

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

**Board of Trustees Regular Meeting
February 18, 2015 – 7 p.m. – Conference Room**

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Julia Lacayo, Diane Ruscitti, Victoria Suriano, Kelly Von Zee
- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
- | | | |
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| 1. City of Darien to IPPL Board re: Citizen of the Year | Page 4 | |
| 2. Gerrib to Williams re: Donation from Darien Rotary Club | Page 5 | |
| 3. Bongiovanni to Bukovac re: Use of Parking Lot for Darien Dash | Page 7 | |
| 4. Bukovac to Bongiovanni re: Use of Parking Lot for Darien Dash | Page 8 | |
| 5. Craig to Williams re: ILEAD USA | Page 9 | |
| 6. Target to Salo re: Donation | Page 10 | |
| 7. Darien Rotary Club Taste of Route 66 | Page 11 | |
- E. Omnibus Consent Agenda
- | | | |
|---|---------|--------|
| 1. Minutes of Regular Board Meeting, January 21, 2015 | Page 13 | Action |
| 2. Treasurer's Report | Page 16 | |
| 3. Action on Bill/Additional Bills | Page 20 | |
| 4. Minutes from Special Board Meeting, January 24, 2015 | Page 25 | |
- F. Items Deleted from Omnibus Consent Agenda
- Action
- G. Library Director's Report
- Page 29
- Information
- H. Department Reports
- | | | |
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| 1. Assistant Director | Page 31 | Information |
| 2. Marketing | Page 33 | |
| 3. Adult | Page 35 | |
| 4. Circulation | Page 43 | |
| 5. Technology and Technical Services | Page 46 | |
| 6. Youth | Page 49 | |

- I. Staff Report
Debbie Wordinger, Head of Adult Services, Library Discussion Groups and Collection Usage Information

- J. Reports
 - 1. Darien Committee Intergovernmental Coordination.(Suriano) Information
 - 2. Chamber Reports (Ryan) Page 55
Information
 - 3. RAILS Page 56
Information
 - 4. Building and Grounds Committee (no report)
 - 5. Finance Committee (no report)
 - 6. Plan/Annexation Committee (no report)
 - 7. Policy Committee (no report)

- K. Unfinished Business
 - 1. Library Vision and Mission Statements Page 59
Action
 - 2. Library Strategic Plan Page 60
Discussion

- L. New Business
None

- M. Meetings Scheduled – Policy Committee, Feb. 24, 11:00

- N. Community Events

O. Library Events

Play Reading Group	2/18/2015	1:00 PM
Arduino demonstration	2/18/2015	4:00 PM
Math, Music, and Art: The Connections are Deeper than You Think	2/18/2015	7:00 PM
Thursday Afternoon Movie: When the Game Stands Tall	2/19/2015	2:00 PM
Crime Readers: The Chalk Circle Man by Fred Vargas	2/19/2015	6:00 PM
Movies and More: O Brother, Where Art Thou?	2/20/2015	7:00 PM
ESL Conversation Group	2/21/2015	10:00 AM
Hacking Electronics - Mood Lamps	2/21/2015	11:00 AM
Teen Advisory Board (TAB)	2/21/2015	2:30 PM
Friends of the Library Concert: Bel Sonore	2/22/2015	2:00 PM
Great Decisions	2/23/2015	7:00 PM
Sisters of the Baltic: Copenhagen and Tallinn	2/24/2015	1:00 PM
DIYT's - Paracord Bracelets	2/24/2015	4:00 PM
3D Printers for Beginners	2/25/2015	6:00 PM
GenLit (for 20-30somethings): David and Goliath by Malcolm Gladwell	2/25/2015	6:30 PM
Genealogy Group	2/26/2015	1:00 PM
Call of Duty: Advanced Warfare	2/27/2015	6:00 PM
Adult Chess Group	3/2/2015	6:00 PM
Arduino demonstration	3/4/2015	4:00 PM
Arduino demonstration	3/5/2015	4:00 PM
ESL Conversation Group	3/7/2015	10:00 AM
3D Design Challenge	3/8/2015	All Day
Hacking Electronics- Watch Your Step	3/8/2015	1:30 PM
3D Design Challenge	3/9/2015	All Day

Adult Chess Group	3/9/2015	6:00 PM
Great Decisions	3/9/2015	7:00 PM
3D Design Challenge	3/10/2015	All Day
iPad 101	3/10/2015	2:00 PM
DIYT - 3D Printer	3/10/2015	4:00 PM
Facebook	3/10/2015	6:00 PM
3D Design Challenge	3/11/2015	All Day
Computers for Beginners	3/11/2015	10:00 AM
Novel Idea- This House of Sky by Ivan Doig (1977)	3/11/2015	7:00 PM
Pages for All Ages- Family Edition [Rediscover: Celebrating Home]	3/11/2015	7:00 PM
3D Design Challenge	3/12/2015	All Day
Digital Video Production	3/12/2015	6:00 PM
3D Design Challenge	3/13/2015	All Day
Insurgent Release Party	3/13/2015	6:00 PM
3D Design Challenge	3/14/2015	All Day
League of Legends	3/14/2015	6:00 PM
Dyed in the Wool Concert	3/15/2015	2:00 PM
Discovery!	3/16/2015	2:00 PM
Adult Chess Group	3/16/2015	6:00 PM
All is Wells	3/16/2015	6:00 PM
Tee Time: Golf Tips and Strategies	3/16/2015	6:30 PM
DIYT - Ozobots (mini-robots)	3/17/2015	4:00 PM

P. Adjournment



CITY OF DARIEN

In the County of DuPage and the State of Illinois
Incorporated 1969

January 28, 2015

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

Dear Indian Prairie Public Library,

Our city's motto is "**Darien is a Nice Place to Live**" and it takes many people who believe in this adage to make it so.

*This year, we are honoring **Ron Kiefer** as our 2015 Citizen of the Year.*

Ron freely gives of his time and talents to so many causes not only in Darien but in other surrounding communities. His willingness to be available to help others at all times proves he is truly a role model for all to follow. We hope you can join us with your family, friends and colleagues in celebrating Ron's accomplishments at our annual recognition.

Our dinner/dance honoring Ron will take place on:

*Saturday, March 7th, 2015
Alpine Banquets
8230 S. Cass Avenue; Darien
Cocktails – 6 pm / Dinner – 7 pm*

The \$30.00 per person cost includes a full-course dinner, 3-hours of open bar, music and dancing. For reservations, please contact Diane directly at Darien City Hall at 630-353-8102. Please specify the full names of those attending and their dinner choice of either Chicken Picatta or Roast Pork Tenderloin. Please indicate also if there are specific individuals you wish to be seated with at the event. Checks should be made out to City of Darien and mailed to: City of Darien, Atten: Citizen of the Year Committee, 1702 Plainfield Road; Darien, Illinois, 60561 or drop it off at the location. City Hall is open Monday through Friday from 8:30 am to 5 pm. Payment and reservations should be received no later than Thursday, February 26th.

To kick-off this recognition, please join us on Tuesday, February 17th for a Coffee/Cake Reception for Ron at City Hall following the City Council Meeting which begins at 7:30 pm.

We hope you will be able to join us honoring **Ron Kiefer** and all he has done to make *Darien A Nice Place to Live*.

Sincerely,

Kathleen Weaver
Mayor, City of Darien
/blk

Jamie Bukovac

From: Natalie Williams
Sent: Wednesday, January 28, 2015 10:21 AM
To: cgerrib@comcast.net
Cc: Jamie Bukovac
Subject: RE: 1,000 Books Before Kindergarten

This is such wonderful news! We are very delighted to be working together with you on this exciting project! We purchase books through Baker & Taylor, which is a large library distributor, so we do get a good price and discounts. Over the next couple of months we will be planning, selecting titles, and creating graphics which will include your name and logo. I will be in contact with you as these things progress. Right now, I'm thinking that we will need the check in July, if that works for you. That should give us time to get 1,000 books before Kindergarten rolled out this fall.

Thank you SO much, Chris and all of the Rotary Club members!

Natalie Williams
 Head of Youth Services
 Indian Prairie Public Library District
 401 Plainfield Road
 Darien, IL 60561
 630-887-8760 x262
www.ippl.info

Explore, connect and be inspired!

From: cgerrib@comcast.net [cgerrib@comcast.net]
Sent: Tuesday, January 27, 2015 2:37 PM
To: Natalie Williams
Cc: Jamie Bukovac
Subject: Re: 1,000 Books Before Kindergarten

The Darien Rotary Club is pleased to commit \$1531.62 to this project. We will:

Purchase the books \$1050
 Purchase the stickers \$453
 Purchase the book plates \$28.62

Please let us know when you actually need the cash and we'll cut a check.

PS - I was supposed to ask - do you buy your books from a wholesaler or at retail?

From: "Natalie Williams" <nataliew@ippl.info>
To: "Chris Gerrib (cgerrib@comcast.net)" <cgerrib@comcast.net>
Cc: "Jamie Bukovac" <jamieb@ippl.info>
Sent: Thursday, December 18, 2014 2:21:55 PM
Subject: 1,000 Books Before Kindergarten

Dear Chris and members of the Darien Rotary Club,

Thank you again for inviting me to your meeting on December 2. I personally have enjoyed working with you all and I know that the staff and patrons of Indian Prairie benefit greatly from your generosity to the community.

This is a detailed estimate for *1,000 Books Before Kindergarten*. We are basing the estimates for 300 participants. Remember this is an ongoing initiative, so this is more of a startup cost analysis. We will also be creating recommended book lists, displays, and probably some promotional incentives. You can see why we have asked for \$1,000 as a minimum donation. The project itself will cost much more than that. We are really only asking for help covering the cost of the reward books. Of course cost is one thing, value is another. We believe the value of this program is immeasurable because we will be able to promote a love of reading, prepare children for school, and support the development of individuals and families.

Books

- \$1,050 Based on the Summer Reading Prize cart for 2014 (which included board books, picture books, and beginning readers), the average cost of a book is \$3.50 x 300 children.

Balloons

- \$240-\$300 for helium for 300 balloons. (Helium tank for 50 balloons is \$40-\$50)
- \$150 for customized balloons (\$0.15 per balloon from 4Imprint x 300 children)

Stickers

- \$453 for 300 children to receive a sticker at every 100 books. (Stickers are \$.15 x 300 children x 10 stickers per child)

Book Plates to acknowledge the Rotary Club

- \$28.62 for two packs of labels, totaling 500. (We use the Avery5263 labels for our book plates, sold in quantities of 250)

Logs/Promotional Materials which would also acknowledge the Rotary Club

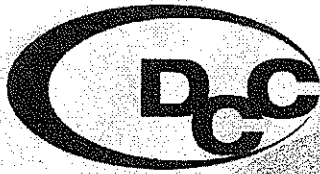
- \$2,600 for 3,000 logs (10 logs per child x 300 children, each log provides space to record 100 books and collect a sticker, printing quote from Blooming Color \$260 per 300 logs)

\$4,581.62 total for 300 children to complete *1,000 Books Before Kindergarten*

Thank you again for your consideration,

Natalie Williams
 Head of Youth Services
 Indian Prairie Public Library District
 401 Plainfield Road
 Darien, IL 60561
 630-887-8760 x262
www.ippl.info





Darien Chamber of Commerce

1702 Plainfield Road
Darien, Illinois 60561
630.968.0004 fax 630.968.2474

February 11, 2015

Jamie Bukovac
Indian Prairie Public Library
401 Plainfield Road
Darien, IL 60561-4207

Dear Jamie,

The Darien Chamber of Commerce will host the 15th Annual Darien Dash on Sunday, May 17th. This event will be held at Darien Community Park. Registration begins at 6 a.m. and the races begin at 8:30 a.m. We are requesting approval to use the Library's parking lot. We would expect the event activities to conclude by approximately 11 a.m.

Attached is a copy of our Certificate of Insurance.

If you have any questions or concerns, please call the Chamber office. Thank you for your consideration and continued support of the Darien Chamber of Commerce.

Sincerely,

Clare Bongiovanni

Clare Bongiovanni
President & CEO
Darien Chamber of Commerce
Your Connection to Business Success



401 Plainfield Road | Darien, Illinois 60561-4207
T 630/887-8760 F 630/887-1018 ippl.info

February 13, 2015

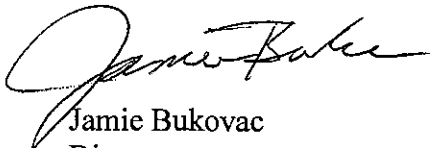
Clare Bongiovanni
Darien Chamber of Commerce
1702 Plainfield Road
Darien, IL 60561

Dear Clare:

Regarding your request to use the library parking lot for the Darien Dash on May 17, we would be happy to provide use of the library parking lot for the event. Per your letter, we've received the Certificate of Insurance listing the library as an additional insured.

Best wishes for another successful Dash. We're happy to be able to support this important community event.

Sincerely,


Jamie Bukovac
Director



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

January 23, 2015

Ms. Natalie Williams, Head of Youth Services
Indian Prairie Public Library
401 Plainfield Road
Darien, IL 60561

Dear Natalie:

On behalf of Secretary of State and State Librarian, Jesse White and the Illinois State Library, congratulations on being selected to participate in ILEAD USA Innovative Librarians Explore, Apply and Discover, The 21st Century Technology and Leadership Skills Institute for the States as a Team Member. This opportunity is directly attributed to the Institute for Museum and Library Services, Laura Bush 21st Century Librarian Program. The Illinois State Library was awarded a two year, \$500,000 grant to proceed with the intent of creating a replicable model program.

Your acceptance into ILEAD USA Innovative Librarians Explore, Apply and Discover, The 21st Century Technology and Leadership Skills Institute for the States requires that you attend three in-person sessions. Note the following schedule.

- In-Person Session One: March 23 -26, 2015
- In-Person Session Two: June 22 – 25, 2015
- In-Person Session Three: October 26 – 29, 2015

All sessions will be held at the University of Illinois Springfield, Public Affairs Center. The President Abraham Lincoln Hotel and Conference Center 701 East Adams Street, Springfield, Illinois 62701 will be the initial conference hotel.

Upon receipt of this letter, immediately complete the enclosed Informed Consent form and return by email or fax to: David Racine at draci2@uis.edu or by fax to 217-206-6542

The Secretary of State's Office will make the official announcement Friday, January 30, 2015 in E-News, the Illinois State Library's electronic newsletter. Following this announcement, feel free to use the sample news release included in this letter to notify your local media.

Again, congratulations and we look forward to meeting and working with you this year. If you have questions please contact Gwen Harrison at 217-785-7334, gharrison@ilsos.net or Sandra Fritz at 217-558-2064, sfritz@ilsos.net.

Sincerely,

Anne Craig, Director
Illinois State Library

Enclosures
AC:ldg



January 14, 2015

Ms. Katie Salo
Early Literacy Librarian
Indian Prairie Public Library District
401 Plainfield Road
Darien, IL 60561

Hello Ms. Salo:

As a valued Target partner, we wanted to inform you of a decision regarding Target's support of Indian Prairie Public Library District.

At Target, community giving has always been, and continues to be, a cornerstone of our company. It's why since 1946 Target has given five percent of our profits back to the communities in which our guests and team members live and work. To ensure that our giving initiatives are flexible, relevant and make a meaningful difference in the communities where we do business, Target regularly measures and evaluates the impact of our programs.

We value our partnership and wanted to inform you immediately of a recent decision affecting Target's support of Indian Prairie Public Library District. In 2015, we will no longer fund Arts in Schools and Early Childhood Reading grants through the open application process. While these grant programs are no longer available, we would like to thank you for your partnership and recognize the great work your organization does within the community. In addition, please reference [Target.com/Corporate Responsibility](http://Target.com/CorporateResponsibility) to learn if your program may be eligible for a K-12 Field Trip grant.

To ease this transition for your organization, we have enclosed payment for a final unrestricted \$1,000 grant for 2015.

We hope that with Target's support you have been able to successfully develop the Book Bundles, allowing you to build on the work we achieved together. Target is proud to have assisted in extending the reach of your vital work in the community.

To comply with Internal Revenue Service guidelines, we ask that you acknowledge receipt of your final grant. Watch for an email from Community.Relations to complete the charitable contribution receipt that has been posted to your account for this grant.

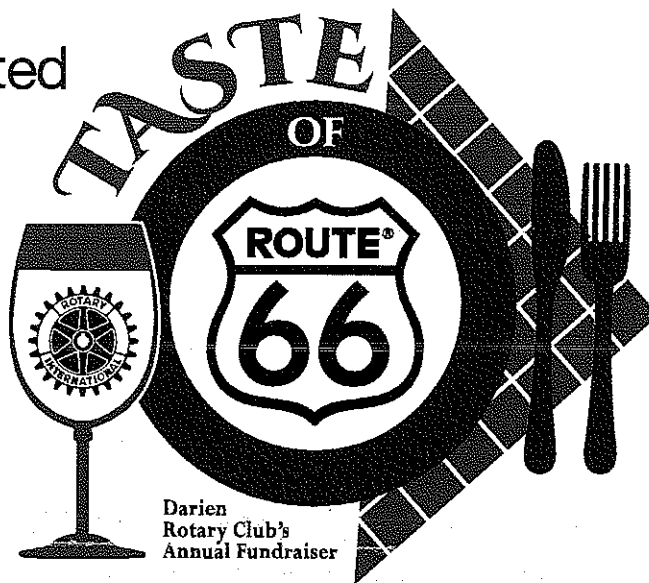
Kind Regards,

Target Community Relations

Enclosures: Final grant check

234226

You are invited
to attend



Enjoy specially prepared items from many fine restaurants.

Tuesday, March 24, 2015

6-9pm

Carriage Green Country Club
8700 Carriage Green Drive, Darien, IL

Cash Bar, Food, Raffle, Silent Auction

\$40 per person

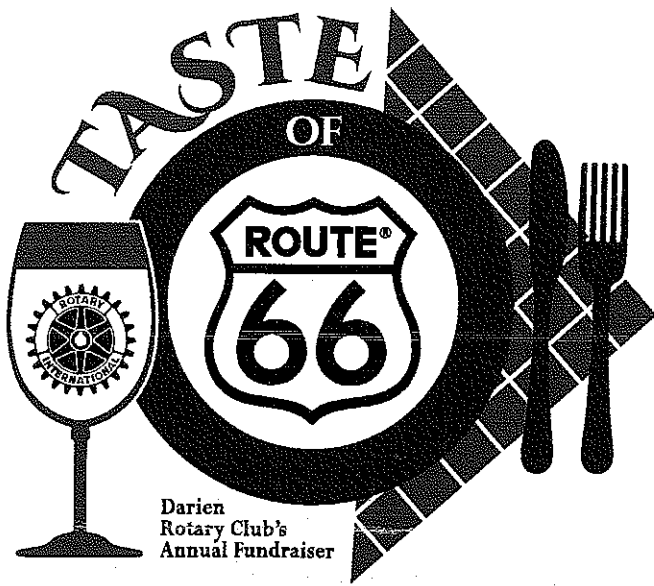
RSVP by Friday, March 13, 2015.

Proceeds from the fundraiser will help support this year's signature project.

Food for Kids

In this program, we identify school children in Darien Districts 61, 63 and 66, who are not getting proper meals on the weekends. The program supplies them with nutritious, shelf-stable food to take home. The program will help ensure that the children are healthier, more alert and better able to learn.

Thank you for all of your support!



RSVP Form

Tuesday, March 24, 2015, 6-9pm
 Carriage Green Country Club
 8700 Carriage Green Drive, Darien, IL

Please RSVP by Friday, March 13, 2015.
 Complete form and return in the enclosed envelope.
 Copy form if necessary.

Cost: \$40 per person.
 Tables for 8 or 10 or individual seats available.

Your Name _____ Address _____ City/State/Zip _____
 Telephone _____ Email Address* _____

Please list the names of all people attending, including yourself, so we may prepare bidding materials.

Name	Email Address*	
Total Cost at \$40 per person		

Method of Payment

- Check Enclosed (Make payable to Rotary Club of Darien)
- Visa/Mastercard

Card Number _____ Expiration _____ Signature _____

Return in enclosed envelope, or mail to:
 Rotary Club of Darien, c/o Dr Robert Carlo, Darien School District #61, 7414 Cass Ave, Darien, IL 60561.

*Email addresses will only be used to email you a catalog in advance of the auction!

**Board of Trustees Regular Meeting
January 21, 2015 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:07 p.m. Secretary Deshmukh called the roll.
Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Julia Lacayo, Diane Ruscitti, Victoria Suriano, Kelly Von Zee
Absent: none
Staff Present: Laura Birmingham, Maria Wlosinski, Katie Salo
Others: none

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

- B. Mission Statement: Secretary Deshmukh read the library mission statement. We enrich 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. Bongiovanni to Bukovac re: Thank You and Donation from the Darien Chamber
2. Bukovac to Bongiovanni re: Donation from the Darien Chamber
3. You Make the Difference Community Service Site Award
4. White to Bukovac re: Per Capita Grant
5. White to Bukovac re: Ill State Library Advisory Committee
Suriano said that it is an honor for both Bukovac and for IPPL that Bukovac was asked to serve on the Illinois State Library Advisory Committee.

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, December 17, 2014
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Minutes from Special Board Meeting, January 10, 2015
5. Statement of Receipts and Disbursements for Fiscal Period July 1, 2014 Through December 31, 2014

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

- F. Items Deleted from Omnibus Consent Agenda - none

At this point Katie Salo gave her staff report (Item I). The Board then continued with the Library Director's Report and the rest of the agenda.

G. Library Director's Report

H. Department Reports

Birmingham reported she is very pleased with the performance of our new cleaning service. She also reported that we received an invoice from the old cleaning company for the nine days they were here. She sent a letter to them disputing the charges and also requested reimbursement for the camera equipment that we had to purchase in order to find out who was stealing from the library. They reimbursed us for the camera equipment and waived all charges on their bill. Birmingham also reviewed the information in her written report regarding the chiller replacement project.

I. Staff Report – Katie Salo, Early Literacy Librarian spoke to the Board about her desire to create a test kitchen to see what needs existed for 3-5 year olds outside of storytimes so last fall she created an offshoot called “Discovery”. She mixed traditional ideas with current trends in order to learn what people want and what needs the library may or may not be meeting. The topics included STEM, playing with a parachute, music, movement, iPad, art, nursery rhymes and yoga. The highest attendance was 43 for the STEM program followed by 42 for the iPad program. The average attendance was 37. Katie shared with the Board the very positive feedback that she received from patrons. She will be repeating the program in the spring and is brainstorming new ideas such as an indoor throw back game day and an engineering/building program.

J. Reports

1. Chamber of Commerce Reports – reports are in the packet.
2. RAILS – backup is in the packet.
3. Building and Grounds Committee – no report
4. Finance Committee – no report
5. Planning/Outreach Committee - no report
6. Policy Committee – no report

K. Unfinished Business - none

L. New Business - none

M. Scheduled Meetings –

1. Board Retreat is scheduled for January 24 at 9-1 p.m.
2. A Policy Committee meeting was scheduled for February 24 at 11 a.m.

N. At 7:50 p.m. Deshmukh moved, Lacayo seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act. Roll call vote. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Ruscitti, Suriano, Von Zee. Nays: None. Absent: None. Motion carried unanimously.

O. Return to Open Session

At 7:52 p.m. Lacayo moved, Krupicka seconded to go back into open session. Roll call vote. Motion carried unanimously.

1. Closed Session Minutes, January 15, 2014 - Von Zee moved, Damon seconded to approve the closed session minutes dated January 15, 2014. Motion carried unanimously.
2. Open or Close All Closed Session Minutes - Deshmukh moved, Lacayo seconded to keep all closed session minutes closed. Motion carried unanimously.

P. At 7:57 p.m. Damon moved, Krupicka seconded to go into Closed Session as allowed by 5ILCS, Act 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity (Annual Review of Library Director). Roll call vote. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Ruscitti, Suriano, Von Zee. Nays: None. Absent: None. Motion carried unanimously

Q. Return to Open Session

At 8:58 p.m. Von Zee moved, Ruscitti seconded to go back in to open session. Roll call vote. Motion carried unanimously.

1. Director's Salary Increase – Lacayo moved, Deshmukh seconded to set the Director's salary at \$118,000 per annum effective January 9, 2015 and to award a bonus of \$2,000 for the work performed in 2014. Motion carried unanimously.

R. Community Events

S. Library Events

T. Adjournment

At 9:02 p.m. Ruscitti moved, Von Zee seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 1/31/5015

Balance on hand as of December, 2014.....	3,224,702.79
Cash Receipts for January.....	19,358.78
Cash Disbursements for January.....	350,771.07
Cash on hand as January 31, 2015.....	2,893,290.50

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.012%	
General.....	456,324.13
Special Reserve.....	20,952.89
Working Cash.....	315.06
Bond.....	7,451.55
Children's Endowment.....	2,886.26
Endowment.....	11,172.35
MPI Investment (Corporate Fund).....	1,166,990.82
MPI Investment (Working Cash Fund).....	396,719.90

JP Morgan Chase - Checking	
General.....	1,665.03
Hinsdale Bank & Trust - Checking.....	3,261.86
JP Morgan Chase - Savings - Rate .03%	
General.....	824,946.65
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of January 31, 2015.....	2,893,290.50

FUND BALANCES AS OF 01/31/2015

Corporate Fund.....	2,191,776.40
Building & Maintenance Fund.....	94,386.87
I.M.R.F. Fund.....	6,582.53
Liability Fund.....	5,009.28
Social Security Fund.....	5,460.84
Special Reserve Fund.....	22,076.79
Working Cash Fund.....	397,122.25
Bond Fund.....	84,817.54
Current Liabilites.....	86,058.00
Grand Total All Funds.....	2,893,290.50

Indian Prairie Public Library District
Consolidated Revenue Report for January 2015

17

Percent of Year: 58.33

	RECEIVED January 15	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	232.65	3,273,613.06	98.89%	3,310,248.00	36,634.94
41150 · Non-current Property Taxes	0.00	183.14	18.31%	1,000.00	816.86
43100 · Interest-Tax Levy	0.52	64.05	0.00%	0.00	-64.05
TOTAL PROPERTY TAX & LEVY INTEREST	233.17	3,273,860.25	98.87%	3,311,248.00	37,387.75
INTERGOVERNMENTAL					
42100 · Book Bundles Grant	0.00	2,000.00	0.00%	0.00	-2,000.00
42200 · Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
TOTAL INTERGOVERNMENTAL	0.00	2,000.00	4.60%	43,500.00	41,500.00
INTEREST					
43500 · Interest - Investment	28.00	219.75	43.95%	500.00	280.25
TOTAL INTEREST	28.00	219.75	43.95%	500.00	280.25
DESK MONIES					
45100 · Copier	388.43	2,749.16	57.27%	4,800.00	2,050.84
45120 · Computer Copies	1,098.46	6,580.27	54.84%	12,000.00	5,419.73
45200 · Fines/Fees	5,088.37	30,996.29	57.40%	54,000.00	23,003.71
45250 · Gifts/Donations	353.50	1,289.10	64.46%	2,000.00	710.90
45300 · Lost Materials	1,024.80	8,955.87	74.63%	12,000.00	3,044.13
45350 · Non-Resident Fees	6,132.31	51,196.12	68.26%	75,000.00	23,803.88
45400 · DVD Fines	865.70	5,190.85	51.91%	10,000.00	4,809.15
45450 · Book Rental	145.55	1,139.44	51.79%	2,200.00	1,060.56
45550 · Meeting Room Rental	75.00	125.00	62.50%	200.00	75.00
45600 · ILL Fees	6.30	1,087.78	271.95%	400.00	-687.78
45650 · 3D Printing	91.47	272.42	0.00%	0.00	-272.42
TOTAL DESK MONIES	15,269.69	109,582.30	63.49%	172,600.00	63,017.70
OTHER INCOME					
46700 · Miscellaneous	0.40	961.23	96.12%	1,000.00	38.77
46800 · Collection Agency Fee	30.00	170.00	56.67%	300.00	130.00
* 49000 · Operating Transfer In	0.00	7,749.00	0.00%	0.00	-7,749.00
TOTAL OTHER INCOME	30.40	8,880.23	0.00%	1,300.00	168.77
GRAND TOTAL	15,561.26	3,394,542.53	96.19%	3,529,148.00	142,354.47

* Operating Transfer In reflects transfer from Building Fund Reserves.

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

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Percent of Year: 58.33

	January 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	230,134.51	1,139,726.04	55.65%	2,048,067.00	908,340.96	2,109,500.00	54.03%
61310 · Benefits - Medical / Life Ins.	11,802.19	55,053.33	51.45%	107,000.00	51,946.67	132,000.00	41.71%
61320 · Employee Assistance Program	2,500.00	2,500.00	100.00%	2,500.00	0.00	2,600.00	96.15%
61330 · Benefits - IMRF	21,008.45	109,607.42	59.38%	184,577.00	74,969.58	188,200.00	58.24%
61340 · Benefits - FICA	17,390.96	87,167.22	56.79%	153,484.00	66,316.78	156,200.00	55.80%
61400 · Staff Development	679.49	5,956.25	29.78%	20,000.00	14,043.75	25,000.00	23.83%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	0.00	75.00	5.00%	1,500.00	1,425.00	3,000.00	2.50%
61710 · Workers Compensation	0.00	10,403.00	92.06%	11,300.00	897.00	15,000.00	69.35%
61720 · Unemployment Insurance	910.89	2,243.30	49.65%	4,500.00	2,256.70	7,000.00	32.05%
TOTAL PERSONNEL	284,226.49	1,412,731.56	55.78%	2,532,928.00	1,120,196.44	2,639,500.00	53.52%
MATERIALS							
62100 · Books	18,746.96	131,012.30	53.55%	244,675.00	113,662.70	250,000.00	52.40%
62200 · Periodicals	5,478.67	21,657.96	67.58%	32,050.00	10,392.04	35,000.00	61.88%
62300 · Audio	2,803.59	24,333.17	48.91%	49,750.00	25,416.83	52,000.00	46.79%
62400 · Video	3,134.70	29,628.55	51.35%	57,700.00	28,071.45	60,000.00	49.38%
62500 · Multi-Media	81.75	1,836.95	52.48%	3,500.00	1,663.05	4,000.00	45.92%
62600 · Electronic Reference Resources	1,384.48	54,554.70	76.84%	71,000.00	16,445.30	75,000.00	72.74%
62800 · Processing Supplies	603.46	12,430.39	49.72%	25,000.00	12,569.61	30,000.00	41.43%
TOTAL MATERIALS	32,233.61	275,454.02	56.95%	483,675.00	208,220.98	506,000.00	54.44%
BUILDING							
63200 · Cleaning Service	5,861.95	16,653.60	24.14%	69,000.00	52,346.40	75,000.00	22.20%
63300 · Utilities (1-8-11 · Gas)	2,304.83	8,806.35	67.74%	13,000.00	4,193.65	30,000.00	29.35%
63300 · Utilities (1-8-12 · Electric)	3,494.61	34,215.30	63.36%	54,000.00	19,784.70	98,000.00	34.91%
63300 · Utilities (1-8-13 · Telephone)	425.29	4,729.97	52.56%	9,000.00	4,270.03	30,000.00	15.77%
63300 · Utilities (1-8-14 · Water/Sewer)	929.24	5,013.28	75.96%	6,600.00	1,586.72	25,000.00	20.05%
63300 · Utilities (1-8-15 · Garbage Disposal)	469.51	2,219.02	73.97%	3,000.00	780.98	13,000.00	17.07%
63400 · Maintenance Supplies	957.53	11,660.25	72.88%	16,000.00	4,339.75	20,000.00	58.30%
63500 · Security System Monitoring	0.00	692.00	46.13%	1,500.00	808.00	4,000.00	17.30%
63600 · Property Maintenance	0.00	16,254.68	73.89%	22,000.00	5,745.32	30,000.00	54.18%
63800 · Building Maintenance/Repairs	2,688.23	28,214.48	65.62%	43,000.00	14,785.52	55,000.00	51.30%
TOTAL BUILDING	17,131.39	128,458.93	54.18%	237,100.00	108,641.07	360,000.00	33.80%
OPERATIONS							
64200 · Supplies - Office	1,096.87	8,114.78	59.23%	13,700.00	5,585.22	16,000.00	50.72%
64300 · Photocopy Supplies	221.94	2,422.63	48.45%	5,000.00	2,577.37	6,000.00	40.38%
64400 · Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	1,500.00	0.00%
64500 · Postage	272.25	3,221.03	46.02%	7,000.00	3,778.97	15,000.00	21.47%
64600 · Non-Payment Reimbursement	0.00	924.45	26.41%	3,500.00	2,575.55	6,000.00	15.41%
64700 · Travel	45.21	352.46	54.23%	650.00	297.54	1,000.00	35.25%
64800 · Organizational Memberships	235.00	649.00	36.06%	1,800.00	1,151.00	2,200.00	29.50%
64900 · Bank Fees	195.36	1,510.99	60.44%	2,500.00	989.01	3,000.00	50.37%
TOTAL OPERATION	2,066.63	17,195.34	48.92%	35,150.00	17,954.66	50,700.00	33.92%
AUTOMATION							
65100 · Supplies-Public Toner	591.51	4,423.63	73.73%	6,000.00	1,576.37	8,000.00	55.30%
65150 · Supplies-Staff Toner	713.83	4,140.15	61.79%	6,700.00	6,700.00	8,000.00	51.75%
65200 · Automation-Prof Services	0.00	2,627.50	52.55%	5,000.00	2,372.50	10,000.00	26.28%
65300 · Purchase of Equipment	0.00	13,436.99	60.81%	22,100.00	8,661.01	26,000.00	51.69%
65400 · Automation Equip Mnt/Repair	0.00	1,165.02	58.25%	2,000.00	834.98	4,000.00	29.13%
65500 · Software	800.00	13,126.37	56.46%	23,250.00	10,123.63	27,000.00	48.62%
65600 · SWAN	0.00	26,496.00	50.57%	52,400.00	25,904.00	55,000.00	48.17%
65700 · Telecommunications	536.20	3,716.48	58.53%	6,350.00	2,633.52	6,000.00	46.46%
TOTAL AUTOMATION	2,641.54	69,134.14	55.84%	123,800.00	58,806.01	146,000.00	47.35%

Indian Prairie Public Library District
Consolidated Expenditures Report for January 2015

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Percent of Year: 58.33

	January 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
CONTRACTUAL SERVICES							
66100 · General Professional Services	4,316.34	8,756.84	60.39%	14,500.00	5,743.16	36,000.00	24.32%
66200 · Credit Bureau	89.50	513.50	34.23%	1,500.00	986.50	2,000.00	25.68%
66300 · Equipment-Maintenance Repair	1,185.26	2,963.17	42.33%	7,000.00	4,036.83	9,500.00	31.19%
66900 · Fees - Bond Registrar	-30.00	52.00	52.00%	100.00	48.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	5,561.10	12,285.51	53.18%	23,100.00	10,814.49	47,500.00	25.86%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	8,416.00	100.00%	8,416.00	0.00	10,000.00	84.16%
67200 · Bonding	0.00	1,380.00	102.22%	1,350.00	-30.00	1,500.00	92.00%
67300 · Officers & Directors Liability	0.00	2,842.00	90.22%	3,150.00	308.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	4,000.00	82.08%
TOTAL INSURANCE	0.00	15,921.00	98.28%	16,199.00	278.00	19,500.00	81.65%
MARKETING							
68110 · Marketing Newsletter	0.00	12,358.49	54.48%	22,685.00	10,326.51	25,800.00	47.90%
68111 · eNewsletter	0.00	1,344.00	89.60%	1,500.00	156.00	2,000.00	67.20%
68210 · Marketing Advertising	22.50	586.25	19.54%	3,000.00	2,413.75	5,000.00	11.73%
68310 · Marketing Supplies	0.00	2,056.02	82.24%	2,500.00	443.98	4,000.00	51.40%
68410 · Marketing-Information Printing	187.81	1,341.59	26.83%	5,000.00	3,658.41	10,000.00	13.42%
68500 · Legal Notices	0.00	980.00	81.67%	1,200.00	220.00	2,000.00	49.00%
68600 · Special Events	1,493.29	13,321.58	52.86%	25,200.00	11,878.42	40,000.00	33.30%
TOTAL PUBLIC INFORMATION	1,703.60	31,987.93	52.37%	61,085.00	29,097.07	88,800.00	36.02%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69900 · Contingency	2,332.57	6,911.70	42.90%	16,111.00	9,199.30	50,000.00	13.82%
69920 · 3D Printer	0.00	486.56	0.00%	0.00	-486.56	0.00	0.00%
* 70000 · Operating Transfer Purchases	0.00	7,749.00	0.00%	0.00	-7,749.00	0.00	0.00%
GRAND TOTAL	347,896.93	1,978,315.69	56.06%	3,529,148.00	1,554,972.46	4,028,000.00	49.11%

* Operating Transfer Purchases reflects purchases from Building Fund Reserves.

ACTION ON BILLS January 2015

<u>Account</u>	<u>Check #s</u>	<u>Total</u>
Chase Bank-Bills for Approval	46482 thru 46593	\$ 83,061.66
Chase Bank-Salaries for January	36025 thru 36065	\$ 14,946.21
Hinsdale Bank-Direct Deposits	& 19047 thru 19290	\$ 151,733.27

MONTH'S TOTAL: \$ 249,741.14

Indian Prairie Public Library District
Account QuickReport

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Type	Date	As of January 30, 2015 Num	Name	Amount
Bill Pmt Check	01/01/2015	46482	Adler & Associates	35.22
Bill Pmt Check	01/01/2015	46483	Nationwide Retirement	660.00
Bill Pmt Check	01/01/2015	46484	Vantagepoint	1,081.39
Bill Pmt Check	01/08/2015	46487	Home Depot	59.76
Bill Pmt Check	01/13/2015	46488	American Library Association	76.00
Bill Pmt Check	01/13/2015	46489	Baker & Taylor	5,856.49
Bill Pmt Check	01/13/2015	46490	Baker & Taylor (video)	7.38
Bill Pmt Check	01/13/2015	46491	C & S Sales Promotions, Inc.	187.81
Bill Pmt Check	01/13/2015	46492	Canon Business Solutions	1,185.26
Bill Pmt Check	01/13/2015	46493	Case Lots Inc.	203.40
Bill Pmt Check	01/13/2015	46494	Center Point Large Print	22.17
Bill Pmt Check	01/13/2015	46495	Chicago Tribune	221.65
Bill Pmt Check	01/13/2015	46496	Cibas, Rita	600.00
Bill Pmt Check	01/13/2015	46497	CompPsych	2,500.00
Bill Pmt Check	01/13/2015	46498	Constellation	3,494.81
Bill Pmt Check	01/13/2015	46499	DAC	129.50
Bill Pmt Check	01/13/2015	46500	Destination Print, Inc.	166.75
Bill Pmt Check	01/13/2015	46501	Edmonds Incorporated	181.23
Bill Pmt Check	01/13/2015	46502	FedEx	14.04
Bill Pmt Check	01/13/2015	46503	Filis, April	47.29
Bill Pmt Check	01/13/2015	46504	Fox Valley Fire & Safety	903.70
Bill Pmt Check	01/13/2015	46505	Gale/CENGAGE Learning	82.37
Bill Pmt Check	01/13/2015	46506	Heritage House Florist	60.00
Bill Pmt Check	01/13/2015	46507	Illinois Library Association	25.00
Bill Pmt Check	01/13/2015	46508	Indian Prairie Library Foundation	500.00
Bill Pmt Check	01/13/2015	46509	Ingram Library Services	4.19
Bill Pmt Check	01/13/2015	46510	JavaSmart USA LLC	143.04
Bill Pmt Check	01/13/2015	46511	Kapco	226.87
Bill Pmt Check	01/13/2015	46512	McMillin, Teresa S.	150.00
Bill Pmt Check	01/13/2015	46513	Medicom Reimbursement Spec., Ltd.	22.50
Bill Pmt Check	01/13/2015	46514	Midwest Tape	1,958.09
Bill Pmt Check	01/13/2015	46515	Neviol Inc.	4,390.00
Bill Pmt Check	01/13/2015	46516	OverDrive	1,507.84
Bill Pmt Check	01/13/2015	46517	Palmisano, Stacy.	37.32
Bill Pmt Check	01/13/2015	46518	PCM	92.37
Bill Pmt Check	01/13/2015	46519	Phillip's Interior Plants	215.00
Bill Pmt Check	01/13/2015	46520	Quill	648.49
Bill Pmt Check	01/13/2015	46521	Rogers Vending	75.00
Bill Pmt Check	01/13/2015	46522	Stephens Plumbing & Heating, Inc.	360.00
Bill Pmt Check	01/13/2015	46523	The New York Times	869.20
Bill Pmt Check	01/13/2015	46524	Thornton, Christine	300.00
Bill Pmt Check	01/13/2015	46525	Tucker, Denise	80.00
Bill Pmt Check	01/13/2015	46526	Uline	118.14
Bill Pmt Check	01/13/2015	46527	Williams., Natalie	36.50

Indian Prairie Public Library District
 Account QuickReport

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Type	Date	As of January 30, 2015		Amount
		Num	Name	
Bill Pmt Check	01/13/2015	46528	Indian Prairie Library Foundation	160.00
Bill Pmt Check	01/15/2015	46529	Adler & Associates	35.22
Bill Pmt Check	01/15/2015	46530	Nationwide Retirement	660.00
Bill Pmt Check	01/15/2015	46531	Vantagepoint	1,081.39
Liability Check	01/21/2015	46532	LIMRICC	463.52
Bill Pmt Check	01/21/2015	46533	Art Excursions, Inc.	290.00
Bill Pmt Check	01/21/2015	46534	Aurico	15.00
Bill Pmt Check	01/21/2015	46535	Baker & Taylor	5,464.21
Bill Pmt Check	01/21/2015	46536	Bengal Electric Inc.	1,542.70
Bill Pmt Check	01/21/2015	46537	Blackstone Audio, Inc.	224.99
Bill Pmt Check	01/21/2015	46538	Cavendish Square	431.10
Bill Pmt Check	01/21/2015	46539	Center Point Large Print	109.65
Bill Pmt Check	01/21/2015	46540	Chicago SunTimes	171.60
Bill Pmt Check	01/21/2015	46541	Comcast	237.85
Bill Pmt Check	01/21/2015	46542	DuPage County Public Works	929.24
Bill Pmt Check	01/21/2015	46543	Faronics Technologies USA Inc.	800.00
Bill Pmt Check	01/21/2015	46544	Gale/CENGAGE Learning	555.79
Bill Pmt Check	01/21/2015	46545	Groot Industries, Inc.	469.51
Bill Pmt Check	01/21/2015	46546	Illinois Library Association	210.00
Bill Pmt Check	01/21/2015	46547	Ingram Library Services	16.14
Bill Pmt Check	01/21/2015	46548	Interact Business Products, LLC	768.00
Bill Pmt Check	01/21/2015	46549	Lincoln National Life	102.60
Bill Pmt Check	01/21/2015	46550	Michalak, Ellen	134.00
Bill Pmt Check	01/21/2015	46551	Midwest Tape	2,610.57
Bill Pmt Check	01/21/2015	46552	Neviol Inc.	400.00
Bill Pmt Check	01/21/2015	46553	OverDrive	801.00
Bill Pmt Check	01/21/2015	46554	Quill	27.79
Bill Pmt Check	01/21/2015	46555	RAILS	751.00
Bill Pmt Check	01/21/2015	46556	Recorded Books, LLC	2,000.00
Bill Pmt Check	01/21/2015	46557	Research Technology International	111.40
Bill Pmt Check	01/21/2015	46558	Rogers Vending	69.80
Bill Pmt Check	01/21/2015	46559	Roy, Nancy	33.99
Bill Pmt Check	01/21/2015	46560	Runco	221.94
Bill Pmt Check	01/21/2015	46561	Ryan, Marianne	26.17
Bill Pmt Check	01/21/2015	46562	Scharping, Ronald A.	100.00
Bill Pmt Check	01/21/2015	46563	Speciality Mat Service	256.95
Bill Pmt Check	01/21/2015	46564	Specialty Store Services	127.57
Bill Pmt Check	01/21/2015	46565	Streett, Cathy	51.96
Bill Pmt Check	01/21/2015	46566	Unique Management	89.50
Bill Pmt Check	01/21/2015	46567	Wiseman Consulting and Training, Inc.	4,238.84
Bill Pmt Check	01/21/2015	46568	Wlosinski, Maria	6.72
Liability Check	01/29/2015	46569	Adler & Associates	35.22
Liability Check	01/29/2015	46570	Nationwide Retirement	660.00
Liability Check	01/29/2015	46571	Vantagepoint	1,081.39
Bill Pmt Check	01/29/2015	46572	Asimakopoulos, Jennifer	84.25

Indian Prairie Public Library District
 Account QuickReport

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As of January 30, 2015				
Type	Date	Num	Name	Amount
Bill Pmt Check	01/29/2015	46573	Baker & Taylor	2,952.52
Bill Pmt Check	01/29/2015	46574	Bank of America	5,004.80
Bill Pmt Check	01/29/2015	46575	BCBS	8,343.15
Bill Pmt Check	01/29/2015	46576	Call One	425.29
Bill Pmt Check	01/29/2015	46577	Case Lots Inc.	168.00
Bill Pmt Check	01/29/2015	46578	Colonial Life	82.53
Bill Pmt Check	01/29/2015	46579	DEMCO	50.71
Bill Pmt Check	01/29/2015	46580	Gale/CENGAGE Learning	157.54
Bill Pmt Check	01/29/2015	46581	Garvey's Office Products	61.03
Bill Pmt Check	01/29/2015	46582	Guardian	502.42
Bill Pmt Check	01/29/2015	46583	Midwest Tape	173.91
Bill Pmt Check	01/29/2015	46584	OverDrive	1,489.63
Bill Pmt Check	01/29/2015	46585	Price Digests	79.95
Bill Pmt Check	01/29/2015	46586	Quill	771.24
Bill Pmt Check	01/29/2015	46587	Recorded Books, LLC	4,061.15
Bill Pmt Check	01/29/2015	46588	Rivistas Subscription Services	75.12
Bill Pmt Check	01/29/2015	46589	Target	64.59
Bill Pmt Check	01/29/2015	46590	Thomson Reuters West	55.09
Bill Pmt Check	01/29/2015	46591	United States Postal Service	245.00
Bill Pmt Check	01/29/2015	46592	Vogelsinger, Aghieszka	10.80
Bill Pmt Check	01/29/2015	46593	VSP Vision	92.85

Total 10121 - Checking JP Morgan Chase

83,061.66

TOTAL

83,061.66

Bills for approval – Electronic Payments & Automatic Withdrawals

January 2015

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	01/02/2015	18,417.02
ILDOR-State	Payroll taxes	01/02/2015	3,243.04
EFTPS-Federal	Payroll taxes	01/16/2015	18,496.16
ILDOR-State	Payroll taxes	01/16/2015	2,437.93
EFTPS-Federal	Payroll taxes	01/30/2015	19,951.74
ILDOR-State	Payroll taxes	01/30/2015	2,648.53
IMRF	Payroll Pension	01/30/2015	28,336.97
DAC	Deposit to HRA	01/20/2015	4,700.00
AT&T	Telecommunications	01/12/2015	298.35
Nicor	Gas	01/23/2015	2,304.83
US Bank	Credit Card Fee	01/05/2015	175.36
Hinsdale Bank	Fee-Direct Deposit	01/02/2015	20.00

Indian Prairie Public Library
Special Board of Trustees Meeting Minutes
January 24, 2015 – 9 a.m.

Call to Order: 9 a.m.

Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Julia Lacayo, Diane Ruscitti, Victoria Suriano, Kelly Von Zee, Jamie Bukovac, Laura Birmingham, Debbie Wordinger, Debbie Sheehan, Natalie Williams, Ann Stovall, and Dan Wiseman of Wiseman Consulting and Training

Review Last Session:

Common Themes

- Get out into the community
- Understanding the community and access their needs
- Marketing and communicating
- Partnerships
- Staff training
- Services excellence
- Continued assessment of what we do
- Benchmarking
- Strong leadership
- Hyper focus on opportunities
- Build support to help family services
- Building Relationships

PLA Service Priorities:

1. Create Young Readers
 - Early literacy, birth to age 5
 - Outreach programing discussed
2. Satisfy curiosity, lifelong learning
 - Covers what people are interested in, very broad
3. Stimulate imagination, creativity
 - Reading, viewing, listening for pleasure, support the arts
4. Connect to the online world which we changed to Technology literacy
 - Classes, access, what to do with personal devices
 - Media
 - Infrastructure
5. Succeed in School – homework help (discussed this could tie into early literacy)
6. Diversity – cultural awareness
7. Visit a comfortable Space/Facility/Comfort and functionality

Mission

Reason for our existence/being

Ideas:

- Consider adding the words Learn, community
- Learn, Connect and Be Inspired was discussed and remove the word Explore

Our Vision

Our aspiration, direction, and impact we hope to make in our community

- Discussed rewriting it as "... a welcoming environment with state-of-the-art services..."
- Dept. heads and board will discuss the mission and the vision at their meetings in February

Sacred Cows Review

1. User Experience
2. Marketing, communication
3. Noise
4. Circulation-self check, SWAN, apps
5. Staffing, Development, Roles
6. Meeting Space/individual space
7. Role of Friends and the Foundation
8. Finances and financial planning
9. Hours
10. Outreach
11. Being out in the community

Service Sunset Checklist

The sheet of questions will be looked at per department

Over Arching Priorities: Ideas

1. User experience- Facility, hours, materials, access, service, ease, beauty, pride, using the building, customer service
2. Staff – use, training, allocation of time, optimal use of staff, capability, right mix
3. Facility- providing the space for programs, collections
4. Finances/budget
5. Meeting the Needs of the Community- connecting, listening, marketing, data collection
6. Innovation- new ideas, cutting edge
7. Measuring Success- assessment internally, data collection, what does success look like?
8. Collections and programs to meet the needs
9. Early literacy
10. Technology literacy
11. Communication/marketing internal and external

Top 5 Over Arching Priorities

1. User Experiences
 - Clean/up to date building/indoor and outdoor
 - Electronic Collections
 - Friendly and compassionate staff
 - Website
 - Hours
 - Checkout staff fully trained in S.D.
 - Technology
 - Ease of use
 - Parking lot is safe and plenty of spaces, convenient for elderly or disability
 - Accessibility
 - Convenience
 - Mobile circulation
 - Excellent customer service

- Drive up book drop/drive up services
- User interface
- Collection management, waiting lists
- Address why website use appears to be declining and develop plan to resolve any issues
- Computer catalog
- Library hours
- Support use of personal devices
- Decrease wait time for digital collections
- Address any problem areas per survey

2. Services

- Cutting edge and innovative programs
- Collections
- Technology, technology help and classes
- Early literacy (support schools via story times/summer reading)
- Services to special populations
- Innovations
- Databases
- eLibrary
- Internet access/WIFI
- Wouldshop- hands on learning opportunity
- More classes
- Popular materials in all formats
- Digital media programming
- More early literacy
- Evaluate current assessment process for effectiveness and gaps
- Meeting spaces, group, private
- Training lab
- Language opportunities
- Arts/Culture
- Provide opportunities for middle school and teens to explore, play and create (think outside the box)
- Expansion of programs to support unserved demographic group based on survey results

3. Outreach

- Community involvement
- Providing services to unserved areas
- Providing services off-site
- Getting community input, surveys, etc.
- Taking services out into the community
- Partnerships/ Build relationships
- Give tours to all village/city/state officials
- Identify ethnic organizations and start conversations
- Focus on outcomes as we tell our story
- Continual community assessment of needs
- Build relationships to augment funding
- School visits, teacher contacts
- Non-residents/cards

4. Resources

- Finances/budget
- Staff development, utilization, capabilities, capacity, tools to do job
- Foundation/Friends of the Library
- Assessment of current use
- Technology
- Building space
- Collections management
- Being "green" and using natural resources appropriately/sustainability
- Timing of referendums
- Volunteers
- Benchmark to other libraries, locally, nationally – all resources
- Long range planning for building, staff and systems
- Grant funding
- Develop ways to increase building use
- Determine ways to better utilize space, re-purpose, re-develop
- Strong leadership
- Fundraising
- Grants

5. Communication

- Using technology to communicate
- Internal (staff)
- Timely
- Newsletter
- Website
- Text
- Information
- Communicating what we have here
- Targeted marketing
- Awareness building
- Find out how to best communicate with our three communities
- Develop plan to reach community groups/residents

The meeting adjourned at 1:00.

**Director's Report
February 2015**

Agenda

Unfinished Business:

Dan sent me a draft of the strategic plan. I did some editing plus rewrote and added several goals. I have a cover sheet attached to the strategic plan draft that explains more.

Rotary Partnership

As you see from the correspondence the Rotary has agreed to help sponsor a new initiative, 10,000 books Before Kindergarten. President Chris Gerrib had contacted me a few months ago as to how the Rotary could continue to support the library. He was most interested in opportunities to get books into the hands of children. Natalie presented several ideas and this is the one they chose which will help us get this program off to a great start!

LeadU Grant

Also in the correspondence you'll see that Natalie was awarded a federal grant through the state to develop an innovative leadership project. Natalie is working on the project with 4 other librarians who all work in different libraries. Their goal is to share resources – materials, tools, staff knowledge and experience – for maker programs. Rather than everyone reinventing the wheel and putting resources toward development of this type of programming, youth services staff will be able to access an online resource to get ideas as well as leads to people who could present this type of programming. This will be a very useful tool for the youth services workers throughout the state.

Seed Library

A new initiative in the Kids and Teens Department, but one that is open to all ages, is a seed library. This is a new service that some libraries have been offering for a few years. The basic idea is this: you check out a packet of seeds, plant them, and let some of them go to maturity. You then harvest that next generation of seeds, and return them to the library so other people can check them out. Natalie is partnering with Pick. at Garden Patch Farms in Homer Glen to offer this service. They have provided starter seeds but the idea is that community members will also donate seeds. The Darien Garden Club is also participating. The seed library is starting out small and is housed in Kids and Teens but our hope is that over time it will grow and become a great way for the community to share. Theresa created a wonderful graphic as Marianne has noted in her marketing report. I've attached an article to the back of the packet about seed libraries.

SWAN

Many of our staff are very busy learning the new SWAN software in anticipation of the April 14 migration. As you're aware, Debbie Sheehan is one of the people who will be instructing staff from the member libraries. Her expertise and knowledge has been very useful to us. We'll be using the March 20 staff institute day as a time to talk about the new software and provide staff additional practice time. The new catalog is announced in the March newsletter (in homes 2/21), staff are in the process of creating a special web page, we'll have flyers in the library and information in the enewsletters. The new catalog will have some very nice features but patrons' PINs will change and that is an important message that we are focusing on.

Staff

Diane Konicek has been hired as a Circulation Services Page starting February 6 at a salary of \$8.88/hour. Youth Services Page Ashley Jovien will be resigning February 21 as she is being promoted to a manager position at Buona Beef (yeah Ashley!)

Jamie Bukovac, Director

**Assistant Director's Report
February 2015**

Building and Grounds:

The new cleaning company, Neviol Inc., continues to do a great job.

After "Superbowl Blizzard 2015", the library was ready to open at 9am on Monday. The Park District had our lot plowed and Mike tackled the walks and entrances.

Friends of the Library Update:

The Friends of the Library continue to sponsor the quarterly concerts, the movie license, Rediscover programs, and the Lyric Opera lectures. Friends volunteers also sort donations and stock the Book Nook on a daily basis.

Over the next few months, the Friends Board will be meeting to work on some strategic initiatives in order to increase membership, fill empty spots on the Friends Board, and improve fundraising. I will keep you posted as plans are developed.

Volunteers:

I participated in the "Where Can I Volunteer?" program on January 22nd. Mary Kreckleberg coordinated several agencies for the panel including the library, People's Resource Center, Adventist Hinsdale Hospital, SCARCE, DuPage Habitat for Humanity, Family Shelter Services, American Cancer Society and the Ministry of Hope. As one of the panelists, I talked about volunteer opportunities at the library. The program was very well attended with over 80 attendees. And, thanks to the presentation, we now have three new Tech Tutors!

Chiller Replacement Project Update:

After receiving three quotes from different project management contractors, we hired Justin Pathmann from Pathmann Construction Management to assist us with the project. Justin reviewed the bid documents that were prepared by Roger Ritzman, library attorney. He is also the contact person for the companies who are interested in bidding on the project and will lead a walk-through with contactors on February 24th. The public bid opening is March 12th at 2pm in the Conference Room. Justin will review all bids received and make a recommendation for the March 18th Board Meeting. The Board will award the contract that evening and the chiller can be ordered the next day. We are anticipating early June installation.

Marketing Report:

Marianne Ryan's monthly report is attached.

Meetings & Workshops:

- 1/22 "Where Can I Volunteer?" Panelist
- 1/23 Assistant Director's Meeting at Schaumburg Library
- 1/24 Strategic Plan Retreat
- 2/9 IPPL Programming Committee
- 2/10 Department Head Meeting
- 2/11 One-on-one with Jamie
- 2/12 Area Libraries Meeting at Hinsdale PL
- 2/17 One on one with Marianne
- 2/18 Library Board Meeting

Submitted by:

Laura Birmingham



Marketing Department Report – January 2015

Promotional Support

The Marketing Department supported and promoted several library programs and services, including the Local Authors Fair, Harry & Mickey: Visiting Universal Orlando & Walt Disney World, Where Can I Volunteer?, the Jan. 6 eMedia Drop In, Tech Talk: Health Gadgets & Apps, the Teen Summer Job Fair (recruitment of employers), the library's book discussion groups (including flyer delivery to local businesses for GenLit), the addition of new Roku titles, the addition of audiobook and television formats to hoopla, the sale of Darien vehicle stickers, and the databases of the month (Investment & Personal Finance), as well as continued promotional support of The Junction. The department also took "snow photos" of the outside of the library as well as inside photos of the new furniture in the Teen Lounge.

eNews

The mailing list of the library's weekly eNews has grown (+179) to 14,544 contacts. The two links generating the most clicks in January were the links to the eLibrary page in the Jan. 6 eNews (171), and the link to the Local Authors Fair page in the Jan. 13 eNews (93). The clicks to the eLibrary page in the Jan. 20 and 27 eNews' were also high at 71 and 79 respectively.

The department also sent a special eNews to cardholders signed up for hoopla, the library's on-demand digital media service, announcing the addition of the television and audiobook formats. Although it had a very high open rate (37.4%), it only generated 16 clicks from the 440 recipients.

Newsletter

Production of the spring newsletter began in late January, and it will be delivered to resident mailboxes by Saturday, Feb. 21.

Neighbors Magazine (Darien)

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

Advertising

A Digital Media Lab ad was created for the February issue of the Hinsdale South High School Stinger (student newspaper).

My New Neighbor (Darien)

There were 12 home visits in January. Since we are receiving far more street addresses than email addresses from the new residents, we have created a follow-up postcard to send to them. The first mailing will take place in February.

Website Committee

The library's website committee met in January for continued discussion of a future redesign of the site. The committee is working to develop a mission statement, goals, and overall philosophy for the new site, as well as to identify preferred features and design characteristics.

Misc.**Marianne attended:**

Willowbrook/Burr Ridge Chamber Luncheon Meeting at Chicago Marriott Southwest on Jan. 7

hoopla marketing meeting with Midwest rep Ann Ford on Jan. 8

IPPL Strategic Planning Retreat on Jan. 10

Website Committee Meeting on Jan. 15

RAILS Marketing Meeting at La Grange Park Public Library on Jan. 16

Teen TV Display meeting on Jan. 22

Theresa attended:

Website Committee Meeting on Jan. 15

Graphics/Website

In addition to day-to-day publications and website updates, Theresa created an assistive technology/special needs brochure and the IPPL Seed Library logo.



Marianne Ryan, Marketing Coordinator

Feb. 12, 2015

Adult Services Monthly Report
January 2015

Bad weather caused the cancellation of two play reading group sessions and program on visiting Walt Disney World was cancelled and rescheduled for later in the month with 21 people in attendance. An afternoon program on Byzantine art had 44 in attendance. In partnership with Whole Foods we had a book discussion and cooking demonstration with 28 in attendance and a hands on drawing workshop had 23.

For the program Where Can I Volunteer eleven organizations were represented. There were 80 people in attendance. The organizations that participated in the program were: American Cancer Society; Adventist Hinsdale Hospital; DuPage Habitat for Humanity; DuPage Habitat for Humanity Restore; DuPage Pads; Family Shelter Service; Giving DuPage; Hope's Front Door; IPPL; People's Resource Center; and SCARCE. Representatives from the American Cancer Society, Adventist Hinsdale Hospital, and Habitat for Humanity contacted me to see if they could participate. They had learned of the program from patrons who volunteer at their organizations. Next year we may want to change the format to more of a volunteer fair.

GenLit Book discussion started up again after a short break over the holidays. They had 11 people at the discussion. There were 13 at the Novel Idea book discussion and 14 at the Crime Readers. Crime Readers is done jointly with Woodridge Public Library. Lately one half or more of the participants are from Indian Prairie and the rest from Woodridge or a different library. All of the book discussions have been promoted more heavily in the last couple of months, including flyers distributed at businesses the community for the GenLit discussion.

We started taking reservations for AARP tax help on February 2. By the end of the day 61 people were registered and by the end of the week over eighty, making us booked at about 33% capacity at the end of the first week.

We are providing new titles for our patrons this year – Audrey, Beadwork, Black Enterprise, Cruising World, Deaf Life, Fine Cooking, Keyboard, Latina, New Pioneer, Old House Journal, Robb Report, Scale Auto, W, and Watercolor Artist.

Hoopla has been enhanced with the addition of audio books and television programs.

Staff did online training for Sirsi/Dynix and attended YOLO's on local history, interlibrary loan, and Early Childhood Literacy. Jennifer attended a program on social networking and book discussions.

Debbie

Adult Collection Development Report January–December 2014

This analysis is done annually and is used in the processes of determining the materials budget, weeding, materials selection, and planning the arrangement and marketing of the collections.

Looking at circulation statistics over the last nine years, several trends are evident:

1. Nonfiction circulation had been in decline until 2008. It increased for two years and then started again to decline.
2. Fiction circulation was generally increasing until it peaked in 2009. After that, circulation leveled off for two years and then began to decline.
3. Audio Visual circulation increased steadily until 2010 at which time it too leveled off and began to decline in 2013.
4. Circulation of digital collections increases year to year and at this time accounts for about ten percent of the total adult circulation.

The peak in circulation corresponds to the recession which lasted December 2007 to June 2009. The use of Audio Visual materials leveled off in 2010, the same year Netflix started streaming video. The turnover rate for all areas has dropped.

In the past year:

1. We put some of the DVD collections into slimmer cases to save space and looked unsuccessfully for something similar to work with the music CDs.
2. Began a Citizenship collection.
3. Moved materials of all formats for learning a foreign language into a new Language collection.
4. Repackaged multi CD sets into an Oversize collection.
5. Added Roku devices to circulate to the public.
6. Added Hoopla in January 2014 giving us access to 199,984 music and video titles. We added access to television and audio books for our patrons as of January 2015.
7. Axis 360, another platform for digital books, began in February 2014.
8. We stopped having a DVD collection called Fantasy, since we don't for the fiction collection. Everything that had been Fantasy was moved to other areas of the collection.

Comments and Recommendations

Our collection is not being used in the same way it once was. Nonfiction still makes up a high percentage of the collection, but a decreasing percentage of the circulation. We need to be conscious of this when weeding and be more diligent in removing items from the collection. We need to *consider* making changes to the amount of money allocated for this collection. We *do* want to keep fresh, up-to-date books on the shelves.

Fiction usage has remained the most stable over the years as a percentage of the collection and a percentage of the circulation. Continuing to add duplicate copies of best sellers and then weeding them out throughout the year is a good practice, as is weeding the entire collection within a three year cycle.

Audio Visual is still the most popular area of the collection. Within Audio Visual, the feature film collection is still the most popular. At this time, we should continue to add to this collection and look for ways to house it. Very few feature films do not go out within a six month period. I'd recommend putting all feature films from before 1970 into slimmer cases. The rest of the Audio Visual collections all circulate at a higher turnover rate than the adult collection average of 2.6, and several areas approach or exceed the library-wide average turnover rate of four.

The Zinio collection is increasingly popular and use of the digital book collections grew at the rate of 25%.

Hoopla needs to be promoted more. That will be easier now that we can use the company's promotional materials because we have opened up our holdings to all collections that Hoopla has access to. We have had increased inquiries about Hoopla since it was more heavily promoted in December.

We will continue to look at new digital offerings and market what we currently have. We will weed aggressively in the Nonfiction book collection and keep status quo with the Fiction collection. We will continue to add to the Audio Visual collection at this time, looking for ways to better house some areas of it.

Although we want to continue to promote the collection in all formats, there are some valid reasons why the circulation of hard copies of books, DVDs, and CDs is dropping. We need to continue to look into ways to deliver popular materials in digital downloads or streaming. Our largest circulation, at this time, remains the circulation of hard copies. We want to make sure that we are allocating the correct budget and floor space for each collection. We need to look at turnover rate (the average number of times an item circulates in a year) and try to reach a balance of collection size and usage.

We continue to decrease the size of the Reference collection and analyze usage of the reference databases. We have seen both this year and in past years that a targeted marketing plan for specific databases has increased usage. At this time we are specifically looking into our testing and training databases for content, cost and ease of use.

Appendix

Definitions

Turnover rate is the number of times, on average, an item in any one collection went out in the course of the year; devised by dividing annual circulation figures by the number of items in the collection. Indian Prairie's average turnover rate for the entire collection (youth and adult) is 4, and 2.6 for the entire adult collection. In the charts for each of the three major areas of the adult collection, turnover rates that are higher than average for that specific collection are in bold.

Percent of the collection vs. percent of the circulation should be about equal. For instance, if history books make up 15% of the circulation, the library should have a comparable number of books to meet demand. If you have a larger percentage of books in the collection than are going out as a percentage of the circulation, you should take a look at that collection. The library may need to buy fewer books in that area or weed the area.

How Data is Collected

I requested and received a report from SWAN which indicates the number of times Indian Prairie items were checked out at Indian Prairie. These numbers do not include renewals.

I collect statistics on a calendar year basis. Debbie Sheehan keeps track of circulation on a fiscal year basis. She includes all items checked out at Indian Prairie, including interlibrary loans, and all renewals. Because these statistics reflect how busy her staff is (after all they need to handle the book whether it is our book or comes from another library) that is appropriate. However, I am trying to look at the actual use of *our collection*. This report is a collection use report, not a circulation report.

I obtain the collection size statistics from Technical Services, who runs these numbers for me each year.

Chart 1: Collection and Circulation Proportions, 2014, and Changes from 2013

Adult Collection	% of Adult Collection	% of Adult Circulation	Collection Size Change	Circ. Change	Turnover 2014
Fiction	26%	23%	+1%	-8%	2.4
Nonfiction	35%	14%	-3%	-10%	1.1
AV	23%	51%	+5%	-12%	6.3
Electronic Book*	15%	7%	+78%	+25%	1.2
Magazines	N/A	3%	N/A	-16%	N/A
Electronic Magazines	N/A	3%	N/A	+43%	N/A
Streaming	N/A	<1%	N/A	N/A	N/A
Devices Roku and eReaders	N/A	<1%	N/A	N/A	16.5
Reference		N/A	-13%	N/A	N/A
Total				-8%	2.6
Library Total**				-5.2%	4

Note: Periodicals are included in the circulation figures, but not the figures for collection size. Reference books are included in the collection figures but do not circulate, thus do not add to the circulation statistics.

A Bold number indicates an average turnover rate higher than the department collection average.

*Includes all of our titles and all the consortium titles.

**Based on comparing FY 2012/2013 statistics to FY 2013/2014 statistics as collected by Debbie Sheehan.

Historical Statistics

The following charts show change over the last nine years. We were closed eight percent of 2010 during remodeling. I also began to collect statistics somewhat differently in 2011. This caused an apparent steeper drop in turnover rate in 2011. We added titles to eMediaLibrary with the Advantage program beginning in June 2011. I started recording eBook collection size at that time, but it was not until 2013 that we had an entire year's worth of statistics to compare to the previous year.

Chart 2: Historical Changes in Circulation

Area	2006	2007	2008	2009	2010	2011	2012	2013	2014
Nonfiction	-8%	-6%	+6%	+5%	-8%	0	-5%	-8%	-10%
Fiction	-5%	+5%	+7%	+7%	-4%	+1%	-6%	-3%	-8%
AV	-2%	+13%	+35%	+19%	-1%	+10%	+2%	-5%	-12%

Chart 3: Historical Changes in Collection Size

Area	2006	2007	2008	2009	2010	2011	2012	2013	2014
Nonfiction	+4%	+2%	+1%	0%	-1%	-2%	+3%	-1%	-3%
Fiction	+5%	+6%	+5%	0%	+8%	0%	+5%	-1%	+1%
AV	+13%	+7%	+2%	-12%*	+1%	+13%	+11%	+9%	+5%
Digital								+2%	+78%
Reference	+3%	-8%	-5%	-38%	-31%	-7%	-40%	-1%	-13%

*video and audio cassettes were withdrawn.

Chart 4: Historical Changes in Turnover Rate

Area	2006	2007	2008	2009	2010	2011	2012	2013	2014
Nonfiction	1.6	1.5	1.6	1.6	1.5	1.4	1.3	1.2	1.1
Fiction	3.4	3.4	3.4	3.7	3.3	3	2.7	2.6	2.4
AV	6	6.3	8.3	10.8	10.6	9.5	8.8	7.6	6.3

Chart 5: Historical Changes in Percentages of the Collections

Area	2006	2007	2008	2009	2010	2011	2012	2013	2014
Nonfiction	46%	45%	45%	47%	46%	44%	39%	38%	35%
Fiction	27%	28%	29%	30%	32%	32%	28%	28%	26%
AV	21%	21%	21%	20%	20%	22%	21%	23%	23%
Digital							10%	10%	15%
Reference	6%	6%	5%	4%	2%	2%	1%	1%	1%

Chart 6: Historical Changes in Percentages of Circulation

Area	2006	2007	2008	2009	2010	2011	2012	2013	2014
Nonfiction	25%	22%	20%	19%	18%	16%	15%	14%	14%
Fiction	31%	31%	28%	27%	27%	25%	24%	23%	23%
AV	41%	44%	50%	52%	53%	55%	53%	54%	51%
Digital							4%	5%	10%
Magazines	3%	3%	3%	3%	3%	4%	3%	3%	3%

Chart 7: Historical Changes in Percentages of Money Spent

Area	1997	2007	2014	2015*
Nonfiction	51%	48%	42%	29%
Fiction	36%	30%	31%	25%
AV	14%	23%	27%	32%
Digital		2%	10%	13%

*Projected

Statistics for 2014

Chart 8: Nonfiction Statistics, 2014

The turnover numbers in bold indicate a rate higher than the average for the nonfiction collection.

Dewey Area	% Circ. Change from 2013	% Collection Change	% of Nonfiction Circ.	% of Non-fiction Collection	Turn-over 2014
000s	0%	+11%	4%	3%	1.5
100s	-5%	-13%	3%	3%	1.1
200s	-7%	+4%	4%	5%	.9
300s	-7%	-5%	8%	13%	.7
400s	-67%	-61%	<1%	<1%	1.1
500s	-6%	-11%	3%	5%	.8
600s	-12%	+5%	11%	14%	.9
700s	-5%	+5%	7%	9%	.8
800s	-22%	-27%	3%	3%	.8
900s	-9%	-22%	7%	9%	.8
Travel	-4%	-2%	11%	3%	4
Gardening	-31%	+7%	2%	2%	1.1
Fitness	-9%	+8%	3%	2%	1.9
True Crime	-13%	+9%	1%	1%	.9
Sports	-12%	+8%	3%	3%	.9
Cooking	-9%	+8%	9%	5%	1.7
Jobs & Careers	-29%	+7%	1%	1%	1

Money Management	-6%	+5%	2%	2%	1.4
Home	-11%	+2%	3%	3%	1.1
Crafts	-18%	+5%	3%	4%	.8
Test Books	-11%	+17%	2%	1%	3.1
Self Help	-17%	+8%	2%	2%	1.7
Language			1%	1%	1.7
Citizenship			<1%	<1%	.4
Biography	-23%	-17%	3%	3%	1
Life Skills	-30%	+6%	1%	2%	.6
Total	-10%	-3%			1.1

Chart 9: Fiction Statistics, 2014

The turnover numbers in bold indicate a rate higher than the average for the fiction collection.

Fiction Area	% Circ. Change from 2013	% Collection Change	% of Fiction Circulation	% of Fiction Collection	Turnover 2014
Novels	-9%	+9%	44%	43%	2.5
Mystery	-4%	-13%	13%	15%	2
Science Fiction	+2%	+8%	2%	4%	1.3
Westerns	-26%	-10%	<1%	1%	.8
Romance	+14%	+7%	2%	2%	1.9
Short Stories	-3%	+10%	1%	1%	1.3
GenLit	-2%	+8%	3%	3%	2.6
Paperback Fiction	-14%	-15%	1%	1%	2.3
Paperback Mystery	+8%	+9%	2%	1%	3.1
Paperback Westerns	-5%	-42%	<1%	<1%	1.3
Paperback Science Fiction	-22%	-38%	<1%	1%	1.4
Paperback Romance	-18%	0%	8%	6%	3
Paperback Classic	-4%	-17%	<1%	<1%	1.8
Rental	-17%	-18%	4%	1%	13.7
Large Print	-3%	-1%	17%	16%	2.6
Graphic Novels	-14%	+10%	2%	3%	1.5
Total	-8%	+1%			2.4

Chart 10: Audiovisual Statistics, 2014

The turnover numbers in bold indicate a rate higher than the average for the audiovisual collection.

AV Area	% Circ. Change from 2013	% Collection Change	% of AV Circulation	% of AV Collection	Turnover 2014
Music CD	-21%	-3%	15%	30%	3.1
Fiction Spoken Word CD	-2%	+15%	6%	12%	3.2
Nonfiction Spoken Word CD	-5%	+10%	2%	4%	2.7
Playaways	-14%	-1%	1%	1%	2.9
Feature Film DVD	-12%	11%	59%	31%	11.7
TV DVD	0%	+6%	11%	8%	8.4
Anime DVD	-19%	+5%	<1%	1%	2.7
Nonfiction DVD	-19%	+4%	6%	12%	3.5
Great Courses	+30%	+8%	<1%	<1%	3.1
CD-ROM	-48%	-25%	<1%	<1%	1.1
Total	-12%	+5%			6.3

Chart 11: Feature Film Breakdown

Feature Film Genre	% Circ. Change from 2013	% Collection Change	% of Feature Film Circulation	% of Feature Film Collection	Turnover 2014
Adventure	-5%	+19%	21%	13%	18.6
Comedy	-16%	+10%	22%	20%	12.7
Drama	-5%	+16%	33%	34%	11.5
Foreign	-25%	+7%	6%	13%	5.7
Horror	-16%	+6%	3%	3%	12.8
Musicals	-12%	+3%	2%	3%	7.4
Science Fiction	-24%	-6%	4%	3%	12.6
Suspense	-22%	+4%	6%	7%	11.6
War	-15%	+16%	1%	2%	8.4
Westerns	-33%	+2%	1%	2%	6.6
Total	-12%	+11%			11.9

Circulation Services
January 2015

Circulation was down 3% from this time last year (69,608 in 2015 compared to 71,590 in 2014). Electronic circulation continues to increase. 2015 saw an increase of 26% over 2014. Here is the breakdown for electronic circulation as compared to 2014.

Format	2015	2014
Zinio	1156	963
Hoopla	262	0
E-books	3182	2628
Tumblebooks	8	76
TOTAL	4608	3667

Interlibrary loans processed both as a borrower and a lender remained fairly steady with a decrease of 1%. Patron visits were up 2% (33,667 in 2015 as compared to 33,112 in 2014).

In the month of January, our patrons used a form of self-service to check out, renew or download 42,481 items. This was almost 63% of our circulation for the month. This is an all-time high for patron self-service.

Since we started allowing our Non-Residents to renew their library cards on line, we have had three families take advantage of this. I expect this number will grow as time goes on.

In January, we started selling Darien Vehicle Stickers. They are not required by the city of Darien, however, the proceeds benefit the Rotary Club. The stickers are \$3.00 and to date we have sold 14. This service is in addition to selling stamps (which has been a tremendous success – in fact we recently purchased 25 more books of stamps so we wouldn't need to buy them as often), registering voters and Notary Public.

I spent a lot of time at Swan this month learning SirsiDynix (Swan's new ILS). We have been writing the classes in New Patron Registration, Basic Circulation and Holds that we will begin teaching to the membership in February. I feel very strongly that the time I have been/will be putting in as a "Mentor" for SirsiDynix will benefit Indian Prairie immensely.

Natalie Williams asked me to attend one of her staff meetings to show the Kids and Teen Staff Sirsi Dynix. My presentation was very well received. Unfortunately, staff as a whole has been unable to start training on the test server. My understanding is due to issues with SirsiDynix, Swan has been unable to release the test environment to the membership. We have our fingers crossed for early February.

Vicki Brodeur and I interviewed applicants for the open page position and hired Diane Konicek.

Circulation Staff attended the following YOLO classes in January:

On-Line Readers Advisory	6 attended
Circulation – The Heart of the Library	1 attended
Computer Services 1 on 1	5 attended
Early Lit. 101	3 attended
Local History	1 attended
Comings & Goings of ILL	4 attended

Meetings and Workshops Attended:

Jan. 6	SirsiDynix Training	Swan
Jan. 7	SirsiDynix Training	Swan
Jan. 13	Department Heads	
Jan. 15	SirsiDynix Training	Swan
Jan. 19	Presented YOLO	
Jan. 21	SirsiDynix Training	Swan
Jan. 26	One on One with Jamie	
Jan. 26	SD training for K&T	
Jan. 27	Department Heads	
Jan. 28	Sirsi Dynix Training	Swan

Debbie Sheehan
Head of Circulation Services

			Circ Stats									
Month	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	
July	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	79,959	
Aug.	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,742	
Sept.	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,172	
Oct.	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,823	
Nov.	60,497*	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,118	
Dec.	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,507	
Jan.	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590	69,608	
Feb.	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225		
Mar.	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816		
Apr.	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376		
May	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687		
June	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986		
Renewals through the webpack not included before April					1,284							
					Electronic Circulation		3,852					
Yearly												
Total	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	478,929	
*Missing data--used an average number to get a total												
Indicates highest number for that month												
Indicates library was closed partial months for construction												

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TECHNOLOGY & TECHNICAL SERVICES BOARD REPORT
January 2015

Improvements for Public Service

- **Hoopla** – In addition to movies and music patron can now access audio books and television programming on Hoopla. This past month we had 252 new users sign up to use our digital collections.
- **Office 2013**- Adult Internet computers were upgraded to the latest version of Word, PowerPoint, Publisher and Excel.
- **Adult Laptops**- A Macbook Pro will be added to our in-house circulation of adult laptops. The new laptop will be available February 16 and include productivity, photo editing and video and audio creation software. Thanks to the Library Foundation for the funding.

Technical Service

- **Processing**- To streamline book processing, adult non-fiction books ordered from Baker & Taylor will come with the covers laminated.
- **Periodicals**- Anna, who manages our periodicals orders, had given some subscriptions to a second vendor to evaluate their prices/service compared to the vendor we have used for years. After a year of comparing the two vendors she recommends we continue to use both vendors to get the best pricing and ordering options.

3D Printing

- We received 16 print requests and 14 of them were successfully printed.
- Most interesting objects printed: two-story and ranch style houses
- Most interesting story: A member created a miniature neighborhood for a business proposal using building structures she created and printed after getting on-one-on instruction from Dave on the basics of 3D design and how to submit a 3D print request.

Technology Projects

- **Antivirus** – Brett researched and tested the anti-virus software called Avast. This software is free and offered through R.A.I.L.S. Brett and I determined that this software is a cost effective anti-virus software replacement to use on staff computers.
- **Self-Check Software Upgrade**- I am in the process of working with Bibliotheca to install configure and test the new software self-check software. The new software streamlines the checkout process and offers additional features and functionality. I will demonstrate the new software upgrade at Staff Institute and at the March Board meeting. The new software will be available on all three self-check units on April 14 to coincide with the launch of the new SWAN catalog and library software.
- **Website Statistics Analysis**- After reviewing and analyzing our website statistics I discovered that our members are accessing our web site in various ways including mobile, app and blog access and usage. The monthly web site statistics for this fiscal year have been adjusted to include mobile and blog access and page view giving us a more accurate account of our web site usage.

Staff Training

- Suzy demonstrated the different kids and teen collections available on Hoopla at the Kids & Teens Department meeting on January 28.
- Dave is currently working with staff to create videos or screen-casts of the six mandatory YOLO presentations which will be used for future staff training. The Circulation and Kids/Teens videos are completed.

Sirsi Dynix Training

- Suzy completed seven online courses on the new catalog
- Anna completed an online serials and an acquisitions course.
- April and I completed all online acquisitions courses.
- April and I attended a two day hands-on training workshop on Sirsi Dynix acquisitions module at SWAN.

Yolo Training Attended

- Early Literacy 101 (Kids/Teens Mandatory): Geri Barnett and April Filis
- Heart of the Library (Circulation Mandatory): Brett Butcher, Martha Ramirez
- Online Readers Advisory (Adult Mandatory): April Filis, Martha Ramirez and Jane Zwergel
- Local History (Adult Services) : Ann Stovall
- Comings and Goings of ILL (Circulation): Dave Bunn and Suzy Wulf

Public Classes, Programs and Training

- Suzy coordinated and scheduled thirteen computer classes, two technology programs, three tech talks and two drop-in sessions for our spring technology literacy offerings.
- Suzy & Jennifer held a drop-in program to assist members with their eLibrary and tablet questions.
- Dave conducted a one-on-one 3D training session to assist a member who wanted to create a miniature neighborhood for a design proposal for her job.
- Suzy conducted two one-on-one training sessions. One request was for follow-up training from her Linked-in class and the other was for help with a Samsung tablet.
- Suzy spent time getting familiar with and organizing the Tech Tutor program. In January we had five tech tutors assist with six classes.

<u>Date</u>	<u>Class/Program</u>	<u>Instructor/Presenter</u>	<u>Attendance</u>
1/6	Intro to Excel, Part 1	Ron	9
1/6	Intro to Word, Part 1	Ellen	9
1/13	Intro to Excel, Part 2	Ron	7
1/13	Intro to Word, Part 2	Ellen	7

1/30	Intermediate iPad	Dave	11
1/27	Tech Talk : Health Gadgets & Apps	Ann/Dave	8

Ann M. Stovall, Head of Technical & Computer Services, February 12, 2015

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

Overview

In the Kids & Teens department, we kicked off the new year with another session of programming! This month we hosted 51 programs, serving 1,073 patrons. We are also busy, busy planning and training for the exciting programs and partnerships coming in spring and summer!

Programs

Little U Classes and Storytimes

This season we are offering Little U classes including Baby Brilliance, Talented Toddlers, and Junior Genius. As usual our registrations for morning classes are filled, although attendance has been down due to winter illness and weather. We did try offering a fourth Talented Toddlers class in the afternoon, since there is always a demand, but it was not a popular option and it was ultimately cancelled. There has been a drop in attendance in the babies' classes due to the measles outbreak. Staff has been vigilant about cleaning shared books and toys.

In addition to our Little U classes, this session we are offering an evening storytime for all ages called *Curl Up with Carle*, which highlights the works of classic children's author Eric Carle, and a seasonal Saturday storytime for all ages called *Blizzard of Books*, which includes a winter-themed art activity in the WouldShop every week. On average, *Curl up with Carle* brings in about 18 people per week and *Blizzard of Books* brings in 10. These numbers are lower than we've expected since patrons do ask for evening and weekend programs, but we continue to test days and times. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

DIYT and Teen Events

The weekly Do It Yourself Teens (DIYT) programs provide teens the opportunity to learn and make new projects like vinyl phone decals, no-sew scarves, and pixel presses. This month, Tyler Works and Krista Kountz also offered a FIFA15 tournament, a Practice ACT, an iPad Game Design event, and a Hacking Electronics program where teens made laser trip wires. *(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.)*

The Lion, the Witch, and the Wardrobe

On January 2, Monica Dzierzbicki hosted a winter break family movie event - *The Lion, the Witch, and the Wardrobe*. Twenty-eight people attended to enjoy the film and popcorn. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact.)*

Got a Clue?

On January 9, Nicole Pierce and Katie Saio hosted a real-life game of Clue. Twenty-one people attended. Staff and participants took on the roles of the characters such as Mrs. Peacock and Colonel Mustard and worked together to solve the mystery. The kids had so much fun, it was hard to get some of them to leave at the end. *(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.)*

Local Authors Fair

On January 17, Natalie Williams and Cindy Kline hosted the first Local Authors Fair. We began accepting submissions in the fall. Of the 73 submissions, Natalie and Cindy selected 40 authors to participate, including Joanne Zienty, winner of the 2014 Soon to be Famous Local Authors Project. 140 people showed up to meet the authors. We received a lot of very positive feedback from the authors who were so grateful for the opportunity to meet each other, celebrate their successes, and sell books. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact.)*

Partnerships

Rotary Club

After attending the Darien Rotary Club Meeting in December to present our proposal, we have learned that they will be sponsoring *1,000 Books before Kindergarten*, an early literacy initiative that IPPL will roll out in the fall of 2015. The Rotary Club will be donating \$1,531.62 to supply reward books and stickers. *(Supporting Strategic Plan: Form partnerships to further develop community services.)*

Pick. at Garden Patch Farms

We are delighted to announce a new partnership with Pick. at Garden Patch Farms in Homer Glen. Pick. will be sponsoring the new Seed Library which opens on April 18. Pick. will provide starter seeds for the Seed Library and they will participate in the kick-off Seed Swap event by giving away tomato starter plants to families and providing live butterfly gardens which will be on display in the Kids & Teens department so that families can watch the caterpillars transform into butterflies. Natalie Williams met with farm owner Lexi Miller and Laura Christensen, the farm's program coordinator, to plan and confirm partnership. Together we are also planning a series of family gardening classes for spring and summer. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Partnership Planning

This month Natalie Williams has set up several new partnerships which will result in special programming or services in the library and out in the community....coming soon.

Whole Foods – We will begin doing a monthly food-themed preschool storytime at Whole Foods which will be advertised in their newsletter and in the library. Whole Foods will also be sponsoring several of our Homemade programs this summer and we are talking about partnering for summer 2016.

Darien Gardening Club – Natalie Williams will be presenting the Seed Library, the Seed Swap event, and the summer reading challenge to the community at the *Spring Gardening Inspiration* event hosted by The Darien Gardening Club in March. The Gardening Club is interested in sponsoring some of our new services or presenting programs with us in the summer. The details are still being worked out.

Darien 4H - The Darien Dragons, a local 4H chapter will present a special program this summer on how to build rockets and how rockets can be used to end world hunger.

Chicago Botanic Gardens – Natalie Williams is working with the Director of the Chicago Botanic Gardens Library, Leora Siegel, to collaborate on events and services.

Concord Elementary – Natalie Williams met with Julie Brncich, the art teacher at Concord to plan a collaborative 3D art sculpture project for 3rd and 4th grade classes. Sculptures will be on display in the Kids & Teens department in April.

(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)

Teens4Xcellence

Krista Kountz presented the January Teens4Xcellence book club meeting at Burr Ridge Middle School. The book for this month was "The Testing" by Joelle Charbneau. To fit the technology themes in the book, after the discussion, participants experimented with IPPL's Squishy Circuits, LittleBits, and Snap Circuits. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Trainings

Sirsi/Dynix and WorkFlows

Staff is busy learning and preparing for the big migration to Sirsi/Dynix. Kids & Teens staff have all been taking the self-directed classes on Mentor, the online training software. Many of them have also received training from Debbie Sheehan on WorkFlows, so that they are learning to read patron records and place items on hold. *(Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. Develop a continuous learning/laboratory environment to increase support staff knowledge and creativity.)*

Essentials of Library Supervision

On January 15, Tyler Works attended the *Essentials of Library Supervision* workshop. He learned how to offer constructive criticism and how to tie supervision to our library's strategic plan. The workshop was held at RAILS Burr Ridge service center. (*Supporting Strategic Plan: Develop a continuous learning/laboratory environment to increase support staff knowledge and creativity.*)

Teen Space

New teen furniture was installed in January. The response from teens has been positive. The nonfiction teen materials were moved next to the Juvenile subjects area. New shelving was installed where part of the teen nonfiction materials were previously kept. The new shelving will now display new books, Abraham Lincoln Award nominees, and popular materials. Tyler Works and Krista Kountz are developing a new section for popular teen materials. This section will be displayed face-out in the new teen shelving area. They are working with Marketing to develop new signage and Technical Services to change the loan rules. Tyler Works also met with Marketing and Computer Services to discuss the implementation of a digital display in the Teen Lounge. We will gradually implement these changes over the next couple of months but hope to have everything completed before the start of summer reading.

Staff

Youth Page, Ashley Jovien, announced she will be stepping down due to her school schedule and a recent promotion at her other job. Tyler Works has already started the process to hire her replacement. Page Supervisors, Tyler Works and Jennifer Asimakopoulous will be working together so that they can also hire an additional substitute page for both youth and adult to prevent being short staffed in the future.

Submitted by Natalie Williams 2/6/2015

STATISTICS FOR	Jan-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	41,834	44,081	285,000	308,812	-7.71%
Teen	3,237	3,264	26,412	23,485	12.46%
Kids	19,929	20,578	142,022	151,712	-6.39%
TOTAL	65,000	67,923	453,434	484,009	-6.32%
Electronic Circulation	4,608	3,667	26,014	21,088	23.36%
GRAND TOTAL CIRC.	69,608	71,590	479,448	505,097	-5.08%
% Reciprocal Borrowing	14%	15%	14%	15%	
Patron Visits	33,667	33,112	260,660	269,130	-3.15%
<u>Current Cards</u>					
Resident	176	139	22,535	22,799	-1.16%
Non-Resident	74	58	885	1,077	-17.83%
TOTAL	250	197	23,420	23,876	-1.91%
<u>Patron Assistance</u>					
Adult - Reference	3,442	3,398	21,848	22,961	-4.85%
Kids - Reference	1,371	1,286	9,079	11,795	-23.03%
TOTAL REFERENCE	4,813	4,684	30,927	34,756	-11.02%
Adult - Other	2,192	1,765	13,820	11,486	20.32%
Kids - Other	1,459	1,325	10,903	10,406	4.78%
TOTAL OTHER	3,651	3,090	24,723	21,892	12.93%
GRAND TOTAL ASST.	8,464	7,774	55,650	56,648	-1.76%
<u>ILL/Reserves</u>					
Holds	8,744		56,050		
ILLs Sent	4,944	5,220	30,917	34,353	-10.00%
ILLs Checked Out	5,446	5,324	34,470	37,439	-7.93%
ILLs Received	5,902	5,746	37,586	40,606	-7.44%
<u>Programs - Adult</u>					
# Programs	6	5	43	39	10.26%
Attendance	213	87	1,159	1,185	-2.19%
<u>Technology Classes</u>					
# Programs	6	14	71	44	61.36%
Attendance	49	163	665	483	37.68%
<u>Individual Technology</u>					
<u>Training</u>					
# of Patrons	126	122	791	674	17.36%
<u>Groups</u>					
# Programs	15	13	88	88	0.00%
Attendance	170	141	958	1,160	-17.41%
<u>Others</u>					
# Programs	1	0	6	6	0.00%
Attendance	140	0	338	102	231.37%
<u>Programs - Teen</u>					
# Programs	8	3	48	22	118.18%
Attendance	99	40	771	444	73.65%
<u>Programs - Kids</u>					
# Programs	46	44	224	165	35.76%
Attendance	819	942	5,980	4,846	23.40%
GRAND TOTAL ATT.	1,616	1,495	10,662	8,894	19.88%

STATISTICS FOR	Jan-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,524	3,651	25,562	29,421	-13.12%
Kids Computers	1,435	1,376	11,497	10,595	8.51%
Teen Laptop	225	117	2,015	1,067	88.85%
Adult Laptop	235	173	2,014	1,203	67.41%
TOTAL PATRON USE	5,419	5,317	41,088	42,286	-2.83%
Hours Used					
Adult Computers	2,332	2,476	17,906	19,294	-7.19%
Kids Computers	906	733	6,791	5,876	15.57%
Teen Laptop	367	153	3,602	1,504	139.49%
Adult Laptop	237	352	3,986	2,340.50	70.31%
TOTAL HOURS USED	3,842	3,714	32,285	29,014.50	11.27%
IPPL Total Web Site Access	32,053	15,584	188,570	33,222	467.61%
IPPL Total Page Views	61,278	36,900	362,812	78,041	364.90%
Subscription Database Logins	3,195	2,721	19,373	19,748	-1.90%
Outreach-Homebound					
Items Delivered	169	166	853	1,089	-21.67%
Volunteers					
Number Active	48	58			
Hours Worked	232.25	315.75	2,621	2,776	-5.58%
Staff Training Hours	137.50	37.50	934	656.50	42.27%
Room Use					
Multi-Purpose Room	33	23	160	103	55.34%
Meeting Room					
Library	36	45	283	219	29.22%
Non-Library	27	43	188	216	-12.96%
Group Study Room	221	243	1,399	1,762	-20.60%
Lobby Programs	8	2	26	14	85.71%
Conference Room	17	27	126	121	4.13%
Clavinova	0	0	1	0	

MATERIALS COLLECTION STATISTICS- JANUARY 2015

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1624	5	352	1277	428	269	433	621
Non-Fiction	50943	482	693	50732	6335	9137	6817	9830
Fiction	38896	383	783	38496	7586	6682	7969	7465
TOTAL	91463	870	1828	90505	14349	16088	15219	17916
BOOKS-- CHILDRENS								
Reference	142	0	121	21	1	749	1	870
Non-Fiction	16123	190	368	15945	1699	5610	1889	5978
Fiction	27723	333	302	27754	3645	3958	3978	4260
TOTAL	43988	523	791	43720	5345	10317	5868	11108
BOOKS - TEEN								
Non-Fiction	674	21	37	658	140	414	161	451
Fiction	4125	38	308	3855	1220	639	1258	947
TOTAL	4799	59	345	4513	1360	1053	1419	1398
GRAND TOTAL	140250	1452	2964	138738	21054	27458	22506	30422

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	5398	166	0	5564	1108	335	1274	335
Music CD	10263	26	177	10112	1069	870	1095	1047
Playaway	431	0	50	381	64	30	64	80
DVDs (Standard & Blu-ray)	17583	386	0	17969	2940	607	3326	607
CD-ROMs	154	11	0	165	0	9	11	9
TOTAL	33829	589	227	34191	5181	1851	5770	2078
AUDIOVISUAL-CHILDRENS								
Audio Books	770	214	0	984	107	23	321	23
Childrens Music CD	920	0	20	900	75	15	75	35
Junior Music CD	194	0	6	188	67	28	67	34
Playaway	69	10	0	79	7	0	17	0
DVDs (Standard & Blu-ray)	4489	28	0	4517	768	377	796	377
TOTAL	6442	252	26	6668	1024	443	1276	469
AUDIOVISUAL-TEEN								
Audio Books on CD	284	19	0	303	67	18	86	18
Music CD	28	0	28	0	0	291	0	319
Playaway	65	0	1	64	2	4	2	5
DVDs (Standard & Blu-ray)	659	1	17	643	206	18	207	35
Console Games	462	29	0	491	74	65	103	65
PC-GAMES (formally CD-ROMS)	-29	88	0	59	0	17	88	17
TOTAL	1469	137	46	1560	349	413	486	459
GRAND TOTAL	41740	978	299	42419	6554	2707	7532	3006

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)	14301	29	14330	1299		1328	
eRead Illinois	15205	1415	16620	10155		11570	

Chamber Report

The Indian Prairie Public Library, Darien Chamber of Commerce, and Willowbrook/Burr Ridge Chamber of Commerce and Industry will host a Teen Summer Job Fair this spring. The fair, for teens seeking summer employment, internships, and/or volunteer opportunities, will take place on Saturday, March 21, from 1 to 4 p.m. at the library.

With only 10 participating businesses so far, we have decided to add a workshop to the event. A small panel of hiring managers and job coaches will give advice and answer questions on how to get a job and keep it from 1 to 2 p.m., then local businesses will be on hand to discuss the opportunities they have available from 2 to 4 p.m.

Businesses can still sign up to participate at jobfair.ippl.info. There is no fee to participate.

Marianne Ryan, Marketing Coordinator

February 11, 2015

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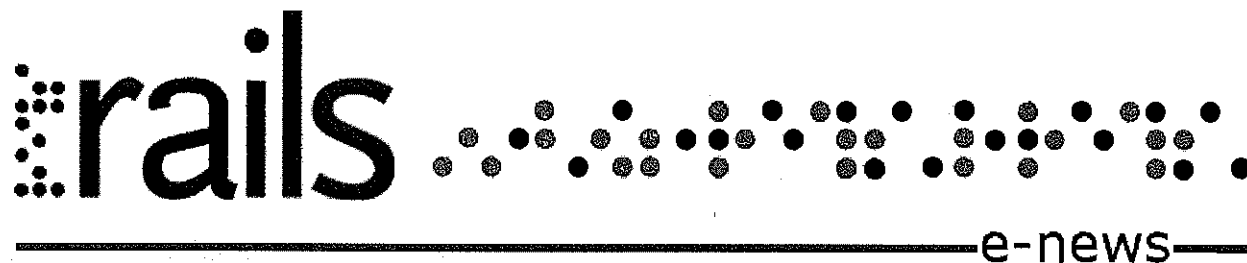
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News from the Reaching Across Illinois Library System.



Time Running Out to Apply for a RAILS LLSAP Membership Grant in FY2015

RAILS is offering a final round of grants for FY2015 to help fund startup costs for membership in one of four RAILS' shared [online catalogs](#) or LLSAPs (Local Library System Automation Program) or to those who want to upgrade from a union listing membership. The grants are for July 1, 2014 – June 30, 2015 projects. [This flyer](#) outlines some of the benefits of joining an LLSAP. For instructions and the grant application, see: www.railslibraries.info/catalogs/llsap-grant. The application deadline is March 16, 2015. If you have questions, contact Anne Slaughter, RAILS Director of Technology Services, at anne.slaughter@railslibraries.info.

RAILS Group Purchase for Gale Analytics on Demand for Public Libraries

RAILS is offering a group purchase for Gale [Analytics On Demand](#) that is only available to public libraries. This data analysis tool can help you develop targeted collections/programs and apply external data with your existing Integrated Library System (ILS) data to learn more about your patrons and how they use your library. You can also use this data to help create effective community outreach campaigns and to assist in the strategic planning process. If your public library is interested in this group purchase, email Amanda Musacchio, RAILS Resource Sharing Specialist, at amanda.musacchio@railslibraries.info by **Tuesday, February 17** and include your library's total population served (as reported on your last IPLAR report). No commitment is required at this time. RAILS will provide interested members with a cost estimate for discounted pricing that is based on the number of participating RAILS public libraries.

RAILS Overlay Project: Question of the Week

RAILS is researching a potential overlay product to provide RAILS-area library users with seamless access to shared online catalog consortia within RAILS and the catalogs of standalone libraries that choose to participate. RAILS will address questions we have received from members about the project in *RAILS E-News* on a recurring basis. This week's question is:

Why is RAILS pursuing an overlay project?

One of our main goals at RAILS is to increase and enhance resource sharing among RAILS member libraries for the ultimate benefit of Illinois library users. The overlay project will help fulfill that goal by giving library users greater and easier access to a wider, richer variety of materials than any one library or library consortium could ever provide. Library users will be able to search the millions of library holdings in different RAILS consortia/standalone catalogs all at one time and place.

Watch future editions of *RAILS E-News* for more answers to member questions about the overlay project. Additional information is also available at: www.railslibraries.info/catalogs/overlay.

Upcoming RAILS Member Networking Events

February 11, 2015

RAILS Links

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

Member Resources

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

Upcoming Meetings

[February 27 RAILS Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[February 19 Graphic Design](#)

[February 25 Concealed Carry](#)

[February 26 Readers, Writers, Books, & Blogs](#)

[March 11 Library of the Future](#)

RAILS Networking Events

[March 10 LaSalle Public Library](#)

[April 30 Deere and Company](#)

[May 19 Joliet Junior College](#)

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LaSalle Public Library. You'll hear the latest news about RAILS and have plenty of time to network with other colleagues in attendance. Refreshments will be served. Please register at www.librarylearning.info/events/?eventID=19508 so we will know how many people to expect.

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

Concealed Carry Webinar February 25

Interested in knowing more about the Concealed Carry Act and its ramifications for employers? A webinar presented by the Management Association on February 25, from 1:30 – 3:00 p.m., will address the rights of employers, requirements and concerns, and also help you plan for situations that may arise in the workplace. For instructions on viewing the Fuze webinar and to register, log into L2 and see: www.librarylearning.info/events/?eventID=18855.

Readers, Writers, Books, and Blogs February 26

RAILS and [Booklist](#) are offering a series of informative in-person workshops titled "Readers' Advisory and More: Practical Advice for Public and School Librarians." The first program, "Readers, Writers, Books, and Blogs," will be held on Thursday, February 26, from 10 a.m. – noon, at the RAILS Burr Ridge service center. The program will take you on a tour of nearly 50 of the best adult and teen book-related blogs. Presenters are Rebecca Vnuk, Editor for Reference and Collection Management at [Booklist](#), and Karen Keefe, Director of the Hinsdale Public Library. For more information and registration, see: www.librarylearning.info/events/?eventID=19424.

Library of the Future March 11

Miguel Figueroa, Director of the American Library Association's new [Center for the Future of Libraries](#), will present a program on the library of the future on Wednesday, March 11, from 1 - 2 p.m., in person at the RAILS Burr Ridge service center and via videoconference. Figueroa will discuss emerging trends, innovative techniques, and how you can work with your community to develop your library of the future. RAILS members are encouraged to share their thoughts and suggestions to add to the dialog. (More videoconference locations may be added.) For more information and registration, see: www.librarylearning.info/events/?eventID=19447.

Taking Care of Business Staff Development Day March 13

[Taking Care of Business](#), a staff development day, will be held in DeKalb on Friday, March 13, from 8:30 a.m. - 3 p.m. The event will focus on customer service with an emphasis on those with mental health and other behavioral needs. The program will also talk about the importance of teamwork. The registration fee is \$23 and covers lunch. This event is sponsored by [Librarians Working Together \(LWT\)](#) and is partially funded by a RAILS [networking/continuing education group grant](#). For more information and registration, see: www.librarylearning.info/events/?eventID=19767.

Development Day for Small Libraries April 9

[Small Library Education Development Day \(SLEDD\)](#) will be held at the Mendota Civic Center on Thursday, April 9, from 9 a.m. – 3 p.m. Guest speakers and round table discussions will focus on issues affecting small libraries. Registration includes lunch and is \$10 to attend the morning or afternoon session only; \$20 to attend all day. This event is sponsored by the [West of 47](#) networking group and is partially funded by a RAILS [networking/continuing education group grant](#). For more information and a link to registration information, see: <http://www.librarylearning.info/events/?eventID=19769>.

Library District

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Recordings of Pat Wagner's workshops on [Managing Library Change](#) and [Essentials of Library Supervision](#) are now available from the [RAILS CE Archives page](#). (Make sure you are logged into the RAILS website with the email address and password you use for [L2](#) to access all recordings on the CE Archives page.)

RAILS Community Features Discussion on Amazon and Sales Tax - and More

The Public Libraries and Technical Services [RAILS Community](#) online forums recently featured discussions about Amazon charging sales tax in Illinois, due to a state law that went into effect on January 1. (Retailers were given an extra month to comply and Amazon started collecting the tax on February 1.) In one of the discussions, a RAILS member encouraged library staff to log into the library's Amazon account and see the page on Amazon's [tax exemption program](#) to establish tax-exempt status. (You may need to complete the process for all the logins associated with your Amazon account.)

The RAILS Community features a wide variety of online forums for you to share information and have discussions with colleagues in your area and beyond. To access the [RAILS Community](#) forums, log into the RAILS website with the email address and password you use for [L2](#).

Library Staff and Patrons Invited to Participate in Targeting Autism Survey

The Illinois State Library (ISL) announced a survey on Autism spectrum disorders (ASD) in last week's [ISL E-News](#). Library staff, patrons, and members of the public are invited to participate. This survey will help guide the development and delivery of ASD services by libraries across Illinois and is available at: <http://maps.waymarksystems.org/s3/Targeting-Autism-2015-consent>.

Still Time to Register for Upcoming Legislative Events

The Illinois Library Association (ILA) is offering four legislative events to give you an opportunity to meet with your legislators and speak with them about what's important to you and your library. Events will be held on February 13, in Tinley Park and Oak Brook, on February 16 in Buffalo Grove, and on March 6 in Edwardsville. See the January 27 edition of [ILA E-News](#) for times and registration information.

E-Rate Webinar

The Illinois State Library and Illinois Century Network held an [informational webinar](#) on the Schools and Libraries Program of the Universal Service Fund (E-rate) on January 27. For more information, visit the State Library's [E-rate web page](#). If you have questions, contact [Cherry Walker](#) at 217.782.0974.

Proposals for Library State of Mind Conference Due by March 20

Conference proposals for the 2015 All for One Conference: A Library State of Mind are due by Friday, March 20. Proposals are invited from staff at academic, public, school, or special libraries and from those working in occupations that serve libraries. More information is available at: <http://librariesillinois.org>. In addition, the Illinois Library Association Resources and Technical Services Forum (ILA RTS) is looking for presenters for a variety of programs (see: <https://ilartsf.wordpress.com/2014/12/08/ila-program-proposal-planning-meeting>).

Nominations Open for Robert P. Doyle and Oberman-Rich Awards

Nominations are being accepted for the Robert P. Doyle and Oberman-Rich Awards. The awards will be presented at [Reaching Forward 2015](#) on May 8, 2015. Nominate support staff from your library through March 31, 2015. For more information and nomination forms, see: <http://reachingforward.net/conference/awards>.

Library Onconference April 16

Proposed Revision to the Vision Statement

Our Mission:

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

Our Vision:

Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming **environment and** state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.

Strategic Direction Planning

Attached is the first draft. It is organized by the five **Strategic Priorities**. Dan and I wrote the definitions of the one-word priorities that were developed at the retreat.

Under each priority there are **Goals** which are marked with the black bullets. Some of the goals have **Initiatives** listed under them.

As we move forward in development of the document, **Actions** will be listed. The actions are how we will move the initiatives forward. In addition, we can take a look at developing **Measures of Success** for each priority area.

The department heads and I met this week to start working on goals and initiatives. Much of this work is represented in the document.

At the board meeting, I would like the trustees to discuss your priorities in terms of goals and initiatives.

I will incorporate this information into the document, the department heads will review it one more time and then it will go to the staff implementation team February 26 to begin work on development of actions and measures of success.

Please note: Part of the writing in the area of priorities and goals is in "short-hand" but will be fleshed out more in the final document.

Indian Prairie Public Library
Strategic Direction Statement
Preliminary Draft

Created by Dan Wiseman and Jamie Bukovac

February 2015

Overview of the Process:

The board contracted with Wiseman Consulting and Training Inc. to facilitate the process of creating a new Strategic Direction Statement to guide the Library over the next 3 years. The library gathered data in many forms including a customer survey, completion of the EDGE technology benchmarking process, as well as reviewing existing performance data. Dan Wiseman conducted three focus groups on Nov. 19th with staff members as well as the board. The board determined what they wanted to find out from a wide range of community stakeholders. Dan Wiseman then interviewed 18 stakeholders by phone. The results of the focus groups and stakeholder interviews were detailed and key findings summarized in a report to the board and staff leaders. Two retreats in January 2015 were held to review the data, determine implications, assess strategic and service priorities and determine possible goals/initiatives. This first draft of the outcomes of this process will be reviewed by the board and department heads. Teams of staff members will provide additional input in a one day session on Feb. 26th to further flush out implementation objectives, projects and ways to address the priorities. The plan will be shared with the staff and community once it has been finalized and approved by the board.

Overall the library has made major steps forward based on its prior plan and feedback from its community. It is seen as a highly respected and critical resource to the community and its citizens. The community holds the library in high esteem not only for its programs, services, access to technology and facilities but the high levels of service the staff delivers on a daily basis with care and professionalism. Community expectations are high and many segments are changing so new needs are emerging.

Key Findings from Interviews and Focus groups:

The following are themes that were generated from an analysis of the data using several techniques to determine their impact on the library.

1. The community wants the library to continue to be highly engaged with its schools, businesses, and governmental bodies. The diversity of the community presents challenges. Transportation to the library is also a challenge. The library gets high marks currently but communities are continuing to change both demographically and physically (downtowns, schools, etc.)
2. The library needs to stay on top their community's needs. Building relationships with school, public governance bodies, and planning bodies was found to be important. The library is seen as a desirable partner but others may want more than the library can deliver.
3. Partnerships are seen as a key need by the stakeholders. Determining the most critical partnerships and how they function is critical. Another critical need is for partnerships that work for both parties.
4. All stakeholders, plus survey responses, stated that while the library uses a variety of approaches to marketing and communicating its programs and services, more is needed. Many people in the community still have a very limited idea of the library and its capabilities for helping them.
5. Both the community and staff have high expectations for the quality of service to be delivered. Staff training and development is critical to meeting those expectations.
6. While the current economic outlook in most of the community is improving, a good bit of financial uncertainty remains. This requires the need for proper fiscal management and careful budgeting to ensure the viability of the library. Creating and evolving funding sources is also needed.
7. Service excellence is a hallmark of the library but requires constant attention to keep the staff motivated and trained, processes updated and facilities maintained. In a community with high expectations this is challenging.
8. Benchmarking other libraries and organizations is critical to ensure that the high expectations of customers are met. This requires the library continually assess how well the library is doing in meeting its priorities and goals as well as serving its customers.
9. The library's leaders receive strong praise and recognition from its staff and stakeholders. For the library to continue to be effective a hyper-focus on priorities and ongoing performance and development of its current and future leaders is needed.

Proposed Service Priorities of the Library

PLA Service Priorities:

1. **Create Young Readers:** Early literacy from birth to five will have programs and services designed to ensure that they will enter school ready to learn to read, write and listen.
2. **Satisfy curiosity:** Lifelong learning. Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.
3. **Stimulate imagination and creativity:** Reading, viewing and listening for pleasure. Residents will have materials and programs that excite their imagination.
4. **Technology literacy:** Access to the digital world, providing technology classes and assistance with devices, teaching residents how to use online information resources effectively
5. **Succeed in School:** Help with homework, access to digital tools, partnering with schools.
6. **Diversity:** Cultural awareness and appreciation of one's personal heritage and the heritage of those in their community
7. **Visit a comfortable Space/Facility:** Physical and virtual spaces. The library is functional, welcoming, and accessible to all.

Mission and Vision Statements:

Our Mission:

Explore, Connect and Be Inspired

Our Vision:

Our community depends upon the Indian Prairie Public library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With a welcoming environment and state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.

Draft Overarching Priorities and Potential Goals:

- 1. The library user experience is enjoyable. Services are responsive to the community, useful and easy to access. The library is friendly and welcoming to all ages and cultures.**
- Input and ideas from our community drive our services.
 - Staff will create a formal system of organizing and reviewing patrons' comments plus input from community interactions.
 - Residents are surveyed using questions from the 2014 community survey and results compared annually.
 - Topical surveys and user assessments are done on a regular basis.
 - Services and programs are assessed relative to the user experience.
 - We deliver service excellence with friendly, professional, well trained and compassionate staff using highly efficient processes.
 - Staff are trained in the theory of "user experience" and apply the principles to their areas of responsibility.
 - As new services are introduced, assigned staff are provided with timely and effective training and coaching on needed skills to serve the public. All staff are knowledgeable about new services.
 - The facility is attractive and comfortable and patrons are easily able to find what they want. Patrons are able to use the building for a wide variety of needs and enjoy spending time at the library.
 - Staff will assess patron's ease in using the building.
 - Consider concierge style service.
 - The library provides adequate quiet and collaborative spaces.
 - The building supports personal use of technology.
 - Staff will evaluate the need for digital media and hands-on learning spaces.
 - We reduce barriers to accessing library services.
 - Offer more programming on weekends.
 - Assess the hours the library should be open.
 - Review circulation policies.

- Provide more opportunities for self service.
- Investigate how a telephone system can improve access.
- Online services are highly used and valued by our residents.
 - The website is engaging and easy to use.
 - Users are very satisfied with the eLibrary.
 - The program registration software is user-friendly.

2. Library services are integral to our community. We support formal and informal learning, inspire lifelong learning, and foster discovery, creativity and enjoyment in the lives of our residents.

- The library supports literacies of all types.
 - Early literacy...
 - Implement the *1,000 Books Before Kindergarten* program
 - Foster in our youth a love of reading for learning and entertainment.
 - Parents and schools will see the Summer Reading Challenge as being an important program in children's lives.
 - ESL...
 - Information literacy....
 - Partner with local schools to provide student and teacher training about our research databases.
- Residents of all ages will find that our programs and classes provide opportunities for learning, exploration, creativity and enjoyment.
 - Technology classes will meet the interests and needs of the community.
 - Explore expanding creation and media technology programming for all ages.
 - Provide assistance to patrons of all ages on how to use devices and software all hours the library is open.
 - Hold an annual community event to bring people together.

- Provide for online learning and creation.
- The library reflects the diversity of our community through services and resources.
 - Promote foreign language materials available through SWAN.
 - Provide magazines in foreign languages.
 - Assess development of collections of foreign language materials.
- The library plays a central role in initiatives designed to tell the story of our communities and capture community memory.
 - Local history
 - Oral histories
 - Story Share
 - Promote and support creative talents of local residents.

3. Outreach is used to build relationships, sustain or create strategic partnerships, and assess community needs.

- The library is more visible in the community.
 - Develop more offsite programming.
 - Participate in community events.
 - Develop an advocacy plan.
- Create partnerships that are in the best interests of all parties and that meet the library's strategic priorities.
 - IPPL will create partnerships with organizations that focus on/provide services for the diverse ethnic population in the district.
 - We have sustainable partnerships with the schools in the library district.
- Increase the partnership with the Foundation and Friends organizations to provide enhanced connections to the community and resources to support library projects and programs.
- Continually assess community needs through conversations and partnerships.
- Explore ways to engage and serve non-residents and un-served areas.

- 4. The library has more than adequate resources to complete its strategic priorities and deliver services to the standards of the profession and at levels expected by community. The use of existing resources (budget, staff, facilities, technology) is continually monitored for alignment with priorities and to be able to meet critical community needs**
- Staff are confident in their ability to serve our members and guests.
 - Staff competencies are established and staff trained accordingly.
 - Staff are knowledgeable about the services offered by the library.
 - A formal process for staff input is established to ensure they have the training and tools needed to do their jobs professionally.
 - Staff responsibilities and assignments are regularly reviewed and adjusted in relation to priorities.
 - The building is designed to meet a wide variety of needs and is attractive and pleasing. The library deploys “green” and “sustainable” practices and products in the maintenance and design of its facility
 - The library provides adequate quiet and collaborative spaces.
 - The library provides for personal use of technology.
 - We will evaluate the need for digital media and hands-on learning spaces.
 - A facility enhancement plan will be created to explore better use of existing space to meet community priorities, support technologies and provide for staff needs.
 - The library will earn the “Green Flag”.
 - The library will implement a rain barrel system for watering plants.
 - The library has more than adequate technology to support the programs and services provided.
 - New sources of funding are developed using a variety of methods
 - The library will find ways to increase the number, quality and the utilization of volunteers to support key goals and existing staffing levels

5. Communication is integral to ensuring that our community recognizes and appreciates the library as a major community asset and trusted resource for achieving personal goals and enhancing quality of life, inspiring them to explore the full range of library services.

- A marketing plan is created to target critical community segments with timely information about the library services and programs.
- Residents understand how the library can enhance their lives.
 - Promote the value of the library services in supporting various literacies, emphasizing staff expertise.
 - Tell the library story using outcomes.
- Community stakeholders are well-informed about library services and accomplishments.
- Partnerships with organizations and businesses increase the community's knowledge about all community services.
- All library community approaches (website, social media, newsletter, signage, personal contact etc) are continually evaluated for their ability to effectively deliver critical information about the library to the right people at the right time with the right message
 - Social media tools are used in a meaningful way.
 - The website is used effectively to promote materials and services.
 - Enewsletter and other types of "push" communication are developed to target specific demographics.

Kids & Teens

At the end of the "Got a Clue?" program, Nicole was telling the kids it was time to go and they didn't want to leave. One of the kids had played the murder victim during the game and another girl raised hand to say, "You can murder me next!"

Parent returning a Kreative Krate was excited to hear that the YSD will soon be re-vising the Krates to create new (lighter) Book Bundles. This was the family's first use of the Krates and they loved it.

A patron came to me and said that the fairy tale books that I suggested for her fractured tales project were a success. She was able to work with four children with them.

I overheard two (2) adults, one man and one woman in the WouldShop working with our Beginning Reading and Early Chapter Books practicing oral reading. I was very happy to see these learners that were comfortable enough to find a spot and work in their own way on literacy. Definitely a community center! I cannot know for sure if the lesson was for reading ability in general or if it was for English as a second language but either way it made me happy.

Teen patron told her friend she was afraid the library was closing when we moved some of the shelving units. She then exclaimed, "If the library closed I would be devastated!!"

Thank you very much for the wonderful opportunity to be part of the fair on Saturday. Everyone was incredibly warm and welcoming.

Thank you very much for inviting me to participate and hosting such a lovely event. I enjoyed seeing people I knew, meeting new writers, and just getting to "hang out" with a bunch of colleagues. Best of luck in all future author endeavors!

Thank YOU for the well-planned and enjoyable event. It was wonderful meeting you as well as the rest of the staff and the interesting authors who participated. Thank you again for the opportunity!

Thank you for having me for this event. I had a wonderful time talking with the patrons and seeing authors I know. For a first time event, this was incredibly well run.

It was a great author fair. I would never have known it was your first. The fair was well-organized and it was wonderful meeting authors I had never met previously. Thank you so much for doing this.

Thank you so much for the invitation to participate in the Local Authors Fair. I enjoyed meeting the other writers and was impressed with both the quality of the books and the diversity of the genres you selected for the show. It was a wonderful opportunity and was great fun! My thanks to you both for organizing the fair and to IPPL for hosting the event.

A Downers Grove patron, here as a HS Transitional Student Aide, shared that she greatly appreciates the tolerance and creative play support shown by the IPPL Youth Services staff. She has been to Downers Grove with her young children and has not had the same family friendly experience.

Child tells his friend "I LOVE Harry Potter 3. It's called Prisoner of Azkaban. I know that because I LOVE Harry Potter 3."

"We should make No-Sew scarves with our Girl Scout Troop, like the Teens are making in the Teen Lounge right now."

During the Teens4Xcellence book club meeting at Burr Ridge Middle School, one of the students told me, "The back of this month's book, The Testing, said that this book is recommended for fans of The Hunger Games. Even though I hated those movies, I liked this book so much I figured I'd give that series a try. It turns out that I got hooked and read all three last week! I loved every part of them, except the epilogue in Mockingjay."

I overheard a young (three year old) girl in the stacks shedding big crocodile tears. I asked her happened and what was going on? She said "I can't find the Piggie and Gerald books" We did find the location for the Piggie and Gerald books and all was well with the world!

Toddler: *screaming* (because she did not want to leave the library.)

Circulation

It was so nice to hear a patron come up to me at the desk and say, "It's always a pleasure to come here to the library".

A mom said she really like the reading list posted in the K&T department because it made it easy to find a good book for her daughter; books that her daughter would be engaged in.

A patron asked for a new plastic sleeve for their library card, "This was a great thing!" (Which we do not have anymore)

A patron raved about how great David Bunn was since he helped her with her computer.

Westmont patron raved about how great a selection we have of fiction audio books.

Adult & Computer Help Desk

This was my first time at one of these events, even though I've lived in Darien for 16 years! Enjoyed the talk and the slides!

I wonder why the change from "Big Read" format? I liked having one book and the author visit at the end of the programs.

January 2015 Listening Posts

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IPPL is a wonderful resource for all ages and interests as well as educational programs.

Please have more adult drawing classes.

Always great programs, I learn so much.

Patron says "thumbs up" to us having the bottom row of audio books shelved with spines up.

My 7 yr. old was interested in the Mini Masterpieces: A Drawing Workshop Adult program. It would be nice if one was offered for kids.

"I'd be lost without this library. This library helps you with everything. Thank you very much."
Patron comment after being helped with tax forms (85 years old).

I just noticed your Great Courses bookcase. I didn't realize you had so many of them.
Patron attended Dave's offsite class on the iPad. She said it was the most informative computer class she has ever taken. He joined IPPL because of that class.

I would like computer classes held on Saturday.

Technology

I called patron with reference request response. When I told her the answer she replied. "You are totally awesome. I would never have thought of that. Thank you very much, I really appreciate it."

Administration

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You are at: americanlibrariesmagazine.org » Not Your Garden-Variety Library

Not Your Garden-Variety Library

Posted Monday, January 5, 2015 - 10:57

Planting a seed library yields community connections

By Greg Landgraf



Librarians recognize that the idea of libraries as a place for just books is ludicrous and has been for decades. "We go with the 'great libraries build great communities' mantra," says Nancy Coriaty, deputy town librarian for branch services at Fairfield (Conn.) Public Library. "If we see something we think will benefit the community, we go for it." It was with that thought in mind that the library **created** a seed library at its Fairfield Woods branch in 2011.

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The basic concept of a seed library is fairly simple: Gardeners “check out” seeds to plant in their own gardens, and when the growing season is done, they save seeds from the plants they grew and return them for other gardeners to use next year. In practice, seed libraries adapt this basic concept to the needs and capabilities of their communities.

Many libraries have created or hosted seed libraries in the past few years as part of their regular services.

“I was inspired by BASIL (Bay Area Seed Interchange Library) in Berkeley,” says Rebecca Newburn, a science teacher at Hall Middle School in Larkspur, California, and founder of the **Richmond Grows Seed Lending Library** at Richmond Public Library.



BASIL has been lending seeds for more than 15 years. “I love it, and I’d love to see something like that in more of a public space.”

Newburn talked to BASIL, and offered herself as a volunteer with the proviso that her ultimate goal was to learn enough to develop a seed library in nearby Richmond. That goal came to fruition in May 2010. Newburn says Richmond Grows was the seventh seed library in the United States, but that

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figure has now ballooned to more than 300, with many hosted by libraries.

Why libraries?

In Fairfield, recognizing the value of a seed library for the community was easy. "The healthy food movement is something that everyone is talking about," says Mary Coe, Fairfield Woods branch reference librarian. "We think people want to be a part of it but don't know how, but we can be a first step for people to get into that movement, because libraries are about discovery."

Seed libraries can have a deeply practical economic benefit. "People are incredibly grateful to have access to seed," says Newburn. "In a community that was hard hit economically, there are a lot of people who aren't able to meet their family food budget. Being able to grow some food helps them provide food to their family that they couldn't do without the free seed."

"We can empower people by giving them the advantage of growing food," adds Rachel Steiner, manager of Omaha (Nebr.) Public Library's Benson branch, which is home to the **Common Soil** seed library. "We can tell people that produce is expensive, but if they have a little plot of land, they can help to feed their family."

Seed libraries have a strong educational component as well. They attract gardeners of all experience levels, from novices to experts. "Humans have been saving seeds for generations, but in recent times many have forgotten," says Rebecca Swanger, adult services librarian and volunteer coordinator at the Joseph T. Simpson Public Library, a member of the Cumberland County (Pa.) Library System, and head of the

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Simpson Seed Library.

At Hall Middle School in Larkspur, California, a group of 6th-graders established a **seed library** within the school library that directly supports the



school's 6th-grade science curriculum as a science project three years ago, says District Librarian Carol Halpern. Students learn about habitats and ecosystems in the school's Food Forest, a garden designed to replicate natural ecosystems. "The seed library lets kids think about creating a habitat at home, so it's a logical extension," Halpern says.

"It's been fun to watch kids think about what they might plant," Halpern adds. "Who knows what that might spark? I think some of them will become pretty impressive gardeners."

Libraries are perfectly positioned to

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provide the information necessary to support gardeners in their efforts. At the Benson branch, for example, the library offers a display of gardening books near the seeds. It also provides an array of library programming, including classes on seed saving; starting seeds indoors; planning gardens to prevent cross-pollination (which can produce hybrids not suitable for seed saving); learning about companion plants, composting, and pest control; preparing soil for planting; and winterizing a garden to prepare the soil for spring.

Green shoots

With hundreds of seed libraries operating in the United States, libraries that are interested in offering seeds should first know that they're not alone. "You don't have to reinvent the wheel," Swanger says. She recommends the **Richmond Grows website** for its information on seed swaps, guidelines, and general operation of a seed library.

Common Soil's website also offers a host of resources, as does **seedlibraries.net**.

Overall costs for a seed library are fairly small. Common Soil spent about \$2,000 in 2013, including stipends for program presenters and the costs of seeds, envelopes, and labels and barcodes. Costs grew to \$2,500 in 2014, because of the library's preparations to open seed libraries at two new branches.

There are several practical considerations and decisions to make when getting started. Perhaps most visible is where the seed library will be stored. In an elegant bit of reuse, the Simpson Seed Library is housed in an old card catalog donated by a retired librarian. Omaha Public Library also

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plans to use card catalogs for seed storage when it adds seed libraries at two more branches this year.

Many libraries have acquired seeds through donations. In Fairfield, for example, the local **Comstock, Ferre & Co.** has given the library 500 seed packets a year. But there is a decidedly local art to selecting seeds that are likely to work well in a seed library's community.

"Most seed companies will typically sell what sells widely—seeds that can grow in a wide range of climates," Newburn



says. "Seed libraries can be more community focused." That means that seed libraries can play a role in protecting a community's food heritage by protecting local heirloom varieties—those unique varieties that may not succeed everywhere but that are well adapted to a community's local climate.

Such heirloom varieties might require special policies. "A neighbor gave me a seed for Great, Great Aunt Rosie's Italian pole bean, which has been in his

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family for decades," Newburn says. "I don't know of anyone who's growing an heirloom bean like that, so we put in a real effort to save it." When Richmond Grows gets local heirloom varieties like that, it reserves them for a special grow-out program that will allow only experienced gardeners to raise the plants and build up a population of seeds. Eventually, the library has enough to start lending, but it continues to steward those varieties to ensure they are available in the future.

Even more common seeds may not be appropriate for all gardeners. Some plants are more difficult to grow than others, requiring certain growing conditions, maintenance, or pest control. For example, Newburn says, peas and beans will usually self-pollinate before their flowers open, making it easy to save their seeds. Corn, on the other hand, requires a large population and hand-pollination to produce seeds that can be saved, which is generally impractical for a home gardener in an urban environment.

Halpern also says that students often need guidance about what seeds to grow, and when. Being in California, the school's community has a longer growing season than many other states, but there are still limits. Tomatoes are popular, for example, but even in California they need to be planted in the spring.

"Some kids do want instant gratification and need to be persuaded of what will work," Halpern says. The library offers information about every seed's needs and optimum planting and growing times.

Checkout policies

There's a significant variety in checkout policies among seed libraries. Richmond Grows, for example, is highly informal. It operates on an honor system, with no library card needed. "We encourage people to take just what they need," Newburn says.

In Omaha, on the other hand, seeds are cataloged. "Every envelope has a barcode, because we wanted them to be deliverable" to each of the system's 12 branches, Steiner says. Patrons can



request seeds at any branch and have them delivered to their local branch just like a book or any other library material. The catalog automatically "checks in" the seeds the first day of each month and weeds them so they can't be checked out again.

Patrons are limited to six packets per card per month, simply to ensure that everyone who wants seeds can get them. "It's really not limiting," Steiner says. "Six packets per month is a lot of seed if you start planning in the winter and if you have your whole family check out seeds."

While returning seeds at the end of the growing season is part of the seed library concept, in practice that's much less critical. "We tell users that returns are not a requirement," Coe says.

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"We're interested in helping people have a garden of some type. Even though we offer programs on seed saving, returning seeds isn't critical."

"Many of our patrons are new gardeners who don't yet have the level of confidence where they think they can bring seeds back," says Fairfield's Coriaty. She says that about 15–20 of the more than 100 gardeners who checked seeds out last year returned some.

Sowing connections

Libraries don't necessarily need gardening expertise on staff to successfully build and operate a seed library. Many seed libraries tap into active local gardening communities to provide classes and background information.

In Fairfield, for example, local master gardener Tovah Martin presented the seed library's kickoff program. Another master gardener, library volunteer Eric Frisk, has offered several hands-on programs in the library's community garden plot. Meanwhile, Coriaty has worked to build connections with related organizations to help spread the word about the seed library, including the Fairfield Organic Teaching Farm, the Fairfield Earth Day committee, and the local Grange.

"We felt that Fairfield Woods was a perfect place for all these groups to meet and get together," Coe says. "We had a lot of meetings with them to determine how we could all work together to make this a really great thing in Fairfield."

The seed library has helped to build the local gardening community while

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strengthening other library relationships as well. For example, Coriaty works with a local senior center to offer a monthly book club. The director there received a grant to install a free-standing raised-bed garden that seniors could work at without having to bend over, and now the library provides seeds for that garden.

These connections can be a powerful promotional tool for seed libraries. "Gardeners are passionate about what they do, so when we told them about the seed library, they really spread the word," Swanger says. This led to the Simpson Seed Library being featured in local newspaper columns and TV shows—although this may have been a mixed blessing, as it attracted the attention of the state Department of Agriculture (see sidebar).

In Omaha, the library talks to the leaders of local gardening groups, as well as farmers at the local farmer's market and school teachers who visit the library. Next year, the library plans to reach out to the city's refugee population.

"The city has four refugee gardens; the organizations that have helped them settle here have helped them get land to garden," Steiner says. "We're hoping to work with them to provide seeds—we know that many of them have seed-saving expertise."

For other library users, seed libraries offer the chance to connect not just with their community but with their humanity. "We're honoring the fact that seed is at the foundation of food, and food is at the foundation of culture," Newburn says. "This is a way to celebrate our connection to the community and renew the tradition of seed saving that has