Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Julia Lacayo, Diane Ruscitti, Dorothy Schardt, Victoria Suriano | | |
| B. | Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride. | | |
| C. | Public Information | | |
| D. | Communications and Announcements | | |
| | 1. Bongiovanni to Bukovac re: Use of Library Parking Lot for DarienFest | Page 3 | |
| | 2. Jobs Fair 2014 | Page 4 | |
| E. | Omnibus Consent Agenda | | Action |
| | 1. Minutes of Regular Board Meeting, July 16, 2014 | Page 5 | |
| | 2. Treasurer's Report | Page 8 | |
| | 3. Action on Bill/Additional Bills | Page 12 | |
| | 4. Semi-Annual Statement of Receipts and Disbursements | Page 17 | |
| | 5. Annual Statement of Receipts and Disbursements | Page 22 | |
| | 6. Approval of FY2013 Illinois Public Library Annual Report | Page 29 | |
| | 7. Revision to FY 14/15 Operating Budget to Include 3D Printer Revenue and Expenditure | Page 50 | |
| F. | Items Deleted from Omnibus Consent Agenda | | Action |
| G. | Library Director's Report | Page 53 | Information |
| H. | Staff Report
Patti Naisbitt, Technology Instructor
Ann Stovall, Head of Technology Services | | Information
Information |
| I. | Reports | | |
| | 1. WB/BR Chamber of Commerce Meeting (Birmingham) | Page 83 | Information |
| | 2. Darien Chamber of Commerce (none) | | |
| | 3. RAILS | Page 84 | Information |
| | 4. Building and Grounds (none) | | |
| | 5. Finance Committee (none) | | |

BOARD MEETING – AUGUST 20, 2014 – PAGE 2

- Reports (continued)
- 6. Plan/Annexation Committee (none)
- 7. Policy Committee (none)

J. Unfinished Business

- 1. Revised Strategic Plan Timeline and Activities Page 91 Discussion
- 2. Schedule Half-Day Planning Retreats Discussion
- 3. Final Review of Stakeholder Interviews List Page 93 Discussion

K. New Business

- 1. 3D Printer Policy Page 94 Action
- 2. Edge Assessment Page 95 Discussion
- 3. Community Survey Questions Discussion
- 4. Review Chapter 7 “Collection Management and Resource Sharing” from *Standards for Illinois Public Libraries* Page 113 Discussion
- 5. Trustee Vacancy Discussion

L. Scheduled Meetings

Building and Grounds Committee Meeting August 25, 7:00
 Schedule Strategic Plan Committee Meeting for week of 9/29 or 10/6

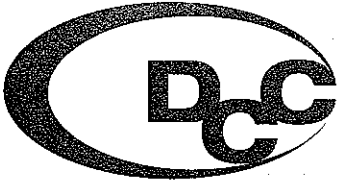
M. Community Events

Darien Town Hall Meeting September 25

N. Library Events

Create a Pinterest Page	8/20/2014	1:00 PM
Facebook 101	8/20/2014	6:00 PM
Sing-Along The Wizard of Oz	8/23/2014	10:30 AM
Sing-Along The Wizard of Oz	8/23/2014	2:00 PM
Current Events Group	8/25/2014	7:00 PM
The Monuments Men: Saving Europe's Treasures	8/27/2014	1:00 PM
C.O.D.--What You Need to Know	8/27/2014	5:00 PM
GenLit (for 20-30somethings)	8/27/2014	6:30 PM
Genealogy Group	8/28/2014	1:00 PM
Computer Classes Registration begins	9/5/2014	All Day
ESL Conversation Group	9/6/2014	10:00 AM
Adult Chess Group	9/8/2014	6:00 PM
Current Events Group	9/8/2014	7:00 PM
Tech Talk: 3D Design	9/9/2014	7:00 PM
Novel Idea- Cartographer of No Man's Land by P.S Duffy	9/10/2014	7:00 PM
Computers for Beginners: Part 1 & 2	9/15/2014	10:00 AM
Introduction to Excel: Part 1 & 2	9/15/2014	1:00 PM
Introduction to Word: Part 1 & 2	9/15/2014	4:00 PM
Adult Chess Group	9/15/2014	6:00 PM
FOL Outdoor Concert Featuring Andrew Salgado	9/15/2014	7:00 PM
Facebook	9/16/2014	12:00 PM
Intermediate Excel	9/16/2014	3:00 PM
3D Printing: Bring your design to life!	9/16/2014	6:00 PM

O. Adjournment



Darien Chamber of Commerce

1702 Plainfield Road
Darien, Illinois 60561
630.968.0004 fax 630.968.2474

3

July 21, 2014

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

Dear Jamie:

The Darien Chamber of Commerce is organizing the 27th Annual Celebration of DarienFest on September 5, 6 and 7 at Darien Community Park. We are requesting use of the Library's parking lot. We would also like to install signage, with the DarienFest dates at the corner of the Library property a few weeks in advance.

The DarienFest Committee has arranged for volunteers to monitor the parking lot throughout the Fest weekend. Also, our contracted cleaning service will provide clean up of the Library property and parking lot on Saturday, Sunday and Monday mornings. We have also included your logo as a Fest Partner on our website and all advertising.

A Certificate of Insurance listing the Indian Prairie Public Library as an additional insured is enclosed.

We would greatly appreciate approval of our request and thank you for your support over the years.

Sincerely,

Clare Bongiovanni

DarienFest Chairman

Approved by

Jamie Bukovac

Please sign and mail your approval in the enclosed envelope. Thank You!

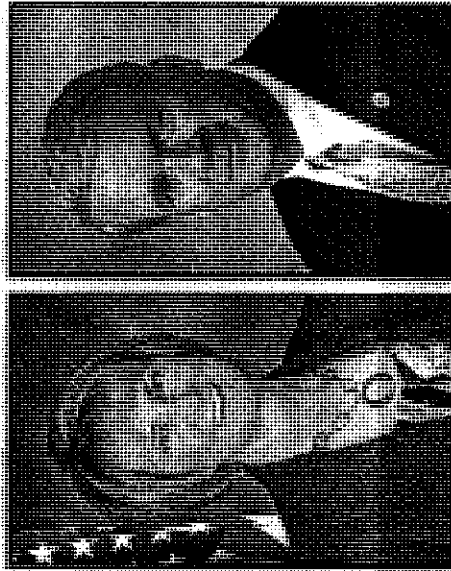
Senate Minority Leader **Christine Radogno** and House Minority Leader **Jim Durkin** and the Indian Prairie Library District's

JOB FAIR 2014

Friday, August 8

9:00 a.m. to 12:30 p.m.

Darien Sports Complex
451 Plainfield Rd., Darien



Senator Christine Radogno

430.243.0000 or www.senatorradogno.com

Representative Jim Durkin

430.243.2020 or www.jimdurkin.com

WORKSHOPS

- 9:00 a.m. Navigating Through the State Employment Process
- 10:00 a.m. Stand Out Resumes
- 10:45 a.m. Successful Interviewing
- 11:30 a.m. Networking Your Way to a New Job

Bring Plenty of Resumes & Dress to Impress!!!

EMPLOYERS

- | | | | | |
|-----------------------------|--|--|----------------------------------|--------------------------------|
| 160 Driving Academy | Community Support Services Inc. | Healthmarkets | Illinois Tollway | Ray Graham Association |
| 5 Linx | Corporate Resource Services | Home Depot | Indian Prairie Library District | Renishaw, Inc. |
| Adventist Midwest Health | County of DuPage | Home Helpers | KinderCare Chicago | Sepran Bus Company |
| After School Advantage | DCFS | Human Resources Concierge | Labor Temps | Social Security Administration |
| Argonne National Lab | Delta Dental of Illinois | Illinois Department of Agriculture | Mary Kay Cosmetics | Speedway |
| AT&T | DuPage County Veterans Assistance Commission | Illinois Department of Corrections | MicoTrain Technologies | Staffing Network |
| Auto Truck Group | DuPage County Workforce Development Division | Illinois Department of Employment Security | Moraine Valley Community College | Swap.com |
| Blue Cross Blue Shield | Environmental Protection Agency | Illinois Department of Human Services | Netstrive Consulting | TDI Nationwide |
| Boilermakers Local 1 | Farmers Insurance | Illinois Department of Natural Resources | New York Life Insurance Agency | The Hire Solution Staffing |
| Brookhaven Marketplace | FedEx | Illinois Department of Transportation | Northern Illinois Academy | The Room Place |
| Central Management Services | Fifth Third Bank | Illinois State Police | Operating Engineers Local 150 | Two Men And A Truck |
| Chemring Energetic Devices | Fis Student | | PACE | US Foods |
| Cintas | Fox Valley SCORE | | Paychex Inc. | UPS |
| Clarke | Frozen Food Express | | Peacock Engineering | Valocity Merchant Services |
| College of DuPage | | | Penn Global | Walgreens |
| Comcast | | | People's Resource Center | Western & Southern Life |
| ComEd | | | Primerica, Inc. | Westway Coach |
| Community Care Center | | | | |

Visit www.ides.illinois.gov/Pages/Workforce_IllinoisJobLink.aspx to further your job search.

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5

Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of July 16, 2014

**Board of Trustees Regular Meeting
July 16, 2014 – 7 p.m.**

A. Roll Call

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

Present: Donald Damon, Beena Deshmukh, Julia Lacayo, Marian Krupicka, Diane Ruscitti (arrived at 7:15 p.m.), Dorothy Schardt, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski, Jennifer Asimakopoulos

Others:

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

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

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

- C. Public Comment – none

D. Communications and Announcements

1. Bukovac to Brennan re: Donation from Darien Woman's Club
2. Bukovac to Bull re: Donation from Darien Woman's Club
3. Schmidt to Bukovac re: Donation from Darien Garden Club
4. Bukovac to Schmidt re: Donation from Darien Garden Club
5. Alicea to Palmisano re: School on Wheels
6. Bukovac to Lein-Svencner re: Collage Donation

At this point Asimakopoulos gave the staff report. She left at 7:22 p.m. and the Board continued with the Omnibus Consent Agenda and the rest of the agenda.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, June 18, 2014
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Proposal to Dispose of Personal Property
5. Proposed Corrections to the FY13/14 Operating Budget
6. Ordinance #2014-5 Amending the Budget and Appropriations Ordinance #2013-6
Schardt moved, Lacayo seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Krupicka moved, Deshmukh seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Suriano said that Deshmukh did a great job presenting to the Burr Ridge Board and answering questions. Bukovac will contact the Village of Willowbrook to schedule a Trustee presentation to their Board in the fall. We are monitoring comments and complaints at the front desk regarding the pay phone to determine if it's worth replacing.

H. Staff Report – Jennifer Asimakopoulos, Senior Adult Services Librarian demonstrated the various staff generated blogs and resources on our website for online readers advisory. They include staff recommendations for books, movies and music. Special features include links to the library catalog, personalized recommendations and information about the staff reviewers.

I. Reports

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

J. Unfinished Business

- 1. Strategic Plan Work Plan - Bukovac reviewed the work plan with the Board. She noted that it's a tight schedule and it may need to be adjusted. The recommendation is for the department heads to be the staff participants. Twenty-one of our staff will take part in the staff focus groups. Ruscitti asked if there was any desire to do a scenario analysis relative to the financial forecast. Bukovac said that our property tax revenue is controlled in that we are always guaranteed the level of funding we have and the CPI increase. Bukovac said scenario analysis could be included in the strategic plan process if the Board wanted.
- 2. Strategic Plan Process Facilitation – Bukovac said that Wiseman is able to create a final document. His initial proposal was \$7000 and it is now \$7700. In addition to creating the final document, his new work plan includes working with staff work teams to create an implementation plan. Damon moved, Deshmukh seconded to hire Wiseman Consulting as the library's strategic plan consultant at a cost of \$7700. Motion carried unanimously. The Board discussed Fletcher's survey options. They questioned hiring a survey consultant versus Bukovac managing the survey process. They felt we could get qualified data to meet our needs using an online survey company for the analysis. The Board directed Bukovac to manage the survey process. Bukovac will research the packages & reports available and at what cost with various on-line survey companies and will report on it at the August Board meeting. Prior to the August Board meeting, Bukovac will provide the Trustees with copies of past IPPL surveys.
- 3. Review Timeline and Activities – Bukovac will adjust the timeline since she'll be doing the survey work. The revised timeline will be on the August agenda.
- 4. Schedule Half-Day Planning Retreats – Bukovac noted that the retreats will probably have to be moved to January. Dates were discussed.
- 5. Identify Stakeholders for Interviews – The Board discussed a number of people who should be included in the stakeholder interviews.

K. New Business

1. Adopt Tentative Budget & Appropriations – Krupicka moved, Damon seconded to approve the Tentative Budget & Appropriations Ordinance. Motion carried unanimously.
2. Ordinance 2014-4 Determining to Levy an Additional tax of .02% - Damon moved, Lacayo seconded to approve Ordinance 2014-4 Determining to Levy an Additional tax of .02%. Motion carried unanimously.
3. Audit of Secretary’s Minutes and Review of Closed Session Minutes - Schardt and Krupicka conducted the audit and review. Krupicka reported that everything was in order and they recommend keeping all the closed session minutes closed. Deshmukh moved, Lacayo seconded to keep all closed session minutes closed. Motion carried unanimously.
4. Approve Up to \$10,000.00 for Furniture Expenditures – These are expenses for the mid-kids and teen areas. Schardt moved, Lacayo seconded to approve up to \$10,000.00 for furniture expenditures. Motion carried unanimously.

L. Scheduled Meetings

1. Building and Grounds Committee, August 25 at 7 p.m.

M. Community Events

N. Library Events

O. Adjournment

At 8:51p.m. Deshmukh moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 7/31/2014

Balance on hand as of June 30, 2014.....	3,167,944.43
Cash Receipts for July.....	136,607.95
Cash Disbursements for July.....	336,561.38
Cash on hand as of July 31, 2014.....	2,967,991.00

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.012%

General.....	698,987.35
Special Reserve.....	20,951.58
Working Cash.....	315.06
Bond.....	7,451.10
Children's Endowment.....	2,886.11
Endowment.....	11,171.67
MPI Investment (Corporate Fund).....	1,148,753.57
MPI Investment (Working Cash Fund).....	389,445.35

JP Morgan Chase - Checking

General.....	37,060.83
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Hinsdale Bank & Trust - Checking.....	3,066.65
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JP Morgan Chase - Savings - Rate .03%

General.....	647,297.73
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Petty Cash.....	200.00
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Petty Cash/Circulation.....	404.00
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Balances as of July 31, 2014.....	2,967,991.00
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FUND BALANCES AS OF 07/31/2014

Corporate Fund.....	2,221,588.98
Building & Maintenance Fund.....	106,918.68
I.M.R.F. Fund.....	21,250.30
Liability Fund.....	10,624.88
Social Security Fund.....	26,157.19
Special Reserve Fund.....	22,075.48
Working Cash Fund.....	389,847.70
Bond Fund.....	84,811.25
Current Liabilites.....	84,716.54
Grand Total All Funds.....	2,967,991.00

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

Percent of Year: 8.33

	RECEIVED July 14	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	1,723,158.11	1,723,158.11	52.06%	3,310,248.00	1,587,089.89
41150 · Non-current Property Taxes	0.00	0.00	0.00%	1,000.00	1,000.00
43100 · Interest-Tax Levy	21.59	21.59	0.00%	0.00	-21.59
TOTAL PROPERTY TAX & LEVY INTEREST	1,723,179.70	1,723,179.70	52.04%	3,311,248.00	1,588,068.30
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00%	43,500.00	43,500.00
INTEREST					
43500 · Interest - Investment	22.83	22.83	4.57%	500.00	477.17
TOTAL INTEREST	22.83	22.83	4.57%	500.00	477.17
DESK MONIES					
45100 · Copier	382.75	382.75	7.97%	4,800.00	4,417.25
45120 · Computer Copies	982.92	982.92	8.19%	12,000.00	11,017.08
45200 · Fines/Fees	4,846.77	4,846.77	8.98%	54,000.00	49,153.23
45250 · Gifts/Donations	500.00	500.00	25.00%	2,000.00	1,500.00
45300 · Lost Materials	1,290.79	1,290.79	10.76%	12,000.00	10,709.21
45350 · Non-Resident Fees	9,300.00	9,300.00	12.40%	75,000.00	65,700.00
45400 · DVD Fines	744.40	744.40	7.44%	10,000.00	9,255.60
45450 · Book Rental	197.40	197.40	8.97%	2,200.00	2,002.60
45550 · Meeting Room Rental	25.00	25.00	12.50%	200.00	175.00
45600 · ILL Fees	80.00	80.00	20.00%	400.00	320.00
45650 · 3D Printing	0.00	0.00	0.00%	0.00	0.00
TOTAL DESK MONIES	18,350.03	18,350.03	10.63%	172,600.00	154,249.97
OTHER INCOME					
46700 · Miscellaneous	163.83	163.83	16.38%	1,000.00	836.17
46800 · Collection Agency Fee	30.00	30.00	10.00%	300.00	270.00
TOTAL OTHER INCOME	193.83	193.83	0.00%	1,300.00	1,106.17
GRAND TOTAL	1,741,746.39	1,741,746.39	49.35%	3,529,148.00	1,787,401.61

Indian Prairie Public Library District Consolidated Expenditures Report for July 2014

Percent of Year: 8.33

	July 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 - Salaries	138,432.31	138,432.31	6.76%	2,048,067.00	1,908,634.69	2,109,500.00	6.58%
61310 - Benefits - Medical / Life Ins.	6,940.19	6,940.19	6.49%	107,000.00	100,059.81	132,000.00	5.26%
61320 - Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00	2,600.00	0.00%
61330 - Benefits - IMRF	14,596.57	14,596.57	7.91%	184,577.00	169,980.43	188,200.00	7.76%
61340 - Benefits - FICA	11,582.75	11,582.75	7.55%	153,484.00	141,901.25	156,200.00	7.42%
61400 - Staff Development	1,887.37	1,887.37	9.44%	20,000.00	18,112.63	25,000.00	7.55%
61500 - Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 - Board Development	0.00	0.00	0.00%	1,500.00	1,500.00	3,000.00	0.00%
61710 - Workers Compensation	0.00	0.00	0.00%	11,300.00	11,300.00	15,000.00	0.00%
61720 - Unemployment Insurance	366.56	366.56	8.15%	4,500.00	4,133.44	7,000.00	5.24%
TOTAL PERSONNEL	173,805.75	173,805.75	6.86%	2,532,928.00	2,359,122.25	2,639,500.00	6.58%
MATERIALS							
62100 - Books	13,731.98	13,731.98	5.61%	244,675.00	230,943.02	250,000.00	5.49%
62200 - Periodicals	1,621.94	1,621.94	5.06%	32,050.00	30,428.06	35,000.00	4.63%
62300 - Audio	-207.51	-207.51	-0.42%	49,750.00	49,957.51	52,000.00	-0.40%
62400 - Video	187.99	187.99	0.33%	57,700.00	57,512.01	60,000.00	0.31%
62500 - Multi-Media	0.00	0.00	0.00%	3,500.00	3,500.00	4,000.00	0.00%
62600 - Electronic Reference Resources	34,931.13	34,931.13	49.20%	71,000.00	36,068.87	75,000.00	46.57%
62800 - Processing Supplies	1,978.98	1,978.98	7.92%	25,000.00	23,021.02	30,000.00	6.60%
TOTAL MATERIALS	52,244.51	52,244.51	10.80%	483,675.00	431,430.49	508,000.00	10.33%
BUILDING							
63200 - Cleaning Service	215.00	215.00	0.31%	69,000.00	68,785.00	75,000.00	0.29%
63300 - Utilities (1-8-11 - Gas)	1,251.92	1,251.92	9.63%	13,000.00	11,748.08	30,000.00	4.17%
63300 - Utilities (1-8-12 - Electric)	5,207.71	5,207.71	9.64%	54,000.00	48,792.29	98,000.00	5.31%
63300 - Utilities (1-8-13 - Telephone)	352.65	352.65	3.92%	9,000.00	8,647.35	30,000.00	1.18%
63300 - Utilities (1-8-14 - Water/Sewer)	969.95	969.95	14.70%	6,600.00	5,630.05	25,000.00	3.88%
63300 - Utilities (1-8-15 - Garbage Disposal)	237.28	237.28	7.91%	3,000.00	2,762.72	13,000.00	1.83%
63400 - Maintenance Supplies	2,067.70	2,067.70	12.92%	16,000.00	13,932.30	20,000.00	10.34%
63500 - Security System Monitoring	0.00	0.00	0.00%	1,500.00	1,500.00	4,000.00	0.00%
63600 - Property Maintenance	1,062.00	1,062.00	4.83%	22,000.00	20,938.00	30,000.00	3.54%
63800 - Building Maintenance/Repairs	1,644.84	1,644.84	3.83%	43,000.00	41,355.16	55,000.00	2.99%
TOTAL BUILDING	13,009.05	13,009.05	5.49%	237,100.00	224,090.95	380,000.00	3.42%
OPERATIONS							
64200 - Supplies - Office	1,361.10	1,361.10	9.94%	13,700.00	12,338.90	16,000.00	8.51%
64300 - Photocopy Supplies	374.19	374.19	7.48%	5,000.00	4,625.81	6,000.00	6.24%
64400 - Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	1,500.00	0.00%
64500 - Postage	185.95	185.95	2.66%	7,000.00	6,814.05	15,000.00	1.24%
64600 - Non-Payment Reimbursement	0.00	0.00	0.00%	3,500.00	3,500.00	6,000.00	0.00%
64700 - Travel	11.76	11.76	1.81%	650.00	638.24	1,000.00	1.18%
64800 - Organizational Memberships	9.00	9.00	0.50%	1,800.00	1,791.00	2,200.00	0.41%
64900 - Bank Fees	211.19	211.19	8.45%	2,500.00	2,288.81	3,000.00	7.04%
TOTAL OPERATION	2,153.19	2,153.19	6.13%	35,150.00	32,996.81	50,700.00	4.25%
AUTOMATION							
65100 - Supplies-Public Toner	1,144.14	1,144.14	19.07%	6,000.00	4,855.86	8,000.00	14.30%
65150 - Supplies-Staff Toner	524.20	524.20	7.82%	6,700.00	6,700.00	8,000.00	6.55%
65200 - Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	10,000.00	0.00%
65300 - Purchase of Equipment	253.54	253.54	1.15%	22,100.00	21,846.46	26,000.00	0.98%
65400 - Automation Equip Mnt/Repair	0.00	0.00	0.00%	2,000.00	2,000.00	4,000.00	0.00%
65500 - Software	568.90	568.90	2.45%	23,250.00	22,681.10	27,000.00	2.11%
65600 - SWAN	0.00	0.00	0.00%	52,400.00	52,400.00	55,000.00	0.00%
65700 - Telecommunications	527.97	527.97	8.31%	6,350.00	5,822.03	8,000.00	6.60%
TOTAL AUTOMATION	3,018.75	3,018.75	2.44%	123,800.00	121,305.45	146,000.00	2.07%

11

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

Percent of Year: 8.33

	July 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
CONTRACTUAL SERVICES							
66100 · General Professional Services	25.00	25.00	0.17%	14,500.00	14,475.00	36,000.00	0.07%
66200 · Credit Bureau	98.45	98.45	6.58%	1,500.00	1,401.55	2,000.00	4.92%
66300 · Equipment-Maintenance Repair	1,005.50	1,005.50	14.36%	7,000.00	5,994.50	9,500.00	10.58%
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	100.00	100.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,128.95	1,128.95	4.89%	23,100.00	21,971.05	47,500.00	2.38%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	0.00	0.00%	8,416.00	8,416.00	10,000.00	0.00%
67200 · Bonding	0.00	0.00	0.00%	1,350.00	1,350.00	1,500.00	0.00%
67300 · Officers & Directors Liability	2,842.00	2,842.00	90.22%	3,150.00	308.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	0.00	0.00%	3,283.00	3,283.00	4,000.00	0.00%
TOTAL INSURANCE	2,842.00	2,842.00	17.54%	16,199.00	13,357.00	19,500.00	14.57%
MARKETING							
68110 · Marketing Newsletter	174.00	174.00	0.77%	22,685.00	22,511.00	25,800.00	0.67%
68111 · eNewsletter	0.00	0.00	0.00%	1,500.00	1,500.00	2,000.00	0.00%
68210 · Marketing Advertising	0.00	0.00	0.00%	3,000.00	3,000.00	5,000.00	0.00%
68310 · Marketing Supplies	25.00	25.00	1.00%	2,500.00	2,475.00	4,000.00	0.63%
68410 · Marketing-Information Printing	333.39	333.39	6.67%	5,000.00	4,666.61	10,000.00	3.33%
68500 · Legal Notices	20.00	20.00	1.67%	1,200.00	1,180.00	2,000.00	1.00%
68600 · Special Events	3,305.33	3,305.33	13.12%	25,200.00	21,894.67	40,000.00	8.26%
TOTAL PUBLIC INFORMATION	3,857.72	3,857.72	6.32%	61,085.00	57,227.28	88,800.00	4.34%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69900 · Contingency	0.00	0.00	0.00%	16,111.00	16,111.00	50,000.00	0.00%
69920 · 3D Printer	240.36	240.36	0.00%	0.00	-240.36	0.00	0.00%
69950 · MakerSpace Supplies	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	252,300.28	252,300.28	7.15%	3,529,148.00	3,277,371.92	4,028,000.00	6.26%

ACTION ON BILLS July 2014

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	45802 thru 45897	\$ 93,205.20
Chase Bank-Salaries for July	35820 thru 35868	\$ 14,363.39
Hinsdale Bank-Direct Deposits	& 17991 thru 18227	\$ 152,867.29

MONTH'S TOTAL: \$ 260,435.88

Indian Prairie Public Library District
Account QuickReport

13

Type	Date	Num	Name	Amount
Bill Pmt Check	07/10/2014	45802	Asimakopoulos, Jennifer	41.84
Bill Pmt Check	07/10/2014	45803	Bukovac, Jamie	15.68
Bill Pmt Check	07/10/2014	45804	Hartney, Jane	20.35
Bill Pmt Check	07/10/2014	45805	Jim Gill, Inc.	1,150.00
Bill Pmt Check	07/10/2014	45806	LaMie, Beth	150.00
Bill Pmt Check	07/10/2014	45807	Williams., Natalie	32.31
Bill Pmt Check	07/10/2014	45808	Wlosinski, Maria	11.76
Liability Check	07/03/2014	45809	Adler & Associates	35.22
Liability Check	07/03/2014	45810	Nationwide Retirement	610.00
Liability Check	07/03/2014	45811	Vantagepoint	1,080.08
Bill Pmt Check	07/10/2014	45812	Works, Tyler	31.40
Bill Pmt Check	07/15/2014	45813	Baker & Taylor	125.70
Bill Pmt Check	07/15/2014	45814	Canon Business Solutions	1,005.50
Bill Pmt Check	07/15/2014	45815	Case Lots Inc.	717.90
Bill Pmt Check	07/15/2014	45816	Constellation	5,207.71
Bill Pmt Check	07/15/2014	45817	DAC	129.50
Bill Pmt Check	07/15/2014	45818	DEMCO	220.75
Bill Pmt Check	07/15/2014	45819	EBSCO	6,003.00
Bill Pmt Check	07/15/2014	45820	Grainger	46.80
Bill Pmt Check	07/15/2014	45821	ID Label	230.50
Bill Pmt Check	07/15/2014	45822	Inkwell	211.90
Bill Pmt Check	07/15/2014	45823	Innovation Experts	12,051.91
Bill Pmt Check	07/15/2014	45824	JanWay Company USA, Inc.	211.29
Bill Pmt Check	07/15/2014	45825	JavaSmart USA LLC	121.86
Bill Pmt Check	07/15/2014	45826	Kamm Insurance Group	2,842.00
Bill Pmt Check	07/15/2014	45827	Kapco	742.11
Bill Pmt Check	07/15/2014	45828	LearningExpress, LLC	4,780.70
Bill Pmt Check	07/15/2014	45829	Legerski, Dennis	74.40
Bill Pmt Check	07/15/2014	45830	Mango Languages	3,411.20
Bill Pmt Check	07/15/2014	45831	Momingstar	3,920.00
Bill Pmt Check	07/15/2014	45832	OverDrive	1,925.89
Bill Pmt Check	07/15/2014	45833	Phillip's Interior Plants	215.00
Bill Pmt Check	07/15/2014	45834	Quill	622.13
Bill Pmt Check	07/15/2014	45835	Runcó	360.32
Bill Pmt Check	07/15/2014	45836	Stovall, Ann	579.72
Bill Pmt Check	07/15/2014	45837	SunTimes Media	20.00
Bill Pmt Check	07/15/2014	45838	Team One Repair, Inc.	721.00
Bill Pmt Check	07/15/2014	45839	Uline	436.09
Bill Pmt Check	07/15/2014	45840	Unique Management	98.45
Bill Pmt Check	07/15/2014	45841	United States Treasury	38.00
Bill Pmt Check	07/15/2014	45842	Value Line Publishing, Inc.	3,225.00
Bill Pmt Check	07/15/2014	45843	VISOgraphic	174.00
Bill Pmt Check	07/15/2014	45844	Williams., Natalie	18.59
Bill Pmt Check	07/15/2014	45700	The Fun Ones - VOiD	-75.00

Indian Prairie Public Library District
Account QuickReport

As of July 31, 2014

Type	Date	Num	Name	Amount
Liability Check	07/17/2014	45845	Adler & Associates	35.22
Liability Check	07/17/2014	45846	Nationwide Retirement	610.00
Liability Check	07/17/2014	45847	Vantagepoint	1,081.26
Bill Pmt Check	07/17/2014	45848	Aurico	25.00
Bill Pmt Check	07/17/2014	45849	DuPage County Public Works	624.95
Bill Pmt Check	07/17/2014	45850	Groot Industries, Inc.	237.28
Bill Pmt Check	07/17/2014	45851	Home Depot	266.88
Bill Pmt Check	07/17/2014	45852	Illinois Library Association	90.00
Bill Pmt Check	07/17/2014	45853	Kline, Cindy	100.00
Bill Pmt Check	07/17/2014	45854	Kroeschell Service	1,318.84
Bill Pmt Check	07/17/2014	45855	Lincoln National Life	102.60
Bill Pmt Check	07/17/2014	45856	OverDrive	12.99
Bill Pmt Check	07/17/2014	45857	PitneyBowes	165.00
Bill Pmt Check	07/17/2014	45858	Quill	483.52
Bill Pmt Check	07/17/2014	45859	Rogers Vending	139.79
Bill Pmt Check	07/17/2014	45860	Sebert Landscaping	1,407.00
Bill Pmt Check	07/17/2014	45861	Trapp, Sandra	201.00
Bill Pmt Check	07/24/2014	45862	Adult Reading Round Table	60.00
Bill Pmt Check	07/24/2014	45863	BCBS	8,343.15
Bill Pmt Check	07/24/2014	45864	Call One	352.65
Bill Pmt Check	07/24/2014	45865	Case Lots Inc.	288.00
Bill Pmt Check	07/24/2014	45866	Comcast	229.85
Bill Pmt Check	07/24/2014	45867	Edmonds Incorporated	182.89
Bill Pmt Check	07/24/2014	45868	Inkwell	57.39
Bill Pmt Check	07/24/2014	45869	OverDrive	458.71
Bill Pmt Check	07/24/2014	45870	POCA	1,500.00
Bill Pmt Check	07/24/2014	45871	Quill	217.45
Bill Pmt Check	07/24/2014	45872	RAILS	792.00
Bill Pmt Check	07/24/2014	45873	Runco	28.69
Bill Pmt Check	07/24/2014	45874	Salo, Kathryn	691.16
Bill Pmt Check	07/24/2014	45875	ScotPress Printing	333.39
Bill Pmt Check	07/24/2014	45876	Smarty Pants World LLC	499.00
Bill Pmt Check	07/24/2014	45877	VSP Vision	92.85
Bill Pmt Check	07/31/2014	45878	Bank of America	3,125.56
Liability Check	07/31/2014	45879	Adler & Associates	35.22
Liability Check	07/31/2014	45880	Nationwide Retirement	610.00
Liability Check	07/31/2014	45881	Vantagepoint	1,081.39
Bill Pmt Check	07/31/2014	45882	Baker & Taylor	9,952.63
Bill Pmt Check	07/31/2014	45883	Colonial Life	47.32
Bill Pmt Check	07/31/2014	45884	Deluxe	269.22
Bill Pmt Check	07/31/2014	45885	FedEx	20.95
Bill Pmt Check	07/31/2014	45886	Guardian	462.33
Bill Pmt Check	07/31/2014	45887	Hajek, Sandra	9.80
Bill Pmt Check	07/31/2014	45888	Home Depot	82.91
Bill Pmt Check	07/31/2014	45889	National Geographic Little Kids	17.95

8:39 AM
07/15/14
Accrual Basis

15

Indian Prairie Public Library District Account QuickReport

Type	Date	Num	Name	Amount
Bill Pmt Check	07/31/2014	45890	NCPERS Group Life	64.00
Bill Pmt Check	07/31/2014	45891	OverDrive	387.10
Bill Pmt Check	07/31/2014	45892	Quill	144.74
Bill Pmt Check	07/31/2014	45893	Runco	54.11
Bill Pmt Check	07/31/2014	45894	Stephens Plumbing & Heating, Inc.	96.00
Bill Pmt Check	07/31/2014	45895	Target	308.71
Bill Pmt Check	07/31/2014	45896	Tyco SimplexGrinnell	230.00
Bill Pmt Check	07/31/2014	45897	Wolper Information Services	1,584.19
Total 10121 - Checking JP Morgan Chase				<u>93,205.20</u>
TOTAL				<u><u>93,205.20</u></u>

Bills for approval – Electronic Payments & Automatic Withdrawals

July 2014

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	07/03/2014	19,743.74
ILDOR-State	Payroll taxes	07/03/2014	3,478.47
EFTPS-Federal	Payroll taxes	07/18/2014	18,516.54
ILDOR-State	Payroll taxes	07/18/2014	3,260.15
IMRF	Payroll Pension	07/31/2014	29,365.37
AT&T	Telecommunications	07/14/2014	298.12
Nicor	Gas	07/17/2014	1,251.92
US Bank	Credit Card Fee	07/03/2014	191.19
Hinsdale Bank	Fee-Direct Deposit	07/02/2014	20.00

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

STATEMENT OF RECEIPTS AND DISBURSEMENTS

FOR THE FISCAL PERIOD JANUARY 1, 2014 THROUGH JUNE 30, 2014

CASH AND INVESTMENTS AS OF JANUARY 1, 2014: \$3,118,510.55

RECEIPTS BY FUND

CORPORATE FUND: Deferred Property Taxes 1,505,018.50, Property Taxes 15,477.72 Non-Current Property Taxes 41.04, Intergovernmental 54,161.25, Interest 162.53, Misc. Revenue - Copier, Fines, Gifts, Non-Resident Fees, Rental, Reimbursements, Etc. 96,206.44, TOTAL \$1,671,067.48.

BUILDING & MAINTENANCE FUND: Deferred Property Taxes 42,431.80 Property Taxes, 459.45, Non-Current Property Taxes 1.32, TOTAL \$42,892.57.

I.M.R.F. FUND: Deferred Property Taxes 26,844.67 Property Taxes 315.87, Non-Current Property Taxes .90, TOTAL \$27,161.44.

LIABILITY INSURANCE FUND: Deferred Property Taxes 6,927.54 Property Taxes 38.29, Non-Current Property Taxes .26, TOTAL \$6,966.09.

SOCIAL SECURITY FUND: Deferred Property Taxes 24,246.79 Property Taxes 287.16, Non-Current Property Taxes .83 TOTAL \$24,534.78.

SPECIAL RESERVE FUND: Interest 1.43, TOTAL \$1.43.

BOND FUND: Deferred Property Taxes 5.84 Bond Property Taxes 2,415.43, Non-Current Property Taxes 7.04 Interest .48, TOTAL \$2,428.79.

TOTAL RECEIPTS ALL FUNDS: \$1,775,052.58

DISBURSEMENTS BY FUND

CORPORATE FUND: NET PAYROLL: 702,619.28, VENDORS: A.N.S., Inc. 724.00 AAI 123.00 Abraham Lincoln Presidential Library 3,741.00 Adler & Associates 457.86 Advanced Data Systems 147.50 Alarm Financial 120.00 Alert Alarm Corp. 125.00 Alternative Energy Solutions, Ltd. 486.53 American Bungalow 29.95 American Chamber of Commerce Resources 126.00 American Library Association 49.00 Anderson's Bookfair Co. 55.00 Apple Books 4,940.27 Art Excursions, Inc. 560.00 Asimakopoulos, Jennifer 823.30 AT&T 1,788.72 Aurico 254.00 Babson Library, Springfield College 240.00 Baker & Taylor 85,337.02 Baker & Taylor (video) 10,630.31 Bank of America 57,335.10 Basecamp Web Solutions 2,090.00 BCBS 47,507.90 Bibliotheca ITG LLC 5,537.42 Birmingham, Laura 98.13 Blackstone Audio, Inc. 2,476.90 BookBrowse LLC 630.00 BookPage 480.00 Bottom Line Personal 39.00 Bowker LLC, R.R. 516.00 Bukovac, Jamie 419.75 Cabrera, John 50.00 Call One 210.00 Canon Business Solutions 1,400.41 Case Lots Inc. 4,154.83 Cavendish Square 1,163.20 Center Point Large Print 1,699.23 Chaddock, Heather 32.77

CheckBook 34.00 Chicago Sun-Times 130.00 Chicago Tribune 415.48 City of
 Darien 50.00 Clean Eating Magazine 24.97 Cobb, Michele 345.00 Colonial
 Life 283.92 Comcast 1,379.10 ComPsych 2,500.00 Cosmopolitan Building
 Services 22,280.00 Cox, Nancy A. 68.62 DAC 5,766.00 Darien Park District
 9,487.90 Darien Police Department 50.00 Dave's Specialty Foods, Inc.
 275.00 Davidson Titles, Inc. 1,041.53 Dell Marketing L.P. 3,016.47 Deluxe
 358.78 DEMCO 4,956.66 Deucher., Suzanne 61.89 Displays2go 230.25 Diverse
 Media, Inc. 59.85 Downers Grove Public Library 302.90 Downers Grove South
 High School 180.00 Dr. Oz The Good Life 15.00 DuPage County Clerk 10.00
 Durepos, Joseph 285.00 Dzierzbicki, Monica 235.79 Edmonds Incorporated
 735.47 EFTPS 240,645.30 Evanced Solutions 2,730.00 FedEx 15.50 Findaway
 World, LLC 143.75 Fire & Security Systems 498.00 Flying Fox Conservation
 Fund 250.00 Fox Valley Fire & Safety 2,134.70 Frank Electric Co. 504.00
 Gale/CENGAGE Learning 12,919.11 Garvey's Office Products 132.82 Goodman,
 Clarence 150.00 Graham Cracker Comics 78.50 Grasso Graphics 449.70 Grey
 House Publishing, Inc. 4,412.50 Guardian 3,140.04 Guest, Laurie 1,166.00
 Hartney, Jane 233.51 Heaney Electric 3,749.50 Heger, Keith 225.00
 Heritage House Florist 170.00 Hinsdale Bank 120.00 Hinsdale South High
 School Stinger 90.00 Hobein, Mary 175.00 Home Depot 871.61 ID Label
 107.50 IL Dept of Revenue 42,526.49 Illinois Library Association 760.00
 Illinois Secretary of State 10.00 Imagine Art Studio 225.00 IMRF
 123,529.33 Info USA Marketing 3,700.00 Information Today, Inc. 385.05
 Ingram Library Services 281.59 Inkwell 4,361.15 Innovation Experts 275.00
 JanWay Company USA, Inc. 227.15 JavaSmart USA LLC 667.66 Jeannie
 McQueenie Productions 400.00 Kamm Insurance Group 30.00 Kapco 425.35
 Kawiecki, Sylvia 17.80 KHM Plastics 556.29 KI 20,294.50 Kiplinger's
 Investing for Income 79.00 Kline, Cindy 139.92 Krekelberg, Mary L
 162.50 Kroeschell Service 4,558.25 Law Bulletin Publishing Company 67.00
 LexisNexis Matthew Bender 2,674.42 Li, Hegan 12.00 Library Display Design
 Systems 350.83 LIMRiCC 2,381.31 Lincoln National Life 595.08 Lindsey,
 Robert J. 275.00 Lisle Library District 80.00 Lisleil, Catherine 50.00
 lynda.com, inc. 1,975.00 Management Association 890.00 Marie Claire 10.00
 Marquee Movie Presentations LLC 225.00 Marsden, Michael 450.00 Matthews,
 Travis 300.00 Michalak, Ellen 67.00 Micro Center 169.98 Midwest
 Promotional Group 589.42 Midwest Tape 23,559.34 Morency, Carol Kania
 75.00 Moreno, Sebastian 20.00 Morton Grove Public Library 39.00 Movie
 Licensing USA 200.00 Mueller, Robert 125.00 Murphy, Amira 11.00 Myers,
 Caitlin 50.92 Nationwide Retirement 7,930.00 NCPERS Group Life 384.00
 Neighbors of Darien 500.00 News Bank, Inc. 5,535.00 O'Malley, Joan 240.00
 OverDrive 16,901.31 Overdue Media LLC 2,034.88 Palmisano, Stacy.
 202.00 Pawling Corporation 2,088.60 PC Mall 221.70 Peregrine, Stime,
 Newman, Ritzman & Bruck 1,365.00 Petty Cash 570.88 Phillip's Interior
 Plants 1,290.00 PitneyBowes 357.28 Poblocki Sign Company LLC 375.00
 Pointon, Scott E. 160.00 Popowitch, Joe 418.59 Price Digests 79.95
 PrintSmart Printing & Graphics, Inc. 88.66 ProQuest LLC 2,060.00 Quill
 5,965.72 RAILS 1,684.00 Rainbow Printing 450.00 Random House 2,110.00
 Rebecca Caudill Young Readers' Book Award 10.00 Recorded Books, LLC
 13,439.28 Regent Book Company 14.10 Register Printing of Illinois, Inc.
 179.56 Research Technology International 354.46 Revistas Subscription
 Services 638.04 Rivistas Subscription Services 321.80 Rock Valley
 Publishing 315.00 Rodriguez, Robert A. 450.00 Rogers Vending 893.68
 Rosen Publishing 1,882.90 Roy, Nancy 158.06 Rubberdisc 258.50 Runco
 3,328.26 Ryan, Marianne 58.24 S.K. Culver Company 64.82 Sage
 Publications, Inc. 213.78 Saint Xavier University/Stump Library 50.00

Salazar, Victoria 30.00 Salgado, Andrew 500.00 Salina's Catering 913.25
 Salo, Kathryn 145.96 Scharping, Ronald A. 100.00 Scholastic Library
 Publishing 1,415.20 ScotPress Printing 991.47 Sealkote 124.88 Sebert
 Landscaping 6,851.00 Showcases 267.84 Speciality Mat Service 1,122.75
 Stephens Plumbing & Heating, Inc. 603.20 Stovall, Ann 568.00 Streett,
 Cathy 225.40 Suburban Door Check & Lock Service 2,340.95 Suburban Life
 Media 30.00 Sun-Times Media 171.60 SWAN 25,455.88 Target 749.02 Tatum,
 Michael 211.00 Team One Repair, Inc. 121.00 The Child's World 1,208.70
 The Cottage Journal Seasons 19.98 The Fun Ones 75.00 Thomson Reuters -
 West 374.83 Thornton, Christine 300.00 ThyssenKrupp Elevator 2,209.42
 Titan Image Group, Inc. 1,799.38 Today's Business 4,055.75 Tumbleweed
 Press, Inc. 799.00 Tyco SimplexGrinnell 3,425.12 Uline 315.84 Ultimate
 Collision Repair Network 705.08 Unique Books, Inc. 3,979.23 Unique
 Management 438.55 United States Postal Service 2,220.00 UPS 28.24 US Bank
 1,093.08 Vantagepoint 14,017.63 Venmill Industries 1,774.08 Vernon
 Library Supplies, Inc. 2,204.42 VISOgraphic 11,544.37 VSP Vision 538.53
 Weber, Keith 75.00 Westmont Paint & Decorating 45.98 Wheaton Public
 Library 64.95 Williams., Natalie 144.51 Wlosinski, Maria 36.40 Wolper
 Information Services 3,173.02 Wordinger, Debra 439.51 Works, Tyler 358.53
 World Book School and Library 2,221.45 Yousufi, Sue 25.80 VENDORS PAID
 UNDER 1.00: 102.63 TOTAL: \$1,686,159.79.

BUILDING & MAINTENANCE FUND: Call One 4,381.49, Constellation
 21,258.58, CoolerSmart 557.55 DuPage County Public Works 1,745.64
 Groot Industries 1,688.77 Nicor 9,676.88 Siebert 150.00 TOTAL:
 \$39,458.91.

TOTAL DISBURSEMENTS ALL FUNDS: \$1,725,618.70

CASH AND INVESTMENTS AS OF JUNE 30, 2014: \$3,167,944.43

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, 2014 THROUGH JUNE 30, 2014.

 MARIAN KRUPICKA, TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC THIS 20th DAY OF
 AUGUST 2014

 NOTARY PUBLIC

EMPLOYEES PAID DURING THE FISCAL PERIOD JANUARY 1, 2014 THROUGH JUNE 30, 2014

Allard, Jamie Y. Security Monitor 4,658.89, Armstrong, Michael K. Building Services Associate 8,615.25 Asimakopoulos, Jennifer A. Sr. Adult Services Librarian 25,962.47, Barnett, Geri L., Tech Services Associate 4,250.37, Beggs, Vera H. Sub Adult Services Librarian 504.41, Birmingham, Laura N. Associate Director 42,256.51, Bortman, Priscilla L. Sub Circulation Services Associate 1,501.44, Boyer, Barbara A. Circulation Services Associate 7,230.60, Brodeur, Vicki A. Senior Circulation Supervisor 6,193.31 Brogdon, Jacqueline M. Summer Youth Services Associate 889.92 Brozek, Terri L. Circulation Services Associate 6,178.87, Bruggeman, Lora L. Sub Adult Services Librarian 1,198.03, Bukovac, Jamie P. Director 57,988.78, Bunn, David L. Digital Services Technician 14,238.00, Butcher, Brett A. Network Services Technician 13,711.53, Cartwright, Karen J. Circulation Services Associate 5,497.93, Cerkanowicz, Barbara A. Youth Services Page 3,052.06, Cochran, Judith J. Youth Services Librarian 4,870.87, Cosmas, Amelia T. Circulation Services Associate 5,060.06, Cox, Nancy Youth Services Associate 10,256.86, Czuba, Patricia A. Interlibrary Loan Associate 11,304.68, Dangles, Joyce D. Circulation Services Associate 8,191.30, Deucher, Suzanne Adult Services Librarian 21,882.91, Dzierzbicki, Monica A. Youth Services Librarian 29,559.81, Egglar, Benjamin C. Security Monitor 5,266.85, Eisenschenk, Kimberly Sub Circulation Services Associate 5,210.55 Fank, Susan C. Technical Services Associate 16,302.00, Findling, Susan F. Circulation Services Page 3,795.36 Fujiura, Mieko A. Sub Circulation Services Supervisor 890.06, Glenn, Hugh W. Computer/Magazine Associate 10,021.79, Graziani, Gail M. Sub Adult Services Associate 1,576.29, Grob, Anna M. Circulation Page 3,061.41, Guldberg, Barbara A. Circulation Services Associate 7,126.88, Hahn, Jeanette C. Circulation Services Page 4,300.68, Hartney, Jane S. Youth Services Associate 18,383.14 Hays, Holly Adult Services Page 83.25, Hinkley, Anna M. Technical Services Associate II 8,339.11, Jensen, Shirley P. Senior Adult Services Librarian 35,343.86, Johnson, Gail A. Circulation Services Supervisor 14,607.79, Jovien, Ashley G. Youth Services Page 2,926.01, Kline, Cynthia L. Adult Program Coordinator 7,168.34, Komperda, Patricia A. Circulation Services Associate 5,601.13, Kountz, Krista L. Youth Services Associate 7,428.88 Krekelberg, Mary L. Adult Services Librarian 29,636.32, Lafayette, Luella Sub Circulation Services Supervisor 3,577.40, Layman, Jessica E. Adult Services Associate 6,487.99 Lazarski, Carol R. Computer/Magazine Associate 6,304.87, Leja, Patricia L. Circulation Services Associate 6,050.58, Lipowski, Nadine V. Circulation Services Associate 6,619.38, Lippencott, Suzanne H. Sub Youth Services Librarian 3,846.60, Liu, Julie S. Computer/Magazine Associate 7,770.30, Maher, Sandra L. Sub Adult Services Librarian 1,468.66, McKee, Sandra P. Youth Services Page 2,998.86, Meronek, Gregory Interlibrary Loan Page 2,992.15, Milewski, Robert J. Circulation Page 4,124.10, Mommsen, Joan B. Adult Services

Librarian 5,837.39, Monkus, Sally A. Adult Services Associate 7,074.19, Moravek, Mary K. Sub Adult Services Page 366.16, Myers, Caitlin E. Youth Services Associate 2,725.80, Naisbitt, Patricia A. Technology Instructor 5,562.72, Napoli, Carolyn P. Adult Services Page 1,876.82, Niels, Christine E. Marketing/Promotion Coordinator 3,000.40 O'Connell, Nila J. Circulation Services Associate 6,153.16, Palicz, Kimberly A. Circulation Services Associate 5,785.89, Palmisano, Stacy Administrative Associate 7,215.00, Papaurelis, Theresa A. Graphic Artist 13,094.31, Paruskiewicz, Jaclyn E. Sub Adult Services Page 532.78 Paxson, Mary K. Readers Advisory Associate 9,006.44, Pierce, Nicole D. Summer Youth Services Associate 1,059.08, Poluektova, Yulia V. Youth Services Page 3,199.30, Popowitch, Joseph A. Adult Services Librarian 28,255.54, Procter, Justin R. Security Monitor 3,430.35 Raffenetti, Mimi A. Sub Adult Services Librarian 1,474.96, Ramirez, Martha Technical Services Associate 4,393.21, Rodela-Sulik Gloria A. Technical Services Supervisor 10,945.35 Roman, Linda E. Adult Services Page 3,211.80, Roy, Nancy E. Administrative Office Coordinator 19,545.32, Rusthoven, Christine D. Sub Adult/Youth Services Librarian 2,457.84, Ryan, Marianne T. Marketing/Promotion Coordinator 14,713.50 Salo, Kathryn M. Early Literacy Librarian 13,140.00 Schueren, Mary J. Adult Services Associate 7,161.34, Sesterhenn, Nancy J. Circulation Services Page 282.83, Shackleton, Carol A. Circulation Services Associate 11,337.00, Sheehan, Deborah A. Circulation Services Department Head 35,636.341, Smith, Sarah E. Computer/Magazine Associate 2,982.89, Smith, Tina L. Adult Services Page 2,412.00, Sobun, Mary Lynn C. Youth Services Page 3,111.89, Stevanovich, Linda D. Youth Services Associate 7,263.06, Stovall, Ann M. Technical Services Department Head 38,980.50, Stranski, Corrine Adult Services Page 3,549.77, Stuart, Elizabeth C. Adult Services Page 3,075.41, Such, Deborah S. Interlibrary Loan Page 4,544.25, Thurman, Deidre L. Circulation Services Associate 10,040.19, Tomaszewski, Thomas L. Computer/Magazine Associate 5,641.33 Tucker, Denise C. Readers Advisory Associate 5,985.73, Tuggle, Bobbie M. Sub Circulation Services Page 247.75 Vlasko-Vlasova, Galina S. Youth & Adult Services Page 1,909.54, Von Zee, Kelly M. Youth Services Librarian 5,257.07, Watts, William T. Sub Circulation Services Page 3,103.17, Williams, Natalie Youth Services Department Head 26,852.10 Witczak, Geraldine Adult Services Page 3,602.60, Wlosinski, Maria A. Administrative Associate 8,299.22, Wordinger, Debra L. Adult Services Department Head 39,770.31, Works, Tyler C. Senior Youth Services Librarian 24,004.50 Yang, Man Hua Adult & Circulation Services Page 8,917.20, Zinoveva, Natalya Circulation Services Page 4,593.64; GROSS PAYROLL TOTAL \$976,984.36

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICTSTATEMENT OF RECEIPTS AND DISBURSEMENTSFOR THE FISCAL PERIOD JULY 1, 2013 THROUGH JUNE 30, 2014

CASH AND INVESTMENTS AS OF JULY 1, 2013: \$3,261,917.22

RECEIPTS BY FUND

CORPORATE FUND: Deferred Property Taxes 1,505,018.50, Property Taxes 1,573,031.36, Non-Current Property Taxes 801.30, Intergovernmental 54,161.25, Interest 678.22, Misc. Revenue - Copier, Fines, Gifts, Non-Resident Fees, Rental, Reimbursements, Etc. 201,750.25 TOTAL \$3,335,440.88.

BUILDING & MAINTENANCE FUND: Deferred Property Taxes 42,431.80, Property Taxes 46,677.51, Non-Current Property Taxes 25.72 Interest 2.44, TOTAL \$89,137.47.

I.M.R.F. FUND: Deferred Property Taxes 26,844.67, Property Taxes 32,101.88, Non-Current Property Taxes 17.07, Interest 1.67, TOTAL \$58,965.29.

LIABILITY INSURANCE FUND: Deferred Property Taxes 6,927.54, Property Taxes 3,888.71, Non-Current Property Taxes 4.61 Interest 0.20, TOTAL \$10,821.06.

SOCIAL SECURITY FUND: Deferred Property Taxes 24,246.79, Property Taxes 29,191.01, Non-Current Property Taxes 15.47 Interest 1.53, TOTAL \$53,454.80.

SPECIAL RESERVE FUND: Interest 3.43, TOTAL \$3.43.

BOND FUND: Deferred Bond Property Taxes 5.84, Bond Property Taxes 244,458.82, Non-Current Property Taxes 57.34 Interest 48.25, TOTAL \$244,570.25.

TOTAL RECEIPTS ALL FUNDS: \$3,792,393.18

DISBURSEMENTS BY FUND

CORPORATE FUND: NET PAYROLL: 1,395,921.85, VENDORS: A.M. Best Company 2,441.90 A.N.S., Inc. 724.00 AAIL 176.00 Abraham Lincoln Presidential Library 3,741.00 Action Flag Co. 54.93 Adler & Associates 915.72 Adult Reading Round Table 40.00 Advanced Data Systems 147.50 Advantage Microfilm Services 469.25 Alarm Financial 240.00 Alert Alarm Corp. 125.00 ALLDATA 1,500.00 Alternative Energy Solutions, Ltd. 845.53 American Bungalow 29.95 American Chamber of Commerce Resources 126.00 American Library Association 134.00 Anderson's Bookfair Co. 55.00 Apple Books 4,940.27 Art Excursions, Inc. 560.00 Asimakopoulos, Jennifer 1,152.45 AT&T 3,577.12 AtoZ Databases 3,960.00 Aurico 692.00 Awning, Sign & Lighting Group, Inc. 1,800.00 Babson Library, Springfield College 240.00

Baird, Tina 125.00 Baker & Taylor 163,070.27 Baker & Taylor (video)
 23,698.73 Baldwin Cooke 146.33 Bank of America 100,131.56 Bannerville
 USA, Inc. 210.00 Barrett, Kathryn 50.00 Basecamp Web Solutions 2,090.00
 BCBS 93,825.97 Bibliotheca ITG LLC 5,537.42 Bielski, Ursula 200.00
 Birmingham, Laura 98.13 Black Belt Magazine 24.00 Blackstone Audio, Inc.
 3,772.84 BookBrowse LLC 630.00 BookLetters 1,500.00 BookPage 480.00
 Boscarino, Neria 18.30 Botticella, Joey 15.00 Bottom Line Personal 39.00
 Bowker LLC, R.R. 516.00 Branham, Liz 21.26 Brookfield Zoo 336.00 Bukovac,
 Jamie 819.16 Bunn, David 131.08 Burr Ridge Park District 100.00 C & S
 Sales Promotions, Inc. 855.77 Cabreana Audio Group 227.39 Cabrera, John
 50.00 Call One 885.59 Canon Business Solutions 3,155.14 Case Lots Inc.
 7,518.98 Cavendish Square 1,637.32 CCH 111.91 CDW Government 4,442.65
 Center Point Large Print 2,395.47 Cerny, Katarina 14.50 Chaddock, Heather
 32.77 CheckBook 34.00 Chicago Sun-Times 260.00 Chicago Tribune 623.22
 Cigler, Christine 279.79 Cintas Document Management 1,250.00 City of
 Darien 100.00 Classic Hardware and Door LLC 240.00 Clean Eating Magazine
 24.97 Cobb, Michele 345.00 Cochran, Judith 56.69 Colonial Life 615.16
 Comcast 2,729.16 ComPsych 2,500.00 Consumers' Checkbook 450.00 Cook
 County Clerk 10.00 Cosmopolitan Building Services 50,930.00 Cox, Nancy A.
 68.62 Crement, Emily 7.80 Current Technologies 1,495.80 DAC 21,496.50
 Darien Chamber of Commerce 100.00 Darien Park District 9,487.90 Darien
 Police Department 50.00 Dave's Specialty Foods, Inc. 275.00 Davidson
 Titles, Inc. 1,600.31 Dell Marketing L.P. 5,183.27 Deluxe 615.55 DEMCO
 9,259.76 Des Plaines Public Library 45.00 Deucher., Suzanne 116.78
 Displays2go 247.71 Distinctive Interiors 1,178.00 Diverse Media, Inc.
 278.56 Diversity Training & Consulting 1,500.00 Dow Theory Forecasts
 32.50 Downers Grove Public Library 302.90 Downers Grove South High School
 180.00 Dr. Oz The Good Life 15.00 DuPage County Clerk 10.00 Durepos,
 Joseph 285.00 Dzierzbicki, Monica 527.04 Early Advantage 1,272.00 EBSCO
 4,567.00 Edmonds Incorporated 1,800.70 EFTPS 425,422.70 Enablemart 498.00
 Evanced Solutions 4,202.63 Faronics Technologies USA Inc. 1,711.98 FedEx
 64.80 Fidelity Monitor & Insight 149.00 Fielding, Patricia 25.00 Findaway
 World, LLC 3,429.87 Finer Homes 870.00 Fire & Security Systems 996.00
 Flying Fox Conservation Fund 250.00 Fox Valley Fire & Safety 4,577.15
 Frank Electric Co. 1,294.00 Frankovelgia, Kym 300.00 Gale/CENGAGE
 Learning 16,976.86 Gallagher Bassett Services, Inc. 905.00 Garvey's
 Office Products 672.35 Gaylord Bros., Inc. 29.00 Geiger, Heidi 10.80
 Gensini, Vittorio 250.00 Goodman, Clarence 150.00 Graham Cracker Comics
 78.50 Grainger 481.28 Grasso Graphics 641.37 Grey House Publishing, Inc.
 9,518.45 Groot Industries, Inc. 153.00 Guardian 5,852.10 Guest, Laurie
 1,866.00 Hartney, Jane 233.51 Heaney Electric 3,749.50 Heger, Keith
 225.00 Heiberger, Edward F. 23.98 Heritage House Florist 225.00 Hinsdale
 Bank & Trust 240.00 Hinsdale Humane Society 50.00 Hinsdale South High
 School Stinger 180.00 Hobein, Mary 175.00 Home Depot 1,415.44 ID Label
 338.00 IL Dept of Revenue 84,777.68 Illinois Library Association 925.00
 Illinois Secretary of State 10.00 Imagine Art Studio 225.00 IMRF
 182,054.12 Indian Prairie Library Foundation 350.00 Info USA Marketing
 3,700.00 Information Today, Inc. 385.05 Ingram Library Services 404.37
 Inkwell 9,575.37 Innovation Experts 12,438.00 Investor's Business Daily
 329.00 JanWay Company USA, Inc. 322.15 JavaSmart USA LLC 1,334.17 Jeannie
 McQueenie Productions 400.00 Jensen, Shirley P 145.75 Joynt, Sarah
 239.60 Kamm Insurance Group 30.00 Kapco 1,958.60 Katzenberger, Monica
 33.00 Kawiecki, Sylvia 17.80 KHM Plastics 556.29 KI 20,294.50 Kiplinger's
 Investing for Income 158.00 Kline, Cindy 167.04 Kountz, Krista 28.52

Krekelberg, Mary L 162.50 Kroeschell Service 13,193.50 LACONi 100.00
 LACONi-MMS 35.00 Lagerstrom, Kate 150.00 LaTour, Kristin L. 50.00
 Law Bulletin Publishing Company 67.00 Lawrence, Bob 75.00 Layman, Jez
 41.82 LearningExpress, LLC 4,756.70 LexisNexis Matthew Bender 5,364.43
 Li, Hegan 12.00 Library Display Design Systems 350.83 LIMRiCC 4,349.10
 Lincoln National Life 1,169.64 Lindsey, Robert J. 275.00 Lisle Library
 District 80.00 Lisleil, Catherine 50.00 Lu, Xiwei 2,000.00 lynda.com,
 inc. 1,975.00 Management Association 890.00 Mango Languages 3,328.00
 Marie Claire 10.00 Marquee Movie Presentations LLC 225.00 Marsden,
 Michael 450.00 MaryJanesFarm 19.95 Matthews, Travis 300.00 Metropolitan
 Industries, Inc. 1,854.50 Michalak, Ellen 268.00 Micro Center 319.96
 Microsoft Corporation 1,484.99 Midwest Laser Specialists, Inc. 551.47
 Midwest Promotional Group 589.42 Midwest Tape 40,287.14 Mister Natural
 Services, Inc. 1,931.00 Moneyletter 129.00 Morency, Carol Kania 75.00
 Moreno, Sebastian 20.00 Morningstar 3,920.00 Morton Grove Public Library
 39.00 Movie Licensing USA 200.00 MPS 318.98 Mueller, Robert 125.00
 Murphy, Amira 11.00 My Halal Kitchen, LLC 150.00 Myers-Briggs 11,064.00
 Myers, Caitlin 50.92 Nationwide Retirement 15,860.00 NCPERS Group Life
 832.00 Near West Youth Services 25.00 Neighbors of Darien 500.00
 Neiman, Ryan 250.00 New Readers Press 1,084.39 News Bank, Inc. 5,535.00
 Niels, Christine 70.82 O'Brien Ph.D., Thomas 200.00 O'Malley, Joan 695.00
 Orland Park Public Library 125.43 OverDrive 27,248.12 Overdue Media LLC
 2,034.88 Palmisano, Stacy. 381.53 Parkland College 50.00 Pawling
 Corporation 2,088.60 PC Mall 451.40 Peracha, Haniah 13.00 Peregrine,
 Stime, Newman, Ritzman & Bruck 1,725.00 Peterson, Michael 200.00
 Petty Cash 952.71 Phillip's Interior Plants 2,580.00 PitneyBowes 687.28
 Plastic Graphic Co. 3,688.78 Poblocki Sign Company LLC 375.00 Pointon,
 Scott E. 160.00 Popowitch, Joe 418.59 Potomac Publishing, Inc. 9.95
 Price Digests 79.95 PrintSmart Printing & Graphics, Inc. 88.66 Proforma
 Creative Impressions 256.00 ProQuest LLC 2,060.00 Quill 7,213.47 RAILS
 3,007.00 Rainbow Printing 450.00 Random House 4,256.74 Rebecca Caudill
 Young Readers' Book Award 10.00 Record Information Services, Inc. 769.00
 Recorded Books, LLC 18,269.05 Regent Book Company 27.92 Register Printing
 of Illinois, Inc. 179.56 Research Technology International 354.46
 Revistas Subscription Services 638.04 Rivistas Subscription Services
 321.80 Rock Valley Publishing 315.00 Rodriguez, Robert A. 450.00 Rogers
 Vending 1,628.16 Rosen Publishing 1,882.90 Roy, Nancy 192.95 Rubberdisc
 1,781.50 Runco 5,662.35 Ryan, Marianne 58.24 S.K. Culver Company 64.82
 Saban, Jacquelyn 6.00 Sage Publications, Inc. 382.20 Saint Xavier
 University/Stump Library 50.00 Salazar, Victoria 30.00 Salgado, Andrew
 500.00 Salina's Catering 913.25 Salo, Kathryn 145.96 Saricks, Joyce
 350.00 Scharping, Ronald A. 100.00 Scholastic Library Publishing 1,697.65
 ScotPress Printing 1,515.08 Sealkote 124.88 Sebert Landscaping 11,971.00
 Shaw Media 354.50 Sheehan, Debbie 118.79 Showcases 1,290.15 Speciality
 Mat Service 1,698.15 Stephens Plumbing & Heating, Inc. 1,181.10
 Stevanovich, Linda 15.99 Stovall, Ann 568.00 Streett, Cathy 225.40
 Suburban Door Check & Lock Service 2,434.95 Suburban Life Media 72.00
 Sun-Times Media 1,160.40 SWAN 51,346.44 Target 2,888.87 Tatum, Michael
 211.00 Team One Repair, Inc. 3,186.26 Terrell, Staci 233.91 The Child's
 World 1,208.70 The Cottage Journal Seasons 39.96 The Fun Ones 75.00
 The Mailbox Yearbook 79.90 The New York Times 772.80 The Risk Management
 Association 357.00 Thomson Reuters - West 735.26 Thornton, Christine
 300.00 Three Scale Strategy 1,188.00 ThyssenKrupp Elevator 3,983.44

Titan Image Group, Inc. 1,799.38 Today's Business 4,055.75 Tumbleweed Press, Inc. 799.00 Twisted Fiber Studio 300.00 Tyco SimplexGrinnell 3,425.12 U.S. Postal Service (Postage-By-Phone) 2,000.00 Uline 502.06 Ultimate Collision Repair Network 705.08 Unique Books, Inc. 9,659.99 Unique Management 832.35 United States Postal Service 2,496.00 United States Treasury 16.00 Upbeat Site Furnishings 339.53 UPS 28.24 USA Today 279.41 US Bank 2,394.87 Value Line Publishing, Inc. 3,175.00 Vantagepoint 28,091.61 Venmill Industries 1,774.08 Vernon Library Supplies, Inc. 4,139.76 Village of Willowbrook 500.00 VISOgraphic 22,826.00 Vorreyer, Donna 50.00 VSP Vision 1,070.87 Weber, Keith 75.00 Westmont Paint & Decorating 304.81 Wheaton Public Library 64.95 Williams., Natalie 319.80 Willowbrook/Burr Ridge Chamber of Commerce 425.00 Wlosinski, Maria 94.61 Wolper Information Services 18,215.64 Wordinger, Debra 695.36 Works, Tyler 358.53 World Book School and Library 2,221.45 Yousufi, Sue 25.80 Zabel, Brian & Associates, PC 2,850.00 VENDORS PAID UNDER 1.00: \$298.99
TOTAL: \$3,206,911.91

BUILDING & MAINTENANCE FUND: BOA 340.08 Call One 9,193.45 CM Financial Corp 198.00 Constellation 50,782.32 CoolerSmart 590.55 DuPage County Public Works 5,230.63, Groot Industries 3,136.18, Nicor 13,702.35 Siebert Enterprises 225.00, TOTAL: \$83,398.56.

I.M.R.F. FUND: Illinois Municipal Retirement 62,000.00, TOTAL: \$62,000.00.

LIABILITY INSURANCE FUND: Myers-Briggs & Company Inc. 13,474.00, Philadelphia Insurance Companies 2,984.00 TOTAL: \$16,458.00.

SOCIAL SECURITY FUND: EFTPS 56,000.00, TOTAL: \$56,000.00.

BOND FUND: The Bank of New York Mellon 461,597.50, TOTAL: \$461,597.50.

TOTAL DISBURSEMENTS ALL FUNDS: \$3,886,365.97

CASH AND INVESTMENTS AS OF JUNE 30, 2014: \$3,167,944.43

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 JULY 1, 2013 THROUGH JUNE 30, 2014.

Marian Krupicka, TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC THIS 20th DAY OF AUGUST 2014

NOTARY PUBLIC

EMPLOYEES PAID DURING THE FISCAL PERIOD JULY 1, 2013 THROUGH JUNE 30, 2014

Allard, Jamie Y. Security Monitor 7,615.20, Armstrong, Michael K. Building Services Associate 14,151.38 Asimakopoulos, Jennifer A. Sr. Reference Librarian 51,565.97, Barnett, Geri L., Tech Services Associate 8,551.11, Beggs, Vera H. Sub Adult Services Librarian 1,384.36, Birmingham, Laura N. Associate Director 84,474.42, Blesy, Harold H. Sub Administrative Technical Associate 224.99, Bortman, Priscilla L. Sub Circulation Services Associate 2,886.26, Boyer, Barbara A. Circulation Services Associate 14,036.07, Brodeur, Vicki A. Senior Circulation Supervisor 6,193.31 Brogdon, Jacqueline M. Youth Services Summer Associate 889.92 Brozek, Terri L. Circulation Services Associate 13,626.59, Bruggeman, Lora L. Sub AS Librarian 1,469.49 Bukovac, Jamie P. Director 113,339.65, Bunn, David L. Digital Services Technician 28,198.50, Butcher, Brett A. Network Services Technician 26,293.67, Cartwright, Karen J. Circulation Services Associate 11,224.75, Cerkanowicz, Barbara A. Youth Services Page 6,344.14, Cochran, Judith J. Sub Youth Services Librarian 9,994.58, Cosmas, Amelia T. Circulation Services Associate 10,434.42, Cox, Nancy Youth Services Associate 20,507.57, Czuba, Patricia A. Interlibrary Loan Associate 22,578.80, Dangles, Joyce D. Circulation Services Associate 15,694.41, Daskalos, Anastasia Circulation Services Supervisor 6,683.67 Deucher, Suzanne Adult Services Librarian 43,611.91, Dzierzbicki, Monica A. Youth Services Librarian 58,522.60, Egger, Benjamin C. Security Monitor 8,268.27, Eisenschenk, Kimberly Circulation Services Associate 10,584.65, Fank, Susan C. Technical Services Associate 32,541.02, Findling, Susan F. Circulation Services Page 4,601.14, Fujiura, Mieko A. Substitute Circulation Services Supervisor 2,117.62, Glenn, Hugh W. Computer/Magazine Associate 19,585.59, Graziani, Gail M. Substitute Adult Services Associate 3,375.05, Grob, Anna M. Circulation Services Page 6,478.93, Guldberg, Barbara A. Circulation Services Associate 13,879.58, Hahn, Jeanette C. Circulation Services Page 8,827.59, Hartney, Jane S. Youth Services Associate 36,483.22, Hays, Holly Adult Services Page 2,428.25, Hinkley, Anna M. Technical Services Associate II 16,652.67, Jensen, Shirley P. Senior Reference Librarian 70,167.76, Johnson, Gail A. Circulation Services Supervisor 28,651.04, Jovien, Ashley G. Youth Services Page 5,772.88, Joynt, Sarah K. Senior Youth Services Librarian 19,783.00, Kitley, Nicolette F. Circulation Page 1,184.37, Kline, Cynthia L. Readers Advisory Associate 14,426.87, Komperda, Patricia A. Circulation Services Associate 10,909.88, Kountz, Krista L. Youth Services Associate 15,078.95 Kraft, Albert W. Sub Circulation & ILL Page 104.88 Krekelberg, Mary L. Reference Librarian 59,124.13, Kruski, Jason T. Security Monitor 1,948.35, Lafayette, Luella Circulation Services Supervisor 7,040.01, Layman, Jessica E. Readers Advisory Associate 13,225.56 Lazarski, Carol R. Computer/Magazine Associate 12,094.00, Leja, Patricia L. Circulation Services Associate

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Napoli, Carolyn P. Adult Services Page 1,876.82 Niels, Christine E.
Marketing/Public Information Coordinator 25,322.72, O'Connell, Nila J.
Circulation Services Associate 12,486.21, Palicz, Kimberly A. Circulation
Services Associate 11,815.27, Palmisano, Stacy Administrative Associate
14,259.54, Papaurelis, Theresa A. Graphic Designer 25,707.08,
Paruszkiewicz, Jaclyn E. Sub Adult Services Page 532.78, Paxson, Mary K.
Adult Services Associate 17,771.90, Pierce, Nicole D. Summer Youth
Services Associate 2,785.10, Poluektova, Yulia V. Youth Services Page
6,905.74, Popowitch, Joseph A. Reference Librarian 56,022.68, Procter,
Justin R. Security Monitor 5,884.20 Raffenetti, Mimi A. Sub Adult
Services Librarian 2,411.32, Ramirez, Martha Technical Services Associate
9,059.46, Rodela-Sulik Gloria A. Technical Services Supervisor 21,654.12,
Roman, Linda E. Adult Services Page 6,233.25, Roy, Nancy E.
Administrative Office Coordinator 36,211.27, Rusthoven, Christine D. Sub
Youth and Adult Librarian 4,221.35, Ryan, Marianne T. Marketing and
Promotion Coordinator 14,713.50, Salo, Kathryn M. Early Literacy
Librarian 13,140.00, Schueren, Mary J. Readers Advisory Associate
15,023.28, Sesterhenn, Nancy J. Circulation Services Page 282.83
Shackleton, Carol A. Circulation Services Associate 22,361.26, Sheehan,
Deborah A. Circulation Services Department Head 70,867.04, Smith, Sarah
E. Computer/Magazine Associate 7,694.18, Smith, Tina L. Adult Services
Page 4,864.55, Snell, James D. Security Monitor 1,515.15 Sobun, Mary Lynn
C. Youth Services Page 6,475.79, Stevanovich, Linda D. Youth Services
Associate 15,489.21, Stovall, Ann M. Technical Services Department Head
77,174.87, Stranski, Corrine Adult Services Page 6,848.66, Stuart,
Elizabeth C. Adult Services Page 6,200.10, Such, Deborah S. Interlibrary
Loan Page 5,380.14 Thompson, Cynthia A. Adult Services Page 2,477.31,
Thurman, Deidre L. Circulation Services Associate 20,520.33, Tomaszewski,
Thomas L. Computer/Magazine Associate 11,029.99, Tucker, Denise C.
Readers Advisory Associate 12,039.68, Tuggle, Bobbie M. Sub Circulation
Page 247.75 Vlasko-Vlasova, Galina S. Sub Youth & Adult Services Page
3,335.73, Von Zee, Kelly M. Youth Services Librarian 26,235.80,
Vuillemot, Patricia T. Circulation Services Page 274.06, Washington,
Livonia Circulation Services Associate 1,444.25, Watts, William T.
Circulation Services Page 6,762.72, Williams, Natalie Youth Services
Department Head 53,331.61 Witczak, Geraldine Adult Services Page
7,178.40, Wlosinski, Maria A. Administrative Associate 16,679.13,

Wordinger, Debra L. Adult Services Department Head 81,651.57, Works,
Tyler C. Senior Youth Services Librarian 27,697.50 Yang, Man Hua Adult &
Circulation Services Page 18,024.37, Zinoveva, Natalya Technical Services
Associate 9,579.40; GROSS PAYROLL TOTAL \$1,943,368.51

IPLAR

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 600+ Illinois public libraries in completing the Illinois Public Library Annual Report (IPLAR). The collected data provides a concise snapshot of the current status of Illinois public library services and programs. In addition, the collected information is shared nationally 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 through-out the nation.

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

Sincerely, Jesse White

IDENTIFICATION (1.1 - 1.37)

1.1ISL Control # [PLSC 151, PLSC 701]	30366
1.2ISL Branch # [PLSC 151, PLSC 701]	00
1.3aFSCS ID [PLSC 150, PLSC 700]	IL0130
1.3bFSCS_SEQ [PLSC 700]	002
1.4aLegal Name of Library [PLSC 152]	Indian Prairie Public Library District
1.4bIf this locked question's answer has changed, then enter the updated answer here.	
1.5aFacility Street Address [PLSC 153]	401 Plainfield Road
1.5bIf this locked question's answer has changed, then enter the updated answer here.	
1.6aFacility City [PLSC 154]	Darien
1.6bIf this locked question's answer has changed, then enter the updated answer here.	
1.7aFacility Zip [PLSC 155]	60561
1.7bIf this locked question's answer has changed, then enter the updated answer here.	
1.8aFacility Zip +4 [PLSC 156]	4207
1.8bIf this locked question's answer has changed, then enter the updated answer here.	
1.9aMailing Address [PLSC 157]	401 Plainfield Road
1.9bIf this locked question's answer has changed, then enter the updated answer here.	
1.10aMailing City [PLSC 158]	Darien
1.10bIf this locked question's answer has changed, then enter the updated answer here.	
1.11aMailing Zip [PLSC 159]	60561
1.11bIf this locked question's answer has changed, then enter the updated answer here.	
1.12aMailing Zip +4 [PLSC 160]	4207
1.12bIf this locked question's answer has changed, then enter the updated answer here.	
1.13aLibrary Telephone Number [PLSC 162]	630-887-8760
1.13bIf this locked question's answer has changed, then enter the updated answer here.	
1.14aLibrary FAX Number	630-887-8801
1.14bIf this locked question's answer has changed, then enter the updated answer here.	
1.15WWW Home Page	http://www.ippl.info

Library Director's Information

1.16Name	Jamie Bukovac
1.17Title	Director
1.18Library Director's E-mail	jamieb@ippl.info

Library Information

1.19aType of library	District
1.19bIf this locked question's answer has changed, then enter the updated answer here.	
1.19cLegal Basis Code [PLSC 201]	Library District
1.19dGeographic Code [PLSC 204]	Other
1.20Is your library a combined public and school library?	No
1.21Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

1.22 IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	
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Administrative Information

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]	Metropolitan Area, but Not Within Central City Limits
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
1.26a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	42,529
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]	Member of a Federation or Cooperative
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]	Yes
1.35 Number of Central Libraries [PLSC 209]	1
1.36 Outlet Type Code [PLSC 709]	Central Library
1.37 Administrative Structure Code [PLSC 202]	Administrative Entity with a Single Direct Service Outlet

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

ANNUAL REPORT DATA (3.1 - 3.7)

3.1Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2013
3.2Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2014
3.3Number of months in this fiscal year	12
3.4Name of person preparing this annual report	Jamie Bukovac
3.5Telephone Number	630-887-8760
3.6FAX Number	630-887-1018
3.7E-Mail Address	jamie@ippl.info

REFERENDA (4.1 - 4.12)

4.1Was your library involved in a referendum in FY2013/2014?	No
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Referenda dates

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.

4.7Conversion - Effective Date (mm/dd/year)	-1
4.8Annexation - Effective Date (mm/dd/year)	-1
4.9Other (please specify)	-1
4.10Other - Effective Date (mm/dd/year)	-1
4.11Other (please specify)	-1
4.12Other - Effective Date (mm/dd/year)	-1

CURRENT LIBRARY BOARD (5.1 - 5.14)

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.

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

5.1Total number of board seats	7
5.2Total number of vacant board seats	0
5.3This 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
5.4IF NO, please explain	

Members

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

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT 2014

Second member

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

Third member

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

Fourth member

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

Fifth member

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

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT 2014

Sixth member

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

Seventh member

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

FRIENDS GROUP/FOUNDATION (6.1 - 6.2)

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

FACILITY/FACILITIES (7.1 - 7.2)

7.aTotal square footage of the main library building [PLSC 711]	43,394
7.1bIf this locked question's answer has changed, then enter the updated answer here.	
7.1cIndicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	-1
7.2Total square footage of the branch library building(s), if applicable	-3
7.2bIndicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	-1

ASSETS AND LIABILITIES (8.1 - 8.13)

PROPERTY

8.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$9,650,000
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

ESTIMATED REPLACEMENT COST

8.8 What is the estimated replacement cost for the library's furniture, equipment, and vehicles?	\$1,095,013
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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 \$809,215; Building and Maintenance Fund \$69,249; IMRF Fund \$6,941; Liability Fund \$6,007; Social Security Fund \$5,704; Special Reserve Fund \$22,075; Working Cash Fund #398848; Bond Fund \$84,805

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)]	No
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)]	-1
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)]	-1

OPERATING RECEIPTS BY SOURCE (9.1 - 9.22)

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 another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

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

LOCAL GOVERNMENT

9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only)	\$3,268,590
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STATE GOVERNMENT

Exclude: Federal funds distributed by the State of Illinois.

9.2Per capita grant	\$53,161
9.3Equalization aid grant	-1
9.4Personal property replacement tax	-1
9.5Educate and Automate grants (an IL State Library grant)	-1
9.6Other	-1
9.7If Other, please specify	-1
9.8Total State Government Funds (9.2 + 9.3 + 9.4 + 9.5 + 9.6) [PLSC 301]	\$53,161

FEDERAL GOVERNMENT

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

9.9LSTA funds received	\$1,000
9.10E-Rate funds received	-1
9.11Other federal funds received	-1
9.12If Other, please specify	-1
9.13Total Federal Government Funds (9.9 + 9.10 + 9.11) [PLSC 302]	\$1,000

OTHER INCOME

9.14Bill and Melinda Gates Foundation grant monies received	-1
9.15aOther receipts intended to be used for operating expenditures	\$189,199
9.15bOther non-capital receipts placed in reserve funds	\$0
9.16TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	\$189,199

TOTAL OPERATING RECEIPTS

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

9.17TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	\$3,511,950
9.18The library safeguards its funds using which option?	Insurance Policy/Instrument
9.19What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,930,337
9.20aIs the amount of the surety bond in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	Yes
9.20bIs 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)]	Yes
9.21The designated custodian of the library's funds is:	Library Treasurer
9.22Is 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)

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.

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

10.1 Salaries and wages for all library staff [PLSC 350]	\$1,963,378
10.2 Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	-1
10.3 Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$1,963,378
10.4 If this library answered question 10.2 as zero or N/A then choose an answer from the drop-down.	-1

MATERIALS EXPENDITURES (11.1 - 11.4)

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.

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

11.1 Printed Materials [PLSC 353]	\$245,725
11.2 Electronic Materials [PLSC 354]	\$98,105
11.3 Other Materials [PLSC 355]	\$106,938
11.4 TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$450,768

OTHER OPERATING EXPENDITURES (12.1 - 12.3)

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

NOTE: Round answers to the nearest whole dollar.

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

12.1 All other operating expenditures not included above [PLSC 357]	\$549,729
12.2 TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$2,963,875
12.3 Children's Materials Expenditures	\$59,190

CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)

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).

CAPITAL REVENUE

NOTE: Round answers to the nearest whole dollar.

13.1aLocal Government: Capital Income from Bond Sales	-1
13.1bLocal Government: Other	-1
13.1cTotal Local Government (13.1a + 13.1b) [PLSC 400]	
13.2State Government [PLSC 401]	-1
13.3Federal Government [PLSC 402]	-1
13.4Other [PLSC 403]	-1
13.5If Other, please specify	-1
13.6Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	

CAPITAL EXPENDITURES

13.7Total Capital Expenditures [PLSC 405]	\$0
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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]

14.1Position Title	Director
14.2Primary Work Area Code	Library Director
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$58.72
14.7Total Hours/Week	37.50
14.1Position Title	Assistant Director
14.2Primary Work Area Code	Assistant Library Director
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$45.21
14.7Total Hours/Week	37.50
14.1Position Title	Head of Technology Services and Technical Services
14.2Primary Work Area Code	Automation/Technology/Systems
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$40.48
14.7Total Hours/Week	37.50
14.1Position Title	Head of Youth Services
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$28.37
14.7Total Hours/Week	37.50
14.1Position Title	Senior Youth Services Librarian
14.2Primary Work Area Code	Young Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Male
14.6Hourly Rate	\$24.93
14.7Total Hours/Week	37.50
14.1Position Title	Mid-Kid Librarian
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$30.95
14.7Total Hours/Week	37.50
14.1Position Title	Early Literacy Librarian
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$22.17
14.7Total Hours/Week	37.50
14.1Position Title	Head of Adult Services
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT 2014

14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$41.30
14.7Total Hours/Week	37.50
14.1Position Title	Senior Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$36.70
14.7Total Hours/Week	37.50
14.1Position Title	Senior Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$27.43
14.7Total Hours/Week	37.50
14.1Position Title	Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Male
14.6Hourly Rate	\$29.34
14.7Total Hours/Week	37.50
14.1Position Title	Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$31.37
14.7Total Hours/Week	37.50
14.1Position Title	Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$23.23
14.7Total Hours/Week	37.50
14.1Position Title	Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$22.33
14.7Total Hours/Week	10.00

Group A Total

14.8Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	12.44
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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	-1
14.10 Primary Work Area Code	-1
14.11 Secondary Work Area Code [OPTIONAL]	-1
14.12 Education Code	-1
14.13 Sex	-1
14.14 Hourly Rate	-1
14.15 Total Hours/Week	-1

Group B Total

14.16 Total Group B: FTE Other Librarians (14.15/40)	0.00
14.17 Total FTE Librarians (14.8 + 14.16) [PLSC 251]	12.44

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	1,026.00
14.19 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$11.26
14.20 Maximum hourly rate actually paid (convert annual salary to hourly rate)	-1
14.21 Total FTE Group C employees (14.18 / 40)	25.65

Group D

Full-time/part-time pages or shelvers.

14.22 Total hours worked in a typical week by all Group D employees	256.00
14.23 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$8.88
14.24 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$12.00
14.25 Total FTE Group D employees (14.22 / 40)	6.40

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	67.00
14.27 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$12.76
14.28 Maximum hourly rate actually paid (convert annual salary to hourly rate)	-1
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]	33.73
14.31 Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	46.16

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.

14.32Position Title	-1
14.33Primary Work Area Code	-1
14.34Education Code	-1
14.35Total Hours/Week	-1
14.36Number of Weeks Vacant during FY2013/14	-1
14.37aAnnual Salary Range Minimum	-1
14.37bAnnual Salary Range Maximum	-1

Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2013/2014.

14.38Position Title	-1
14.39Primary Work Area Code	-1
14.40Education Code	-1
14.41Total Hours/Week	-1
14.42Current Status: Filled or Unfilled	-1
14.43Date Filled (mm/year, if applicable)	-1

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2012/13 but was not in the budget for FY2013/14.

14.44Position Title	-1
14.45Primary Work Area Code	-1
14.46Education Code	-1
14.47Total Hours/Week	-1
14.48Date Eliminated (mm/year)	-1
14.49Last Annual Salary Paid	-1
14.50Reason Eliminated (i.e. lack of funds or need, etc.)	-1

SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)

15.1 Monday Open?	Yes
15.2 Based on a typical Monday, how many hours was the library open on this day?	12.00
15.3 Tuesday Open?	Yes
15.4 Based on a typical Tuesday, how many hours was the library open on this day?	12.00
15.5 Wednesday Open?	Yes
15.6 Based on a typical Wednesday, how many hours was the library open on this day?	12.00
15.7 Thursday Open?	Yes
15.8 Based on a typical Thursday, how many hours was the library open on this day?	12.00
15.9 Friday Open?	Yes
15.10 Based on a typical Friday, how many hours was the library open on this day?	12.00
15.11 Saturday Open?	
15.12 Based on a typical Saturday, how many hours was the library open on this day?	8.00
15.13 Sunday 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
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 PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC 713]	-1
15.18b Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	-1
15.18c Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	
15.19 Total annual visits/attendance in the library [PLSC 501]	466,022
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	343
16.2 Adult Program Attendance	5,795
16.3 Total Number of Young Adult Programs [PLSC 602]	62
16.4 Young Adult Program Attendance	1,187
16.5 Total Number of Children's Programs [PLSC 601]	325
16.6 Children's Program Attendance [PLSC 604]	10,436
16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	730
16.8 Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	17,418

REGISTERED USERS (17.1 - 17.4)

17.1 Total number of resident user's cards in force as of the last day of the fiscal year.	22,713
17.2a Total number of non-resident user's cards in force as of the last day of the fiscal year.	941
17.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$84,381.00
17.3 Total number of registered users as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	23,654
17.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (18.1 - 18.15)

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.

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

18.1 Books Held at end of the fiscal year [PLSC 450]	144,692
18.2 Back Files (Retrospective Holdings): Newspapers (Print format only) Held at end of the fiscal year	17
18.3 Are these counts a volume count OR a title count	Title
18.4 Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only) Held at end of the fiscal year	341
18.5 Are these counts a volume count OR a title count	Title
18.6 Total Print Materials (18.1 + 18.2 + 18.4) [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]	145,050
18.7 Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only) Held at end of the fiscal year [PLSC 460]	417
18.8 E-books Held at end of the fiscal year [PLSC 451]	28,688
18.9a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	17,971
18.9b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	137,094
18.10a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454] [75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]	22,389
18.10b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	4,135

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	19
18.12 State License negotiated by the Illinois State Library [PLSC 457]	22
18.13 Other consortia within the state or region	24
18.14 Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 458]	65

Children's Holdings

18.15 Children's Holdings	54,787
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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	553,965
19.2 Number of children's materials loaned [PLSC 551]	301,068
19.3 Total number of materials loaned (19.1 + 19.2) [PLSC 550]	855,033

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

19.4Books	432,647
19.5Videos/DVDs	282,161
19.6Audios (include music)	94,054
19.7Magazines/Periodicals	25,651
19.8Other Formats	20,520
19.9TOTAL (Sum of 19.4-19.8)	855,033
19.10Number of interlibrary loans loaned to other libraries [PLSC 553]	57,121
19.11Number of interlibrary loans borrowed from other libraries [PLSC 554]	67,692
19.12Does your library participate in reciprocal borrowing?	Yes
19.13IF YES, report the number of materials loaned	128,255
19.14Circulation of Electronic Materials [PLSC 552]	37,912

REFERENCE QUESTIONS (20.1 - 20.3)

Number of reference questions, for the fiscal year, asked.

20.1Adult Department	60,415
20.2Children's Department	37,837
20.3TOTAL (20.1 + 20.2) [PLSC 502]	98,252

AUTOMATION (21.1 - 21.5)

How many of the following does your library have?

Windows/PC Compatible Computers

21.1Total number of ALL computers in the library	121
21.2Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	63
21.3Is your library's catalog automated?	Yes
21.4Is your library's catalog accessible via the web?	Yes
21.5Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (22.1 - 22.20)

22.1Does your library have Internet access?	Yes
22.2Does your library have wireless Internet access?	Yes

What Internet provider(s) does your library use? (Check all that apply)

22.3Illinois Century Network (ICN)	Yes
22.4Other	Yes
22.5If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	-1

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT 2014

What type(s) of Internet connection(s) is/are used by your library? (Check all that apply)

22.6DSL	
22.6Cable	Yes
22.6Wireless	Yes
22.6Satellite	
22.6Fiber	
22.6Leased Line	
22.6Network (State, Regional, Municipal)	Yes
22.6Dial-up	
22.6Don't know	
22.6Other	
22.6N/A	

Internet

22.7What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
22.8If Other, please specify	
22.9Has your library board adopted an Internet public access policy?	Yes
22.10How many Internet computers does your library have available for public use? [PLSC 650]	71
22.11Report the number of in-library users of public Internet computers in a year [PLSC 651]	74,445
22.12Report the annual number of views of your library's homepage	103,511
22.13Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
22.14Does your library utilize Internet filters?	No
22.15IF YES, when did your library start using filters? (mm/year)	-1

E-RATE (23.1 - 23.3)

23.1Did your library apply directly for E-rate (telecommunications discounts) for the fiscal year?	No
23.2IF YES, what is the dollar amount that your library was awarded for FY2013/14?	-1
23.3Why did your library NOT participate in the E-rate program?	Negligible benefit

STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)

24.1How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$20,550
24.2Does this include travel expenses?	Yes
24.3How many hours of training did employees receive this year?	1,198.00

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?	-1
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PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (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 fiscal year FY2013/2014."

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.

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

CERTIFICATION PAGE

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)

CERTIFICATION PAGE

FISCAL YEAR 2013/14

INSTRUCTIONS:

1. Print the certification page.
2. Obtain the original signatures.
3. Submit the Certification Page with original signatures, and all other required attachments directly to the Illinois State Library.

Certification Form

Name of Community	Darien
Name of Library	Indian Prairie Public Library District
Fiscal Year State Date:	07/01/2013
Fiscal Year End Date:	06/30/2014

Certification:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the IPLAR paper copy submitted to the Illinois State Library shall serve as the official file copy.

Affix original signatures (Signatures are required.):

	Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the Verify button located in the top right quadrant.
2. Review the form and resolve any required fields or edit checks, they will be highlighted in red. In the case of Edit Checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select Submit/Lock NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information.

50

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

Percent of Year: 8.33

	RECEIVED July 14	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	1,723,158.11	1,723,158.11	52.06%	3,310,248.00	1,587,089.89
41150 · Non-current Property Taxes	0.00	0.00	0.00%	1,000.00	1,000.00
43100 · Interest-Tax Levy	21.59	21.59	0.00%	0.00	-21.59
TOTAL PROPERTY TAX & LEVY INTEREST	1,723,179.70	1,723,179.70	52.04%	3,311,248.00	1,588,068.30
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00%	43,500.00	43,500.00
INTEREST					
43500 · Interest - Investment	22.83	22.83	4.57%	500.00	477.17
TOTAL INTEREST	22.83	22.83	4.57%	500.00	477.17
DESK MONIES					
45100 · Copier	382.75	382.75	7.97%	4,800.00	4,417.25
45120 · Computer Copies	982.92	982.92	8.19%	12,000.00	11,017.08
45200 · Fines/Fees	4,846.77	4,846.77	8.98%	54,000.00	49,153.23
45250 · Gifts/Donations	500.00	500.00	25.00%	2,000.00	1,500.00
45300 · Lost Materials	1,290.79	1,290.79	10.76%	12,000.00	10,709.21
45350 · Non-Resident Fees	9,300.00	9,300.00	12.40%	75,000.00	65,700.00
45400 · DVD Fines	744.40	744.40	7.44%	10,000.00	9,255.60
45450 · Book Rental	197.40	197.40	8.97%	2,200.00	2,002.60
45550 · Meeting Room Rental	25.00	25.00	12.50%	200.00	175.00
45600 · ILL Fees	80.00	80.00	20.00%	400.00	320.00
X 45650 · 3D Printing	0.00	0.00	0.00%	0.00	0.00
TOTAL DESK MONIES	18,350.03	18,350.03	10.63%	172,600.00	154,249.97
OTHER INCOME					
46700 · Miscellaneous	163.83	163.83	16.38%	1,000.00	836.17
46800 · Collection Agency Fee	30.00	30.00	10.00%	300.00	270.00
TOTAL OTHER INCOME	193.83	193.83	0.00%	1,300.00	1,106.17
GRAND TOTAL	1,741,746.39	1,741,746.39	49.35%	3,529,148.00	1,787,401.61

51

Indian Prairie Public Library District
Consolidated Expenditures Report for July 2014

Percent of Year: 8.33

	July 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	138,432.31	138,432.31	6.76%	2,048,067.00	1,909,634.69	2,109,500.00	6.56%
61310 · Benefits - Medical / Life Ins.	6,940.19	6,940.19	6.49%	107,000.00	100,059.81	132,000.00	5.26%
61320 · Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00	2,600.00	0.00%
61330 · Benefits - IMRF	14,596.57	14,596.57	7.91%	184,577.00	169,980.43	188,200.00	7.76%
61340 · Benefits - FICA	11,582.75	11,582.75	7.55%	153,484.00	141,901.25	156,200.00	7.42%
61400 · Staff Development	1,887.37	1,887.37	9.44%	20,000.00	18,112.63	25,000.00	7.55%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	0.00	0.00	0.00%	1,500.00	1,500.00	3,000.00	0.00%
61710 · Workers Compensation	0.00	0.00	0.00%	11,300.00	11,300.00	15,000.00	0.00%
61720 · Unemployment Insurance	366.56	366.56	8.15%	4,500.00	4,133.44	7,000.00	5.24%
TOTAL PERSONNEL	173,805.75	173,805.75	6.86%	2,532,928.00	2,359,122.25	2,639,500.00	6.58%
MATERIALS							
62100 · Books	13,731.98	13,731.98	5.61%	244,675.00	230,943.02	250,000.00	5.49%
62200 · Periodicals	1,621.94	1,621.94	5.06%	32,050.00	30,428.06	35,000.00	4.63%
62300 · Audio	-207.51	-207.51	-0.42%	49,750.00	49,957.51	52,000.00	-0.40%
62400 · Video	187.99	187.99	0.33%	57,700.00	57,512.01	60,000.00	0.31%
62500 · Multi-Media	0.00	0.00	0.00%	3,500.00	3,500.00	4,000.00	0.00%
62600 · Electronic Reference Resources	34,931.13	34,931.13	49.20%	71,000.00	36,068.87	75,000.00	46.57%
62800 · Processing Supplies	1,978.98	1,978.98	7.92%	25,000.00	23,021.02	30,000.00	6.60%
TOTAL MATERIALS	52,244.51	52,244.51	10.80%	483,675.00	431,430.49	506,000.00	10.33%
BUILDING							
63200 · Cleaning Service	215.00	215.00	0.31%	69,000.00	68,785.00	75,000.00	0.29%
63300 · Utilities (1-8-11 · Gas)	1,251.92	1,251.92	9.63% ✓	13,000.00	11,748.08	30,000.00	4.17%
63300 · Utilities (1-8-12 · Electric)	5,207.71	5,207.71	9.64% ✓	54,000.00	48,792.29	98,000.00	5.31%
63300 · Utilities (1-8-13 · Telephone)	352.65	352.65	3.92%	9,000.00	8,647.35	30,000.00	1.18%
63300 · Utilities (1-8-14 · Water/Sewer)	969.95	969.95	14.70% ✓	6,600.00	5,630.05	25,000.00	3.88%
63300 · Utilities (1-8-15 · Garbage Disposal)	237.28	237.28	7.91%	3,000.00	2,762.72	13,000.00	1.83%
63400 · Maintenance Supplies	2,067.70	2,067.70	12.92%	16,000.00	13,932.30	20,000.00	10.34%
63500 · Security System Monitoring	0.00	0.00	0.00%	1,500.00	1,500.00	4,000.00	0.00%
63600 · Property Maintenance	1,062.00	1,062.00	4.83%	22,000.00	20,938.00	30,000.00	3.54%
63800 · Building Maintenance/Repairs	1,644.84	1,644.84	3.83%	43,000.00	41,355.16	55,000.00	2.99%
TOTAL BUILDING	13,009.05	13,009.05	5.49%	237,100.00	224,090.95	380,000.00	3.42%
OPERATIONS							
64200 · Supplies - Office	1,361.10	1,361.10	9.94%	13,700.00	12,338.90	16,000.00	8.51%
64300 · Photocopy Supplies	374.19	374.19	7.48%	5,000.00	4,625.81	6,000.00	6.24%
64400 · Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	1,500.00	0.00%
64500 · Postage	185.95	185.95	2.68%	7,000.00	6,814.05	15,000.00	1.24%
64600 · Non-Payment Reimbursement	0.00	0.00	0.00%	3,500.00	3,500.00	6,000.00	0.00%
64700 · Travel	11.76	11.76	1.81%	650.00	638.24	1,000.00	1.18%
64800 · Organizational Memberships	9.00	9.00	0.50%	1,800.00	1,791.00	2,200.00	0.41%
64900 · Bank Fees	211.19	211.19	8.45%	2,500.00	2,288.81	3,000.00	7.04%
TOTAL OPERATION	2,153.19	2,153.19	6.13%	35,150.00	32,996.81	50,700.00	4.25%
AUTOMATION							
65100 · Supplies-Public Toner	1,144.14	1,144.14	19.07%	6,000.00	4,855.86	8,000.00	14.30%
65150 · Supplies-Staff Toner	524.20	524.20	7.82%	6,700.00	6,700.00	8,000.00	6.55%
65200 · Automation-Prof Services	0.00	0.00	0.00%	5,000.00	5,000.00	10,000.00	0.00%
65300 · Purchase of Equipment	253.54	253.54	1.15%	22,100.00	21,846.46	26,000.00	0.98%
65400 · Automation Equip Mnt/Repair	0.00	0.00	0.00%	2,000.00	2,000.00	4,000.00	0.00%
65500 · Software	568.90	568.90	2.45%	23,250.00	22,681.10	27,000.00	2.11%
65600 · SWAN	0.00	0.00	0.00%	52,400.00	52,400.00	55,000.00	0.00%
65700 · Telecommunications	527.97	527.97	8.31%	6,350.00	5,822.03	8,000.00	6.60%
TOTAL AUTOMATION	3,018.75	3,018.75	2.44%	123,800.00	121,305.45	146,000.00	2.07%

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

52

Percent of Year: 8.33

	July 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
CONTRACTUAL SERVICES							
66100 · General Professional Services	25.00	25.00	0.17%	14,500.00	14,475.00	36,000.00	0.07%
66200 · Credit Bureau	98.45	98.45	6.56%	1,500.00	1,401.55	2,000.00	4.92%
66300 · Equipment-Maintenance Repair	1,005.50	1,005.50	14.36%	7,000.00	5,994.50	9,500.00	10.58%
66900 · Fees - Bond Registrar	0.00	0.00	0.00%	100.00	100.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	1,128.95	1,128.95	4.89%	23,100.00	21,971.05	47,500.00	2.38%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	0.00	0.00%	8,416.00	8,416.00	10,000.00	0.00%
67200 · Bonding	0.00	0.00	0.00%	1,350.00	1,350.00	1,500.00	0.00%
67300 · Officers & Directors Liability	2,842.00	2,842.00	90.22%	3,150.00	308.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	0.00	0.00%	3,283.00	3,283.00	4,000.00	0.00%
TOTAL INSURANCE	2,842.00	2,842.00	17.54%	16,199.00	13,357.00	19,500.00	14.57%
MARKETING							
68110 · Marketing Newsletter	174.00	174.00	0.77%	22,685.00	22,511.00	25,800.00	0.67%
68111 · eNewsletter	0.00	0.00	0.00%	1,500.00	1,500.00	2,000.00	0.00%
68210 · Marketing Advertising	0.00	0.00	0.00%	3,000.00	3,000.00	5,000.00	0.00%
68310 · Marketing Supplies	25.00	25.00	1.00%	2,500.00	2,475.00	4,000.00	0.63%
68410 · Marketing-Information Printing	333.39	333.39	6.67%	5,000.00	4,666.61	10,000.00	3.33%
68500 · Legal Notices	20.00	20.00	1.67%	1,200.00	1,180.00	2,000.00	1.00%
68600 · Special Events	3,305.33	3,305.33	13.12%	25,200.00	21,894.67	40,000.00	8.26%
TOTAL PUBLIC INFORMATION	3,857.72	3,857.72	6.32%	61,085.00	57,227.28	88,800.00	4.34%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69900 · Contingency	0.00	0.00	0.00%	16,111.00	16,111.00	50,000.00	0.00%
69920 · 3D Printer	240.36	240.36	0.00%	0.00	-240.36	0.00	0.00%
69950 · MakerSpace Supplies	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL	252,300.28	252,300.28	7.15%	3,529,148.00	3,277,371.92	4,028,000.00	6.26%

Agenda

Omnibus:

The Semi-annual Statement of Receipts and Disbursements and the Annual Statement of Receipts and Disbursements are required to be reviewed and approved by the trustees. The Illinois Public Library Annual Report is required by the State Library. They use it to gather statistics about libraries. There is also a proposed revision to the FY14/15 Operating Budget to recognize revenue and expenditures relative to the 3D printer.

Staff Report:

The Technology Instructor position was created July 2013 and Patti Naisbitt will join us to give an overview of what she has implemented. Ann Stovall will be speaking as the Head of Technology Services (she is also Head of Technical Services), also providing an overview of the past year and what is coming up. Ann's annual Technology Plan and a review of last year's plan are attached to her monthly report.

Unfinished Business:

I've adjusted the strategic plan process timeline based on our discussion last month. I've spoken with Dan Wiseman. He is very excited to be working with us and this schedule works fine for him. Last month we had discussed including the department heads as part of the strategic plan committee. I'd like to suggest we also include our Head of Marketing and Promotion, Marianne Ryan, as well.

If possible, it would be great to get the two half day retreats on the calendar. We were considering January 10, 24 and 31. One of the staff has a vacation planned for 1/24 – 1/31 so I'd like to suggest we also consider 2/7, 2/14 and 2/21. If those don't work we'll stick with the January dates.

I've included the list of stakeholders developed at the last meeting for a final review.

New Business:

A proposed 3D Printer policy is being presented. I received a sample policy from the attorney and asked staff for feedback based on their experience this summer. For the cost of printing, staff are recommending 10 cents per gram with a minimum cost of \$1.00. The cost of the majority of filament spools is 5.29 cents per gram. The gram weight of the projects we've printed have ranged from .088 grams to 172.66 grams. Costs at other libraries range from 5 cents to 20 cents. If a patron were to not pick up his/her project, the cost would be added to the library card.

Ann will participate in the review of the Edge Technology Assessment. You received a copy of the assessment several months ago, but it is also included in your packet. The assessment is very useful as we start our strategic planning, but taking the assessment is also required by the State Library for the Per Capita Grant. The State Library also requires that staff and a trustee view a short webinar about the Edge Technology Assessment. I thought it made sense for all the trustees to view the webinar so we'll be doing this at the meeting as well.

During the past month you should have picked up the copies of past library surveys. We'll discuss the information you'd like to get from the new community survey. I'm still researching online survey software but the offerings range from \$50.00 to \$100.00 per month and provide robust analysis through cross tabulation and data relationships. To mail 5,000 postcards to random households, the cost for the postcard, which would be double sided and four-color, ranges from \$776.00 to \$966.00 depending on the size of the postcard. Postage would be \$900.00 maximum.

This year's State Library Per Capita Grant also requires that staff and trustees review chapter 7 of the *Standards for Public Libraries*, "Collection Management and Resource Sharing".

I'm sorry to announce that Dorothy will be moving to Westmont. Happily for her she is purchasing a home there. Dorothy is available as a trustee until the end of September.

Circulation Statistics

As we've noted for a while, the circulation statistics continue a downward trend. When the economy went bust in 2008, we saw over a 12% increase the first year and it continued to stay high until last year. This July circulation statistic is similar to that of 2008. I was with a small group of directors this week and all said they are seeing their circulation figures decreasing. It may be that previous years the number was inflated due to the economy and we are now leveling out.

The Building

Natalie, Tyler, Monica and I have been meeting with furniture representatives this month to provide ideas and costs for the Building and Grounds Committee on 8/25.

Digital Media Lab

The Digital Media Lab will continue to be housed in the 2nd floor group study room. In July, 27 people used the space and we continue to see usage of the equipment. We plan on the room serving a dual purpose with people using it for study if it is not being used for media production. We also want to make more use of the conference room and multi-purpose room for groups to meet.

Memory Drive

Memory Drive is a very nice project and is still being completed. We had just eight adults who volunteered to share their stories. Eight teens were trained in interviewing techniques and how to use the equipment and edit their footage. The teens are still working on the editing. Since it ended up being a small project we are not holding the special screening in August but the videos will be on our website.

Burr Ridge

Marianne, Laura and I had a very nice visit with Janet Kowal, the Events Coordinator for Burr Ridge. I explained the history of the library district and its relationship to Burr Ridge. She found this to be very useful information and feels that the Mayor and Trustees do not know the full story. As Marianne notes in her report, Janet is suggesting the next step be a tour of the library for the Mayor and Trustees.

Library Trends

I've attached several articles to the back of the packet regarding services offered by public libraries. This is for us to start examining the various trends occurring in public libraries as we talk about planning for the future.

Staff

Staff YOLO workshops have begun. Currently on the calendar there are 55 offerings covering 22 topics. I will be conducting a workshop on the library budget. I attended one class on online readers' advisory and another on the digital media lab. Both were very well done. Staff are enjoying them and learning a lot about the library.

Caitlyn Myers was going to resign to take another position but decided to stay at IPPL. Nicole Pierce who has worked for several years as a Summer Youth Services Associate was hired as a "regular" Youth Services Associate beginning July 13 at \$14.48/hour. Zenah Khawaja was hired as a Circulation Services Page August 5 at \$8.88/hour. Monica Guidi was hired as a Circulation Services Associate August 18 at \$12.76/hour. Katherine Fearnley has been hired as an Assistant Circulation Supervisor starting September 5 at \$14.48/hour.

Jamie Bukovac

**Assistant Director's Report
August 2014**

Building and Grounds:

The pay phone was removed on July 1st. I was unable to find a service for the same (or less) cost of the previous vendor. In the meantime, Circulation staff tracked comments and complaints about the pay phone being gone and they didn't get any. Since patrons do not miss it, we will not replace the pay phone. Please note: Patrons may still make quick emergency calls at a phone behind the Welcome Desk.

HVAC Update: Since a new chiller is above \$20,000, we are required by law to go out for public bid. We are working with Kroeschell (our current maintenance company) on the type of chiller to list in the specs and then Attorney Roger Ritzman will but the bid specs together for us.

We consistently get comments and complaints about cars entering the small parking lot where it is marked "Do Not Enter". Mike (our Building Services Associate) moved the signs up so they are easier to notice. When the parking lot is restriped, "Do Not Enter" will be added to the drive entrance.

Friends of the Library:

The Friends met on August 12th. I have started to work with the Friends on setting some strategic goals. In September, we will be working on creating a mission statement which will help us determine the goals for the Friends. We have also been discussing ways to boost sales from the Book Nook since it is "prime real estate" in the café area and many visitors stop to browse. I am also studying ways to revitalize the Friends membership and I welcome any suggestions!

Don't miss these upcoming Friends' events: "Don't Know Much about Opera" on September 14th which will feature a soprano performance of a selection of arias and country singer and Darien-native Andrew Salgado's outdoor concert on Monday, September 15th.

FY14-15 Staff Development Plan:

Every year, the staff development plan is reviewed and updated. I have attached this year's plan for your information.

Earth Flag:

I am working with Kay McKeen, the founder of SCARCE (School & Community Assistance for Recycling & Composting Education) to obtain an Earth Flag certification. An Earth Flag is

presented to businesses and organizations that are environmentally responsible. The first step is to complete a "Green Audit". We completed the Green Audit on August 12th. The team from SCARCE observed our site, energy use, water use, materials, and cleaning products and looked for indoor air hazards. I will be receiving a written summary on "next steps" to consider, but overall the team from SCARCE was very impressed with all that we do for the environment. More information to follow.

2014 Recycling Extravaganza:

I am still working to secure funding for our recycling event. Also, Creative Recycling, the electronics recycling company that we worked with last year, has gone out of business, so we are working with SCARCE to find a new vendor for no-cost electronic recycling.

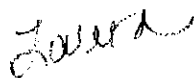
Darien Chamber Update:

Neither Marianne nor I have been to a Darien Chamber meeting or event this summer because there have not been opportunities that make sense for us to attend. The Darien Chamber used to have local lunch meetings, but changed to multi-Chamber meetings a couple of years ago. These meetings do not make sense to attend because they do not include neighboring communities and do not take place in Darien, but sometimes as far away as Lombard or St. Charles. The past few "After Hours" events have been more of a "party" nature and therefore not appropriate. The Chamber's "Women in Business" committee has not been meeting this summer. There have been no ribbon-cuttings to attend. I am happy to report that In October, BMO Harris Bank in Darien is hosting "HR Brown Bag Lunches" and Administrative Office Coordinator Nancy Roy and I will take turns attending as human resources topics are appropriate to our job duties. In the meantime, Marianne and I will keep watching for opportunities in Darien.

Marketing Report:

Marianne Ryan's monthly report is attached.

Submitted by:
Laura Birmingham



Marketing Department Report – July 2014

Promotional Support

The Marketing Department supported and promoted the new Citizenship Corner and legal consultations for immigrants, the Sing-Along *The Wizard of Oz*, the Bill Foster civil rights panel discussion, the Jobs Fair co-hosted with Senate Minority Leader Christine Radogno and House Minority Leader Jim Durkin, as well as many other ongoing programs.

E-news

There are currently 14,031 contacts on our weekly e-news mailing list. The links generating the most clicks in July were the Novels of WWI (69) and the Classic Novels of WWI (45) in the July 29 programs e-news, followed by the 3D Printing Studio (41) in the July 15 programs e-news.

Newsletter

Production of the fall newsletter is underway, and will be delivered to resident mailboxes by Saturday, Aug. 30. The fall newsletter will include an annual report page.

Misc.

On July 31, Marianne met with Janet Kowal, the Events Coordinator for the Village of Burr Ridge, to discuss ways to promote the purchase of nonresident cards to Burr Ridge residents not served by a library. After an overview from Jamie and tour by Laura, Marianne and Janet started discussing some promotional avenues, including the Burr Ridge newsletter, news releases, e-briefs, the local cable channel, BrightSign village signage for special events, the village website, flyers and brochures in village buildings and at special events, and information in water bills and school virtual backpacks. However, as the discussion continued, it was decided that it might be best to start by inviting the Village of Burr Ridge board of trustees and village administrator to the library for a tour and meet-and-greet with the library board and Jamie as a first step in educating the Burr Ridge community about the library services available at IPPL. Future steps might include some type of open house at the library for Burr Ridge residents, and partnerships with the Village of Burr Ridge and Burr Ridge Park District on community events to increase awareness of IPPL in Burr Ridge, in addition to the promotional avenues previously mentioned. Janet and Marianne will follow-up after Janet has had a chance to discuss the matter with the Village Administrator.

Graphics/Website

In addition to day-to-day publications and website updates, Theresa worked on the opening and closing for Wizard of Oz promotional video. To view the video, go to: <https://www.youtube.com/watch?v=-LaOZchgp7s>.

Marianne Ryan, Marketing Coordinator
Aug. 12, 2014

Indian Prairie Public Library 2014-2015 Staff Development Plan

The Staff Development Plan outlines the key components to help staff to achieve our brand.

Our Brand:

Indian Prairie provides a dynamic, engaging team environment that values initiative and every individual. We provide friendly, responsive, knowledgeable service that exceeds our patron's expectations.

Key #1: Customer Service/Hospitality

Quality Customer Service is the foundation to delivering the IPPL brand.

- In order to provide friendly, responsive, and knowledgeable service that exceeds patrons' expectations, staff must always put the patrons first.
- All staff is expected to be hosts and hostesses and greet our guests and help them find what they are looking for during their visit.
- We believe in empowerment. All staff is given the authority to make the best decision, given the current circumstances without concern for future repercussions. Staff should have confidence to "say yes" and creatively solve problems.
- Staff will use efficient procedures and effective technologies to help patrons quickly and accurately.
- All staff must be skilled in use of technology related to their job and patron services such as downloading and streaming eContent and using mobile devices and apps.
- All staff are expected to have an awareness of the services that the library has to offer.
- In order to keep staff informed of new services, policies, and procedures, there are a variety of communication methods for staff to utilize: *Catch the Wave* employee newsletter, Department blogs, the all-staff Announcement Blog, memos, and demonstrations.
- The annual staff institute day will always have a customer service training component.
- *Catch the Wave* provides articles to motivate and educate.
- Staff recognizing each other's success adds to individual success. Staff is encouraged to recognize each other through the "Living the Brand" recognition in *Catch the Wave*.
- Supervisors will lead discussions with staff about customer service at department and staff meetings.

Key #2: Staff Continuing Education

1. YOLO: Year of Learning Opportunities 2014-2015: "YOLO" is a cross-departmental overview of services, basic knowledge, and skills so that all employees are aware of some of the basic services in all six departments. The YOLO initiative also fosters teamwork between staff of all departments.

- All staff must attend these YOLO classes before December 31, 2015:
 - *Online Reader's Advisory* (Adult Services)
 - *Check Out the Heart of the Library* (Circulation)
 - *Everything You've Always Wanted to Know about the Library's Budget* (Administration)
 - *Troubleshooting Computers 101* (Technology Services)
 - *Book Processing* (Technical Services)
 - *Early Lit 101* (Kids and Teens)
- Other optional classes will be offered throughout the year and employees may attend as many as they like.
- Staff is paid for their time to attend sessions.
- Administration will maintain a spreadsheet of current employee's attendance at the mandatory YOLO classes. Employees, who fail to attend all six classes without an acceptable reason, will be marked down on their annual performance review.
- A program to continue new staff education after YOLO will be developed.

2. Individual Continuing Education: Staff is encouraged to attend in-person and online continuing-education opportunities, participate in work-related committees, as well as be active in professional organizations.

On the job training may be provided by coworkers, supervisor, online courses or webinars, or via the staff trainer.

Library Administration prioritizes funding for staff development. Each department has a staff development budget. The library encourages professional staff to attend in-state and out-of-state conferences as budget allows.

a. Annual Conferences:

- Reaching Forward: **May 8, 2015**
- ILA (Illinois Library Association): **Springfield, IL; October 14-16, 2014**
- ALA (American Library Association) **San Francisco, CA; June 25-30, 2015**

b. Courses, Webinars and Workshops:

- L2 (www.librarylearning.info) is a state-wide list of meetings, workshops and webinars. Local *RA/LS* workshops are listed on this calendar.

- Library Juice Academy (libraryjuiceacademy.com) offers online courses for library staff.
- Lynda.com (see supervisor for login and password) is a database of a wide-range of courses and tutorials.
- Learning Express, which includes tutorials for Microsoft Office products, Windows and Mac operating systems, Adobe Photoshop, etc., is available on the library's website (ippl.info).
- WebJunction (www.webjunction.org/find-training.html) is an great website to find articles about libraries, in-person training classes, and webinars.
- LACONI (laconi.net) is a network that provides workshops relative to public libraries.
- ALA (American Library Association) offers online learning at www.ala.org/onlinelearning/
- PLA (Public Library Association) offers online learning can be found at www.ala.org/pla/onlinelearning
- ALSC (Association of Library Services to Children) offers online learning at www.ala.org/alsc/onlineeducation
- The *Share n' Learn* blog on staff intranet pages is a sharing site for workshop notes, links, articles and more.

c. Professional Organizations: The library reimburses 50% of professional membership fees to ALA and ILA for the Director, Assistant Director, Department Heads and full-time librarians.

3. Staff Institute Day: March 20, 2015:

Staff Institute day promotes and encourages professional development and personal growth for all employees. This annual day is a true benefit for staff because it is one day a year that staff can get out of the routine of regular work and be given (paid for) time to switch gears and reconnect with the mission, vision, and values of Indian Prairie and to think about *why* we do what we do (and learn about the many ways we do what we do.)

As a board-approved all-day session, the training (training includes speakers, workshops, activities, demonstrations) offered is directly connected to our work. Staff Institute Day should develop skills, expand knowledge of the library and services, incubate ideas, encourage self-awareness, and improve teamwork.

Another important piece of the day is longevity awards, where staff is celebrated for their years of service to IPPL.

4. Leadership Team:

The library offers annual training for all supervisors. Topics may include supervisory issues, coaching, performance evaluations, interviewing and management.

Key #3: Accountability

In order to provide responsive and knowledgeable service, staff must self-manage their work-related training. All library workers are responsible for active participation in their training, education, and development. Staff is expected to be skilled in their job responsibilities in order to do their job well and exceed patron expectations.

- All employees should identify their individual learning goals. At the employee's review time, the employee's self-evaluation is an opportunity to express what they need to learn to do their job or what they would like to learn.
- Employee and supervisor should discuss each goal and create a learning plan and timeframe to achieve the goal.
- All training hours should be reported to the Department Head who reports the total training hours for their department to Administration monthly.

Circulation Services

July 2014

July is typically our busiest month of the year since we are always in the midst of summer reading. For the calendar year so far, this continues to be true. However this July we circulated a total of 79,959 items as compared to last year when we circulated 87,602 items. This is a decrease of 8.72%. Electronic circulation continues to rise with 3,493 checkouts in July as compared to 3,078 checkouts last year. This is an increase of 13.48%. (Electronic circulation is included in the total circulation number.) Although it was a very busy month, we actually had a decrease in patrons in the building. This July we saw 46,453 people compared to 48,435 people (-4.09%) last year.

The good news is that resident cards issued were up 9% and non-resident cards were up 15.51% compared to this month last year. We are currently working on providing non-residents with a way to renew their cards on-line.

Self-Service continues to be popular with many people. Sixty-one percent of our checkouts and renewals were done at a self-check or from a patron's home. Many people still come to the desk because of the great services we provide to them.

Having the 3D printer in the lobby has really increased the amount of people there at any one time. Patrons are very interested in whatever is being printed and ask for the 3D printer when it has been moved somewhere else.

We conducted a number of interviews in July. We hired a new page, Zenah Khawaja, and a new Circulation Associate, Monica Guidi. We will be interviewing for an Assistant Supervisor in early August.

Debbie Sheehan
Head of Circulation Services

				Circ Stats									
Month	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	
July	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	79,959	
Aug.	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621		
Sept.	59,179	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873		
Oct.	59,726	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857		
Nov.	59,438	60,497	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	69,912		
Dec.	52,378	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642		
Jan.	67,000	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590		
Feb.	65,032	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	70,071		
Mar.	71,245	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816		
Apr.	59,272	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376		
May	57,551	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687		
June	72,163	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986		
Renewals through the webpac not included before April						1,284							
						Electronic Circulation		3,852					
Yearly													
Total	756,795	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	856,033	79,959	
*Missing data--used an average number to get a total													
Indicates highest number for that month													
Indicates library was closed partial months for construction													

Adult Services Monthly Report
July 2014

Summer is a slower time for Adult Programs. We had a lecture on a current show at the Art Institute on Magritte with 47 in attendance. Patty Czuba's husband, who is the fishing coach at the high school where he teaches, gave a two part program on fishing. The first part of the program was "classroom" with 21 in attendance. The following week fifteen people went out to a pond in Willowbrook to practice what they had learned. It was a cold damp night, but you could see on Facebook that everyone had a good time. The 4th Wednesday program in July was on Medicare. There were 39 people in attendance.

The first Jobs Fair that we have been involved with is August 8. Shirley and Suzy are coordinating all of the handouts and materials we will need to participate. This is being held in the Sportsplex in cooperation with Senator Christine Radogno and Representative Jim Durkin's offices.

I have been working with Katy and Monica from Kids and Teens to plan the Sing-Along *Wizard of Oz* for later in August. Joe recorded several staff reminiscing about watching the movie as children. Dave edited the clips into a promotional "trailer" with some assistance from Theresa. Watch for it in the e-news and on our web site.

At the very beginning of the month we wrapped up the wall of colorful slips in which we had invited people to tell us what they had always wanted to learn. We had 432 posts on the wall up the stairs. Many of the posts were put on Facebook or Twitter. In October we are inviting our patrons to send us a picture of themselves holding their favorite book. These will be posted on Flickr, with some postings to Facebook, Twitter, and within the library. To kick off this event we are asking our staff and board members to help us out. During August and September, email us a picture of yourself with your favorite book to myfavebook@ippl.info.

Staff has had numerous opportunities for training in July. Adult staff has participated in approximately 13 hours of YOLO training in July. I have had several staff tell me how much they have enjoyed these sessions. Ann came to a meeting of all of the selectors in the adult department in July and went over how ordering and keeping track of spending will change with the new fiscal year. We are all looking forward to our first monthly report to see how we can use the information to better spend our materials budget over the year. Jennifer had a trainer in for *Reference USA*, a database we had had in the past and just added back. The trainer was really great and we already have her scheduled for a training session for the public in the fall. Shirley, who along with Suzy, plans our programming and resources for job hunters was thrilled to hear that she can also do a class on using *Reference USA* for job hunting.

Five people from the Berwyn Public Library from the Adult, Childrens, and Technical Services Departments came to see what we had done with de-Dewey and simplified Dewey in the adult, kids and teens collections. They were very interested in hearing the steps we had gone through in the process. We hit the upstairs just as chess got out and they were very impressed by how busy the Kids and Teens Department was. Adult Services had been pretty busy too, just without quite so much *energy*.

In recognition of the start 100 years ago of WWI, we have planned a number of programs for the fall, including the movie discussion group watching movies about the war and the book discussion groups reading books about the war or its aftermath. In preparation we have prepared a number of bibliographies for movies, novels, and nonfiction on the war. These are all currently on our website and we have been linking to them in the last month as the anniversary of events leading up to the start of the war have occurred. They will be available in hard copy in September

When it comes to our online subscription databases, marketing works. Jennifer and the marketing department plan throughout the year to market new databases and other databases on a schedule. Overall database usage was up by 11%. It was up 9% last year. Readers Advisory resources, which Jennifer demonstrated at the July board meeting were up by double digit percentages as were our investment resources. Usage of *Chicago Consumer Checkbook*, which only became available for remote access in November 2013, went up by 165%. Debbie Wordinger

66

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

Overview

It's official! Our 2014 Summer Reading Challenge, *Make Some Noise* was a huge success!

This month we presented 80 original programs including storytimes, gaming tournaments, technology explorations, art, and family activity events, with 2,961 people in attendance. We also presented 19 original programs offsite, reaching another 421 people. Altogether, in July, we offered 99 programs and served 3,382 people.

In the eight weeks that we celebrated *Make Some Noise*, we completed 146 programs at the library and 29 offsite, 175 original programs total, serving 5,903 people. We also had 1,269 participants sign up for *Make Some Noise*. (Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)

Programs

3D Printing Studio

On July 1 and 15, we presented 3D printing workshops for teens. We have had requests for workshops for younger kids and adults.

Jim Gill

To celebrate the mid-way point of the Summer Reading Challenge, on July 12, Indian Prairie welcomed Jim Gill, a beloved children's musician, to the library. 109 patrons showed up on the rainy Saturday to sing and be sung to.

Gaming Events

On July 11, 19 teens showed up for the Black Ops gaming tournament, and on July 25, 16 teens participated in the Super Smash Bros tournament.

Girls Night IN

We had a great turn out for Girls Night IN. on July 16, 22 teen girls showed up to watch the movie Frozen and to enjoy frozen smoothies provided by Whole Foods. Our Teen Associate, Krista Kountz, arranged the activities and spent the evening bonding with the young ladies. We know the girls had a lot of fun because the next week they were excitedly signing up for more events.

EL Wire

On July 22, Tyler Works presented an EL wire workshop. EL wire is like an electrical glow stick that can be bent and sewn or glued into things, clothes, or backpacks. This summer, Tyler has done a wonderful job offering creative projects involving science and technology for teens.

Family Nights

Our fun family events continued to be a fan favorite in the month of July. On July 3, 62 people joined us for Rat-a-Tat-Tat, a musical parade through the library. On July 10, 143 people came to collect booty at the Pirate Treasure Hunt. On July 17, we had 110 participants for Kid-sized Candy Land. On July 24, 94 people created Noisy Art outside on the lawn. And on July 31, 144 people came out for our Plants vs Zombies water balloon event. We have had a lot of rowdy fun this summer with these weekly activities and we know the families appreciate the opportunities to play and interact.

Grand Finale Carnival

To go along with our year of firsts, we decided to try a grand finale event to conclude our Summer Reading Challenge and celebrate our participants. We heard from a lot of families who couldn't make it due to vacations and such, but we had 150 people attend our indoor carnival. We set up games and face painting in the lobby. Smartpants, a balloon artist, performed in the Meeting Room. We set up three maker activity stations with perler beads, mask making, and Pete the Cat puppets in the Kids & Teens department. There was popcorn and an ice cream cart too!

The Makerspace

Statistics on our Makerspace have remained pretty consistent. Even with our limited ability to tally users, we have documented 1,060 users in July, which averages just over 40 users a day. We are examining ways to provide interactive activities for families to make and build in the library. We may be offering a more permanent Makerspace in the near future, but with or without the dedicated space, we are committed to providing the opportunities. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

The Digital Media Lab

The Digital Media Lab is open and being used by patrons of all ages. In July the space was used 27 times. Patrons are creating video podcasts, recorded trainings, and music tracks and videos. Reservations can be made at the Kids & Teens Ask Us desk. Additional promotional materials and a new webpage have been created to promote the space.

Memory Drive

In July production continued on the Memory Drive project. Natalie Williams and Tyler Works, along with 8 VolunTEENS, began interviewing senior citizens and editing the footage to produce digital memories. All of the interviews are complete and we hope to have all of the clips edited and posted on our webpage by September 1.

Partnerships

Great Grilled Cheese Battle

On July 12, Tyler Works presented a grilled cheese cooking competition at Whole Foods. Tyler has been working with Amy Caruso to arrange the teen challenge. They had 16 participants and several rather creative sandwiches to taste test. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

WBC

Krista Kountz and Caitlin Meyers continued providing outreach to the Willowbrook Corner's Summer Learning Program during the month of July. On July 2 they presented books and activities to go along with our architectural building theme. On July 16 they presented rockets on our rocket launcher. On July 23, to go along with the theme of "Music", they read the book *I Got the Rhythm*, written by Connie Shoefield-Morrison and reinforced the concept of rhythm with a literacy based instructional game with maracas, which the children also got the opportunity to decorate. They gave them recorders and taught them a simple song. The theme for the July 30 meeting was "Circuits" so they read *Oscar and the Bird: A Book About Electricity*, written by Geoff Waring. The children were then split into two groups. Krista led one group through circuit demonstrations using the Makerspace's Snap Circuits kit, Cubelets, and Energy Balls. Caitlin guided the rest of the children as they selected an age appropriate Summer Reading prize book. After a period of time, the groups switched rooms to experience the opposite opportunity. Throughout the summer attendance by children ranged from 14 to 22 children. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

KinderCare Tour

On July 7, Early Literacy Librarian Katie Salo visited KinderCare in Darien and presented storytimes to 39 children in two different presentations. On July 29, Monica Dzierzbicki presented to group of 25 older kids who attend KinderCare's Summer Camp. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

Goddard School

On July 14, Katie Salo presented storytimes to 81 kids in four different groups at Goddard School. On July 28 she presented to 80 children. She also pulled 50+ books for Goddard School's curriculum: African-Americans, animals around the world, and fairy tales. *(Supporting Strategic Plan: Form partnerships to further develop community services)*

Submitted by Natalie Williams 8/6/2014

TECHNOLOGY & TECHNICAL SERVICES REPORT Board Report July/August 2014

Strategic Plan Goals

- Evaluate upgrading or enhancing the meeting room technology/av equipment to enhance program attendee experience. (2014) - The meeting room audio/visual equipment was upgraded and relocated to increase picture size, improve sound and visual quality and to provide easier access to the equipment. With the help of our electrician and custodian Mike Armstrong the Technology Services Team was able to do the research, installation, and configuration of the new equipment and audio/visual cabling on August 7 & 8.

Completed Projects/Improvements for Public Service

Technology Plan- The 2014/15 Technology Plan is attached to my report. The Technology Plan builds upon services started last year, offers more hands-on public classes and Junction related programing, and evaluation and enhancement of technology services. Attached to the plan is a report on fiscal year 2103/14 Technology Plan.

3D Printer – Patrons are loving our 3D printer and as of May 23 we have received 140 print requests. To have time to process these requests we temporarily put a hold on receiving any additional requests as of July 17 until September 2. Patrons have been aware that we will start charging for this service starting September 2. A 3D policy is included in this month's board package for the Board to consider for approval.

This fall Technology Services will be conducting hands-on classes for ages 12 and up on creating 3D designs and how to prepare and submit their design for printing.

Materials Ordering- The procedures for ordering, receiving and invoicing of materials was streamlined by setting up two of our major vendors, Midwest Tape and Baker & Taylor, with SWAN acquisitions Edifact ordering. Suzy Rodela did the set-up and trained selectors to submit orders using a new process making acquiring materials and maintaining orders faster and more efficient.

Suzy and I have also created and implemented ordering procedures for selectors. The new procedures include guidelines for ordering, year-end order date, when orders are placed, and lists the vendors and jobbers each department uses.

Staff Meetings & Training

I attended the Computer Help Desk meeting to inform them on upcoming technology improvements and to answer questions.

Dave presented two YOLO sessions on the new equipment in the Digital Media Lab.

Patti presented two YOLO sessions on Evanced room booking and calendar software.

Staff you have attended Yolo:

Digital Media: Geri Barnett

Circulation Workroom Process (mandatory): Geri Barnett, Dave Bunn, Sue Fank, Natalya Zinoveva

Event & Room Booking: Geri Barnett

Online Readers Advisory (Adult Services mandatory): Geri Barnett, Dave Bunn, Zinoveva, Natalya

Public Computer Classes

<u>Date</u>	<u>Class</u>	<u>Trainer</u>	<u>Attendance</u>
7/1	Tech Talk: Google	Dave Led/Patti	8
7/2	Email for Beginners	Sandi	8
7/2	Intro to Word Part	Darleen	8
7/9	Internet for Beginners	Darleen	11
7/9	Intro to Excel Part 1	Patti	9
7/16	Intro to Excel Part 2	Patti	9
7/29	Create a Budget in Excel	Patti	9
7/30	Create a Budget in Excel	Patti	7

Ann M. Stovall, Head of Technical & Computer Services, Date August 15, 2014

Indian Prairie Public Library District Technology Plan Fiscal year 2014-2015

Table of Contents

- A. Mission Statement
- B. Vision Statements
- C. Assessment of Telecommunication Services
- D. Hardware & Software
- E. SWAN
- F. Goals and Objectives/Strategies
- G. Professional Development Plan
- H. Provision of a Sufficient Budget for Technology
- I. Evaluation Process
- J. Appendix A: Fiscal Year 2013/2014 Report

The purpose of the Indian Prairie Public Library (IPPL) Technology Plan is to support the library's Mission, Vision and Strategic Plan, to enhance and upgrade our current equipment and services, and to research and implement new technologies. The library's 2014-2015 Strategic Plan, the Staff Development Plan and an assessment of the library's current telecommunications services and hardware and software were considered in the development of the goals and objectives. Objectives with specific dates are new and those that are ongoing are built upon each year.

A. MISSION STATEMENT

We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.

B. 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, and community pride.

Strategic Plan Priority- Enhancing lives through technology
Technology has become a foundation component in our residents' lives.

To support this the library

- Keeps abreast of and anticipates how residents use technology.
- Instructs and assists residents in using technology.
- Offers opportunities for residents to experiment with new technology.
- Provides a virtual library through our web site.

C. ASSESSMENT OF TELECOMMUNICATION & SERVICES

Telecommunication Services

- Illinois Century Network (ICN) T-1 (1.5MB download and upload) line provides a stable and secure connection to access the library's automation

network System-wide Automated Network (SWAN). The T1 also serves as a failover for basic Internet traffic if the Comcast connection fails.

- Comcast Business Deluxe Broadband connection provides fast/video grade bandwidth for Internet access for public and staff. (50MB download/10MB Upload)

Services

- Public computers and in-house check out of laptops provide patrons access to on-line catalogs, online resources, the Internet, Microsoft Office Suite and Apple Software.
- In-house checkout of iPads provides apps for early literacy, S.T.E.M. (Science, Technology, Engineering and Math), ESL, electronic magazines and teen apps that support programing and services.
- eReaders for residents to checkout and read preloaded ebooks or use to download from our ebook collection.
- Digital Media equipment to create video or audio productions and for digitization of pictures, slides, negatives and audio and videocassette.
- Streaming music and video through Hoopla or by checking out a Roku streaming device.
- 3D printing service for patrons.
- A scan station for users to easily scan and print, save or email their documents or pictures.
- Public fax, copier and computer printing for a minimal fee.
- Three self-checkouts provide easy checkout at point of need located near hold pick-up shelf, audio visual, and kids areas.
- An interactive lobby directory displays the library's floor plans, a list of daily activities and a rotating ad to promote programs and services.
- Hands-on computer classes and programs provide patrons the opportunity to learn basic computer and software skills, new technologies, database instruction, social media and how to download collections.
- Wifi provides high speed Internet access.
- A dynamic website www.ippl.info & mobile app for patrons to access library information, online databases, library catalog, downloadable collections and program registration.
- Social Media and the library's website are used to communicate and promote services, to create reading and subject guide portals, and provide lists of new and coming soon materials. Our website and catalog provide opportunities for patrons to ask questions, recommend materials, view staff recommendations, reserve materials and sign-up and retrieve our electronic newsletter "e-News" and print newsletter access.

D. HARDWARE & SOFTWARE

The following is used to insure the library's equipment meets users' and staff needs and assists in determining the replacement and upgrading of equipment as well as integration of new equipment:

- Hardware & Software Inventory
- Ticket system to track and respond to issues and requests
- Main server is monitored, backed-up and software updates are scheduled

Computers, Laptops and Tablets:

Used by public and staff to access SWAN, Internet, research databases, Microsoft Office, Apple software, children's literacy and educational games, downloadable eBooks, eMagazines and audio books and other software specific to device.

There are three physical servers which are part of the library's local area network.

- Main Server: Used to run virtual servers using VMware software. Virtual servers allow staff to update or upgrade software and troubleshoot specific functions run on the server without impacting other services. The main server is also used for file sharing and storage for staff and network printing.
- Thin Client Server: Used for staff access thin client computers.
- Back-up Server: Provides back-up to main server files and services.

The following software is installed on the Main server:

- Exchange - Staff E-mail Server
- Faronics - Antivirus Service & Public PC Security Server
- MyPC - Public Computer Management Server
- TS01 - Public Thin Client Connections Server
- WSUS- Windows Updates Server
- WIN2K2- Printing and staff file saving and sharing Server
- WordPress- Departmental Intranet Blog Server

E. SWAN

The library is a member of the state's Local Library System Automation Program (LLSAP) through the System Wide Automation Network (SWAN). As a member of SWAN our residents have access to the combined holdings of 77 public, special, and academic libraries. Through SWAN residents can access more than 7.9 million items and borrow through interlibrary loan. SWAN membership supports efficient staff functionality and cost effective library management.

F. GOALS AND STRATEGIES

Goal 1: Evaluate and improve IPPL's operations and technological infrastructure to create and maintain state of the art services for the most economical cost possible.

1. Evaluate wireless connectivity and speed and recommend what is needed.
December 2014
2. Evaluate LAN equipment and recommend needs for future upgrades including developing a replacement schedule. March 2015
3. Evaluate upgrading or enhancing the meeting room technology audio/visual equipment to enhance program attendee experience. August 2014 (Strategic Plan)
4. Evaluate staff public service desks for computer ergonomics and space allocation and make recommendations for improvements. December 2014.
5. Create IPPL best practices for maintaining the library's technology infrastructure. May 2015.

Goal 2: Improve and extend community awareness and training opportunities of technology literacy.

1. Create technology literacy webpage to guide patrons to self-paced learning. January 2015 (Strategic Plan)
2. Provide technology classes for patrons to create digital media. Fall 2014 & Ongoing
3. Provide technology classes at two other locations per year. Ongoing (Strategic Plan)
4. Investigate offering classes using other computer labs in the community and creating a traveling computer lab. Ongoing (Strategic Plan)
5. Provide opportunities for hands-on learning, inventing, and sharing of skills through the Junction Program. 2014-2015
6. Continue to expand our eTutor video offerings on our Website. Ongoing

Goal 3: Continue to identify, investigate, evaluate and implement new technologies.

1. Continue to examine new technologies for library services. Ongoing
2. Annually survey library members regarding their use of technology. Ongoing (Strategic Plan)
3. Offer opportunities for residents to experiment with new technology. Ongoing (Strategic Plan)

Goal 4: Provide virtual library services that are useful to our members, staff, and the community.

1. Implement Broadwave audio software for an easier way to process and access Veterans History interview audio files on our Website. December 2014
2. Continue to improve and promote mobile access to the library services. Ongoing
3. Expand Roku streaming devices and content for kids and families. November 2014

Goal 5: Provide knowledgeable and skilled staff to assist patrons with technology.

1. Continue staff development in the following technology skills: 3D design, digital media creation, downloading and streaming of eContent (Books, audio books, music & movies), mobile devices, and Apps (Apple, Kindle, Android). Ongoing
2. Develop and offer specific training for Computer Help Desk staff. Ongoing
3. Create screencasts/videos to teach and share information. Ongoing (Strategic Plan)
4. Offer and support technology related YOLO (Year of Learning Opportunities) workshops. FY 2014-2015 (Strategic Plan)
5. Continue to offer training on Apple computers and iPads. Ongoing

Goal 6: Use technology to promote library services and collections to the community.

1. Prepare a plan to promote the library's technology services. 2014 (Strategic Plan)
2. Re-evaluate software for booklist services and programing registration and calendar. February 2014

E. PROFESSIONAL DEVELOPMENT PLAN

The Indian Prairie Public Library provides a dynamic, engaging team environment that values initiative and every individual. There is an annual In-Service training day for all staff. The library has implemented a Staff Development Plan that includes development of technology skills and in this plan key #2 and key #3 support staff training. Staff is encouraged to explore and keep up with technology trends that impact and enhance library services. Staff members are also encouraged to attend outside training sessions.

F. BUDGET

The Library Board approves an annual budget supporting the library's computers services automation needs.

G. EVALUATION PROCESS

- Computer Services will monitor progress monthly and make mid-course corrections to the Technology Plan in response to new developments and opportunities. Monthly department report will include identification of any major software or hardware issues and highlight strategic goal accomplishments.
- Computer Service will provide ongoing evaluations through daily observation and maintenance of all automated services.
- Ease of use, cost to maintain and availability of required equipment and support determines need for software upgrades.
- Evaluation of public usage of computers, website, software, and reference databases is conducted through statistics, surveys and by patron/staff comments.

Indian Prairie Public Library District Technology Plan 2013-2014 Report

With the support and contributions from our departments, funding from local organizations and the Library Foundation, the Technology Services Team was able to accomplish the majority of goals from fiscal year 2013/14.

Goal 1: Evaluate and improve IPPL's operations and technological infrastructure to create and maintain state of the art services for the most economical cost possible.

1. Continue to implement thin clients as cost effective way to replace catalogs, databases and other groups of computers with similar functions.
 - Replaced additional public catalogs, staff and support computers with thin client workstations. We tested replacing the database computers but patrons had issues saving work or accessing CD-ROMs. Thin client workstations are less expensive, easy to update and maintain and last longer. We are currently running 14 thin client workstations.
2. Implement new public PC reservation and printing solutions.
 - MyPC computer reservation and and PaperCut printing software solutions were installed on February 5, 2014.
3. Replace family center computers with touch screen technology.
 - Family Center computers were replaced with new Dell all-in-one computers with touch screens and Windows 8.
4. Evaluate use of Internet & wireless connection to determine need to expand service.
 - An additional access point was added to the meeting room to expand wireless Internet signal.
5. Research RFID as a means of creating efficiencies. 2013 – 2014 (Strategic Plan),
 - Debbie Sheehan is in the process of researching RFID.
6. Evaluate upgrading or enhancing the meeting room technology/av equipment to enhance program attendee experience. 2014 (Strategic Plan).
 - The meeting room projector was replaced in August 2013 to enhance the display quality.

Goal 2: Improve and extend community awareness and training opportunities of technology literacy.

1. Expand technology resources on website to promote technology literacy. (Strategic Plan)
 - A new webpage was created to showcase and access our eTutor instructional videos on iPad, Twitter, Windows 8.1 on our YouTube channel.
2. Provide computer classes that assist residents in updating their work skills. (Strategic Plan)
 - Residents were offered the opportunity to take Microsoft Office classes including several Excel basic and intermediate classes which were highly attended by members looking to update their work skills.

- Created and offered a new class on charts and graphs using Excel.
- 3. Annually provide “senior boot camp” computer classes. Summer 2012 and ongoing. (Strategic Plan)
 - Two sessions of Senior Bootcamp was offered in August.
- 4. Expand efforts to train patrons on accessing library e-book collection. (Strategic Plan)
 - Offered ebook drop-in training sessions.
- 5. Provide technology for patrons to create digital media. (Strategic Plan)
 - The Rotary Club funded the purchase of equipment (lighting, a green screen, picture/video camera) to help us transform the teen group study room into a digital media lab for the summer to support the Memory Drive Program and teach Kids/Teens to create digital media.
- 6. Provide technology classes at two other locations per year. (Strategic Plan)
 - Partnered with Willowbrook Park District to offer an iPad class at the Village Hall.
- 7. Investigate offering classes using other computer labs in the community and creating a traveling computer lab. 2013 – 2014 (Strategic Plan)
 - We are still investigating this option with schools in the area.

Goal 3: Continue to identify, investigate, evaluate and implement new technologies.

1. Investigate and implement other technology uses for the Tech Bar. (Strategic Plan)
 - Through February 2014 the Tech Bar showcased a variety of tablet devices.
2. Continue to examine android use for library services.
 - Android tablets were added to the devices on the Tech Bar.
 - Conducted Android classes and drop-in sessions for to access our downloadable collections.
3. Investigate providing e-music and e-video to patrons. (Strategic Plan)
 - January 2014 three Roku devices were made available for members to checkout, providing streaming access to recent movies
 - Implemented Hoopla service in January giving members the opportunity to stream or download movies and music to their own device.
4. Annually survey library members regarding their use of technology. 2013 & Ongoing (Strategic Plan)
 - A survey was created but put on hold until a general community survey is conducted in 2014/2015.
5. Offer opportunities for residents to experiment with new technology. (Strategic Plan)
 - May 2014 implemented 3D printing services for members to send 3D print requests.
 - Throughout the year the Tech Bar devices were switched out giving patrons the opportunity to experiment with a variety of tablets.
 - A new Technology discussion group called Tech Talk was developed. This group offers a welcoming opportunity for people at any skill level to discuss new technology trends and share tips.

- 6. Investigate ways patrons explore our digital collections emagazines and eBooks in the library.
 - iPads with preloaded magazines were made available for in library checkout.
 - iPads for Mid-kids have preloaded ebooks.

Goal 4: Provide virtual library services that is useful to our members, staff, and the community.

- 1. Continue to evaluate new technologies in web applications/tools to enhance the web site. (Strategic Plan)
 - We are currently investigating and implementing responsive website design to optimize the users viewing experience across a wide range of devices.
- 2. Continue to improve and promote mobile access to the library services.
 - Improved mobile app by adding access to Zinio (e-magazines), updated and renamed the e-book access to "Read e-books & e-magazines" and created a separate listing for audiobooks titled "Listen to audiobooks". The renaming of eContent access on our mobile app makes it consistent with our website as well as more mobile friendly.
 - Added mobile detection of ippl.info which increased mobile app usage from 647 in July 2012 to 4,035 in July 2013.
- 3. Enhance online advisory tools. Adult & Technology Services (Strategic Plan)
 - The Books Just for You form was revised and a Movies Just For You form was created.
 - Novelist Select was integrated with SWAN so when patrons scoped to the location Indian Prairie it will display read-a-likes, reader reviews, ratings and more.
- 4. Investigate methods for sharing reader-generated reviews online. Adult Services (Strategic Plan)
 - An IPPL GoodReads Social Media Group was created for patrons to share reviews with each other; 74 patrons are members, 37 of them have commented at least once and there have been 464 clicks on the GoodReads link on the Website since April 2014.
- 5. Enhance e-book collection and examine available delivery system. (Strategic Plan)
 - Added additional ebook collection through eRead Illinois.
 - Added information to the ebook web page that suggests read-a-likes.
 - Additional titles were added to the library's circulating eReaders.
- 6. Provide access to e-magazines (Strategic Plan)
 - Added Zinio App with preloaded magazines to Adult iPads.

Goal 5: Provide knowledgeable and skilled staff to assist patrons with technology.

1. Continue staff development in the following technology skills: tablets, Apps, eBooks, download audio books, streaming music & video and digitalization equipment, mobile services and android.
 - Training opportunities were held on tablets, iMacs, downloadable collections, streaming services, digitalization equipment and 3D printing.
 - A new staff training Blog was created for staff to access videos, procedures and guides for devices and services for staff.
2. Implement project management software training. (Strategic Plan)
 - The project management software Trello was implemented for staff to manage their projects and to collaborate amongst departments.
3. Develop and offer specific training for Computer Help Desk staff.
 - Offered training on Excel, editing photos and new computer and print management software.
4. Create screencasts/videos to teach and share information. (Strategic Plan)
 - A variety a screencasts and videos were created to teach staff and patrons on Roku and iMac.
5. Training on new computer reservation and printing software.
 - Public service desk staff were trained on both the public and staff side of using MyPC and PaperCut.
6. Implement training plan for Apple computers and iPads.
 - Youth Services staff were trained on the Apple and iPad basics and eTutor videos were created for ongoing staff training.

Goal 6: Use technology to promote library services and collections to the community.

1. Prepare a plan to promote the library's technology services. (Strategic Plan)
 - A plan was created to promote eBooks.
2. Re-evaluate software for booklist services and programing registration and calendar.
 - Evaluated upgrading the program registration/calendar. The software upgrade is now available and we plan on upgrading the software this upcoming fiscal year.

STATISTICS FOR	Jul-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	46,363	51,845	46,363	51,845	-10.57%
Teen	4,698	5,039	4,698	5,039	-6.77%
Kids	25,405	27,640	25,405	27,640	-8.09%
TOTAL	76,466	84,524	76,466	84,524	-9.53%
Electronic Circulation	3,556	3,078	3,556	3,078	15.53%
GRAND TOTAL CIRC.	80,022	87,602	80,022	87,602	-8.65%
% Reciprocal Borrowing	11%	15%	11%	15%	
Patron Visits	46,453	48,435	46,453	48,435	-4.09%
<u>Current Cards</u>					
Resident	236	217	22,951	23,107	-0.68%
Non-Resident	134	116	972	1,071	-9.24%
TOTAL	370	333	23,923	24,178	-1.05%
<u>Patron Assistance</u>					
Adult - Reference	3,393	3,767	3,393	3,767	-9.93%
Kids - Reference	1,492	1,880	1,492	1,880	-20.64%
TOTAL REFERENCE	4,885	5,647	4,885	5,647	-13.49%
Adult - Other	1,899	628	1,899	628	202.39%
Kids - Other	2,161	1,841	2,161	1,841	17.38%
TOTAL OTHER	4,060	2,469	4,060	2,469	64.44%
GRAND TOTAL ASST.	8,945	8,116	8,945	8,116	10.21%
<u>ILL/Reserves</u>					
Holds	8,788	10,341	8,788	10,341	-15.02%
ILLs Sent	4,582	5,531	4,582	5,531	-17.16%
ILLs Checked Out	5,310	6,484	5,310	6,484	-18.11%
ILLs Received	5,844	7,013	5,844	7,013	-16.67%
<u>Programs - Adult</u>					
# Programs	4	4	4	4	0.00%
Attendance	122	169	122	169	-27.81%
<u>Computer Classes</u>					
# Programs	8	5	8	5	60.00%
Attendance	69	67	69	67	2.99%
<u>Individual Technology</u>					
<u>Training</u>					
# of Patrons	73	54	73	54	35.19%
<u>Groups</u>					
# Programs	9	11	9	11	-18.18%
Attendance	102	160	102	160	-36.25%
<u>Others</u>					
#Programs	0	0	0	0	
Attendance	0	0	0	0	
<u>Programs - Teen</u>					
# Programs	17	4	17	4	325.00%
Attendance	346	81	346	81	327.16%
<u>Programs - Kids</u>					
# Programs	64	45	64	45	42.22%
Attendance	2,636	1,229	2,636	1,229	114.48%
GRAND TOTAL ATT.	3,348	1,760	3,348	1,760	90.23%

STATISTICS FOR	Jul-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Computers -</u>					
<u>Patron Use</u>					
Adult Computers	4,309	4,521	4,309	4,521	-4.69%
Kids Computers	2,202	1,744	2,202	1,744	26.26%
Teen Laptop	344	152	344	152	126.32%
Adult Laptop	318	212	318	212	50.00%
TOTAL PATRON USE	7,173	6,629	7,173	6,629	8.21%
<u>Hours Used</u>					
Adult Computers	2,827	2,947	2,827	2,947	-4.07%
Kids Computers	1,253	934	1,253	934	34.15%
Teen Laptop	661	247	661	247	167.61%
Adult Laptop	683	421	683	421	62.23%
TOTAL HOURS USED	5,424	4,549	5,424	4,549	19.23%
IPPL Total Web Site Access	22,188	2,175	22,188	2,175	920.14%
IPPL Total Page Views	41,470	5,190	41,470	5,190	699.04%
Subscription Database Logins	2,355	2,708	2,355	2,708	-13.04%
<u>Outreach-Homebound</u>					
Items Delivered	140	119	140	119	17.65%
<u>Volunteers</u>					
Number Active	113	134			
Hours Worked	962	910.50	962	910.50	5.66%
Staff Training Hours	90.75	47.75	90.75	47.75	90.05%
<u>Room Use</u>					
Multi-Purpose Room	32	16	32	16	100.00%
Meeting Room					
Library	52	35	52	35	48.57%
Non-Library	32	27	32	27	18.52%
Group Study Room	230	283	230	283	-18.73%
Lobby Programs	1	2	1	2	-50.00%
Conference Room	17	11	17	11	54.55%
Clavinova	0	0	0	0	

MATERIALS COLLECTION STATISTICS- JULY 2014

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1706	12	93	1625	369	128	381	221
Non-Fiction	51198	406	289	51315	4471	7018	4877	7307
Fiction	38910	430	212	39128	5372	4955	5802	5167
TOTAL	91814	848	594	92068	10212	12101	11060	12695
BOOKS-- CHILDRENS								
Reference	275	0	0	275	1	616	1	616
Non-Fiction	19816	81	79	19818	1080	1298	1161	1377
Fiction	27908	57	69	27896	2894	3022	2951	3091
TOTAL	47999	138	148	47989	3975	4936	4113	5084
BOOKS - TEEN								
Non-Fiction	900	4	0	904	121	169	125	169
Fiction	3979	48	10	4017	812	327	860	337
TOTAL	4879	52	10	4921	933	496	985	506
GRAND TOTAL	144692	1038	752	144978	15120	17533	16158	18285

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
AUDIOVISUAL-ADULT								
Audio Books on CD	5089	45	10	5124	773	309	818	319
Music CD	10215	85	165	10135	740	589	825	754
Playaway	429	10	3	436	53	21	63	24
Video (VHS & DVD)	16724	175	33	16866	1919	445	2094	478
CD-ROMs	157	0	2	155	0	6	0	8
TOTAL	32614	315	213	32716	3485	1370	3800	1583
AUDIOVISUAL-CHILDRENS								
Audio Books	767	2	0	769	99	18	101	18
Childrens Music CD	891	30	2	919	44	13	74	15
Junior Music CD	211	0	0	211	67	11	67	11
Playaway	65	0	0	65	3	0	3	0
Video	4469	4	18	4455	655	284	659	302
TOTAL	6403	36	20	6419	868	326	904	346
AUDIOVISUAL-TEEN								
Audio Books on CD	274	0	7	267	50	11	50	18
Music CD	28	0	0	28	0	291	0	291
Playaway	67	0	0	67	2	2	2	2
Video	576	27	3	600	118	13	145	16
Console Games	463	0	8	455	38	28	38	36
PC-GAMES (formally CD-ROMS)	-27	0	1	-28	0	15	0	16
TOTAL	1381	27	19	1389	208	360	235	379
GRAND TOTAL	40398	378	252	40524	4561	2056	4939	2308

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
Digital Collections							
Adults ebooks	1630	0	1630	387		387	
Kids and Teens ebooks	385	0	385	27		27	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	13950	71	14021	993		1064	
eRead Illinois	9306	0	9306	5729		5729	

WBBR Chamber Report

I attended the August 6th networking meeting which was held at Five Seasons Country Club. There was a small turnout for the event. At my table, I had two realtors from RB Properties, a Mark Kay sales rep, a manager at Five Seasons. I passed out library newsletters, gave an overview of "The Junction", talked about the 3D printer, and took the opportunity to explain the district boundaries. Both realtors told me that they appreciated the explanation of library service boundaries and the non-resident card program.

--Laura Birmingham

84

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RAILS Closed July 31

All RAILS offices will be closed on **Thursday, July 31**, due to a RAILS staff in-service meeting. RAILS delivery service will not operate. CTS delivery service to Burr Ridge area libraries will operate under its normal schedule. Talking Book Services will not be provided. LLSAP (MAGIC, PrairieCat, RSA, and SWAN) systems will be available for use, but support will be limited. LLSAP members will receive details through their LLSAP email list prior to July 31.

Comments Encouraged on Proposed Library System Rules and Standards Changes

The Illinois State Library is inviting comments on proposed changes to the administrative rules and standards for Illinois library systems. Proposed changes include clarification of system membership requirements; revised library system standards with a focus on core system services (general resource sharing, bibliographic access, delivery, and interlibrary loan and reciprocal access); the requirement that public libraries participate in statewide reciprocal borrowing as a condition of system membership; and inclusion of the proposed revisions to the ILLINET Interlibrary Loan Code.

An article about these changes appeared in the July 18 edition of ISL's E-News. Complete background information about the revision process, the proposed changes, and a comment area (on the right side of page) can be found on the Illinois Library System Administrative Rules and Standards blog at: www.illibrarysystemstandards.wordpress.com. RAILS members are strongly encouraged to provide input on the proposed changes. **The deadline for submitting comments is August 18.**

Additional Date Added for Public Library Per Capita Grant and Edge Assessment Workshop

The Illinois State Library has added an additional date for the Per Capita Grant and Edge assessment workshop: Tuesday, August 19, 10:30 a.m., in person at the RAILS East Peoria service center, at scheduled videoconference locations, and via video streaming. The Illinois State Library will provide instructions on the Edge assessment and on setting goals and developing an action plan.

FY2015 Public Library Per Capita and Equalization Aid Grant requirements state that Illinois public libraries must have at least one staff member attend an instructional course. The technology component requires at least one library staff member and one board member to attend an informational webinar or in-person session about the Edge Initiative. Public libraries applying for the FY2015 Per Capita Grant can satisfy both requirements by participating in this training session. For more information and registration, see: www.librarylearning.info/events/?eventID=18198. For more information on the Edge Initiative see: www.finditillinois.org/edge/Resource-Page.html.

July 23, 2014

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Upcoming Meetings

[July 25 RAILS Board Meeting](#)

[August 25 RAILS Member Advisory Group](#)

[August 29 RAILS Board Meeting](#)

[September 11 RAILS Member Update](#)

[September 17 RAILS Networking Group Meeting with Dee Brennan](#)

[September 18 RAILS Networking Group Meeting with Dee Brennan](#)

[September 26 RAILS Board Meeting](#)

[September 26 RAILS Open House in East Peoria](#)

[October 23 RAILS Networking Group Meeting with Dee](#)

85

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The RAILS Board will meet on Friday, July 25, at 1 p.m., in Burr Ridge and via videoconference at other locations. This meeting will also be streamed and recorded for viewing at a later date. For a meeting agenda and supporting documents, see: www.railslibraries.info/board/meeting/2014-07-25-0.

Digitization Workshops

Libraries play a crucial role in preserving the rich history of their communities and institutions. If you have an interest in preserving and increasing access to your historical archives and other content, these two-part digitization workshops are for you! Digitization experts from LYRISIS will spend the first half of these in-person workshops presenting the basics of digitization and laying a foundation for the process.

During the second half of the workshop, LYRISIS staff will conduct a hands-on review of the historical collection contained at the workshop location's library. Consultants will evaluate the historical value of letters, photographs, and other primary source material, and determine the suitability for a digitization project. This collection review will give you an idea of what content your library may have that might be viable for digitization. If you have any questions about these workshops, please contact Joe Filapek at joseph.filapek@railslibraries.info.

Register on L2 to attend on:

Monday, July 28, 9 a.m. – 4 p.m., Freeport Public Library (digitization program at 9 a.m., collection review at 1:30 p.m.)

Tuesday, July 29, 9 a.m. – 4 p.m., Galesburg Public Library (digitization program at 9 a.m., collection review at 1:30 p.m.)

Wednesday, July 30, 1 p.m. – 4 p.m., RAILS Burr Ridge Service Center (digitization program only at 1 p.m., viewable at other videoconference locations, and via streaming)

Thursday, July 31, 9:30 a.m. – noon, Fountaindale Public Library (collection review only)

Friday, August 1, 9 a.m. – 4 p.m., Oak Park Public Library (digitization program at 9 a.m., collection review at 1:30 p.m.)

August Webinars on Digitization

In August, RAILS will offer three webinars on the digitization and preservation process. The webinars will include a two-part grant writing workshop, a program on content selection and priority setting, and an introduction to Dublin Core. More information and registration is available from L2. Note that you must be logged into L2 in order to view this information.

Tuesday, August 5, 2 - 4 p.m., "Grant Writing for Digitization and Preservation" (part one)

Wednesday, August 6, 2 - 4 p.m., "Grant Writing for Digitization and Preservation" (part two)

Thursday, August 7, 2 - 4 p.m., "Content Selection and Prioritization for Digitization"

Wednesday, August 27, 1 - 3 p.m., "Introduction to Dublin Core Metadata"

eRead Illinois Petting Zoo August 12

Curious to learn more about the eRead Illinois Axis 360 platform? Have questions about the different compatible devices? Stop by the eRead Illinois Petting Zoo on Tuesday, August 12, from 3:30 - 6 p.m. to get your questions answered and to check out the collection of devices! The event will be held at the Pecatonica Public Library and is open to library staff as well as the public. This will be an informal event and RAILS members are welcome to stop by at any time between 3:30 and 6 p.m. Please note that space is limited to 25 participants and registration is required. Register at: www.librarylearning.info/events/?eventID=17905.

Build a User-Friendly Library Website

[All board and committee meetings](#)

Upcoming RAILS CE

Digitization Workshops:

[July 28 Freeport](#)

[July 29 Galesburg](#)

[July 30 Burr Ridge](#)

[\(presentation only\)](#)

[July 31 Fountaindale P.L.](#)

[\(collection review only\)](#)

[August 1 Oak Park](#)

[July 30 User-Friendly Website](#)

[August 5 Grant Writing for Digitization and Preservation \(part one\)](#)

[August 6 Grant Writing for Digitization and Preservation \(part two\)](#)

[August 6 User-Friendly Website](#)

[August 7 Content Selection and Prioritization for Digitization](#)

[August 13 User-Friendly Website](#)

[August 19 Public Library Per Capita and Edge Assessment](#)

[August 27 Introduction to Dublin Core Metadata](#)

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your website and make it easier to navigate. Content for the second and third webinars will build upon content from the previous sessions. Webinars will be held on the following dates/times:

- Wednesday, July 30, 11 a.m. - noon - Usability and web conventions
- Wednesday, August 6, 11 a.m. - noon - Content strategy and writing for the web
- Wednesday, August 13, 11 a.m. - noon - User research methods

You only need to register once for access to all webinars. You must be logged into L2 to view the information and to register. For more information and to register, visit: www.librarylearning.info/events/?eventID=17851.

RAILS Open House in East Peoria September 26

RAILS members from all types of libraries are invited to attend an Open House at the RAILS East Peoria service center on Friday, September 26, from 10 a.m. – noon. You'll have a chance to talk with Executive Director Dee Brennan, RAILS Board members and staff, and other RAILS members. You'll also have a chance to look around the new RAILS area at the East Peoria facility. Refreshments will be served. The RAILS Board meeting will follow the open house at 1 p.m. and guests are welcome to stay for this meeting. Please register at: www.librarylearning.info/events/?eventID=18114.

Next RAILS Member Networking Meetings

Don't miss these upcoming opportunities to meet colleagues from libraries in your area and to hear the latest about RAILS from Executive Director Dee Brennan. You will also have time to share your latest library news and ask questions. Refreshments will be served. Register on L2 to attend on:

Wednesday, September 17, 11 a.m., Fox Lake District Library

Thursday, September 18, 9:30 a.m., St. Charles Public Library District

Thursday, October 23, 3 p.m., Marian Catholic High School Library

Discounts for Internet Librarian Conference Available through Illinois State Library

RAILS member libraries are eligible to receive a discount to attend the Internet Librarian 2014 Conference in Monterey, California, from October 27-29. For more information on the program, hotel information, and an exhibitor list, see: www.infotoday.com/il2014. To receive a registration form with special discounted ILLINET member pricing, contact Jill Heffernan at jheffernan@ilsos.net or 217.557.7259. To obtain the discount, **registration forms must be returned to Jill by September 12, 2014.**

Congratulations on Project Next Generation Grants

Secretary of State and State Librarian Jesse White recently awarded \$289,310 in 2015 Project Next Generation Grants. Project Next Generation is the first-ever statewide mentoring program to be administered through Illinois public libraries. Project mentors work with young students at public libraries to develop technological skills and guide them in exploring life skills such as effective communication, goal-setting, and conflict resolution. Congratulations to the RAILS public libraries receiving Project Next Generation Grants:

- Beardstown Houston Memorial Library
- Bloomington Public Library
- Chicago Ridge Public Library
- Elmwood Park Public Library
- Joliet Public Library
- Kankakee Public Library
- Kewanee Public Library District

87

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- Moline Public Library
- Pekin Public Library
- Peoria Public Library (Lincoln Branch)
- Richton Park Public Library District
- Zion-Benton Public Library District

For more information, see: www.cyberdriveillinois.com/departments/library/grants/png.html.

Congratulations to On the Front Lines Scholarship Recipients

Congratulations to the RAILS members that received scholarships to the "On the Front Lines" conference sponsored by the Illinois State Library and held August 4-6, in Springfield. The scholarship covers the registration fee, conference-supplied meals and a two-night stay.

Congratulations to:

- Michael Baumann, Toulon Public Library
- Joyce Carmack, Martin Township Public Library
- Genevieve Crotz, Chillicothe Public Library
- Debra Dresbach, Marseilles Elementary School
- Sharon Freise, Bond Public Library, Wenona
- Manuela Fulgencio, Northlake Public Library District
- Megan Gove, Talcott Free Library District, Rockton
- Amy Healy, Herget Middle School Library, Aurora
- Nick Hulva, Fondulac District Library
- Pamela Inkinen, Prairie Knolls Middle School and Central School Library, Elgin
- Nikki J. Isakson, Paw Paw Public Library District
- Ruth Kapacinkas Kelley, Kewanee High School Library
- Kim Lowe, Benner Library, Olivet Nazarene University
- Trisha Scott, Virginia Memorial Public Library
- Sylvia Thompson, Warrenville Public Library District
- Laura Warren, Fondulac District Library
- Rebecca Winner, Barry Public Library
- Jennifer Jacobsen-Wood, Alpha Park Public Library District
- Karen Varga, Marian Central Catholic High School
- Rosa Herrera, Zion-Benton Public Library District

Free Access to Library-Related Courses through WebJunction

As of July 1, library staff and volunteers have free access to WebJunction's library-specific courses through the generous support of OCLC, the Gates Foundation, and many state library agencies. Simply create an account at learn.webjunction.org to explore the catalog of library-focused self-paced courses and webinars. Certificates of completion will be available after you complete a course/webinar. Subscribe to the *Crossroads* monthly e-newsletter for more information on learning programs and professional development opportunities.

Library OnCon at 1 p.m. on August 26

Registration is now open for Library OnCon, a virtual networking event for public libraries taking place via Google Hangouts on Tuesday, August 26, 2014, at 1 p.m. Keynote speaker R. David Lankes will broadcast his presentation live via Google Hangouts on Air. Afterward, participants can join in a live Google Hangout video breakout session with nine other participants, based on categories of interest ranging from business librarianship to community engagement. **Please note that the correct time for this event is 1 p.m.** For more information and registration, see: www.liboncon.com.

RAILS Library Director News

88

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RAILS Members Urged to Comment on Proposed Library System Rules and Standards Changes by August 18

All RAILS members are encouraged to comment on the Illinois State Library's proposed changes to the administrative rules and standards for Illinois library systems. The proposed changes and a comment area (on the right side of page) can be found at: www.illibrarysystemstandards.wordpress.com.

The system core services cited in the new rules are administration, resource sharing, bibliographic access, delivery, interlibrary loan and reciprocal access, and other core member services which "may be designated by the State Librarian." There is no mention of continuing education and consulting as core services, and no encouragement for systems to offer innovative services that will meet libraries' changing needs in the future.

The rules also include provisions for system member libraries. For example, libraries shall strongly consider participation in a Local Library System Automation Program (LLSAP), and develop plans within seven years to provide access to new acquisitions via an LLSAP or national bibliographic database. Libraries also must comply with the ILLINET Interlibrary Loan Code (revised in 2014). In addition, there is a requirement that public libraries must participate in statewide reciprocal borrowing as a condition of system membership.

Please review the proposed rules that are so important to the future of RAILS and to the services we are able to offer our members moving forward, and submit your comments. For additional information about the proposed changes and how they might affect RAILS members, see RAILS Executive Director Dee Brennan's [July 23 blog post](#). **The deadline for submitting comments is August 18.**

Illinois State Library Offers Illinois History - Digital Imaging Grants

The Illinois State Library (ISL) announced the offering of [competitive grants](#) for eligible libraries to carry out projects involving the selection, digital capture, storage, and provision of Internet access to their important historical and cultural collections. The first priority for funding will be original source materials. The materials selected for digitization must relate to historical or cultural trends or events on a local, regional, state, national, or international level. The grant proposal must demonstrate the unique nature of the materials to be digitized, show how they can be characterized as original source, and explain what value or benefit will accrue to the citizens of Illinois by making these materials available in digital format.

ISL is offering a webinar with more information on September 3, from 9:30 - 11:30 a.m. For registration and more information, see: www.librarylearning.info/events/?eventID=18201. For more information about the grant application, see: www.cyberdriveillinois.com/departments/library/grants/il-history-digital-imaging.html. **Applications are due October 1, 2014.**

August 6, 2014

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[August 25 RAILS Member Advisory Group](#)

[August 29 RAILS Board Meeting](#)

[September 11 RAILS Member Update](#)

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[All board and](#)

89

[Subscribe](#)[Share](#) ▾[Past Issues](#)[Translate](#) ▾[RSS](#)**Illinois State Library's Delivery Advisory Committee's Final Report**

In last week's *ISL E-News*, the Illinois State Library announced the availability of the Delivery Advisory Committee's Final Report and Recommendations. The committee's charge was to craft a single, seamless statewide delivery service model. On July 1, 2014, the Illinois State Library began working with Illinois library systems, CARLI/ILDS and the library community to plan, test, and implement the committee's recommendations. The report is available at:

www.cyberdriveillinois.com/departments/library/about/committees/dac.html#Report. For the executive summary, see: www.cyberdriveillinois.com/departments/library/libraries/pdfs/dac-final-rprt-es.pdf.

Congratulations Bill Coffee and ILA Award Winners from RAILS

RAILS Board President Bill Coffee was named ILA's Trustee of the Year, along with Linda McDonnell, Six Mile Library District (an Illinois Heartland Library System library). Coffee also serves on the La Grange Public Library Board. He was honored for his achievement, leadership, and service to libraries. Congratulations to the other 2014 ILA Award winners from RAILS:

- Crosman Memorial Award, Maria Ford, Hudson Area Public Library District
- Davis Cup Award, Ann D. Carlson, Oak Park and River Forest High School
- Golden Ticket Award, Rhonda Johnson, Hudson Area Public Library District
- Illinois Academic Librarian of the Year Award, Susan Swords Steffen, A.C. Buehler Library (Elmhurst College)
- Intellectual Freedom Award, Orland Park Public Library Board of Trustees
- Librarian of the Year Award, Stephen Bero, former director of Warren-Newport Public Library District
- Oberman and Rich Reaching Forward Conference Grant for Support Staff, Zachariah Terrill, McHenry Public Library
- Deborah Dowley Preiser Marketing Award, Sue Wilsey, Niles Public Library District
- Reference Services Award, Patrick Coffey, Calumet City Public Library
- TBS, Inc. Technical Services Award, Rosemary Groenwald, Mount Prospect Public Library
- Young Adult Librarian of the Year Award, Regina Townsend, Forest Park Public Library

Winners will be recognized at the [ILA annual conference](#) in October. For more information, see www.ila.org/about-ila/ila-awards.

Next Member Update September 11

Mark your calendar for the next RAILS Member Update videoconference on Thursday, September 11, from 9:30 - 11:30 a.m. Two major topics of discussion will be library system membership requirements and library access for the unserved residents of Illinois. You'll also have the opportunity to meet RAILS new Member Engagement Manager, Debbie Baaske. Watch for a complete agenda coming soon. Registration and more information can be found at: www.librarylearning.info/events/?eventID=17852.

Introduction to Copyright Webinar September 9

This webinar will offer an introduction to the things you need to know about copyright and will emphasize fair use and the use of library resources in teaching. Library staff working in educational settings may be particularly interested in this content. You can view this webinar on September 9, from 1:30 - 3 p.m., from your computer or mobile device. More information and registration can be found on L2. Please note that you must log into L2 to view this information. Register at: www.librarylearning.info/events/?eventID=17886.

Remaining Webinars on Digitization

If you are interested in applying for a digital imaging grant (see above article on ISL grants), the two LYRASIS webinars listed below will help. You must be logged into L2 in order to view

Upcoming RAILS CE

[August 7 Content Selection & Prioritization for Digitization](#)

[August 19 Public Library Per Capita and Edge Assessment](#)

[August 27 Introduction to Dublin Core Metadata](#)

[September 9 Intro to Copyright](#)

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following the event. Please note that you must register in L2 for the webinars if you want to have access to the recording. Following the webinar, you will receive instructions by email on how to access the recorded session.

[Thursday, August 7, 2 - 4 p.m., "Content Selection and Prioritization for Digitization"](#)

[Wednesday, August 27, 1 - 3 p.m., "Introduction to Dublin Core Metadata"](#)

Don't Miss Out on LYRASIS Courses and Special Offers

In addition to attending the digitization programs from LYRASIS, RAILS members can also receive discounts on a variety of other LYRASIS classes and special events, save on supplies and other purchases, and more.

During the past year, staff from more than 50 RAILS member libraries registered for 16 different LYRASIS programs, including programs on RDA basics, disaster response and recovery, and other courses. There was a strong response to these offerings, particularly from RAILS academic libraries. A few of the upcoming LYRASIS programs include: [Developing a Disaster Plan](#) (September 9), [Preservation of Photographic Materials](#) (November 12 & 13), and [Oral Histories: Care and Preservation](#) (December 16). RAILS members pay the member price.

For a complete list of upcoming programs, see: www.lyrasis.org/Pages/events.aspx. To view the list of LYRASIS benefits available to RAILS members and obtain the discount code, log into the RAILS website (with the email address and password used for L2) and see: www.railslibraries.info/ce/lyrasis.

Public Library Per Capita Grant and Edge Assessment Workshop August 19

The Illinois State Library will conduct a Per Capita Grant and [Edge assessment](#) workshop on Tuesday, August 19, 10:30 a.m., in person at the RAILS East Peoria service center, at scheduled videoconference locations, and via video streaming. The Illinois State Library will provide instructions on the Edge assessment and on setting goals and developing an action plan.

FY2015 Public Library Per Capita and Equalization Aid Grant requirements state that Illinois public libraries must have at least one staff member attend an instructional course. The technology component requires at least one library staff member and one board member to attend an informational webinar or in-person session about the Edge Initiative. Public libraries applying for the FY2015 Per Capita Grant can satisfy both requirements by participating in this training session. For more information and registration, see: www.librarylearning.info/events/?eventID=18198. For more information on the Edge Initiative see: www.finditillinois.org/edge/Resource-Page.html.

Recording of July 24 Workshop on Per Capita Grant and Edge Assessment

If you missed the July 24 workshop on the Per Capita Grant and Edge assessment, and can't attend the August 19 workshop, a recording of the July session is now available. To view the recording, go to stream.railslibraries.info. The recording is available in the archives section on the left side of the page. (Please note you must have [Microsoft Silverlight](#) installed on your computer to view the recording.) For a copy of the presentation's slides, see: www.librarylearning.info/events/?eventID=17896.

RAILS Open House in East Peoria September 26

RAILS members from all types of libraries are invited to attend an Open House at the RAILS East Peoria service center on Friday, September 26, from 10 a.m. – noon. You'll have a chance to talk with Executive Director Dee Brennan, RAILS Board members and staff, and other RAILS members. You'll also have a chance to look around the new RAILS area at the East Peoria

Strategic Plan Work Plan

Timeline and activities

(Bolded titles indicate activity by that person or persons)

1. **Trustees** set direction for the process. Staff participants identified. **Trustees** Identify key stakeholders to be interviewed. (July 16) *Completed*
2. Discussion with **Trustees** as to the information they want to gather from the survey. Review survey software, methods for gathering survey data. (Aug 20 Board meeting) (**Library Director**)
3. **Marketing Coordinator** creates information plan to keep residents (including targeting interviewed stakeholders) informed of strategic plan process. (Aug/Sept.)
4. **Library Director** and **Assistant Director** oversee and gather community demographics, internal library performance metrics, benchmarking information, library trends and societal trends. Information provided to Board, appointed staff and facilitator. (Sept/Oct/Nov/Dec)
5. Survey development. (Sept/Oct) (**Library Director**)
6. Review survey and provide feedback (Oct.) (**Plan Board Committee**)
7. Survey conducted (end of Oct/early Nov) (**Library Director**)
8. **Library Director/Board President** send emails to stakeholders to set up appointments for the weeks of Dec 1 – Dec 12. (early Nov)
9. Survey data analyzed and report prepared by **Library Director**. (Nov/Dec)
10. **Facilitation Consultant** conducts three **staff** focus groups. (Nov 19)
11. **Facilitation Consultant** conducts **Trustee** focus group. As part of the board focus group session questions for stakeholder interviews are developed. (Nov 19 Board meeting)
12. **Facilitation Consultant** conducts 18 stakeholder interviews. (These may be conducted by phone.) (Dec 1 – Dec 12)
13. **Library Director/Board President** send thank-you notes to interviewed stakeholders. (Dec 15)
14. **Library Director** presents survey data to and discusses with **Trustees and appointed staff**. Send to the facilitation consultant. (Dec. 17 Board meeting)

15. **Library Department Heads** identify staff work teams to create implementation plan. Schedule retreat day. (Dec.)
16. **Facilitation Consultant** prepares a report based on focus groups and stakeholder interviews. (report due Jan 6)
17. **Facilitation Consultant** facilitates ½ day session with **Trustees** and **appointed staff** to
 - a. Review all data (library gathered data, consultant focus groups /stakeholder report, and survey report).
 - b. Brainstorm the driving, restraining and interesting aspects or trends in the library profession, the communities and the global environment.
 - c. Determine key trends which should inform development of strategic plan. (Feb)
18. **Facilitation Consultant** facilitates ½ day session with **Trustees** and **appointed staff** to
 - a. Review key trends developed from previous session.
 - b. Review the library’s mission/vision and values.
 - c. Create strategic priorities.
 - d. Determine key goals, objectives and measures. (Feb)
19. **Facilitation Consultant** reviews retreat data and creates initial document. Sends document to **Library Director** who facilitates input and editing with **Trustees and staff**. (May require some phone discussion between consultant and library.) (Feb/March)
20. **Facilitation Consultant** creates final document containing strategic priorities, goals, objectives and measures. (due March 12)
21. **Library Director** presents Strategic Plan to the **Board of Trustees** for approval. (March 18 Board meeting)
22. **Library Director** shares strategic plan with **staff**. (March 20)
23. **Facilitation Consultant** meets with **staff work teams** to review their charge, the document and to review meeting leadership practices and principles. (late March/April.) **Staff work teams** create Implementation Plan.
24. **Director** reports on Implementation Plan to the **Board of Trustees**. (April 15 Board meeting)
25. **Library Director** shares Implementation Plan with **staff**. (April)
26. Budget preparation driven by Strategic Plan. (April – June) (**Library Director and Department Heads**)
27. Strategic Plan is presented to residents. (May newsletter/website) (**Marketing Coordinator**)
28. Strategic Plan implementation starts with fiscal year FY15/16. (July 1)
29. **Library Director** presents quarterly status reports to the **Board of Trustees**. (Oct., Jan., April, July)
30. Annually **Library Director** leads review of the Strategic Plan with the **Department Heads and Board of Trustees** prior to budget preparation. (April)



Strategic Plan Stakeholder Interviewees

- Darien Mayor Kathleen Weaver
- Willowbrook Mayor Frank Trilla
- Burr Ridge Mayor Mickey Straub
- Darien Village Manager Bryon Vana
- Willowbrook Village Manager Tim Halik
- Burr Ridge Village Manager Steve Stricker
- Darien School District 61 Superintendent
- Darien School District 63 Superintendent
- Gower School District 62 Superintendent
- Burr Ridge School District 180 Superintendent
- Hinsdale South High School Principal - brand new
- Darien Park District - director or board president?
- Burr Ridge Park District – director or board president?
- Darien Chamber of Commerce – Clare Bongiovanni
- Willowbrook/Burr Ridge Chamber of Commerce – Cheryl Collins
- Darien Lions Club – President Jim Jankowski
- Rotary Club of Rotary – President Chris Gerrib
- Darien Woman’s Club – President Anne Brennan
- Kiwanis Club of Willowbrook/Burr Ridge – President Gary Faliede
- Downers Grove Township – Supervisor Frank Wurster, Senior Services Hanna Benioff
- The Community House - Executive Director Jenifer Fabian
- School and Tutors on Wheels – Executive Director Theresa Denton
- Literacy DuPage – Executive Director Bernie Steiger
- Follett Publishing (Westchester)
- McGraw-Hill Burr Ridge (higher education division)

94

474 3D Printer

The library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

Patrons are not permitted to use the library's 3D printer to create objects which are:

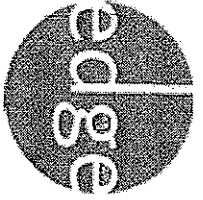
- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or pose a threat to the well-being of others.
- In violation of the terms of use of the manufacturer of the 3D printer.
- Obscene, sexually explicit or inappropriate for the library environment.
- In violation of a person's intellectual property rights, e.g. the printer may not be used to reproduce objects which are protected by a copyright, patent or trademark.

The library reserves the right to review and approve all materials before printing. The 3D design may be examined to ensure compliance with this policy and is capable of production. If there is a problem with the design and/or production, the patron will be informed of the problem(s) and the change(s) needed before the design can be printed. The library cannot guarantee that a print job will be completed within a particular time frame. The library recognizes that an original design is the property of the designer and we will not duplicate that design for someone else.

The library reserves all rights to:

- Refuse any 3D print request.
- Stop printing a request due to time or printer capabilities.
- Set a limit as to the maximum amount of time a print job may take.
- Charge users for print requests.
- Limit the number of print requests.
- Limit access to 3D printing services to Indian Prairie Public Library District cardholders.

Patrons may use the 3D printer only with the assistance of designated library staff or volunteers. Supervision by library staff or volunteers does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the library specifically disclaims any knowledge thereof.



Edge Assessment Report for

Indian Prairie Public Library District

Your assessment has been completed! Congratulations on taking this exciting step toward strengthening your library's public access technology and contributing to your community's goals!

The results you find in this report, coupled with the Edge tools and training, will help you strengthen your library as well as shape your story and share the value your library offers to the community.

About this report: The following pages showcase your library's responses and results to the Edge assessment. As you review the results, remember that Edge is designed to help you set a path for continuous improvement. No matter what opportunities or challenges your library faces, Edge is a tool to use for making strategic, informed decisions about your resources and planning.

Understanding results: Results for your library are presented by three areas, and eleven benchmarks. Your results report outlines how many points your library achieved in each area based on your responses, along with a total number of points possible.

Understanding the overall score: The Edge benchmarks represent a comprehensive set of best practices from leading libraries around the country, of all sizes, related to public access technology. They are aspirational in nature, and are designed to encourage libraries to reach new levels of service. These assessment results are provided so that you can set priorities for your library that will improve the technology services you provide to your patrons. Priorities are individual to each library, and so while the maximum number of points available on the assessment is 1,000 no library is expected to achieve this score. We expect to see a wide range of scores. Whether your library scored 250 or 650, use these results to identify improvement opportunities for your library that are anchored in your library's and your community's strategic goals, a framework which may not require achievement in every benchmark.

Future reports: Following the national launch of the Edge Initiative in Spring 2014, Edge will release library comparison information along with these reports. This new release of comparative information will provide additional context for libraries, including scores in each benchmark for similar libraries, based on the population of your library service area.

Results for Indian Prairie Public Library District

Community Value

Benchmark	Points Achieved	Points Possible
1. Digital literacy	65	75
2. Digital tools and resources	90	105
3. Meeting key community needs	90	130
Total	245	310

Engaging the Community

4. Strategy and evaluation	75	155
5. Strategic partnerships	70	75
6. Sharing best practices	35	65
Total	180	295

Organizational Management

7. Planning and policies	40	50
8. Staff expertise	75	80
9. Devices and bandwidth	90	135
10. Technology management	70	90
11. Technology inclusiveness	25	40
Total	300	395

Your library achieved:
 67% of Level 1 Attributes
 60% of Level 2 Attributes
 17% of Level 3 Attributes

Benchmark 1

Libraries provide assistance and training with the goal of increasing the level of digital literacy in the community.

1.1 The library has curricula for and provides regularly scheduled digital literacy training.

Level	Indicator	Library response	Points achieved	Points possible
1-3	Curricula and in-person classes are available in at least one library location in the following topics: Basic computer skills	Yes		
	Office productivity software	Yes		
	Internet searching	Yes		
1-3	Privacy and security	No, but plan to do so in the next year	15	15
	Library resources	Yes		
	Social media	Yes		
2	Multi-media (e.g. photo, video, audio)	No, but plan to do so in the next year		
	In-person training classes are available for patron-owned devices (e.g., eReaders, iPods, tablets, smartphones) in at least one library location	Yes	5	5
3	In-person technology classes are available in languages other than English in at least one library location	No, we have no plans to do so at this time	0	5
			Total Points: 20 / 25 pts	

1.2 The library provides individual assistance for digital literacy at all locations.

Level	Indicator	Library response	Points achieved	Points possible
1	One-on-one technology help for patrons is available on-demand for at least 10 minute sessions at all library locations	Yes	20	20
2	One-on-one technology help is available for patrons on-demand or by appointment for at least 30 minute sessions at all library locations	Yes	15	15
2	One-on-one help is available on-demand or by appointment for patron-owned devices (e.g., eReaders, tablets, iPods, smartphones) in at least one library location	Yes	10	10
3	One-on-one help is available in languages other than English in at least one library location	No, we have no plans to do so at this time	0	5
			Total Points: 45 / 50 pts	

Benchmark 2

Libraries provide access to relevant digital content and enable community members to create their own digital content

2.1 The library supports the creation of digital content on public access computers.

Level	Indicator	Library response	Points achieved	Points possible
1	Patrons have the ability to retrieve data from and store data to portable devices (e.g., thumb drives, external hard drives, PDAs) while using public computers at all library locations	Yes	10	10
1	Office productivity software (e.g., word processing, spreadsheets, presentations) available at all library locations	Yes	10	10
2	Photo editing software (e.g., Photoshop, GIMP) is available in at least 50% of library locations	Yes	10	10
3	Video/audio recording and editing software is available in at least one library location	Yes	5	5
3	Web development software (e.g., Dreamweaver, CoffeeCup) is available in at least one library location	No, would like to but cannot at this time	0	5

Total Points: 35 / 40 pts

2.2 The library monitors its service delivery of online content.

Level	Indicator	Library response	Points achieved	Points possible
1	Website links are checked and content is updated at least monthly	Yes	10	10
2	Library website analytics (number of website visitors, traffic types, popular pages) are reviewed at least quarterly	Yes	10	10
2	Subscription content (e.g., Ebsco databases, Freegal, Learning Express, Lynda) usage reports are reviewed at least quarterly	Yes	5	5
3	A content inventory of the library's website is performed at least annually	No, but plan to do so in the next year	0	5

Total Points: 25 / 30 pts

2.3 The library provides access to information resources through its website.

Level	Indicator	Library response	Points achieved	Points possible
1	eBooks can be downloaded through the library's website	Yes	10	10
1	Audio books can be downloaded through the library's website	Yes	10	10
2	The library selects and organizes online resources to help patrons learn digital literacy skills (e.g., how-to-guides and videos, tutorials, practice activities)	Yes	5	5
2	The library offers access to online interactive language learning tools through its website (e.g., Mango, Livemocha) and/or language learning software (e.g., Rosetta Stone, Auraleo)	Yes	5	5
3	The library provides real-time reference services (through short message services, instant messaging, Skype, Twitter, texting, or other interactive applications)	No, we have no plans to do so at this time	0	5

Total Points: 30 / 35 pts

Benchmark 3

Libraries provide technology resources to help patrons meet important needs related to personal goals and community priorities.

3.1 The library supports use of public technology for workforce development and entrepreneurship.

Level	Indicator	Library response	Points achieved	Points possible
1	The library selects and organizes online resources for job seeking, employment skill-building, or professional certification	Yes	10	10
1	The library selects and organizes online resources for small business development	No, but plan to do so in the next year	0	10
2	The library offers access to online career testing preparation tools through its website and/or through career testing software	Yes	5	5
3	A library-organized or -hosted class for patrons on using online job-seeking, career development, and small business development resources is held at least quarterly	Yes	5	5

Total Points: 20 / 30 pts

3.2 The library supports use of public technology for eGovernment or legal purposes.

Level	Indicator	Library response	Points achieved	Points possible
1	The library selects and organizes online links to local, state, and federal eGovernment resources	Yes	10	10
1	The library selects and organizes online guides and instructions for identifying, finding, and using online eGovernment resources	No, but plan to do so in the next year	0	10
2	The library offers access to electronic legal and law-related research information and services through its website	Yes	5	5
3	A library-organized or -hosted class for patrons on navigating online government resources is held at least quarterly	No, we have no plans to do so at this time	0	5

Total Points: 15 / 30 pts

3.3 The library supports use of public technology for patrons pursuing educational opportunities.

Level	Indicator	Library response	Points achieved	Points possible
1	Early literacy games, web-based read-along programs, and/or electronic toys or tablets are available at the library and through the library website	Yes	10	10
1	The library selects, organizes, and maintains online resources related to homework help, research, and information literacy for students	Yes	10	10
2	The library selects, organizes, and maintains online resources about college selection and financial aid	Yes	5	5
2	The library offers access to education testing preparation (e.g., SAT, GRE, GMAT, TOEFL) through its website and/or educational testing software	Yes	5	5
3	The library provides proctoring of exams for online learners	Yes	5	5
3	A library-organized or -hosted class for patrons on using or navigating educational resources is held at least quarterly	No, we have no plans to do so at this time	0	5

Total Points: 35 / 40 pts

3.4 The library supports use of public technology for health and wellness purposes.

Level	Indicator	Library response	Points achieved	Points possible
2	The library selects and organizes online resources for learning about medical conditions, procedures, prescription drugs, and healthcare providers	Yes	10	10
2	The library offers access to medical databases through its website	Yes	10	10
3	The library is a designated community access point for health and human services information assistance (211 service)	No, we have no plans to do so at this time	0	5
3	A library-organized or -hosted class for patrons on using or navigating health and wellness resources is held at least quarterly	No, we have no plans to do so at this time	0	5

Total Points: 20 / 30 pts

Benchmark 4

Library response: strategic decisions based on community priorities for digital inclusion and innovation

4.1 The library has leaders who maintain on-going relationships with community leaders.

Level	Indicator	Library response	Points achieved	Points possible
1	Library leaders attend regular meetings of local elected governing bodies (e.g., city council, county boards of supervisors, town council) that exist within their legal service area at least annually	Yes	10	10
1	A list of local media contacts is maintained and updated at least annually	Yes	5	5
2	Outreach to local media is conducted at least quarterly through one-on-one meetings, press releases, op-eds, or media events at the library	Yes	5	5
2	A presentation about library technology is made to a community group at least annually (e.g., Kiwanis, Chamber of Commerce)	Yes	5	5
2	At least one leader from a community-based organization serves on a library committee or governing board	Yes	5	5
3	At least one library representative sits on a key community board (e.g., community planning)	Yes	5	5
3	The library places information about library technology and/or digital inclusion in local media outlets at least quarterly (e.g., news or feature story, blog post, radio or TV interview)	No, but plan to do so in the next year	0	5
3	The library maintains its own or participates in an ongoing community advisory body whose responsibilities include helping to develop community digital inclusion and technology plans	No, would like to but cannot at this time	0	5

Total Points: 35 / 45 pts

4.2 The library gathers feedback from the community about its public technology needs.

Level	Indicator	Library response	Points achieved	Points possible
1	An analysis of the social and economic conditions of the community is conducted as part of information gathering for strategic planning and decision making	Yes	10	10
2-3	Questions about community technology are included in a library-sponsored needs assessment survey	No, but plan to do so in the next year	0	10
2-3	Community technology-related questions are included in a local government survey	No, we have no plans to do so at this time	0	10
2-3	The library conducts community-representative focus groups on the community's technology needs	No, we have no plans to do so at this time	0	10
3	The library holds advertised forums on the community's technology needs	No, we have no plans to do so at this time	0	5
3	The library conducts a community needs assessment for technology resources in languages other than English	No, would like to but cannot at this time	0	5
3	The library conducts a community needs assessment for technology resources for people with disabilities	No, would like to but cannot at this time	0	5

Total Points: 10 / 40 pts

4.3 The library surveys its patrons about technology use in strategic purpose areas.

Level	Indicator	Library response	Points achieved	Points possible
1-3	The library surveys its patrons annually about public technology use and outcomes in the following purpose areas: Workforce development eGovernment Education Health & wellness	No, would like to but cannot at this time		
		No, would like to but cannot at this time		
		No, would like to but cannot at this time	0	20
			Total Points: 0 / 20 pts	

4.4 The library evaluates its technology programs and services.

Level	Indicator	Library response	Points achieved	Points possible
1	The effectiveness of digital literacy programs and services is evaluated annually	No, would like to but cannot at this time	0	10
2	Web analytics are used to evaluate the use of online library resources annually	Yes	5	5
3	The effectiveness of outreach activities is evaluated annually	No, would like to but cannot at this time	0	5
3	The effectiveness of partnerships is evaluated biennially	No, would like to but cannot at this time	0	5
			Total Points: 5 / 25 pts	

4.5 The library makes strategic decisions based on information about community needs and priorities.

Level	Indicator	Library response	Points achieved	Points possible
1	Digital inclusion and technology innovation goals are included in the strategic plan	Yes	10	10
2	Technology-related goals in the strategic plan are reviewed and updated annually	Yes	5	5
3	Staffing plans reflect community needs related to digital inclusion	Yes	5	5
3	Technology resources and services are aligned with community needs	Yes	5	5
			Total Points: 25 / 25 pts	

Benchmark 5

Libraries build strategic relationships with community partners to maximize public access, technology resources and services provided to the community.

5.1 The library develops and maintains partnerships that amplify the library's reach, avoid duplication of effort, aid the library in planning or advocacy, or are otherwise mutually beneficial.

Level	Indicator	Library response	Points achieved	Points possible
1	The library has strategies for strengthening existing partnerships and developing new partnerships to advance digital inclusion and innovation goals	Yes	10	10
2-3	The library engages in resource-sharing partnerships benefiting the library (with expertise, in-kind contributions, programming, or workspace) with some/all of the following: A workforce development organization	Yes		
	A local government or social service organization	Yes	10	10
	An educational organization (K-12, community college, university)	Yes		
3	A local health & wellness organization, hospital, or other healthcare provider	Yes		
	Devices or space are loaned to community organizations for technology-related training classes in the library	Yes	10	10
3	Mobile training equipment is maintained to support library-sponsored technology training located in partner facilities	Yes	5	5
3	The library collaborates on grant or other funding opportunities with a community organization	Yes	10	10
			Total Points: 45 / 45 pts	

5.2 The library engages in technology outreach activities.

Level	Indicator	Library response	Points achieved	Points possible
1	A list of community organizations is maintained to help distribute materials about library technology services	Yes	10	10
1	A list of community organizations that offer technology services and resources is maintained to easily refer community members in the event additional services are needed	Yes	10	10
2	The library tracks emerging technology trends and applications in the community (e.g., new eGovernment portals, community technology centers, technology programs, etc.)	Yes	5	5
3	The library maintains a plan to provide technology services to the community in the event of a disaster or other emergency	No, would like to but cannot at this time	0	5
			Total Points: 25 / 30 pts	

Benchmark 6

Libraries support continuous improvement in public access technology services by staff, through peer learning, mentoring, and other tools.

6.1 The library participates in a community of practice and shares public access technology knowledge, resources, and other tools.

Level	Indicator	Library response	Points achieved	Points possible
1	Existing resources are used to help improve library technology management and public services (e.g., TechSoup, WebJunction, Edge)	Yes	10	10
1	The library participates in peer learning through technology programs sponsored by a state library, consortium, library association, or other organization	Yes	10	10
2-3	Training resources and curricula are shared with other libraries or community-based organizations	Yes	10	10
2-3	Network management policies and practices are shared with other libraries or community-based organizations	Yes	10	10
3	At least one technology-related presentation is made by library staff at formal professional gatherings (in-services, conferences, webinars) annually	No, we have no plans to do so at this time	0	5
3	The library participates in or facilitates a technology mentorship program that pairs library staff with more experienced or knowledgeable mentors involved in managing library technology and public technology access	No, would like to but cannot at this time	0	5
3	The library has a collection of technology devices that it loans out for staff development and programming purposes	Yes	5	5
3	The library hosts a dedicated development environment to allow library staff to experiment with new applications and online environments	Yes	5	5

Total Points: 35 / 45 pts

6.2 The library conducts surveys to gather feedback about library technology.

Level	Indicator	Library response	Points achieved	Points possible
1	The following questions are included in an annual survey: Patron satisfaction with library technology	No, but plan to do so in the next year	0	10
2	Personal importance of library technology	No, but plan to do so in the next year	0	5
3	Importance of library technology to others in the community	No, but plan to do so in the next year	0	5

Total Points: 0 / 20 pts

Benchmark 7

Libraries acquire public access technology in a timely and efficient manner.

7.1 The library maintains technology and patron data management policies.

Level	Indicator	Library response	Points achieved	Points possible
1	The library has a hardware replacement plan with a 3-5 year refresh cycle	Yes	10	10
1	The library has a software upgrade plan with a 3-5 year refresh cycle	No, but plan to do so in the next year	0	10
1	Practices for updating to current versions of internet browsers, web applications, and plug-ins (e.g., Java, PDF, Flash, Shockwave, Windows Media Player) are included in a technology management plan	Yes	10	10
1	Practices to ensure the security of patron data, including at least clearing online session data from public computers and procedures for handling sensitive information, are included in a patron privacy plan	Yes	10	10
2	Network security practices for timely application of updates and patches are included in a technology management plan	Yes	5	5
2	Processes for system recovery are included in a technology management plan to ensure continuity of services in the event of catastrophic technology failure	Yes	5	5

Total Points: 40 / 50 pts

Benchmark 8

8.1 The library provides staff with work time to engage in technology related learning activities.

Level	Indicator	Library response	Points achieved	Points possible
1	All public services staff are allowed work time to engage in technology-related learning activities such as webinars, online tutorials, or classes	Yes	10	10
1	All public services staff are allowed work time for hands-on learning with new devices, software, or other technology	Yes	10	10
	All staff are provided the opportunity to attend annual training during work time from experts in the following areas: Workforce development	Yes		
	eGovernment	Yes	5	5
	Education	Yes		
	Health & wellness	Yes		
2	Key staff are cross-trained to perform technology-related duties	Yes	5	5
3	Key staff are provided the opportunity to attend training in the creation of digital content during work time	Yes	5	5
3	Key staff are provided the opportunity to attend training in instructional design and techniques during work time	Yes	5	5
			Total Points: 40 / 40 pts	

8.2 Library staff assigned to assist patrons are responsible for maintaining technology competencies.

Level	Indicator	Library response	Points achieved	Points possible
1	Job descriptions for public services staff contain technology competencies and responsibilities	Yes	10	10
2	Annual evaluations for public services staff include review of technology related performance	Yes	5	5
3	Annual goal setting for public services staff includes expectations for technology performance	Yes	5	5
			Total Points: 20 / 20 pts	

8.3 Staff assigned to assist patrons are able to answer patrons' technology questions.

Level	Indicator	Library response	Points achieved	Points possible
1	100% of public services staff are able to assist patrons with basic technology questions	Yes	10	10
2	25% of public services staff in each location are able to assist patrons with intermediate technology questions	Yes	5	5
3	10% of public services staff in each location are able to assist patrons with advanced technology questions	No, would like to but cannot at this time	0	5
			Total Points: 15 / 20 pts	

Benchmark 9

9.1 The library has a sufficient number of device hours available on a per capita basis.

Level	Indicator	Library response	Points achieved	Points possible
1-3	Device hours available per capita	5.11 device hours per capita	20	30

Total Points: 20 / 30 pts

9.2 The library meets or exceeds the minimum bandwidth capacity necessary to support public user demand.

Level	Indicator	Library response	Points achieved	Points possible
1-3	Bandwidth capacity	Level 1	10	30

Total Points: 10 / 30 pts

9.3 The library assures adequate time for patrons to complete tasks.

Level	Indicator	Library response	Points achieved	Points possible
1	Library has session management software	Yes	5	5
1	Library staff are empowered to extend public access sessions	Yes	10	10
1	The wireless network signal extends to all public areas of the library at all locations	Yes	10	10
2-3	Some public access terminals are designated with extended session periods	Yes	5	5
2-3	Internet-enabled devices with extended session periods are loaned within the library	Yes	5	5
3	Internet-enabled devices are loaned for use outside the library	No, would like to but cannot at this time	0	5

Total Points: 30 / 35 pts

9.4 The library provides peripheral equipment that enables patrons to complete tasks.

Level	Indicator	Library response	Points achieved	Points possible
1	Headphones are available to loan to patrons Patron needs for privacy while conducting sensitive transactions are accommodated through at least one of the following: Installing privacy screens for computer monitors	Yes No, we have no plans to do so at this time No, we have no plans to do so at this time	10	10
1-3	Placing computer monitors so they can't be viewed by other patrons Installing partitions between workstations Having public computers in private rooms	No, we have no plans to do so at this time No, we have no plans to do so at this time No, we have no plans to do so at this time	0	5
2	Patrons are able to scan documents into digital formats	Yes	5	5
2	Wireless-enabled printers are available for patron owned devices	No, we have no plans to do so at this time	0	5
3	Video conferencing equipment is available for public use	Yes	5	5
3	Presentation equipment (e.g., projector, microphone, etc.) is available for public use	Yes	5	5
3	Multimedia production equipment (e.g., digital cameras, audio recorders, video cameras) is available for public use	Yes	5	5

Total Points: 30 / 40 pts

Benchmark 10

Locations manage their technology resources to maximize quality.

10.1 The library actively manages Internet connectivity.

Level	Indicator	Library response	Points achieved	Points possible
1	The library knows the maximum available bandwidth speed available at each location	Yes	5	5
1	Speed tests are performed on public computers to compare advertised and actual bandwidth speed	No, but plan to do so in the next year	0	5
1	Alerts about connectivity problems are received in real time	Yes	5	5
2	Connectivity (up/down/ping) is continuously monitored at the network level for all locations	Yes	5	5
2	Network traffic is monitored by packet type and volume	Yes	5	5
3	Library allocates bandwidth for library staff functions and public Internet access through separate data circuits or through hardware/software mechanisms to prioritize network traffic	Yes	5	5
3	Network bandwidth is shaped for quality of service	No, would like to but cannot at this time	0	5

Total Points: 25 / 35 pts

10.2 The library minimizes out-of-service devices.

Level	Indicator	Library response	Points achieved	Points possible
1	Library staff have access to a troubleshooting guide for network devices and peripherals, including call numbers and service provider information	Yes	5	5
1	A lockdown software program (e.g. Deepfreeze) is installed on public computers	Yes	5	5
1	The library uses a master image deployment and recovery (e.g. Clonezilla, Ghost) system for public computers	Yes	5	5
2	Cold spares are available to switch out downed devices with fresh hardware within a business day	Yes	5	5
2	The library has access to personnel with sufficient IT expertise to maintain the library's network and public technology systems	Yes	5	5
3	The library has at least one staff member located onsite with sufficient IT expertise to maintain the library's network and public technology systems	Yes	5	5

Total Points: 30 / 30 pts

10.3 The library tracks key measures about public technology services for planning purposes.

Level	Indicator	Library response	Points achieved	Points possible
1	The following metrics are tracked on an on-going basis: Number of hours public devices are in use by patrons	Yes	5	5
1	Number of attendees in technology classes	Yes	5	5
1	Average wait times for public devices	No, but plan to do so in the next year	0	5
2	Number of wireless sessions	No, but plan to do so in the next year	0	5
3	Number of requests for one-on-one technology help	Yes	5	5

Total Points: 15 / 25 pts

Benchmark 11

11.1 The library accommodates users with disabilities.

Level	Indicator	Library response	Points achieved	Points possible
1	At least one public terminal with assistive technology that enable use by persons with visual impairments (e.g., screen readers, magnification, high contrast keyboards and displays) is available at all locations	Yes	10	10
1	At least one public terminal that can be converted with assistive technology to facilitate usage by people with motor and dexterity impairments (e.g., touch screens, trackballs, switches, voice-recognition software) is available at all locations	No, but plan to do so in the next year	0	5
1	The library has at least one workstation in each location that can accommodate a wheelchair or mobility vehicle	Yes	10	10
2	The library website is compliant with World Wide Web Consortium (W3C) disability standards as evidenced by the use of an online validation service	Yes	5	5
3	Specific accessibility goals are included in the strategic plan	No, but plan to do so in the next year	0	5
3	Staff are provided with training at least annually for recognizing and serving patrons with disabilities	No, but plan to do so in the next year	0	5

Total Points: 25 / 40 pts

LOCATION DETAILS

This section provides details about your library's results for Benchmark 9.1 and Benchmark 9.2. It contains calculations based on the information you provided for each of your library locations in the assessment.

Benchmark 9.1: Device Hours Per Capita, was calculated using the number of hours and public computers or laptops available at each location and the total population of your legal service area. This article provides more detail about how device hours per capita are calculated.

Benchmark 9.2: Bandwidth, was calculated using the number of public computers or laptops available and wireless availability. Scores for each location were rolled up into an overall score for the library system. This article provides more detail about how bandwidth calculations are made.

This report also provides the results from the speed tests you performed at each location as part of the assessment. As recommended in Benchmark 10.1, you should carefully compare the advertised vs. actual download and upload speeds in this report. If the two measures differ drastically, you may want to contact your ISP to discuss ways in which they can improve your connectivity and reduce the difference between promised and actual download and upload speeds.

* Values are calculated using ISP advertised speeds only.

Location Name	Hours Open Weekdays / Weekend	Public Computers		Internet Is Wireless Available?	Bandwidth (Mbps)		Device Hours	Calculated Device Hours & Bandwidth	
		Desktops	Laptops / Tablets		Download / Upload Speed (ISP)	Download / Upload Speed (Speedtest)		Bandwidth Level	Kbps / User*
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT	60.00 / 12.00	30	28	Yes	50.00 / 10.00	48.90 / 9.30	217,152	1	679

Total Device Hours: 217,152

9.1 Device Hours per Capita: 5.11 / Level 2

9.2 Bandwidth: Level 1

Serving Our Public 2.0: Standards for Illinois Public Libraries was completely revised by a group of library professionals in 2009 after a ten-year hiatus. Months of committee work, input from public hearings, and survey feedback resulted in a document designed to help people who govern, administer, and staff Illinois public libraries. At the time that the document was published, members of the *Serving Our Public 2.0* Task Force suggested the formation of an ILA standing committee to continuously review and revise this document, and to resolve issues that were not resolved with the first edition.

A standing committee was created by ILA President Pam Van Kirk in September 2012 to review and revise the 2009 edition of *Serving Our Public 2.0: Standards for Illinois Public Libraries*. Every chapter was updated, along with the bibliographies and appendix documents, as needed. A new chapter on library safety was added to address safety concerns for customers and staff.

During a nine-month period, the committee collaborated on the revisions. The revised document was submitted to the executive board of the Illinois Library Association for final approval before publication.

As stated in the 2009 edition, "*Serving Our Public 2.0* is not meant to be a one-size-fits-all document." Original members of the *Serving Our Public 2.0* Task Force struggled to find a balance between those libraries serving hundreds of people to those who are serving thousands and all of those library communities in between. Input from the Illinois library community (directors, trustees, staff members, and patrons of public libraries) served as the driving force that shaped the original document.

The 2012 standing committee applauds the efforts of the Illinois library community. The 2009 version of *Serving Our Public 2.0* included revised core standards, a chapter dedicated to technology, worksheets that allowed users to evaluate their progress in a variety of areas, and an expanded glossary and appendix. The same format remains in the 2014 edition. The standing committee joins the original task force in hoping that this document will challenge and stimulate growth of Illinois libraries to meet community demands.

The public library's mission is to provide a wide range of materials in a variety of formats, such as electronic content, and in sufficient quantity to meet the needs and interests of the community. If electronic readers are provided, they should be accessible. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

The purpose of the Collection Management and Resource Sharing standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy may address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing, cooperative collection management, and electronic resources, such as e-books. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as OCLC membership, and WorldCat, as well as regional library system and other consortial group purchase opportunities. Also, libraries can become more proactive information providers by using local funds to license electronic full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

APPLICABLE CORE STANDARDS – Please see Core Standards 5, 13, 16, 21, 22, and 23 in Chapter 1. *attached*

COLLECTION MANAGEMENT AND RESOURCE SHARING STANDARDS

1. The library spends a minimum of 12 percent of its operating budget on materials for patrons.
2. The library has a board-approved, written collection management policy based on community needs and interests, the diversity of American society, and on professional standards. The library's collection development policy may address the following issues: materials selection; request for reconsideration of materials; collection specialties and purchase priorities; and evaluation and weeding of the collection. (See Appendix P)
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools.
5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires. (See Appendix Q)
6. The library places a high budgetary priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for people with disabilities of all ages. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, information available through the World Wide Web; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to purchase materials in electronic format.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code.

11. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
12. Library budgets should put priority on purchasing best sellers and buying replacements for lost items with a high checkout rate.
13. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
14. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET Interlibrary Loan Codes.

COLLECTION MANAGEMENT AND RESOURCE SHARING CHECKLIST

- The library board trustees ensure that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 12 percent of the operating budget.
- Library budgets put priority on purchasing best sellers and buying replacements for lost items with high checkout rates.
- The library has a written collection development policy approved by the board.
- Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- Library collections are periodically evaluated to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
- The library strives to purchase materials in electronic format.
- The library publicizes and promotes interlibrary loan to its patrons.
- Library staff is trained in and follows policies and procedures related to the Illinois Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.

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NATIONAL PUBLIC LIBRARY DEFINITION

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the "PLSC Public Library Definition" as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and;
5. is supported in whole or part with public funds.

INTRODUCTION

The *Serving Our Public 2.0* Task Force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the task force is that a "one-size-fits-all" document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word "library" signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library's strategic plan. The staff and boards of libraries that meet basic standards might pose the query, "What makes a library effective?" and consider ways of enhancing the library's effectiveness in serving its community. After reviewing the federal library standards and other states' library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;*
2. have an organized collection of information;
3. have written library policies approved by the library's governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

*Illinois law does also recognize contractual libraries.

In addition to these essential standards, listed below are standards that have been enhanced and defined.

ILLINOIS PUBLIC LIBRARY CORE STANDARDS

- Core 1** The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2** The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4** The library complies with all other state and federal laws that affect library operations. (See Appendix F)
- Core 5** The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices A, B, and C)

Chapter 1 [Core Standards]

117

- Core 6** The library adopts and adheres to the *Public Library Trustee Ethics Statement*. The library adopts and adheres to the *Code of Ethics of the American Library Association*. (See Appendices D and E)
- Core 7** The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix H)
- Core 8** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (*For the purposes of this document, a qualified librarian is a person holding a Masters of Library Science (MLS) degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an MLS from an ALA-accredited institution.*)
- Core 9** The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10** The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12** The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- * **Core 13** The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation. (See Appendices J, L, M, O, P, and R)
- Core 14** The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15** The board of trustees annually reviews the performance of the library administrator.
- * **Core 16** The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17** The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18** The library utilizes a variety of methods to communicate with its community.
- Core 19** The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20** A library is open a minimum of fifteen hours per week according to the *Illinois Compiled Statutes*. Ideally, a library should be open twenty-five hours per week. The hours are scheduled for the convenience of the community the library is serving. (See Appendix N)
- * **Core 21** As a baseline, the library appropriates monies to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- * **Core 22** The library board and staff promote the collections and services available to its community.
- * **Core 23** At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.
- Core 24** At least every five years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the need.
- Core 25** The library board shall be in compliance with the *Open Meetings Act*.

Kids & Teens

Patron with children attending Book Buddies was inquiring about the various circuit kits we had available for our maker space. Her son had only had a chance this past week to play with one or two of the kits and they were leaving town tomorrow. She wanted to know that they could come back after their vacation and still have access to the kits. She said, "This has been a really fun summer with all that has been going on this year".

Patron that used DigMedLab today, July 11, 2014, from 11-2:00, patron, stated that she was very happy to find we had a digital media lab at our library. She stated that the nearest lab is in Bolingbrook but that location allows access to Bolingbrook library card holders only. I stated that we are glad that she finds the lab so useful. I stated that our lab it is still new and the word is just getting out so we may need to adjust reservation process in the future depending on the growth in popularity. Good job Tyler and Natalie community connection with Rotary Club and community access all in one bundle!!!!

While Monica and I were checking registrants in for the Pirate Treasure Hunt program, a gentleman told me that we had "The best programs" of all libraries in the area. He said they were the most interesting and fun for the children and he said he knew because he looked at the programming other libraries were offering.

Circulation

A teenager patron said that his library card is one of the best things that he has.

Patron said, "I love this place, I love everything about it. It's perfect. It's my home away from home".

Patron said, "The 3D printer is the biggest waste of taxpayer money!" (He felt better when I told him it was a gift from the foundation).

Patron said that she was so happy to find out that not only do we sell stamps but we have a mailbox outside.

A patron called while I was on phones. Her child left her sippy cup by the toy and I was on my way to bring it to her car out front when another patron said, "What service! You guys are better than Burger King or McDonalds".

One of our long time patrons said, "This is the best place in town. I love the library. I have been coming here for 25 years".

Patron loved Jeff Mishur tonight, would like to see him back again.

Adult & Computer Help Desk

"I just want to thank you for bring back a couple of the chairs." (Member was referring to the chairs with swivel tops in the computer area.)

"I like your clean bathrooms."

Member checked out our laptop and used "Skype" in Study Room, suggested we need an Internet booster. Member said it was too slow.

Member/guest mentioned it would be nice to have somewhere near the front door to leave wet umbrella on rainy days so they don't need to be carried wet all over the library.

I met a lady at the Café. She wanted to thank me for help. I said "for what?" She mentioned that I had helped her with credit card problem on the computer. She said "your staff had been so helpful and assisted so many patrons that you don't remember details."

Members/guests said they were glad those two chairs with arms were put back to by computer area. It's great when they are waiting to use the computers and for kids waiting for parents.

Two times this month members/guests complained that when they came into the library and asked if they can FAX then email to others, Circulation staff did not direct them to CHD where they could use the scanner for free without paying extra money on FAX machine and still get the same result.

Geri in TS made a member/guest very happy. He had been waiting for a book that we ordered. Geri tracked it down, processed it and the patron was so appreciative to receive the book so quickly.

Member/guest loves the Adult Services new book collection. He always finds something to read from this section.

La Grange resident said "I come to your library for your collections both books and movies are great."

"I have to compliment this library such wonderful, willing service."

A member/guest just stopped by the desk and was trying to figure out who helped her find some books about piloting. She wanted to let whoever had helped her know that she passed her test and she's now a licensed pilot. She wanted to say thank you for helping her pass! You were very helpful! (This was Denise)

Technology

July 2014 Listening Posts

Administration

Patron that won the June prize for the Junction Classes was very appreciative and told me how he thinks that our library is great. He especially loves the speaker at the art lectures and he had a great time at the beer tasting class. He said, "It is all free and I even got a \$25 gift card!"

"Mommy - I want my library card so I can get some books!"

Libraries' choice: Change or fade into oblivion

121



Greg Toppo, USATODAY 11 a.m. EDT June 7, 2014



(Photo: Anne Ryan, USA TODAY)

When librarians at the Skokie Public Library near Chicago moved their reference collection online and got rid of the massive print volumes, they suddenly had a lot of newly freed-up space.

Carolyn Anthony, the library's director, also serves on the Skokie Chamber of Commerce. She saw that after the economic downturn, many workers who'd lost their corporate jobs were starting businesses out of their homes. In fact, the fastest-growing segment of the chamber was now start-ups with fewer than five employees — many of them with just a single person running the entire operation, often out of a spare bedroom or home office. Working from home is fine, she thought, but meeting clients in a coffee shop gets old fast.

So she persuaded the library board to finance a project that just five years ago would have been unheard of: a three-room, fully functioning, Wi-Fi-equipped office suite, capable of accommodating more than 50 people. Users who can't afford their own office space reserve it by the hour, swapping a business card for a magnetic keycard.

"This is not really such a stretch, when you think about it," says Anthony, since figuring out what people need most is in libraries' DNA.

RELATED: [Startup helps libraries go digital \(/story/news/nation/2014/06/06/ebooks-startup-libraries/10078219/\)](http://www.usatoday.com/story/news/nation/2014/06/06/ebooks-startup-libraries/10078219/)

As Americans spend more time online, both for work and play, public libraries are struggling to find ways to remain relevant, and they're discovering that they must reinvent themselves in sometimes fundamental ways. In addition to changing how they provide books and other media, they're changing in other ways:

- In Newton, Mass., a Boston suburb, the local library now houses the community food pantry, which supplies food monthly for an increasing number of residents.
- Chicago's public library found that kids were struggling to find help with homework, so every afternoon from 3 to 6 p.m., it turns every library branch into a homework help desk.
- Cleveland's library offers classes in 3-D printing, which translates computer-generated designs into one-of-a-kind objects printed from various materials.
- San Francisco's city library and Department of Public Health created a "homeless and poverty outreach library team" to help find housing and other services for homeless patrons who set up camp among the stacks.
- The Los Angeles city library in 2012 became the first to offer an online high school diploma program for adults who had dropped out of school.

"Libraries are now thinking pretty interestingly about where they might fit in," says Lee Rainie, director of the Pew Research Center's Internet & American Life Project.

Rainie was part of a team in March that issued findings showing that 30% of Americans are "highly engaged" with public libraries. People often form deeper connections with their library, they found, during "key life moments" such as having a child, seeking a job or doing research as a student. About one in seven (14%) of the 6,224 people they surveyed have never used a public library.

Rainie likens the "churn and change" taking place in the library world to those happening in print journalism. Librarians are asking themselves how people get information and how libraries can curate it and get it to them in a smart way.

As with newspapers, a few "deeply innovative librarians" long ago saw the shift coming, he says. "They're excited about it." But there are also many who are slow to change their habits, he says. "There is a strain of librarians that say, 'This isn't what I signed up for.'"

They may be on the wrong side of history. This summer, the keynote speaker at the American Library Association's annual meeting in Las Vegas will be Jane McGonigal, a video-game designer and researcher whose best-selling 2011 book, *Reality Is Broken: Why Games Make Us Better and How They Can Change the World*, suggested that Americans could improve their lives if they played more, not fewer, video games.

After suffering a severe concussion in 2009, McGonigal created *SuperBetter*, a game that has helped more than 250,000 players overcome health conditions such as depression, anxiety, chronic pain and traumatic brain injury.

In 2011, while searching for a way to make exploring the physical space of a library more appealing, McGonigal created a massive, all-night scavenger hunt in the New York Public Library that invited players to record their thoughts and ideas. It resulted in an instantly published book that each participant

took home.

Her invitation, she says, "really shows that libraries are much more engaged in games and technology than people give them credit for."

122



The Skokie Chamber of Commerce meets in a section of the public library where the reference collection was once kept. (Photo: Anne Ryan, USA TODAY)

Libraries have come a long way in their thinking about how games and reading go together, progressing from early efforts that simply awarded points for borrowing books to more sophisticated undertakings such as collaborative, library-based "game jams" that invite participants to develop original games over a weekend.

Pew's Rainie cites the increased use of games as a way that libraries are expanding their mission and user base. "The definition of 'community' has been up for grabs for a while," he says, "and libraries have deeply been part of the conversation."

But for a few libraries, video-game jams and 3-D printing may be a stretch. Libraries may be service-oriented community organizations, he says, but they also fear straying too far from their core mission of making information available to users. "How far is too far?" he asks.

In Skokie, the office suite, which opened for business in November 2012, has attracted start-ups of all stripes, Anthony says — including a few that clearly misunderstood the ground rules, which discourage sales pitches to the public. She recently got a postcard in her home mailbox advertising an information session at the library space for a new housing development. She told the developers that sales pitches to library patrons weren't quite what the library had in mind.

On the other hand, a regional shoe manufacturer recently borrowed the space to meet with local shoe dealers, since it had no room for demos. The large library meeting room, she recalls, was filled with shoes.

"We said, 'Yeah, that was OK.'"

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The New York Times | <http://nyti.ms/1eV5fc7>

U.S. | TEXAS MONTHLY

It's Here: A Library With Nary a Book

By EDWARD NAWOTKA JAN. 18, 2014

Residents called to jury duty at the Bexar County Courthouse in San Antonio are now able to check out one of 200 e-readers while they wait to be called to serve.

Potential jurors can also sign up for a library card or get help downloading an app to check out e-books on their own devices. The service is an extension of BiblioTech, one of the country's first all-digital libraries, which opened in September and is run by Bexar County.

The project itself is the brainchild of Judge Nelson Wolff of Bexar County, an avid book collector who was inspired by the increasing digitalization of the New York Public Library and by Walter Isaacson's biography of the founder of Apple, Steve Jobs.

And it has been put in the hands of Laura Cole, special projects coordinator, who was in charge of researching, funding and executing the library.

"I searched around the country for a precedent, and found some failed and stalled projects," Ms. Cole said. "It was amazing to me that it hadn't been done before."

The main branch is in a low-income district about seven miles from the county courthouse in a building with a tax assessor, a constable's office and a justice of the peace.

Inside, BiblioTech resembles a computer lab on a college campus. Visitors find two long rows of 48 iMacs, an "iPad bar" with a dozen iPads and a circulation desk. A door leads into a dimmer room with two Xbox 360s with Kinect and four Microsoft Surface touch-screen video tables with

interactive Kaplan educational games.

A tiny cafe sells coffee, thumb drives and headphones, while a space in the back is furnished with bright benches for patrons who bring their own devices. Those without can check out one of BiblioTech's 10 Macbook Pros or 40 iPads by the hour for use in the library.

Not a printed page in the form of a book can be found.

The library has 600 e-readers for home use. Patrons can check out up to five e-books, choosing from 18,000 titles (more than a thousand of which are in Spanish) on their personal e-readers or on one borrowed from the library.

The checkout period is two weeks, after which a book simply disappears from the device. Children up to 12 years old are offered a Nook tablet preloaded with hundreds of children's titles.

"We've yet to lose a device in the four months since we've been open," the head librarian, Ashley Eklof, said.

But is a library without books a library at all?

"We have maintained from the beginning that we are a digital library, not a bookless library," said Ms. Eklof, who, like the rest of the staff, wore a sporty BiblioTech-branded polo shirt. Books or no books, she said, the goal is the same: to give residents access to information and research assistance.

The library is busiest after neighborhood schools let out, when it is often difficult to find a free computer, Ms. Eklof said. But on a quiet Thursday morning earlier this month, only a few patrons were using the computers, all watching YouTube videos. Reception, though, was busy, explaining the library's protocols to a steady stream of guests.

George Stephenson, 81, a retired landscaper, "drove a distance" with three others to get library cards after hearing about BiblioTech from friends and on a local newscast.

"My local library is far," Mr. Stephenson said. "I like to read, and if I don't have to get into a car to get a book, that's just great."

Since BiblioTech opened, visitors from as far away as Hong Kong and the Netherlands have come to this out-of-the-way corner of San Antonio to take a look at the operation.

Keith Ferguson, a board member of the Rolling Hills Regional Library

125

District in St. Joseph, Mo., made a detour while on a road trip through Texas to see if he could glean new ideas from BiblioTech about how to use technology in a library.

"It's a first-class operation," he said.

It is also economical. At a cost of \$2.2 million to build, stock and staff, BiblioTech is a bargain compared with the downtown library being built in nearby Austin, which has a budget of more than \$100 million. BiblioTech's yearly operating costs are budgeted at \$1.1 million. "Getting it going cost us a third less than the \$3.7 million Bexar County contributes annually to the San Antonio public library system, which has 26 libraries," Ms. Cole said.

With a population of 1.7 million, Bexar County "is growing at the fringes, which leaves residents farther and farther away from existing libraries," she said. "BiblioTech's platform allows us to reach those people."

The county plans to extend BiblioTech's reach to "where the people are": shopping districts, transit stations and large businesses.

Rackspace, a cloud computing company with 5,000 employees, has enquired about getting a BiblioTech kiosk, as have several local schools.

"San Antonio is the seventh most populous city in the country but ranks 60th in literacy," Ms. Cole said. "If we can help make reading fun and get people around here excited about it, how awesome would that be?"

Edward Nawotka is the editor in chief of Publishing Perspectives, an online journal.

A version of this article appears in print on January 19, 2014, on page A27B of the National edition with the headline: It's Here: A Library with Nary a Book.

126

DEAR HUBBETS / PRODUCT NEWS / REVIEWS

3D printing for all: Inside Chicago library's new "pop-up maker lab"

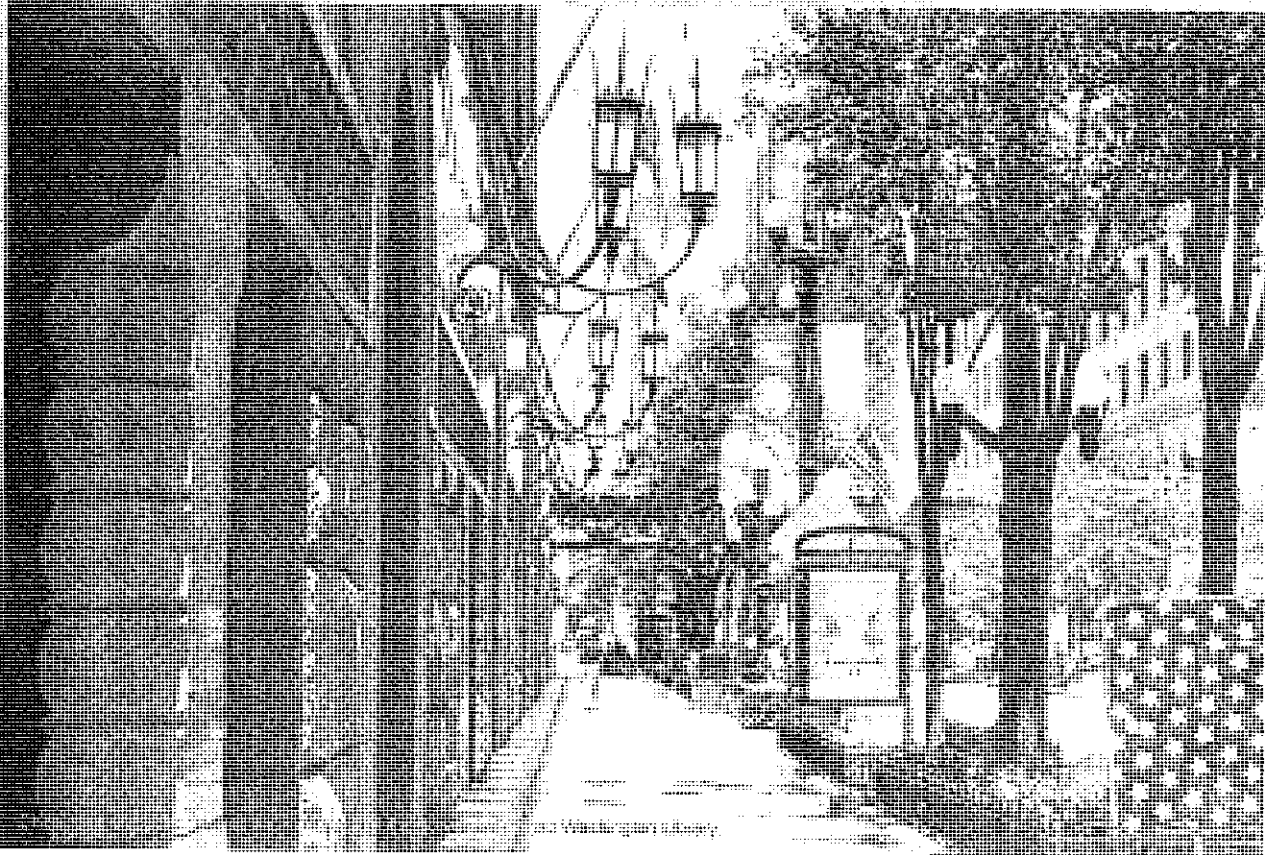
By [David Huxford](#) on 11/14/13

It's not just the fact that it's printing in plastic that makes the MakerBot 2 3D printer a compelling choice for makers. The machine's compact design, footprint of just 10.5 inches wide, makes it a great choice for makers who don't have a lot of space. The MakerBot 2 is also a great choice for makers who want to print in plastic. The machine's compact design, footprint of just 10.5 inches wide, makes it a great choice for makers who don't have a lot of space. The MakerBot 2 is also a great choice for makers who want to print in plastic.



From a room about the size of a small room, the opening will be a place where visitors can learn about 3D printing and maker culture.

What's more, in the pop-up maker lab, visitors will be able to use three MakerBot 2 3D printers, two laser cutters from Inventables, and one milling machine, in addition to open source software on a fleet of computers so that people can design their own projects. In the week leading up to the public opening, members of the public can take advantage of the materials, the Chicago Public Library (CPL) will be providing a limited amount of materials for the project.



Visitors will eventually be able to make use of three MakerBot 2 3D printers, two laser cutters from Inventables, and one milling machine, in addition to open source software on a fleet of computers so that people can design their own projects. In the week leading up to the public opening, members of

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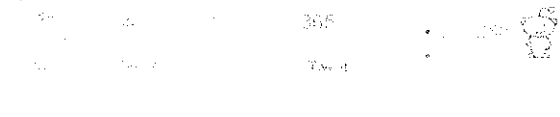
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Perhaps the pop-up maker lab isn't quite ready to start churning out custom chess sets with all your friends' faces on the pawns. But the interest in doing so is there, and the library wants to tap into it. Said Sáenz, "We really designed it as an introduction to maker tools, culture, and economies with the hope that people will continue on their own."

Listing image by Jacqui Cheng

READER COMMENTS 2



Jacqui Cheng / Jacqui is an Editor at Large at Ars Technica, where she has spent the last eight years writing about Apple culture, gadgets, social networking, privacy, and more. Follow @Jacqui

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The Public Library, Completely Reimagined

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You'll hear a lot of talk about the "death of the public library" these days. It isn't simply the perpetual budget crises that many face either. It's the move to digital literature, and the idea that once there are no more print books (or rather *if* there are no more print books), the library as an institution will cease to exist.

Librarians will remind you, of course, that a library is much more than a book repository. It's an information center (free and open information, I should add). It's an educational center. It's a digital access center. It's a community center. It's fairly clear when you describe the library like this that none of these roles are going away (nor should they), no matter what format our reading habits may move to.

But these new formats will indeed change libraries — how they operate as well as how they look. As our books become digitized, there may be less need for row upon of bookshelves. And as such, that's a great opportunity for libraries to re-think how to use that space.

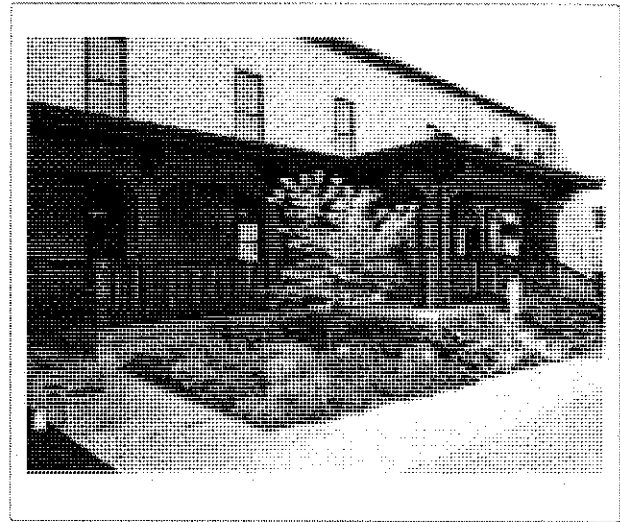
Earlier this year, MAKE Magazine's Phillip Torrone wrote a provocative article asking "Is it time to rebuild and retool libraries and make 'techshops'?" In other words, should libraries join some of the other new community centers that are being created (such as General Assembly which we covered yesterday) and become "hackerspaces" or "makerspaces"?

"Yes!", says librarian Lauren Smedley, who is in the process of creating what might just be the first maker-space within a U.S. public library. The Fayetteville Free Library where Smedley works is building a Fab Lab — short for fabrication laboratory — that will provide free public access to machines and software for manufacturing and making things.

So far, the Fab Lab is equipped with a MakerBot, a 3D printer that lets you "print" plastic pieces of your own design. The potential for 3D printers to revolutionize manufacturing as we know it is huge: imagine being able to design and then manufacture — or "print" — whatever you want. Moreover, imagine the tools of manufacturing being in the hands of everyone, not just giant factories (and remember, since this is a public library, this is really putting the technology in the hands of everyone, not just those that can afford a membership at a traditional hackerspace).

Smedley says she plans on adding other equipment as well, including a CNC Router and a laser cutter. Smedley helped her library win a \$10,000 innovation grant at the recent Contact Summit in New York and is also raising money via an Indiegogo campaign. She's reaching out to local science teachers, as well as encouraging those already active in area hackerspaces and makerspaces to get involved. Her plans also include offering free classes and programs for the community, including Introduction to 3D Printing, 3D design software training, computer programming, and Geek Girl Camps.

The Fayetteville Free Library is actually housed in part in an old furniture factory, so the site already has a "history of making," says Smedley. But as a new-to-the-profession librarian herself, Smedley has been thinking a lot about "innovation in public libraries": what belongs in a 21st century library? What should a 21st century library look like?



What resources should it offer?

Smedley says she wants to prove that libraries aren't just about books. They are about free access to information and to technology — and not just to reading books or using computers, but actually building and making things.

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