

Indian Prairie Public Library  
401 Plainfield Road  
Darien, Illinois 60561

**Board of Trustees Regular Meeting  
February 20, 2013 – 7p.m. – Conference Room**

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

- A. Roll Call  
Marian Krupicka, Crystal Megaridis, Paul Oggerino,  
Jo Ann Schusterich, Luanne Spiros, Victoria Suriano,  
Robert Thomas
- B. Mission Statement: We enrich peoples' lives by providing  
opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian  
Prairie Public Library District as a vital and trusted resource for  
achieving personal goals and enhancing quality of life. With  
welcoming, state-of-the-art service, the library is an essential  
center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
1. City of Darien to IPPL Board re: Citizen of the Year Page 4
  2. Meet and Greet Non-Profit Mixer Sponsored by Carmelite  
Carefree Village Page 5
  3. Branham to Bukovac re: Darien Park District Garden  
Club Partnership Page 6
  4. Bukovac to Branham re: Darien Park District Garden  
Club Partnership Page 7
  5. Darien Chamber to Bukovac re: Using Parking Lot Page 8
  6. Bukovac to Darien Chamber re: Using Parking Lot Page 9
  7. Ritzman to Public Library Clients re: Consolidated Election  
April 9, 2013 Page 10
  8. Chicago Tribune Lifestyles – GenLit Book Club Page 15
- E. Omnibus Consent Agenda
1. Minutes of Regular Board Meeting, January 16, 2013 Page 17
  2. Treasurer's Report Page 21
  3. Action on Bill/Additional Bills Page 25
  4. Resolution #2013-B Appointing Authorized Agent for  
The Illinois Municipal Retirement Fund Page 30
- F. Items Deleted from Omnibus Consent Agenda

**BOARD MEETING – FEBRUARY 20, 2013 – PAGE 2**

- G. Library Director’s Report Page 31 Information
- H. Staff Report  
Laura Birmingham, Assistant Director, Social Media Plan Page 42 Information
- I. Reports
  - 1. ILA Trustee Workshop (Spiros) Information
  - 2. Darien Committee for Intergovernmental Coordination (Krupicka) Information
  - 3. WB/BR Chamber of Commerce Meeting (Cigler) Page 57 Information
  - 4. Darien Chamber of Commerce (none)
  - 5. RAILS Page 58 Information
  - 6. Building and Grounds Committee (no report)
  - 7. Finance Committee (no report)
  - 8. Plan/Annexation Committee (no report)
  - 9. Policy Committee (no report)
- J. Unfinished Business  
None
- K. New Business
  - 1. Zinio Online Magazines
  - 2. Cardstar App
  - 3. Appointing trustees
- L. Meetings Scheduled – Communication Committee March 20, 6:00 p.m.  
Set Policy Committee Meeting, Schusterich, Krupicka, Thomas - dates to consider 3/25, 3/26, 3/27, 3/28, 4/1, 4/2, 4/3

M. Community Events

N. Library Events

Lyric Opera Lecture: Rigoletto	2/19/2013	7:00 PM
Today's Smart Living: Make Your Home Market Ready	2/20/2013	7:00 PM
After School Chess - Kids	2/21/2013	4:00 PM
Picasso: Painting, Sculpture, Collage	2/21/2013	7:00 PM
Crime Readers Book Discussion	2/21/2013	7:00 PM
Play Reading Society	2/22/2013	2:00 PM
RU Game - Mario Kart Wii - Single Player Tournament	2/22/2013	6:30 PM
TAB	2/23/2013	2:30 PM
Regretting Mr. Wright	2/24/2013	2:00 PM
Great Decisions	2/25/2013	7:00 PM
Genealogy Group	2/28/2013	1:00 PM
Play Reading Society	3/1/2013	2:00 PM

**BOARD MEETING – FEBRUARY 20, 2013 – PAGE 3**

## Library Events (continued)

Caudill Challenge Pizza Party	3/1/2013	6:00 PM
Movies & More: Flight	3/1/2013	7:00 PM
ESL Conversation Group	3/2/2013	10:00 AM
Chan Concert: An Irish Afternoon	3/3/2013	2:00 PM
Adult Chess Group	3/4/2013	6:00 PM
Computer Class Registration Begins	3/7/2013	9:00 AM
Senior Friday Fun Days	3/8/2013	10:00 AM
Play Reading Society	3/8/2013	2:00 PM
Kids Read - Funky Fancy Family Tree	3/9/2013	2:00 PM
ACT Strategies Session	3/10/2013	2:00 PM
Computers for Beginners	3/11/2013	3:30 PM
Adult Chess Group	3/11/2013	6:00 PM
Great Decisions	3/11/2013	7:00 PM
Facebook 101	3/12/2013	3:30 PM
Intermediate Word	3/12/2013	6:00 PM
Novel Idea- The Shoemaker's Wife by Adriana Trigiani	3/13/2013	7:00 PM
C.O.D. What You Need to Know	3/14/2013	5:00 PM
The Big Read: A Taste of Enza's Cooking	3/14/2013	7:00 PM
Movies & More: Argo	3/15/2013	7:00 PM
ESL Conversation Group	3/16/2013	10:00 AM
Poetry Reading and Open Mic	3/16/2013	2:00 PM
TAB	3/16/2013	2:30 PM
Computers for Beginners	3/18/2013	3:30 PM
Internet for Beginners	3/18/2013	6:00 PM
Adult Chess Group	3/18/2013	6:00 PM
GenLit (for 20-30 somethings)	3/18/2013	6:30 PM
Intro to Powerpoint	3/19/2013	3:30 PM
Kindle Users: Learn How to Download eBooks	3/19/2013	6:00 PM
iPad & Tablet Users: Learn How to Download eBooks	3/19/2013	7:30 PM

O. Adjournment



# CITY OF DARIEN

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

January 31, 2013

INDIAN PRAIRIE PUBLIC LIBRARY  
Attention: Jamie Bukovac, Director  
401 Plainfiel Road  
Darien, Illinois 60561

Dear Director Bukovac:

A dinner-dance honoring Darien's Citizen of the Year for 2013, **Cathlyn Marchese**, will be held on Saturday, March 16, 2013 at Alpine Banquets, 8230 S. Cass Avenue, Darien, Illinois, with cocktails at 6:00 P.M. and dinner at 7:00 P.M. Your attendance will make the occasion even more festive.

The \$30.00 per person cost includes a full-course dinner, three hours of open bar and dancing. For reservations, you may call City Hall at 852-5000, Ext. 8102. Please specify at that time the full names of those attending and their dinner choice of "Champagne Chicken" or "Beef Wellington." Checks should be made out to "City of Darien" and mailed to: City of Darien, Attn: Citizen of the Year Committee, 1702 Plainfield Road, Darien, Illinois 60561 or dropped off at City Hall. Payment should be received no later than Friday, March 8.

You are also personally invited to attend a cake and coffee reception for **Cathy**, to be held at City Hall on Tuesday, February 19 at 7:30 P.M.

We eagerly anticipate your joining us for these very special and gala occasions.

Sincerely,

Kathleen Weaver  
MAYOR

/fm

5

# Meet and Greet Non-Profit Mixer

Sponsored by



Your Organization and Members Are Invited!  
Meet and Greet With Other Local  
Non-Profit Organizations

Tuesday, February 26, 2013

7:00pm to 9:00pm

Carmelite Carefree Village

8419 Bailey Road

Darien

RSVP By February 22nd  
To Sandy Kusy at [SMKusy@ccvliving.org](mailto:SMKusy@ccvliving.org)



Darien Chamber  
of Commerce

1000 E. North Avenue, Suite 140, Darien, IL 60161

Liza Branham  
9 South 85 Nantucket Dr.  
Darien, IL 60561  
January 28, 2013

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

Dear Jamie,

Our garden club is starting to plan our plant sale for 2013. I spoke to Laura recently about having the sale on the library grounds this year as we have in the past. She asked that we send you a letter, with the sale date and other particulars, requesting your authorization.

We would like to hold the sale Saturday, June 1, 2013, from 10 am to 2 pm. Our format is the same as previous years. We would have the canopies or possibly one large tent, signage at the corner of Plainfield Road and Clarendon Hills Road and at both entrances to the library.

Our club is very grateful for the Indian Prairie Public Library's support of our plant sale in the past and we look forward to continuing our cooperative relationship in the future.

We hope to get your approval for our plant sale on June 1, 2013.

You can reach me at 630-964-2614 or [lbranham@att.net](mailto:lbranham@att.net)

Sincerely,



Liza Branham  
Darien Park District Garden Club

Cc: Laura Birmingham, Assistant Director  
Cathy Streett, Plant Sale Committee Chairperson



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

January 29, 2013

Liza Branham  
Darien Park District Garden Club  
9 South 85 Nantucket Dr.  
Darien, IL 60561

Dear Liza:

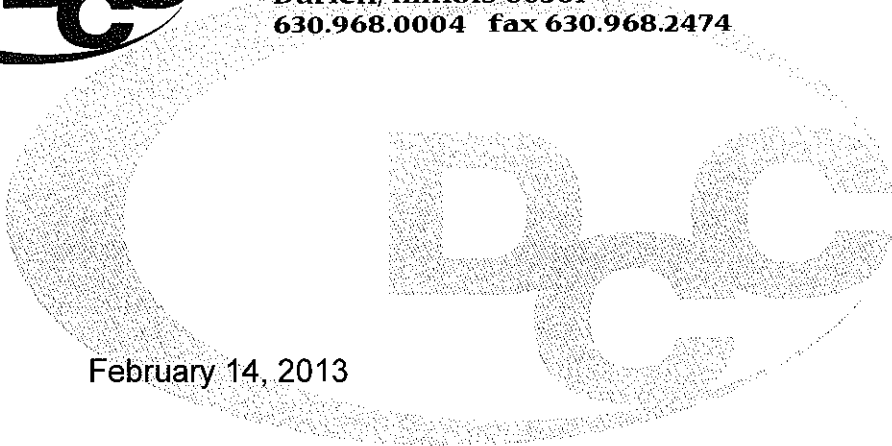
We would be happy to partner with the Garden Club for their annual plant sale on June 1. As in past years, we will also be partnering with the Garden Club to present a program which will be held June 3. The plant sale is a nice tie-in to the programming. In past years the plant sale has been quite successful and I wish the same for you this year.

Sincerely,

  
Jamie Bukovac  
Director



**Darien Chamber of Commerce**  
1702 Plainfield Road  
Darien, Illinois 60561  
630.968.0004 fax 630.968.2474



February 14, 2013

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

Dear Jamie:

The Darien Chamber of Commerce will host the 13th Annual Darien Dash on Sunday, May 19th. This event will be held at Darien Community Park. Registration begins at 7 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  
President & CEO



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

February 15, 2013

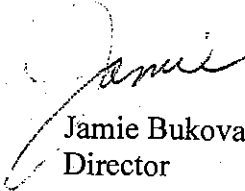
Clare Bongiovanni  
Darien Chamber of Commerce  
1702 Plainfield Road  
Darien, IL 60561

Dear Clare:

Regarding your request to use the library parking lot for the Darien Dash on May 19, 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

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

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P.O. BOX 564  
WHEATON, ILLINOIS 60189-0564  
PHONE (630) 665-1900  
FAX (630) 665-0407  
E-MAIL: [rritzman@psnrb.com](mailto:rritzman@psnrb.com)

HARTMAN E. STIME (1927-1991)  
ROY I. PEREGRINE  
THOMAS M. NEWMAN  
ROGER A. RITZMAN  
DALE W. BRUCKNER\*  
ELIZABETH P. SCHAFFER  
MARY P. NEAL  
MARK A. RITZMAN

\* ALSO LICENSED IN WISCONSIN

**CONSOLIDATED ELECTION APRIL 9, 2013**

TO: Public Library Clients  
FROM: Roger Ritzman  
DATE: February 11, 2013

---

This memorandum reminds you of dates relevant to election of Library Trustees at the Consolidated Election scheduled for April 9, 2013

**I. TRUSTEES - LIBRARY DISTRICTS**

- Tuesday, April 9, 2013: Consolidated Election
- Monday, May 20, 2013: Terms begin for elected Trustees (third Monday in May)
- Saturday, June 22, 2013: Last day to take oath of office and elect Board Officers (within 74 days after the election)

**Comments**

Trustees on the current Board are entitled to serve until May 20, 2013 (third Monday) or "until their respective successors are elected and qualified". To be "qualified," Trustees must take the oath of office. Accordingly, sometime between May 20, 2013 and June 22, 2013 (74 days after election), the Board should meet, administer the oath (or verify administration of the oath by a notary public), and elect Board Officers.

Until May 20, 2013 (or later depending on the 1<sup>st</sup> meeting of the new Board), the existing Board remains intact to conduct Library District business.

Relevant provisions of the Library District Act provide:

1. The terms of all trustees shall begin on the third Monday of the month next following the month of the election.” 75 ILCS 16/30-10 (b)
2. Organization of board; qualification and oath of trustees.
  - (a) Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board.
  - (b) The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board.
  - (c) Trustees duly elected or appointed as certified by the appropriate election authority or appointing authority shall be qualified to serve as trustees under this Act. The required oath shall be taken and subscribed before a notary public or the secretary of the board. 75 ILCS 16/30-40

**II. TRUSTEES - VILLAGE LIBRARIES**

Tuesday, April 9, 2013:

Consolidated Election

Saturday, June 8, 2013:

Last day to take oath of office and elect Board Officers (within 60 days after the election)

**Comments**

Relevant provisions of the Local Library Act provide:

Within 60 days after their election or appointment, the trustees shall take the oath of office and meet to organize the board. The required oath may be taken and subscribed before the Secretary or Secretary pro tempore of the library board, the County Clerk of the county containing all or a larger portion of the library, the Judge entering the order for the establishment referendum or before any other person authorized to administer oaths.

The first action taken at the organizational meeting of the board shall be the election of a President and a Secretary and such other officers as the board may deem necessary, and the board shall further provide in the bylaws of the board as to the length of the terms in office... 75 ILCS 5/4-6

Until such time as the new Board meets and “organizes”, the existing Board remains intact to conduct Library business. There is no provision in the Local Library Act similar to the Library District Act specifying the beginning date for the term of the Trustees of Village Libraries.

**III. OATH OF OFFICE**

Attached for reference is an Oath of Office.

Roger A. Ritzman  
PEREGRINE, STIME, NEWMAN,  
RITZMAN & BRUCKNER, LTD.  
221 E. Illinois Street, P.O. Box 564  
Wheaton, Illinois 60187-0564  
Phone (630) 665-1900  
Facsimile (630) 665-0407  
M:\\_1LIBRARYDIST\MEMO\ConsolidatedElection.4-9-13.doc

(Oath administered by Library Board Secretary)

**OATH OF OFFICE -- LIBRARY TRUSTEE**

\_\_\_\_\_ Public Library (District)

I, \_\_\_\_\_, solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Library Trustees according to the best of my ability.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Trustee's printed name

Date: \_\_\_\_\_

Oath administered by me  
and signed in my presence

\_\_\_\_\_  
Secretary of the Board of Library Trustees  
\_\_\_\_\_ Public Library (District)

\*\*\*\*\*  
The Library should retain a signed copy of this Oath of Office.  
\*\*\*\*\*

(Oath administered by Notary Public)

**OATH OF OFFICE – LIBRARY TRUSTEE**

\_\_\_\_\_ Public Library (District)

I, \_\_\_\_\_, solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Library Trustees according to the best of my ability.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Trustee's printed name

Date: \_\_\_\_\_

State of Illinois )  
County of \_\_\_\_\_ ) SS.

I, \_\_\_\_\_, a Notary Public in and for said County and State, hereby certify that \_\_\_\_\_, personally known to me to be the same person whose name is subscribed above, appeared before me this day in person and acknowledged that (s)he signed the Oath of Office as his/her free and voluntary act.

Given under my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Impress Notary Seal Here) \_\_\_\_\_  
Notary Public

Commission Expires \_\_\_\_\_

\*\*\*\*\*  
The Library should retain a signed copy of this Oath of Office.  
\*\*\*\*\*

# LIFESTYLES

Front Page News Sports Business **Lifestyles** Opinion A&E

Home > Featured Articles > **Rebecca Skloot**

READERS OF THE WEEK

## GenLit

January 21, 2013

Recommend 0

Tweet 0

0

### One thing to know about our book club

We are GenLit, a book group for 20- and 30-somethings. The group is open to the public, and we often have a different mix of people at each meeting. New members are always welcome.

### Our meetings

We meet on the third Monday of the month from January through October at a rotating group of local restaurants. The club is coordinated through the Indian Prairie Public Library in Darien.



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### Buffett's Top 5 Stocks

These 5 stocks make up 75% of his firm's portfolio. Free picks.

[www.StreetAuthority.com](http://www.StreetAuthority.com)

### Books we loved

We really enjoyed "The Night Circus" by Erin Morgenstern. We thought it was an original story that

featured beautiful [↗](#) and evocative descriptions. We can't wait for the movie! We also loved "Bossypants" by Tina Fey, "The Immortal Life of Henrietta Lacks" by Rebecca Skloot, "Rules of Civility" by Amor Towles, "A Long, Long Time Ago and Essentially True" by Brigid Pasulka.

### **We did not enjoy**

Our first book selection, "I'm So Happy for You: A Novel About Best Friends" by Lucinda Rosenfeld. We the characters were petty and immature.

### **If we could meet an author**

We'd like to meet Tina Fey.

### **Up next**

We're reading [↗](#) "Between Shades of Gray" by Ruta Sepetys in January and "Domestic Violets" by Matthe Norman in February. For a complete list of upcoming titles and more information, visit [facebook.com/genlit](https://www.facebook.com/genlit).

Tell us about your favorite readers at [printersrow@tribune.com](mailto:printersrow@tribune.com).

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### **Featured Articles**



17

Indian Prairie Public Library  
Board of Trustees Minutes  
Regular Meeting of January 16, 2013

**Board of Trustees Regular Meeting  
January 16, 2013 – 7 p.m.**

A. Roll Call

President Megaridis called the meeting to order at 7:05 p.m. Acting-Secretary Oggerino called the roll. Present: Marian Krupicka, Crystal Megaridis, Paul Oggerino, Luanne Spiros, Absent: Jo Ann Schusterich, Victoria Suriano, Robert Thomas  
Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski  
Debbie Wordinger, Monica Dzierzbicki, Debbie Sheehan, Ann Stovall and  
Cris Cigler arrived at 7:35 p.m. (for the New Business discussion)

Others: none

President Megaridis asked for additions and/or corrections to the agenda. Bukovac asked for two additions to Communications and Announcements, D8 ILA Library Trustee Forum 2013 Workshops and D9 Message to ALA Members from ALA President.

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

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

C. Public Comment – none

D. Communications and Announcements

1. Bukovac to White re: Donation by the Willowbrook Kumon Center
2. National Endowment for the Humanities to Wordinger re: Grant
3. Bukovac to Mach re: Donation of Paintings
4. Peterson to Bukovac re: Video Game
5. Bukovac to Peterson re: Video Game
6. Clare Bongiovanni to Cris Cigler re: Darien Chamber Holiday Expo
7. Van Kirk to Sheehan re: ILA Conference
8. ILA Library Trustee Forum 2013 Workshops
9. Message to ALA Members from ALA President

E. Omnibus Consent Agenda

1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 28, 2012
2. Treasurer's Report
3. Action on Bills/Additional Bills
4. Treasurer's Report & Action on Bills- November 2012
5. Statement of Receipts and Disbursements for Fiscal Period July 1, 2012 Through December 31, 2012
6. Resolution #2013-A Health Reimbursement Arrangement
7. Proposed Staff Medical Information Privacy Policy

Krupicka moved, Oggerino seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Oggerino moved, Krupicka seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac updated the Board on the reorganization of the Youth Services Department which began in September. Everyone's position and job responsibilities were reviewed; essentially each staff person was a generalist in regards to the various age groups served by the department. It was decided that a more productive model would be to focus the responsibilities and oversight of each age group with a staff person. The reorganization process has evolved over time and has included a lot of discussion with Dzierzbicki and Joynt. Ultimately, it has been determined that the best course of action for the department is to have four full-time librarians. This will consist of a department head, senior librarian who is responsible for teen services, early literacy librarian and a full time mid-kids librarian (rather than a 28-hour/week position). Moving to four full-time librarians brings IPPL to a level that is more in line with that of other libraries. In addition, Bukovac reported that Dzierzbicki has decided to step down as Head of Youth Services due to personal responsibilities and will be taking the full time Mid-Kids Librarian position. The job ad for the Department Head position will go out on Monday and will be a national search; Bukovac and Birmingham will be handling the management aspects of the Youth Services Department until someone is hired. Bukovac wrote a letter to the Youth Services Department thanking staff for their hard work and dedication and explained the process so they would know what's going on. Bukovac's goal is to lift the stress off the Youth staff and to move on with the reorganization.

Cigler's marketing report was distributed tonight. Youth Services reference statistics are incorrect due to an error in the way they were being counted. The FYTD figure will be corrected. With respect to Department Head reports, Spiros would like to see less information about activities/meetings attended and more information relative to results/accomplishments.

At this point the Board moved to items K1 and K2 of New Business. The discussion ended at 8:55 p.m. at which time Wordinger, Dzierzbicki, Sheehan, Stovall and Cigler left. The Board continued with Reports and the rest of the agenda.

H. Staff Report - none

I. Reports

1. WB/BR Chamber of Commerce – Oggerino attended the meeting. Each mayor gave their State of the Village report.
2. Darien Chamber of Commerce - (no report)
3. RAILS – backup is in the packet.
4. Building and Grounds Committee - (no report)
5. Finance Committee – (no report)
6. Plan/Annexation Committee (no report)
7. Policy Committee – (no report)

J. Unfinished Business - none

K. New Business

1. Technology Survey – Bukovac distributed articles relative to e-books. About 4% of our circulation is e-books. The Board and library staff present tonight discussed the results of

the technology survey. They noted that almost half the respondents said they don't download e-books from the library because they don't know how. Staff agreed that if you don't do it often, you forget the process. Discussion included the types of handheld devices; the limits that publishers place on libraries; and the need to educate the public about these limits so that they can become advocates for the library. Bukovac said that as a library we have to decide how important this is and the various models have to be studied further. Other models include promoting lesser known works; giving the patron other options; having our own server; pulling out of the consortium and just having our own collection. Short term and long term options have to be determined. Bukovac will be organizing an e-book summit and will report back to the Board; Trustees are welcome to join the summit. It was noted that there was a lot of positive survey feedback with respect to the library keeping up with technology. Other thoughts/comments from staff present tonight included: people come to us to learn how to find information on-line; we provide life-long learning; we support students/schools; we're viewed as a safe place to learn; we can bring people together in a low tech way.

- 2. 2012-2014 Strategic Plan – Bukovac reviewed the Strategic Plan with the Board. Megaridis suggested that we look into federated search. Spiros commented that as we continue to evolve we need to look at what we're currently doing and remove things that aren't working. Bukovac said that process has started. Spiros moved, Oggerino seconded to approve the 2012-2014 Strategic Plan. Motion carried unanimously.

L. Scheduled Meetings

Communication Committee – A meeting was scheduled for March 20, 2012 at 6 p.m.

- M. At 9:15 p.m. Krupicka moved, Oggerino 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: Krupicka, Megaridis, Oggerino, Spiros. Naves: None. Absent: Schusterich, Suriano, Thomas. Motion carried unanimously.

N. Return to Open Session and Report of Any Action Taken

At 9:16 p.m. Krupicka moved, Oggerino seconded to go back into open session. Roll call vote. Motion carried unanimously. Krupicka moved, Spiros seconded to approve the closed session minutes dated January 18, 2012. Motion carried unanimously. Oggerino moved, Spiros seconded to keep all closed session minutes closed. Motion carried unanimously.

- O. At 9:17 p.m. Oggerino 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: Krupicka, Megaridis, Oggerino, Spiros. Naves: None. Absent: Schusterich, Suriano, Thomas. Motion carried unanimously.

P. Return to Open Session and Report of Any Action Taken

At 10:16 p.m. Krupicka moved, Oggerino seconded to go back in to open session. Krupicka moved, Spiros seconded to set the Director's salary at \$110,700 per annum, retroactive to January 9, 2013 and to award a bonus of \$1,000 for her efforts in 2012. Motion carried unanimously.

Q. Community Events

R. Library Events

Midterm Exam Cram	1/16/2013	11:00 AM
Getting Started with Your iPad	1/16/2013	6:00 PM
Let's Make Music	1/17/2013	10:30 AM
After School Chess - Kids	1/17/2013	4:00 PM
Life's Transitions	1/17/2013	6:30 PM
Crime Readers Book Discussion	1/17/2013	7:00 PM
Movies & More: Gorky Park	1/18/2013	7:00 PM
Bulgarian Folk Dance Ensemble "Horo" and the children's group "Hortse".	1/19/2013	2:00 PM
Pysanky Egg Decorating	1/21/2013	1:30 PM
GenLit (for 20-30 somethings)	1/21/2013	6:30 PM
Experience Our World: Bulgaria Today: A Traveler's Tale	1/23/2013	7:00 PM
Experience Our World: Finding Grandma's Ancestors in Eastern Europe	1/24/2013	1:00 PM
Beginner's Genealogy on the Web	1/24/2013	7:00 PM
RU Game- Halo 4 (Xbox 360)	1/25/2013	6:30 PM
TAB	1/26/2013	2:30 PM
Experience Our World: Chicago Cossacks	1/27/2013	2:00 PM
Internet for Beginners	1/28/2013	3:30 PM
Computers for Beginners	1/28/2013	6:00 PM
Experience Our World: Treasures of The State Hermitage	1/31/2013	7:00 PM
Mock PSAT	2/2/2013	10:00 AM
Intro. to Excel 2010	2/4/2013	3:30 PM
Computers for Beginners	2/4/2013	6:00 PM
Lyric Opera Lecture: La Boheme	2/5/2013	7:00 PM
The Art of Chocolate	2/6/2013	7:00 PM
Gaming Committee	2/7/2013	3:15 PM
Intro. to Excel 2010	2/7/2013	3:30 PM
Facebook for Beginners	2/7/2013	6:00 PM
Senior Friday Fun Days	2/8/2013	10:00 AM
"Sensational Science" with Steve Belliveau	2/8/2013	7:00 PM
FAFSA Workshop	2/11/2013	7:30 PM
Story Time Sign-up Begins	2/12/2013	9:00 AM
Files & Folders	2/13/2013	3:30 PM
Intermediate Excel	2/13/2013	6:00 PM
Novel Idea- Clara and Mr. Tiffany by Susan Vreeland	2/13/2013	7:00 PM
Intro to Word 2010	2/18/2013	6:00 PM
GenLit (for 20-30 somethings)	2/18/2013	6:30 PM

S. Adjournment

At 10:17 p.m. Oggerino moved, Krupicka seconded to adjourn the meeting. All ayes. Motion carried unanimously.

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Paul Oggerino, Acting-Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 1/31/2013

Balance on hand as of December 31, 2012.....	2,964,393.85
Cash Receipts for January.....	15,560.87
Cash Disbursements for January.....	308,591.50
Cash on hand as of January 31, 2013.....	2,671,363.22
Illinois Funds (Money Market) - Average Monthly Rate 0.047%	
General.....	693,051.39
Special Reserve.....	20,944.50
Working Cash.....	315.03
Bond.....	8,011.32
Children's Endowment.....	2,885.21
Endowment.....	11,167.94
<u>MPI Investments</u> .....	1,155,656.99

JP Morgan Chase - Savings - Rate .16%	
General.....	302,181.95

Working Cash Fund

MPI Investments.....	391,002.37
JP Morgan Chase - Checking - Rate .05%	
General.....	54,181.69
Hinsdale Bank & Trust - Checking.....	31,360.83
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of January 31, 2013.....	2,671,363.22

FUND BALANCES AS OF 01/31/2013

Corporate Fund.....	1,972,622.04
Building & Maintenance Fund.....	90,142.38
I.M.R.F. Fund.....	4,447.43
Liability Fund.....	13,859.95
Social Security Fund.....	3,131.53
Special Reserve Fund.....	22,068.40
Working Cash Fund.....	391,404.69
Bond Fund.....	77,261.26
Misc. Balance Sheet Accounts from all Funds.....	96,425.54
Grand Total All Funds.....	2,671,363.22

**Indian Prairie Public Library District**  
**Consolidated Revenue Report for January 2013**

22

Percent of Year: 58.33

	RECEIVED Jan 13	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
<b>PROPERTY TAX &amp; LEVY INTEREST</b>					
41100 · Property Taxes	0.00	3,131,882.76	99.63%	3,143,629.00	11,746.24
41110 · Bond Property Taxes	0.00	247,845.74	51.01%	485,845.00	237,999.26
41150 · Non-current Property Taxes	0.00	341.59	21.35%	1,600.00	1,258.41
43100 · Interest-Tax Levy	0.00	29.11	0.00%	0.00	-29.11
<b>TOTAL PROPERTY TAX &amp; LEVY INTEREST</b>	<b>0.00</b>	<b>3,380,099.20</b>	<b>93.09%</b>	<b>3,631,074.00</b>	<b>250,974.80</b>
<b>INTERGOVERNMENTAL</b>					
42200 · Per Capita Grant	0.00	0.00	0.00%	42,000.00	42,000.00
42300 · LIMRICC	0.00	7,166.50	0.00%	0.00	-7,166.50
<b>TOTAL INTERGOVERNMENTAL</b>	<b>0.00</b>	<b>7,166.50</b>	<b>17.06%</b>	<b>42,000.00</b>	<b>34,833.50</b>
<b>INTEREST</b>					
43200 · Interest -Checking	3.75	49.62	1.65%	3,000.00	2,950.38
43500 · Interest - Investment	76.62	1,150.76	0.00%	0.00	-1,150.76
<b>TOTAL INTEREST</b>	<b>80.37</b>	<b>1,200.38</b>	<b>40.01%</b>	<b>3,000.00</b>	<b>1,799.62</b>
<b>DESK MONIES</b>					
45100 · Copier	443.05	2,646.83	52.94%	5,000.00	2,353.17
45120 · Computer Copies	957.13	6,149.75	61.50%	10,000.00	3,850.25
45200 · Fines/Fees	4,911.10	31,931.96	65.06%	58,000.00	26,068.04
45250 · Gifts/Donations	25.00	1,561.00	78.05%	2,000.00	439.00
45300 · Lost Materials	1,151.59	6,478.70	53.99%	12,000.00	5,521.30
45350 · Non-Resident Fees	5,535.00	51,046.30	60.05%	85,000.00	33,953.70
45400 · DVD Fines	1,151.00	5,442.48	60.47%	9,000.00	3,557.52
45450 · Book Rental	189.55	1,343.30	53.73%	2,500.00	1,156.70
45550 · Meeting Room Rental	25.00	225.00	0.00%	0.00	-225.00
45600 · ILL Fees	33.45	299.30	0.00%	0.00	-299.30
<b>TOTAL DESK MONIES</b>	<b>14,421.87</b>	<b>107,124.62</b>	<b>58.38%</b>	<b>183,500.00</b>	<b>76,375.38</b>
<b>OTHER INCOME</b>					
46700 · Miscellaneous	5.00	2,284.77	228.48%	1,000.00	-1,284.77
46750 · Collection Agency Fee	60.00	200.00	0.00%	0.00	-200.00
<b>TOTAL OTHER INCOME</b>	<b>65.00</b>	<b>2,484.77</b>	<b>248.48%</b>	<b>1,000.00</b>	<b>-1,484.77</b>
<b>GRAND TOTAL</b>	<b>14,567.24</b>	<b>3,498,075.47</b>	<b>90.61%</b>	<b>3,860,574.00</b>	<b>362,498.53</b>

Indian Prairie Public Library District  
Consolidated Expenditures Report for January 2013

23

Percent of Year: 58.33

	Jan 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
<b>PERSONNEL</b>							
61100 · Salaries	212,133.29	1,075,851.76	56.14%	1,916,545.00	840,693.24	1,970,000.00	894,148.24
61310 · Benefits - Medical / Life Ins.	8,813.92	54,504.83	50.47%	108,000.00	53,495.17	125,000.00	70,495.17
61320 · Employee Assistance Program	2,500.00	2,500.00	100.00%	2,500.00	0.00	3,000.00	500.00
61330 · Benefits - IMRF	20,576.30	102,782.64	58.36%	176,129.00	73,346.36	195,000.00	92,217.36
61340 · Benefits - FICA	16,049.98	81,423.82	55.54%	146,615.00	65,191.18	155,000.00	73,576.18
61400 · Staff Development	450.72	8,946.80	53.90%	16,600.00	7,653.20	23,000.00	14,053.20
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
61600 · Board Development	241.40	466.40	46.64%	1,000.00	533.60	1,500.00	1,033.60
61710 · Workers Compensation	-316.00	10,564.00	114.83%	9,200.00	-1,364.00	12,000.00	1,436.00
61720 · Unemployment Insurance	909.30	3,267.51	107.48%	3,040.00	-227.51	5,000.00	1,732.49
<b>TOTAL PERSONNEL</b>	<b>261,358.91</b>	<b>1,340,307.76</b>	<b>56.32%</b>	<b>2,379,629.00</b>	<b>1,039,321.24</b>	<b>2,489,500.00</b>	<b>1,149,192.24</b>
<b>MATERIALS</b>							
62100 · Books	14,616.21	113,961.48	45.74%	249,175.00	135,213.52	255,000.00	141,038.52
62200 · Periodicals	3,761.90	24,290.87	67.20%	36,150.00	11,859.13	42,000.00	17,709.13
62300 · Audio	2,937.78	29,042.36	61.21%	47,450.00	18,407.64	52,000.00	22,957.64
62400 · Video	4,557.27	27,472.24	50.22%	54,700.00	27,227.76	60,000.00	32,527.76
62500 · Multi-Media	58.92	500.80	18.90%	2,650.00	2,149.20	3,700.00	3,199.20
62600 · Electronic Reference Resources	31.78	56,228.50	79.77%	70,488.00	14,259.50	75,000.00	18,771.50
62800 · Processing Supplies	1,822.31	15,361.51	66.79%	23,000.00	7,638.49	25,000.00	9,638.49
<b>TOTAL MATERIALS</b>	<b>27,786.17</b>	<b>266,857.76</b>	<b>55.18%</b>	<b>483,613.00</b>	<b>216,755.24</b>	<b>512,700.00</b>	<b>245,842.24</b>
<b>BUILDING</b>							
63100 · Building & Maintenance Fund	0.00	0.00	0.00%	0.00	0.00	150,000.00	150,000.00
63200 · Cleaning Service	4,945.80	41,496.95	75.45%	55,000.00	13,503.05	65,000.00	23,503.05
63300 · Utilities	7,504.23	43,854.93	42.37%	103,500.00	59,645.07	16,000.00	-27,854.93
63400 · Maintenance Supplies	1,221.28	9,211.20	63.53%	14,500.00	5,288.80	20,000.00	10,788.80
63500 · Security System Monitoring	74.00	950.00	95.00%	1,000.00	50.00	1,800.00	850.00
63600 · Property Maintenance	292.90	10,817.00	51.51%	21,000.00	10,183.00	35,000.00	24,183.00
63700 · Building Improvements	0.00	19,514.77	0.00%	0.00	-19,514.77	0.00	-19,514.77
63800 · Building Maintenance/Repairs	2,828.50	17,539.95	43.85%	40,000.00	22,460.05	60,000.00	42,460.05
<b>TOTAL BUILDING</b>	<b>16,866.71</b>	<b>143,384.80</b>	<b>61.02%</b>	<b>235,000.00</b>	<b>91,615.20</b>	<b>347,800.00</b>	<b>204,415.20</b>
<b>OPERATIONS</b>							
64200 · Supplies - Office	957.24	6,264.16	50.52%	12,400.00	6,135.84	16,000.00	9,735.84
64300 · Photocopy Supplies	456.45	1,557.84	31.16%	5,000.00	3,442.16	6,000.00	4,442.16
64400 · Patron Card Supplies	0.00	170.84	17.08%	1,000.00	829.16	2,000.00	1,829.16
64500 · Postage	0.00	3,103.18	38.79%	8,000.00	4,896.82	15,000.00	11,896.82
64600 · Non-Payment Reimbursement	0.00	519.93	14.86%	3,500.00	2,980.07	6,000.00	5,480.07
64700 · Travel	74.54	313.51	48.23%	650.00	336.49	1,000.00	686.49
64800 · Organizational Memberships	240.00	525.00	40.39%	1,300.00	775.00	2,000.00	1,475.00
64900 · Bank Fees	180.58	1,554.50	74.02%	2,100.00	545.50	3,000.00	1,445.50
<b>TOTAL OPERATION</b>	<b>1,908.81</b>	<b>14,008.96</b>	<b>41.26%</b>	<b>33,950.00</b>	<b>19,941.04</b>	<b>51,000.00</b>	<b>36,991.04</b>
<b>AUTOMATION</b>							
65100 · Supplies (paper, ink cartridge)	210.48	4,519.10	50.21%	9,000.00	4,480.90	12,000.00	7,480.90
65200 · Automation-Prof Services	0.00	6,000.00	60.00%	10,000.00	4,000.00	12,000.00	6,000.00
65300 · Purchase of Equipment	403.99	1,903.73	14.00%	13,600.00	11,696.27	20,000.00	18,096.27
65400 · Automation Equip Mnt/Repair	213.98	509.41	33.96%	1,500.00	990.59	4,000.00	3,490.59
65500 · Software	49.95	13,526.06	67.97%	19,900.00	6,373.94	23,000.00	9,473.94
65600 · SWAN	15,523.84	46,571.52	75.73%	61,495.00	14,923.48	64,000.00	17,428.48
65700 · Telecommunications	433.95	3,128.44	39.11%	8,000.00	4,871.56	12,000.00	8,871.56
<b>TOTAL AUTOMATION</b>	<b>16,836.19</b>	<b>76,158.26</b>	<b>61.67%</b>	<b>123,495.00</b>	<b>47,336.74</b>	<b>147,000.00</b>	<b>70,841.74</b>
<b>CONTRACTUAL SERVICES</b>							

Indian Prairie Public Library District  
Consolidated Expenditures Report for January 2013

24

Percent of Year: 58.33

	Jan 13	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	REMAINING APPROPRIATION
66100 · General Professional Services	1,314.88	19,293.41	108.39%	17,800.00	-1,493.41	30,500.00	11,206.59
66200 · Credit Bureau	62.65	537.00	35.80%	1,500.00	963.00	1,500.00	963.00
66300 · Equipment-Maintenance Repair	868.86	2,897.83	36.22%	8,000.00	5,102.17	11,200.00	8,302.17
66900 · Fees - Bond Registrar	0.00	240.00	0.00%	500.00	260.00	0.00	-240.00
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>2,246.39</b>	<b>22,968.24</b>	<b>82.62%</b>	<b>27,800.00</b>	<b>4,831.76</b>	<b>43,200.00</b>	<b>20,231.76</b>
<b>INSURANCE</b>							
67100 · Multi Peril-Physical Assets	0.00	8,847.00	60.60%	14,600.00	5,753.00	14,600.00	5,753.00
67200 · Bonding	0.00	1,930.00	96.50%	2,000.00	70.00	3,000.00	1,070.00
67300 · Officers & Directors Liability	0.00	1,000.00	100.00%	1,000.00	0.00	2,000.00	1,000.00
67400 · Umbrella Liability	0.00	3,283.00	80.80%	5,400.00	2,117.00	5,400.00	2,117.00
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>15,060.00</b>	<b>65.48%</b>	<b>23,000.00</b>	<b>7,940.00</b>	<b>25,000.00</b>	<b>9,940.00</b>
<b>MARKETING</b>							
68110 · Marketing Newsletter	0.00	11,060.72	48.76%	22,685.00	11,624.28	24,000.00	12,939.28
68210 · Marketing Advertising	0.00	285.00	7.92%	3,600.00	3,315.00	5,000.00	4,715.00
68310 · Marketing Supplies	0.00	418.45	19.02%	2,200.00	1,781.55	4,000.00	3,581.55
68410 · Marketing-Information Printing	50.00	2,015.33	40.31%	5,000.00	2,984.67	7,500.00	5,484.67
68500 · Legal Notices	0.00	988.80	49.44%	2,000.00	1,011.20	2,000.00	1,011.20
68600 · Special Events	2,338.31	9,690.53	38.45%	25,200.00	15,509.47	30,000.00	20,309.47
<b>TOTAL PUBLIC INFORMATION</b>	<b>2,388.31</b>	<b>24,458.83</b>	<b>40.31%</b>	<b>60,685.00</b>	<b>36,226.17</b>	<b>72,500.00</b>	<b>48,041.17</b>
<b>CAPITAL OUTLAY &amp; CONTINGENCY</b>							
69100 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	100,000.00
69200 · Bond Interest and Principal	0.00	472,922.50	96.98%	487,655.00	14,732.50	480,000.00	7,077.50
69800 · Operating Transfer Out	0.00	0.00	0.00%	0.00	0.00	0.00	0.00
69900 · Contingency	923.65	10,093.59	114.12%	8,845.00	-1,248.59	100,000.00	89,906.41
<b>TOTAL CAPITAL OUTLAY &amp; CONTINGENCY</b>	<b>923.65</b>	<b>483,016.09</b>	<b>97.28%</b>	<b>496,500.00</b>	<b>13,483.91</b>	<b>680,000.00</b>	<b>196,983.91</b>
<b>GRAND TOTAL</b>	<b>330,315.14</b>	<b>2,386,220.70</b>	<b>61.76%</b>	<b>3,863,672.00</b>	<b>1,477,451.30</b>	<b>4,368,700.00</b>	<b>1,982,479.30</b>



ACTION ON BILLS January 2013

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
General Checking		
Bills for Approval	43685 thru 43807	\$ 84,541.03
Salaries for January	35214 thru 35261	\$ 12,671.06
Direct Deposits	& 14971 thru 15193	\$ 139,991.33
	TOTAL	\$ 237,203.42
Additional Bills (Distributed at Board Meeting)	----- thru -----	
	MONTH'S TOTAL	\$ 237,203.42

# Indian Prairie Public Library District

## Check Register

January 1, 2013 through January 31, 2013

26

Type	Date	Num	Name	Amount
<b>10121 - Checking - JP Morgan Chase</b>				
Liability Check	01/03/2013	43685	Adler & Associates	35.22
Liability Check	01/03/2013	43686	Nationwide Retirement	610.00
Liability Check	01/03/2013	43687	Vantagepoint	975.00
Bill Pmt Check	01/03/2013	43688	Sonia Lawrentz	185.00
Bill Pmt Check	01/08/2013	43689	Action Flag Co.	193.07
Bill Pmt Check	01/08/2013	43690	Alarm Financial	60.00
Bill Pmt Check	01/08/2013	43691	Baker & Taylor	1,209.84
Bill Pmt Check	01/08/2013	43692	Baker & Taylor (video)	147.55
Bill Pmt Check	01/08/2013	43693	Call One	1,578.46
Bill Pmt Check	01/08/2013	43694	Canon Business Solutions	629.45
Bill Pmt Check	01/08/2013	43695	Colonial Life	47.32
Bill Pmt Check	01/08/2013	43696	ComPsych	2,500.00
Bill Pmt Check	01/08/2013	43697	Cosmopolitan Building Services	4,775.00
Bill Pmt Check	01/08/2013	43698	DEMCO	331.45
Bill Pmt Check	01/08/2013	43699	Garvey's Office Products	77.73
Bill Pmt Check	01/08/2013	43700	Image Systems	239.41
Bill Pmt Check	01/08/2013	43701	JavaSmart USA LLC	10.00
Bill Pmt Check	01/08/2013	43702	Jensen, Shirley P	44.40
Bill Pmt Check	01/08/2013	43703	Midwest Tape	279.91
Bill Pmt Check	01/08/2013	43704	NCPERS Group Life	176.00
Bill Pmt Check	01/08/2013	43705	Ollis Book Corporation	655.64
Bill Pmt Check	01/08/2013	43706	OverDrive	25.98
Bill Pmt Check	01/08/2013	43707	Quill	151.46
Bill Pmt Check	01/08/2013	43708	Recorded Books, LLC	414.50
Bill Pmt Check	01/08/2013	43709	Rogers Vending	75.00
Bill Pmt Check	01/08/2013	43710	Runco	141.39
Bill Pmt Check	01/08/2013	43711	Salem Press	420.00
Bill Pmt Check	01/08/2013	43712	Scholastic Library Publishing	49.99
Bill Pmt Check	01/08/2013	43713	Schuetz, Roy	30.00
Bill Pmt Check	01/08/2013	43714	ScotPress Printing	50.00
Bill Pmt Check	01/08/2013	43715	Stevanovich, Linda	84.44
Bill Pmt Check	01/08/2013	43716	The Risk Management Association	7.00
Bill Pmt Check	01/08/2013	43717	Willowbrook/Burr Ridge Chamberof Commerce	240.00
Bill Pmt Check	01/08/2013	43718	Wolper Information Services	3,671.97
Bill Pmt Check	01/14/2013	43719	Belliveau, Steve	385.00
Bill Pmt Check	01/14/2013	43720	Petty Cash	192.20
Liability Check	01/17/2013	43721	Adler & Associates	35.22
Liability Check	01/17/2013	43722	Nationwide Retirement	610.00
Liability Check	01/17/2013	43723	Vantagepoint	925.00
Bill Pmt Check	01/17/2013	43724	Baker & Taylor	3,818.04
Bill Pmt Check	01/17/2013	43725	Baker & Taylor (video)	1,120.68
Bill Pmt Check	01/17/2013	43726	Bayscan Technologies	195.60
Bill Pmt Check	01/17/2013	43727	Center Point Large Print	128.22
Bill Pmt Check	01/17/2013	43728	Comcast	136.90
Bill Pmt Check	01/17/2013	43729	Constellation	4,065.76
Bill Pmt Check	01/17/2013	43730	Darien Park District	292.90

# Indian Prairie Public Library District

## Check Register

January 1, 2013 through January 31, 2013

27

Type	Date	Num	Name	Amount
Bill Pmt Check	01/17/2013	43731	DEMCO	652.83
Bill Pmt Check	01/17/2013	43732	Edmonds Incorporated	530.54
Bill Pmt Check	01/17/2013	43733	Fox Valley Fire & Security	2,060.00
Bill Pmt Check	01/17/2013	43734	Gale	603.78
Bill Pmt Check	01/17/2013	43735	Groot Industries, Inc.	217.50
Bill Pmt Check	01/17/2013	43736	Hartney, Jane	812.79
Bill Pmt Check	01/17/2013	43737	Ingram Library Services	42.30
Bill Pmt Check	01/17/2013	43738	JavaSmart USA LLC	105.58
Bill Pmt Check	01/17/2013	43739	Lincoln National Life	78.71
Bill Pmt Check	01/17/2013	43740	Midwest Tape	272.91
Bill Pmt Check	01/17/2013	43741	Price Digests	69.95
Bill Pmt Check	01/17/2013	43742	Quill	231.82
Bill Pmt Check	01/17/2013	43743	Random House	50.00
Bill Pmt Check	01/17/2013	43744	Recorded Books, LLC	33.00
Bill Pmt Check	01/17/2013	43745	Shah, Rajer	12.50
Bill Pmt Check	01/17/2013	43746	Siddhpura, Pushpa	10.00
Bill Pmt Check	01/17/2013	43747	Speciality Mat Service	170.80
Bill Pmt Check	01/17/2013	43748	Szabados, Stephen M.	100.00
Bill Pmt Check	01/17/2013	43749	Unique Management	62.65
Bill Pmt Check	01/17/2013	43750	Wilson, Shelly	125.00
Bill Pmt Check	01/17/2013	43751	Wordinger, Debra	11.30
Bill Pmt Check	01/22/2013	43752	Accountemps	334.62
Bill Pmt Check	01/22/2013	43753	Art Excursions, Inc.	275.00
Bill Pmt Check	01/22/2013	43754	Asimakopoulos, Jennifer	72.03
Bill Pmt Check	01/22/2013	43755	AudioGo	268.42
Bill Pmt Check	01/22/2013	43756	Baker & Taylor	1,410.79
Bill Pmt Check	01/22/2013	43757	Baker & Taylor (video)	620.52
Bill Pmt Check	01/22/2013	43758	Bank of America	2,834.66
Bill Pmt Check	01/22/2013	43759	Call One	309.45
Bill Pmt Check	01/22/2013	43760	DEMCO	222.77
Bill Pmt Check	01/22/2013	43761	Diverse Media, Inc.	27.45
Bill Pmt Check	01/22/2013	43762	DuPage County Public Works	487.11
Bill Pmt Check	01/22/2013	43763	Fox Valley Fire & Security	145.00
Bill Pmt Check	01/22/2013	43764	Garvey's Office Products	79.94
Bill Pmt Check	01/22/2013	43765	Gaylord Bros., Inc.	135.50
Bill Pmt Check	01/22/2013	43766	Ingram Library Services	40.65
Bill Pmt Check	01/22/2013	43767	Kroeschell Service	479.50
Bill Pmt Check	01/22/2013	43768	Midwest Tape	333.27
Bill Pmt Check	01/22/2013	43769	Naisbitt, Patricia	134.00
Bill Pmt Check	01/22/2013	43770	OverDrive	1,157.30
Bill Pmt Check	01/22/2013	43771	Random House	24.00
Bill Pmt Check	01/22/2013	43772	Recorded Books, LLC	111.37
Bill Pmt Check	01/22/2013	43773	The Cottage Journal Seasons	19.98
Bill Pmt Check	01/22/2013	43774	VSP Vision	74.28
Liability Check	01/30/2013	43775	LIMRICC	599.75
Bill Pmt Check	01/30/2013	43776	Accountemps	260.26
Bill Pmt Check	01/30/2013	43777	AudioGo	83.42

Indian Prairie Public Library District

Check Register

January 1, 2013 through January 31, 2013

28

Type	Date	Num	Name	Amount
Bill Pmt Check	01/30/2013	43778	Baker & Taylor	4,188.23
Bill Pmt Check	01/30/2013	43779	Baker & Taylor (video)	1,772.32
Bill Pmt Check	01/30/2013	43780	BCBS	7,349.43
Bill Pmt Check	01/30/2013	43781	Colonial Life	47.32
Bill Pmt Check	01/30/2013	43782	Delicious Creations	92.50
Bill Pmt Check	01/30/2013	43783	DEMCO	650.65
Bill Pmt Check	01/30/2013	43784	Distinctive Interiors	234.00
Bill Pmt Check	01/30/2013	43785	Fire & Security Systems	14.00
Bill Pmt Check	01/30/2013	43786	Gale	460.10
Bill Pmt Check	01/30/2013	43787	Garvey's Office Products	107.26
Bill Pmt Check	01/30/2013	43788	Guardian	474.37
Bill Pmt Check	01/30/2013	43789	Midwest Tape	199.50
Bill Pmt Check	01/30/2013	43790	NCPERS Group Life	96.00
Bill Pmt Check	01/30/2013	43791	OverDrive	377.56
Bill Pmt Check	01/30/2013	43792	Palmisano, Stacy.	13.56
Bill Pmt Check	01/30/2013	43793	Peregrine, Stime, Newman, Ritzman & Bruck	720.00
Bill Pmt Check	01/30/2013	43794	Random House	304.50
Bill Pmt Check	01/30/2013	43795	Recorded Books, LLC	402.95
Bill Pmt Check	01/30/2013	43796	Roy, Nancy	240.46
Bill Pmt Check	01/30/2013	43797	Runco	287.10
Bill Pmt Check	01/30/2013	43798	Specialty Store Services	187.35
Bill Pmt Check	01/30/2013	43799	Stephens Plumbing & Heating, Inc.	144.00
Bill Pmt Check	01/30/2013	43800	SWAN	15,523.84
Bill Pmt Check	01/30/2013	43801	The Book Farm	15.99
Bill Pmt Check	01/30/2013	43802	Tucker, Denise	80.00
Bill Pmt Check	01/30/2013	43803	West Payment Center	48.58
Bill Pmt Check	01/30/2013	43804	Wordinger, Debra	66.54
Liability Check	01/31/2013	43805	Adler & Associates	35.22
Liability Check	01/31/2013	43806	Nationwide Retirement	610.00
Liability Check	01/31/2013	43807	Vantagepoint	975.00

Total 10121 - Checking - JP Morgan Chase

84,541.03

TOTAL

84,541.03

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

## January 2013

<b>Vendor</b>	<b>Purpose</b>	<b>Date Paid</b>	<b>Amount Paid</b>
EFTPS-Federal	Payroll taxes	01/04/2013	17,034.66
EFTPS-State	Payroll taxes	01/04/2013	2,992.70
EFTPS-Federal	Payroll taxes	01/18/2013	17,177.72
EFTPS-State	Payroll taxes	01/18/2013	3,029.11
AT&T	Telecommunications	01/11/2013	297.05
Nicor	Gas	01/17/2013	845.95
IMRF	Payroll Pension	01/31/2013	27,330.31
DAC	Deposit to HRA	01/24/2013	2,500.00
US Bank	Credit Card Fee	01/03/2013	160.58
Hinsdale Bank	Fee-Direct Deposit	01/03/2013	20.00

RESOLUTION #2013-B

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

RESOLUTION APPOINTING AUTHORIZED AGENT FOR  
THE ILLINOIS MUNICIPAL RETIREMENT FUND

BE IT RESOLVED by the Board of Library Trustees of the Indian Prairie Public Library District, DuPage County, Illinois, that Nancy E. Roy be appointed the authorized agent for the Illinois Municipal Retirement Fund.

RESOLVED this 20<sup>th</sup> day of February, 2013.

\_\_\_\_\_  
Crystal Megaridis, President

Attest:

\_\_\_\_\_  
Victoria Suriano, Secretary

## Director's Report February 2013

With this board packet we are providing reports that are focused more on results and less on reciting a list of activities. Please provide feedback as to whether or not we are going in the right direction.

### **Agenda**

This meeting has a focus on technology with Laura discussing the library's social media efforts, demonstrating our new online magazine service and Cardstar App which allows bar codes to be displayed on smart phones. This feature will allow patrons to use their phone to checkout materials at the checkout desk and the self checkout stations. If you bring your smartphones and/or tablets we can set you up with these products at the meeting.

As you will see in the communication from Roger Ritzman, current trustees will serve through the May meeting. At least two trustees will need to be appointed to begin serving their term the third Monday in May.

### **Director Performance Appraisal**

As part of my appraisal the trustees directed two questions to me.

The first was "What motivates Jamie?"

My personal vision is that I make a difference. The work I do in libraries makes a difference for individuals, the community and ultimately the world. My vision includes supporting and enabling staff members' passions for making a difference.

I got into libraries because I love serving people, not because I like to read (which I do enjoy) or do research (I also enjoy) or am enthralled with archiving materials (not so much). I have a passion for libraries and am invigorated (but have to admit, at times, also weary) of the continual changes and the evolution that is occurring in our services.

On a day to day basis I am motivated by wanting to be the best person I can be, always learning and growing, and always contributing. I like being autonomous and a decision maker but I also enjoy working collaboratively and solving problems.

I truly enjoy the enthusiasm, dedication and excellence of the staff and the trustees and that is a spark for me.

The second question was "What are my goals for the trustees?"

Assist with raising awareness about the library and promoting its value within the community and with legislators.

Assist with recruitment of volunteers and "active" Friends members.

Assist with fundraising.

Create and take a training course that educates the trustees even more about the library and trains trustees in "word of mouth" marketing.

**Staff**

For the search for a Youth Services Department Head I have received 16 resumes. Four are excellent and a fifth is a possibility. I have scheduled interviews the week of February 25. The deadline for resumes is February 22. Laura and I will conduct the first round of interviews. I am planning on involving the department heads and Youth Services staff in the second round of interviews.

I am acting as department head for the Youth Services Department until the new department head is hired. I will be handling staff evaluations, responding to staff questions/comments relative to their projects, ensuring the reorganization process continues smoothly and running the monthly department meetings. Laura is providing support by doing the monthly schedule and desk schedule, approving staff time off requests and managing an ongoing study of staffing of the service desk. Monica, Sarah and Kelly will take turns attending the department head meetings.

Diane Nickolaou, Technical Services Supervisor, will be resigning March 2 to accept a position at SWAN.

**Meetings and Workshops**

As I reported last month I have begun a new initiative to further build my relationships with staff and am meeting with each staff member for a discussion related to 13 questions that I've prepared. I've met with all Youth Services staff and Adult Services librarians.

I met with Monica, Sarah and Kelly to discuss how management of the department will be handled when Monica's position changes Feb. 10, review the progress of the staff reorganization, and to start work on creating the new YS assistant job description.

I and other staff attended a webinar about the Pittsburgh Public Library and the digital media lab they have created for their teens. They based much of what they did on the Chicago Public Library digital media lab "YouMedia" and a study that was done by Mizuko Ito a cultural anthropologist who studies new media use, particularly among young people, in Japan and the United States, and is a Professor in Residence at the University of California Humanities Research Institute. The study was a three-year ethnographic study, funded by the John D. and Catherine T. MacArthur Foundation, into how young people are living and learning with new media in varied settings—at home, in after school programs, and in online spaces.

Central to the design and programming of the labs at Pittsburgh and Chicago is what Professor Mizuko Ito and colleagues learned from interviewing and observing more than 700 youth. From those interviews, they identified three stages of learning that kids progress through with digital media:

- They "hang out" with friends in social spaces such as Facebook.
- They "mess around" or tinker with digital media, making simple videos, playing online games, or posting pictures in Flickr.
- They "geek out" in online groups that facilitate exploration of their core interests.

This is called HOMAGO. Hanging Out. Messing Around. Geeking Out.

This webinar was one more in a series of webinars and library visits the staff have been doing as research to determine the potential for doing something similar here and what that would look like. Part of that research will be talking with the schools this spring to see what they are doing and we'd like to figure out a way to survey teens as well. The recent technology survey did show a level of interest in this type of service by the adults surveyed.



I also took an online class on *Techniques for Creative Problem Solving*. This was a great interactive course helping one to discover their own creative style, a number of exercises for idea generation and brainstorming, explaining how new ideas are developed (the imaginative, creative phase and the practical, critical phase), and tools for final development of an idea. I used the idea of creating a digital media lab as my practice idea and found the tools very helpful for discovering new ways to look at this service and identify questions that need to be answered and potential solutions to roadblocks. Laura also took the course and we'll be doing a mini training program with staff as well as using the tools as we discuss projects.

Jamie Bukovac, Director

## Assistant Director's Report February 2013

### Building and Grounds:

On Saturday February 10<sup>th</sup>, the outside A/V book drop return drawer broke and this affected Circulation. Because we had to lock this return drawer, patrons were instructed to put their materials in the other two slots so Circulation pages had to check in mixed-materials and change the bins more frequently. Weld-All (Westmont) was able to repair the drawer on Tuesday, February 12<sup>th</sup>.

### Friends of the Library:

The Friends met on January 22, 2013. Highlights of the meeting include:

- A discussion about recruiting more "Friends", including advertising for additional Book Nook volunteers
- Funding approval for the following spring programs: "Ciao Bella! Italian in an Hour" (\$150); "Coming to America: Ellis Island" (\$235); "Yoga at the Library" (\$125); and "Green Cleaning Essentials" (\$200)
- The annual book sale will be held Saturday May 18 and Sunday May 19<sup>th</sup>.

Since the meeting, I am happy to report that I have recruited two new people to help with book donations, the Book Nook, and the annual sale.

### In-Charge Training:

The In-Charge staff (monitors and librarians) met in late January to review our new Crisis Plan. (Attached). The plan is still in process as the staff came up with some great questions for our liaison at the Darien Police. As a part of the plan, we will also be visibly numbering rooms and maintaining a numbered floor plan for the police in the event it is needed.

### Social Media:

The Social Media Guidelines and Plan is included in your packet. I will be highlighting the efforts of the Social Media Team at the February meeting.

### Tech Tutors:

To support the patron demand for e-book and e-Media Library training, I am currently advertising for various device-specific "experts" to help us at drop-on training sessions or one-on-one assistance.

### Staff Development:

I have been busy planning our April 26<sup>th</sup> **Staff Institute Day**. I will keep you posted on details as they develop.

I attended a **Webinar on "Self-Directed Achievement"** presented by the Tooele City Library in Utah. This library set out to create a culture of learning for their staff so they developed the "SDA" (Self-Directed Achievement) program. SDA is a consistent, individualized approach to staff development in a climate of constant change. In a nutshell, employees meet with their supervisors for 15 minutes each

week and set a "bite-sized" learning goal for that week. ("Bite-sized" as in goals must be achievable in no more than one-hour.) Goals must knowledge-based (not task-based) and focus on 21<sup>st</sup> Century skills. The Tooele Director said that the process has some surprising effects: the staff became more empathetic towards the community (they now understood what it's like to be a library user); staff became more efficient (work done in less time); "bad" employees left and "achievers" became "show-stoppers"; staff wrote more grant applications (because they now had ideas) and received more grants; basic performance standards were raised; and staff wanted to demonstrate and teach what they had learned to others. This was a great webinar and I got pages of ideas!

Jamie and I have discovered "**Library Juice Academy**", an online course module. I completed a 2-week "Creative Problem Solving" course in January and am currently attending a 4-week course on Project Management. I have found the quality of instruction to be exceptional and I am learning quite a lot. It is nice to be able to take a course at my own pace (and sometimes in my pajamas at home 😊).

**Marketing:**

Cris' report is attached.

Submitted by:

*Laura Birmingham*

Laura Birmingham

# Crisis Plan for Indian Prairie Public Library

This plan is written to better prepare staff on how to handle potential crisis situations. In all cases below, notify the librarian in charge IF there is time. If time is of the essence, take emergency action immediately.

**Remember: ALWAYS USE CAUTION AND NEVER ENDANGER YOUR OWN LIFE!**

## PART 1:

### i. AN IMPORTANT NOTE ABOUT TELEPHONES:

If you dial 9-1-1, and have to drop the phone for any reason, just leaving a landline phone off the hook will bring help!

If possible, if there is a library phone in the room, pick up the handset, dial 9-1-1 and if you are able to talk to the 9-1-1 Operator, do so, otherwise simply leave the phone off the hook so that responders can identify the location.

If there is no office phone, use any cell phone to call 9-1-1 and give them information as you are able.

9-1-1 operators cannot identify locations from a cell phone.

### ii. HOW TO DESCRIBE A PERSON:

When calling 9-1-1 it is important to give a good description of the person you are calling them about.

Remember:

- Keep terms and description simple
- Start at head and work to the shoes
- Approximate height and weight or build
- Perceived race (white, black, Hispanic, etc.)
- Hair color (black, gray hair, bald, light hair or dark hair)
- Facial description (glasses, cap, scars, facial hair)
- Clothing (top, bottom, shoes) description with color (keep it simple: red, blue, brown black etc.)
- Any other characteristics that are unique to the person

**iii. BUILDING EVACUATION PROCEDURES:**

- 1. Have an escape route and plan in mind. If possible, follow fire evacuation procedures. The highest ranking person in the area should lead staff and patrons out the nearest exit and as far away from the building as possible.
- 2. Leave belongings behind. Help others escape if possible.
- 3, Keep your hand visible. Follow the instructions of any police officers.
- 4. If persons are unable to exit, head to the nearest room and lock the door. Using an office telephone, call 9-1-1 to alert them know how many people are still in the building.

**iv. ALWAYS BE PREPARED:**

The best defense is to be prepared. Think about escape routes from different areas of the library. Talk about it with other staff. If something should occur, you will be better prepared to lead yourself and others to an exit.

**PART 2: SPECIFIC SITUATIONS:**

**i. MISSING CHILD ("CODE ADAM"):**

If a child is reported missing:

- 1. Obtain a detailed description of the child and what he/she was wearing.
- 2. Using the library paging system, alert all staff that there is a "CODE ADAM" and staff are to stop working and look for the child. Provide the description of the child.
- 3. If the child is not found within 10 minutes, call 9-1-1

**ii. ARMED INTRUDER:**

- 1. Keep calm.
- 2. Move quickly to a safe location.
- 3. DO NOT confront, threaten, intimidate, or attempt to disarm the offender.
- 4. If you are able, call 9-1-1 and describe the situation and your location. If not possible to speak, simply dial 9-1-1 on a landline phone and leave it off the hook.
- 5. If able to, initiate a HARD LOCKDOWN.

**iii. ACTIVE SHOOTER/RANDOM ACT OF VIOLENCE:****A. If you can hear gunshots in the immediate vicinity:**

1. Go to the nearest room or office. Take others with you if possible.
2. Close and lock the door. Blockade the door with heavy furniture if possible.
3. Turn off the lights.
4. Direct everyone to silence mobile phones.
5. Close the blinds.
6. Get everyone to lie on the floor and out of line of fire. Remain quiet.
7. When it is safe to do so, call 9-1-1. Never assume that someone else has already called for help.
8. Stay in your location until otherwise instructed by emergency response team.

**B. If you are directly involved and in imminent danger:**

Attempt to disrupt and/or incapacitate the active shooter by acting aggressively, throwing items and/or improvising weapons, and yelling.

**C. If you are not directly involved and you do not hear gunshots nearby and it appears safe to exit**

1. Guide others to an exit.
2. Do not run in a straight line, use a zig zag pattern.
3. Keep your hands visible at all times.
2. Call 9 -1-1 from any telephone to provide location of incident, the number of suspects and description, number of location of injured victims.

**iv. Telephone/ Bomb Threat**

1. Listen to the entire message or the caller, do not interrupt.
2. Write down all the information. If a number shows up in the Caller ID window, write it down.
3. Note any background noises, tone of voice, or anything unusual.
4. Keep caller on the phone (if possible).
  - a. Ask type of bomb
  - b. Ask location of bomb
  - c. Ask time of detonation
  - d. Ask why the library was targeted.
5. After you hang up, call 9-1-1 immediately.
6. Ask someone else to alert the in-charge person.
6. Initiate lockdown or evacuation based on directions from 9-1-1.

**v. Explosion or Terrorist Attack (Bomb blast, airplane crash, etc.)**

1. Seek protection from flying glass and debris under a desk, table or other heavy furniture.
2. Remain inside building until directed to evacuate.
3. Follow directions of emergency responders.

**vi. Unruly Patron (Disturbed, abusive, or intoxicated patrons)**

1. Remain calm.
2. Contact an in-charge person (if possible) or notify the security monitor.
3. If you feel it is appropriate, calmly ask them to leave and tell them you will call police if they don't leave. (If you are not comfortable asking them to leave, simply call 9-1-1.)
4. If they do not leave, call 9-1-1. Do not confront, threaten or intimidate.

**PART 3 – Lockdown and Evacuation Procedures:****I. LOCKDOWN PROCEDURES****A. Hard lockdown**

1. Find the closest interior room.
2. Lock the door and turn off the lights.
3. Call 9-1-1 from an office phone or if that's not possible, use your cell phone and keep the line open.
4. Get down on the floor and under furniture if possible.
5. Do not move unless instructed by emergency personnel.

**B. Soft lockdown** ("Business as Usual"): Police direct us to not let anyone in or out of the building due to danger in the immediate area.

1. Lock front and Receiving Room doors.
2. No one may enter and no one may leave.
3. Make announcements that the library is in a soft lockdown due to potential threat in the immediate vicinity (i.e. shooter, kidnapper, bank robbery)
3. Wait for instructions from emergency personnel.



**eNewsletter analysis**

The eNews has been delivered via Constant Contact for a solid year. In reviewing the figures from 2012, our open rate averages 19.8%, with a low of 17% and a high of 21.4%. The click rate averages 7.7% with a low of 3% to a high of 12%. The most popular clicks have been to our calendar, to our catalog, and to lists of books and movies. Information about e-books has been getting clicks, so I've added a permanent link to eMediaLibrary on the left navigation bar. I've also changed the subject line of the eNews to be more attention-grabbing.

**QR codes analysis** - Theresa prepared a very thorough report on our use of QR codes for September through December of 2012, using data from Bitly.com. We have used QR codes in our newsletter, in library posters, flyers, and bookmarks. The most popular QR codes were links to the LibAnywhere app (6) and the Adults program page (6), Children & Family page (5), and Books Just For You (5). We'll give this more time to gather momentum.

**E-books** - Promoting e-books and keeping up with all the changes for downloading e-books is ongoing. eMediaLibrary unveiled a new interface and we're updating all the instruction brochures. We currently have eight brochures for e-books and e-readers.

**Community Outreach** - Senior groups have been contacted and visits are being scheduled for March.

**Special Promotions** - There are ongoing marketing efforts to support use of our subscription databases and our e-books. Currently, we're promoting Public Records and AtoZdatabases.

**The Big Read** officially launches on February 1. Thirty-seven programs, plus book discussions, at ten libraries with a virtual author visit in May.

**ILA Marketing Committee** - The committee is working to get a wide variety of marketing based programs on the conference schedule for 2013. We've prepared suggestions for 11 programs, lined up speakers and are working on submitting the program descriptions:

- *Library Marketing that Matters*
- *The Elusive Library Non-user: Find out what Non-users Want*
- *Master the Marketing Plan*
- *Library Marketing in Special and Academic Libraries? Yes!*
- *Social Media 2.0: Sure, we're on Facebook, what's next?!*
- *The Secrets of Persuasive Presentations*
- *"Geek the Library": Ready-to-Go Marketing and Advocacy Projects*
- *Great Storytelling: Communicating the Importance of your Library!*
- *The Inside Scoop from Top Library Programmers*
- *Programming with a Zero Dollar Budget*
- *Library Marketing Unconference 2.0*

**Summer Reading** - Met with the K&T Department to begin planning summer reading for 2013. We discussed how to approach school visits, the start of registrations, a kickoff event, and timing for the newsletter.

**Marketing & Technology** - Met with Theresa and Ann Stovall to discuss marketing and technology. Highlight of the meeting was deciding to do drop-in training sessions for staff on Zinio and CardStar to increase the word-of-mouth marketing of both of these new services. We also discussed other ways to use technology to promote events/services/products including the proposed repurposing of the digital map display. Theresa's assignment is to work on a design for the display.

*Christine Cigler*  
Marketing Coordinator  
February 12, 2013

# IPPL Social Media Guidelines

## **Our Mission**

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

## **Our Brand**

We are a trusted and welcoming center of the community where people explore, connect and are inspired. We continually deliver the highest quality service.

## **Our Values**

We value and respect the individual.

We empower & guide each visitor.

We aspire to bring people together.

## **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 welcoming, state-of-the-art service, the library is an essential center of learning, and community pride.

## **Why have social media guidelines?**

Everything we do at Indian Prairie should support our mission, our brand, our values and our vision. Social media captures our personality and creates conversations in the community. Our presence on social media will reinforce our brand to our users just as our printed materials, our signs, our displays, and our service desks do. These guidelines will help the staff who post for IPPL create an online presence that is clear and friendly, professional and authentic. Our community experiences us as a trusted and welcoming center of the community. We intend to maintain that trust in our social media environment.

**Definitions**

Social media refers to any online platform that allows users to connect, contribute and share content or commentary. Online platforms include, but are not limited to: blogs, social networking sites (Facebook, Foursquare), video and photo sharing sites (YouTube, Flickr), social bookmarking tools (Delicious), micro blogs (Twitter, Tumblr) and nook-sharing sites (LibraryThing, Goodreads).

**Social Media Team**

The IPPL Social Media Team will identify and explore social media technologies and services and recommend ways to manage and build social media relationships.

The Social Media Team will evaluate the success of the social media plan, specifically they will analyze:

- Cohesiveness of posts
- Success of engaging users
- Statistics
- Frequency of posts
- Accuracy of posts
- Number of friends, likes, retweets
- Survey results to determine awareness of library services
- Traffic to library website

The team is comprised of representatives from every department who will act as social media planners and content producers. Currently, the team members are Laura Birmingham (Chair), Ann Stovall, Cris Cigler, Shirley Jensen, Jennifer Asimakopoulos, Suzy Deucher, and Sarah Joynt.

**Social Media Tools**

Facebook, Twitter, and Pinterest will be the primary social media tools used to achieve the goals.

Flickr, Tumblr, YouTube, GoodReads, and LibraryThing may be used as vehicles for posting on the primary sites. Other social media sites such as Google+, Linked-In, Yelp, and FourSquare will be monitored regularly for user activity and accuracy. The Social Media team will continue to monitor new social media platforms/patron interest.

## IPPL Social Media Plan 2012-2013

**Goal** - To support the IPPL Strategic Plan 2012-2014, specifically

**A. To provide expert assistance to residents to aid them in finding books and movies they will enjoy.**

Incorporate podcasts/videos (ALL) *(Spring 2013)*

Enhance online advisory tools (Jen, Suzy)

    Develop recommended reads boards for adults on Pinterest. (Suzy) *(ongoing)*

    Develop Teen Read and Teen Movie boards on Pinterest. (Sarah) *(Spring 2013)*

Examine ways to offer personalized services for popular materials.

    Facebook Book Blitz (Jen and Suzy) *(ongoing)*

Investigate methods for sharing reader-generated reviews online.

    Facebook chats with author/interview podcast (ALL) *(Big Read 2013)*

    Facebook contests for patrons to post reviews (ALL) *(Spring 2013)*

    Pinterest boards (Suzy) *(ongoing)*

    Twitter Book Club (Shirley) *(Fall 2013)*

**B. Support children and teens in their interests and educational needs.**

Create more methods for teen input into development of the teen collection. (Sarah)

    Develop "IPPLTeens" Twitter page *(Spring 2013)*

    Train TAB members to Tweet about books, movies, and IPPL Teen programs. *(Spring 2013)*

    Cross-post library events on Facebook *(Spring 2013)*

**C. Provide opportunities for people to connect with each other.**

Continue to develop GenLit and Crime Readers social media presence (Jen) *(ongoing)*

Explore an online book club for the Kids & Teens Department (Sarah) *(Summer 2013)*

Try a Tweet-up (Shirley) *(Summer 2013)*

**D. Is the community's information resource.**

Post timely library and community info (i.e. closings, cooling center info, etc.) (ALL) *(ongoing)*

Post patron testimonials (Cris) *(ongoing)*

Historic photo Friday (Jen) *(ongoing)*

Photo of the Day on Facebook (Cris) *(ongoing)*

Post library job openings (as applicable) on Linked In. (ALL) *(ongoing)*

Develop Facebook page for the Friends of the Library (Laura) *(Spring 2013)*

### **Social Media Best Practices**

Transparency is important, but posters will respect patron privacy and copyrights, utilize best practices, and the always remember they are representing Indian Prairie Library in each and every post.

- Strive to share content other than library news. Add value for our users.
- Don't aim for perfection – do aim for respectful, courteous and professional.
- Be transparent and authentic; people want to know a human being is behind the account. Consider signing your posts with a first name.
- Use social media to engage with your patrons as often as possible. Social capital takes time to earn and trust to build. Participate in conversations. Respond to comments as quickly as possible; check posts frequently. Ask questions.
- Put effort into making social media profiles interesting, authentic, and inviting.
- Understand the culture of each social network
- Focus on connecting with people who will share your content
- Facebook status updates should be brief; Twitter posts around 120 characters (leave room for people to re-Tweet )

### **Specific Facebook Practices**

- Ask questions to encourage participation (i.e. what's your favorite book; what's the last book you recommended?)
- Incorporate podcasts/videos
- Weekly Facebook contests (appeal to different age groups)
- Offer "share this post" contest
- Schedule posts
- Sign personalized posts with your name and first initial

### **Specific Twitter (#ipplinfo) Practices**

- Create individual Twitter accounts/profiles for staff
- Include Twitter# on business cards, nametag, and website
- Develop Twitter promotion/giveaway to increase number of followers for @ipplinfo
- D. cross-post on Facebook with staff #tags.

### **Specific Pinterest Practices**

## TECHNICAL & COMPUTER SERVICES JANUARY 2013 REPORT

### Strategic Plan Goals

- Provide access to e-magazines- Assisted with this goal by providing technical requirements to Zinio, created a webpage and added info to mobile page and working with Cris Cigler to offer staff awareness/training sessions in February. Will be promoted in upcoming newsletter.
- Provide opportunities for hands-on learning, inventing, and sharing of skills and tools- Dave & I developed an iPad class which provided the opportunity for patrons to learn using their own iPad. This class was very successful with great comments on evaluation forms as well as 25 attendees. We will be offering this class two times in the spring.
- Provide technology for patrons to create digital media – I am coordinating this goal with Adult Services. We will be circulating equipment to digitalize slides/negative/pictures and audio for cassette tape. There will also be a set-up of equipment to digitalize VHS tape content in the library. This will be promoted in the spring newsletter and will be available March 4.
- Apply for at least two grants per year – Kelly, Cris and I applied for a \$5,000 Walmart grant to replace the computers in the Family Center with touch screen and interactive learning software. Our grant was not selected for funding.
- Implement project management software to increase project efficiency and effectiveness- I have started to investigate and try the free open source software Achievo used by R.A.I.L.S. to manage their projects.
- Review/create procedure manuals in each department and set up cross training program in each department- Computer Services Emergency procedures were reviewed and updated; currently reviewing & creating procedures for job responsibilities of the Technical Services Supervisor.

### Other Projects & Goals

- Adult Public Print Center- Adult public printing service was evaluated due to need to replace printer. The printer will be switched out on March 4. The new printer is more efficient and cost effective.

Ann M. Stovall, Head of Technical & Computer Services, February 14, 2013

## Circulation Services

January 2013

Last month was our busiest January ever! We checked out or renewed 78, 554 items. This is a 3% increase over last year. Previously, our busiest January had been in 2011 with 77, 035 items checked out or renewed.

Patron visits are up slightly (40,190 this year as compared to 39, 129 last year.) As of February 1<sup>st</sup>, we are now tracking the patron count by shift. In other words: 9-1, 1-5 and 5-9. This will help determine, among other things, appropriate staffing in the future. The other statistics that I track (holds, ILLs processed) remained basically the same as last year.

In January patrons using a form of self-service (self- checks, downloadable items, renewing on line) accounted for 42, 873 of our check outs or renewals or **55%** of our total circulation.

Last Saturday (2-9), one of the outside book returns broke. I would like to recognize Luella Lafayette and Ben Egler for quickly recognizing what needed to be done. They locked the return and put up signage outside so patrons would know where to return their items. Their resourcefulness resulted in no stoppage of service for our patrons. The return has now been repaired

In the month of January, I took an on-line social media class sponsored by ALA. It was a four week class that introduced us to Twitter, Facebook, LinkedIn and Google+. Twitter and Google+ were both new to me and I am looking forward to using what I learned in a library capacity. I will be meeting with the Assistant Director to determine how I might use these tools to alert our patrons to what is happening in the library.

Debbie Sheehan  
Head of Circulation Services

	Circ Stats										
Month	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
July	70,720	71,704	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216
Aug.	61,544	62,107	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915
Sept.	49,619	59,179	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864
Oct.	61,084	59,726	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123
Nov.	55,829	59,438	60,497 *	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019
Dec.	47,200	52,378	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499
Jan.	60,222	67,000	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554
Feb.	60,354	65,032	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	
Mar.	64,878	71,245	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	
Apr.	58,151	59,272	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	
May	60,420	57,551	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927	
June	66,123	72,163	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339	
Renewals through the webpack not included before April								1,284			
							Electronic Circulation	3,852			
Yearly											
Total	716,144	756,795	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	526,190
<b>Beginning 2009-2010 totals include electronic circulation</b>											
*Missing data--used an average number to get a total											
Highest totals for months relative to previous years											
**Construction 10/11/10 -11/11/10											



Youth Services  
Monthly Report to the Board  
January 2013

**Collections and Services**

- Kelly has begun weeding the children’s VHS cassette collection. We will be discontinuing this format from the collection.
- Kelly is also weeding multiple copies of picture books with low circulation. She is also moving forward with the removal of the bags from the book and tape kit collection. Technical services has been adding the CD of the read along book to the back of the book and re-labeling this format as “READ ALONG”. This process has allowed for some much needed growth room in the picture book bins.

**School Services**

- As school liaison, Judy is coordinating Illinois state award book voting with schools and school districts
- Kelly provided a tour for students, teachers and parents from the area Head Start program.

**Programs-**

Youth- YS staff presented 12 Youth and Family programs in January.

Programs included the Pysanky Egg making and Polish/English story time class as part of the library’s Eastern Europe/Experience Our World events. Unfortunately, due to low registration the Hora Dance troupe performance was canceled.

Also this month, the second class of our new program for adults with babies 9-24 months, *Let’s Make Music* was offered. Parents requested staff offer this program again. Kelly will be including a series of classes in the summer programming calendar.

Teens- 9 programs were offered in January;

- Teen programming included winter break movie night, gaming and PACT testing.
- Also offered this month, during high school mid-term exam weeks, designated days where special quiet study space in the multipurpose rooms was reserved.

Outreach-

- Monica and Kelly met with representatives from Positive Parenting and the DuPage Children’s Museum to explore a partnership that would provide Play to Learn programming as well as summer science opportunities.

**Staff**

- On February 10<sup>th</sup>, Monica will be changing jobs as she will become the Youth Services Librarian for the mid-kid group. This decision was shared with the staff on January 15<sup>th</sup>.
- Kelly, Sarah and Monica meet with Jamie to discuss the future needs of the department, create potential duties of the additional 18 hour assistant position and for the next department head.
- The January Desk Staff meeting included establishing assignments and a timeline for Summer Reading 2013. In her new role as Teen Librarian, Sarah led the continued discussion on her goals for working with the teens and outlined staff procedures. Jamie and Laura discussed their responsibilities during the transition period.
- Monica and Kelly visited Mokena Public Library’s Youth Services department to learn about the technology they are sharing with their youth. Monica and Kelly are preparing a proposal for technology projects Indian Prairie should consider.
- Kelly has been interviewing and training two volunteers who will be presenting the Polish/English family story time classes during this session.
- Over the month, Monica met with desk staff to review questions, concerns and discuss the status of their individual job responsibility revision task needs.

- All YS staff had the opportunity to meet one on one with Jamie this month. Many staff, Pages and Desk staff shared with me how much they enjoyed their time and felt it was productive and informative.

Sharing Our Expertise-

Monica hosted and Kelly and Jane attended the January 14<sup>th</sup> meeting of the Near West Youth Services which discussed summer reading programming ideas.

Pages -

The Pages have been working with Kelly on shifting the Picture book and read-along books collections. Pages have also hosted the family and teen January movie features.

Youth Services Program Attendance 2013						
Day	Program	Youth	Family	Teen	Schools	Outreach
January	(2)Creation Station Craft projects		670			
January	Reading Patch Club	13				
January	Read-to-Me Patch Club		2			
3-Jan	Seuss Holiday Movies/Preschoolers		38			
4-Jan	Origami Yoda	15				
5-Jan	PACT (Pre-ACT testing)			31		
7-Jan	Head Start - Tour				8	
8-Jan	SASAED Sensory Story time					8
8-Jan	BRMS/WBS Book Club					12
12-Jan	Mid Term Exam Cram			31		
13-Jan	Mid Term Exam Cram			47		
14-Jan	Mid Term Exam Cram			19		
15-Jan	Mid Term Exam Cram			41		
16-Jan	Mid Term Exam Cram			0		
17-Jan	Babies class - Let's Make Music		28			
17-Jan	After School Chess	6				
21-Jan	Pysanky Egg Deco/Cultural Events		26			
22-Jan	Polish/Eng Story time/Culutral Event		15			
25-Jan	R U Game			12		
26-Jan	TAB meeting			8		
		-	-	-	-	-
<u>SUM</u>		34	787	197		20
<b>TOTALS</b>	1026					

## Adult Services January 2013

- Zinio, the online magazine subscriptions are ready for the public. Shirley has arranged some training for the staff and for the public. Also, Suzy is trying to get this on some of the devices we have in the library so patrons can look at magazines from Zinio here.
- The discussion groups for GenLit and Novel Idea are gaining in monthly participation. GenLit is averaging six more people per discussion than the first year we tried it in 2009/2010. The Novel Idea has been averaging two people more each year for the past several years.
- Besides our regular groups, the programs in January were all about Eastern Europe. We had a good turnout for all of these programs. We had 73 people at a program on how to do your Eastern European genealogy. Other popular programs were travelogues of countries in the region.
- We continue to give e-book classes. More people are bringing Kindles and tablets and fewer Nooks and other dedicated e-readers to the classes.
- Jennifer has had her submission for a program at ALA this summer accepted. She and I will be submitting a program idea for PLA in 2014.
- The Big Read promotion has started. One class on cooking Italian has already filled.
- Jennifer joined The Adult Reading Round Table (ARRT), a local group whose mission is to promote readers advisory, so we would be better informed about their workshops. We would like staff to go to more external workshops.
- We received the books for the Muslim Journeys grant and will be adding them to the collection and doing some programs in the fall to fulfill the grant requirement. We submitted the grant in partnership with the Hinsdale library and so will be meeting with them shortly to proceed with the programs and marketing.
- We had internal training through a webinar on using Valueline. We have been having a number of webinars on our databases for the staff. Jennifer discovered an Electronic Managers Group that meets in the north suburbs. She has gone once and appreciated the opportunity to meet other database managers. She also got feedback on specific vendors such as their pricing for other libraries and issues other libraries have had. They had a discussion of Zinio at the meeting. Since we are about to add this service Jennifer was able to come back to Shirley with some issues other libraries have had so that Shirley could address the issues with the vendor.
- I toured the Arlington Heights Public Library. We took a tour of the entire library with particular emphasis on the adult department and computer services. They are still under construction so not everything is yet quite as they want it. They go about things in a very different way from Indian Prairie. I will be sharing some of these changes with Jamie, Ann and the adult staff.

Debbie Wordinger

### Summary of Adult Collection Use

In assessing the use of our book, AV, and virtual collection by Indian Prairie patrons, we find that the use of AV continues to increase while the use of the book collection has fallen slightly.

The adult Reference Collection has been cut significantly, and we rely more on online databases and the Internet for answering questions.

We see an increase in the use of downloadable titles, but circulation of the eMediaLibrary collection still only makes up four percent of our adult circulation, up from two percent last year.

Although circulation in many areas of nonfiction went down, the areas with the highest turnover rate were the popular subject areas we pulled out onto lower shelving. Location of some of these collections seemed to be an issue, so we need to look again at the arrangement and signage in this area.

Although circulation in most areas of the Fiction Collection went down, circulation of the GenLit Collection for twenty and thirty-year-olds remained even. The turnover rate for the GenLit collection was higher than any other area in the Fiction Collection, except the Rental books.

### Collection and Circulation Proportions, 2012, and Changes from 2011

Adult Collection	% of Adult Collection	% of Adult Circulation	Collection Size Change	Circ. Change	Turnover 2012
Fiction	24%	20%	+4%	-7%	2.9
Large Print	4%	4%	+3%	-5%	2.7
Nonfiction	39%	15%	+10%	-3%	1.3
DVDs	10%	41%	+14%	+6%	13.3
Music CDs	7%	9%	+7%	-10%	4.5
Spoken Word Recordings	4%	3%	+3%	+2%	3.4
EMediaLibrary titles*	10%	4%	N/A	+142%	1.3
Periodicals	N/A	3%	N/A	-5%	N/A
Reference	1%	N/A	-40%	N/A	N/A
Total	100%	100%	+16%	+2%	3.4
Library Total**	N/A	N/A	+8%	+5%	4.7

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.

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

\*\*Based on comparing 2010/2011 FY statistics to 2011/2012 FY statistics as collected by Debbie Sheehan.

STATISTICS FOR	Jan. 2013	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Circulation</b>					
Adult	51,166	47,348	334,283	325,975	3%
Teen	3,732	3,252	26,117	27,254	-4%
Kids	21,555	22,347	153,292	162,279	-6%
TOTAL	76,453	72,947	513,692	515,508	0%
Electronic Circulation	2,101	1,657	12,498	6,796	84%
GRAND TOTAL CIRC.	78,554	74,604	526,190	522,304	1%
% Reciprocal Borrowing	17%	16%	16%	15%	
Patron Visits	40,190	39,129	284,831	294,263	-3%
<b>Current Cards</b>					
Resident	216	194	23,380	23,596	-1%
Non-Resident	65	80	1,078	975	11%
TOTAL	281	274	24,458	24,571	0%
<b>Patron Assistance</b>					
Adult - Reference	3,904	3,682	24,961	23,082	8%
Kids - Reference	2,021	2,232	7,366	16,373	-55%
TOTAL REFERENCE	5,925	5,914	32,327	39,455	-18%
Adult - Other	2,205	1,031	11,071	5,040	120%
Kids - Other	1,678	1,118	18,194	9,509	91%
TOTAL OTHER	3,883	2,149	29,265	14,549	101%
GRAND TOTAL ASST.	9,808	8,063	61,592	54,004	14%
<b>ILL/Reserves</b>					
Holds	10,666	10,676	67,854	71,231	-5%
ILLs Sent	5,874	5,965	36,956	37,869	-2%
ILLs Checked Out	6,763	6,573	43,645	42,894	2%
ILLs Received	7,332	7,075	47,284	46,806	1%
Copy/Fax Sent	0	0	4	2	100%
Copy/Fax Received	10	1	41	44	-7%
<b>Programs - Adult</b>					
# Programs	8	4	39	33	18%
Attendance	375	137	1,542	855	80%
<b>Computer Classes</b>					
# Programs	11	7	42	21	100%
Attendance	135	95	450	268	68%
<b>Individual Technology</b>					
<b>Training</b>					
# of Patrons	132		379		
<b>Groups</b>					
# Programs	12	13	89	81	10%
Attendance	140	163	1,081	1,081	0%
<b>Others</b>					
#Programs	0	1	0	2	-100%
Attendance	0	8	0	47	-100%
<b>Programs - Teen</b>					
# Programs	9	8	77	56	38%
Attendance	197	112	1,371	993	38%
<b>Programs - Kids</b>					
# Programs	12	9	200	182	10%
Attendance	829	958	11,294	11,168	1%
GRAND TOTAL ATT.	1,808	1,473	16,117	14,412	12%

STATISTICS FOR	Jan. 2013	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<b>Computers -</b>					
<b>Patron Use</b>					
Adult Computers	4,164	4,099	29,989	28,600	5%
Kids Computers	1,468	1,575	10,879	11,919	-9%
Teen Laptop	191	202	1,462	1,237	18%
Adult Laptop	179	115	1,376	850	62%
<b>TOTAL PATRON USE</b>	<b>6,002</b>	<b>5,991</b>	<b>43,706</b>	<b>42,606</b>	<b>3%</b>
<b>Hours Used</b>					
Adult Computers	2,939	2,933	20,686	20,237	2%
Kids Computers	824	893	6,869	7,096	-3%
Teen Laptop	226		1,702.50		
Adult Laptop	311		2,587		
<b>TOTAL HOURS USED</b>	<b>4,300</b>	<b>3,826</b>	<b>31,844.50</b>	<b>27,333</b>	<b>17%</b>
<b>IPPL Web Site Visitors</b>	<b>21,145</b>	<b>25,664</b>	<b>139,630</b>	<b>167,048</b>	<b>-16%</b>
<b>IPPL Total Page Views</b>	<b>25,067</b>	<b>47,167</b>	<b>138,505</b>	<b>303,986</b>	<b>-54%</b>
<b>Subscription Database</b>					
<b>Logins</b>	<b>2,717</b>	<b>2,319</b>	<b>18,585</b>	<b>16,899</b>	<b>10%</b>
<b>Peek-A-Books</b>	<b>1,806</b>	<b>2,098</b>	<b>14,510</b>	<b>14,977</b>	<b>-3%</b>
<b>Outreach-Homebound</b>					
Items Delivered	172	153	1,145	1,166	-2%
<b>Volunteers</b>					
Number Active	67	79			
Hours Worked	376.75	586.50	3,768.25	4,153.25	-9%
<b>Staff Training Hours</b>	<b>112</b>	<b>61.50</b>	<b>555.75</b>	<b>1,291.50</b>	<b>-57%</b>
<b>Room Use</b>					
Multi-Purpose Room	11	9	107	98	9%
Meeting Room					
Library	31	23	202	194	4%
Non-Library	27	18	189	135	40%
Group Study Room	254	271	1,696	2,285	-26%
Lobby Programs	1	1	12	10	20%
Conference Room	21	15	99	95	4%
<b>Clavinova</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

MATERIALS COLLECTION STATISTICS- JANUARY 2013

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>BOOKS--ADULT</b>								
Reference	1625	15	175	1465	99	78	114	253
Non-Fiction	53009	255	305	52959	2096	1301	2351	1606
Fiction	38798	382	461	38719	2568	2073	2950	2534
<b>TOTAL</b>	<b>93432</b>	<b>652</b>	<b>941</b>	<b>93143</b>	<b>4763</b>	<b>3452</b>	<b>5415</b>	<b>4393</b>
<b>BOOKS-- CHILDRENS</b>								
Reference	890	0	0	890	11	10	11	10
Non-Fiction	19928	62	26	19964	595	757	657	783
Fiction	27537	133	230	27440	1491	840	1624	1070
<b>TOTAL</b>	<b>48355</b>	<b>195</b>	<b>256</b>	<b>48294</b>	<b>2097</b>	<b>1607</b>	<b>2292</b>	<b>1863</b>
<b>BOOKS - TEEN</b>								
Non-Fiction	919	8	1	926	36	9	44	10
Fiction	3154	30	18	3166	291	284	321	302
<b>TOTAL</b>	<b>4073</b>	<b>38</b>	<b>19</b>	<b>4092</b>	<b>327</b>	<b>293</b>	<b>365</b>	<b>312</b>
<b>GRAND TOTAL</b>	<b>145860</b>	<b>885</b>	<b>1216</b>	<b>145529</b>	<b>7187</b>	<b>5352</b>	<b>8072</b>	<b>6568</b>

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
<b>AUDIOVISUAL-ADULT</b>								
Audio Books on CD	4353	60	5	4408	285	31	345	36
Music CD	9757	56	4	9809	355	80	411	84
Playaway	385	0	0	385	39	5	39	5
Video (VHS & DVD)	14345	169	36	14478	1038	75	1207	111
CD-ROMs	164	1	0	165	0	1	1	1
<b>TOTAL</b>	<b>29004</b>	<b>286</b>	<b>45</b>	<b>29245</b>	<b>1717</b>	<b>192</b>	<b>2003</b>	<b>237</b>
<b>AUDIOVISUAL-CHILDRENS</b>								
Audio Books	802	29	69	762	29	176	58	245
Childrens Music CD	1093	1	252	842	20	13	21	265
Junior Music CD	153	2	1	154	11	1	13	2
Playaway	63	0	0	63	0	0	0	0
Video	4924	75	148	4851	207	391	282	539
<b>TOTAL</b>	<b>7035</b>	<b>107</b>	<b>470</b>	<b>6672</b>	<b>267</b>	<b>581</b>	<b>374</b>	<b>1051</b>
<b>AUDIOVISUAL-TEEN</b>								
Audio Books on CD	211	0	0	211	11	1	11	1
Music CD	354	0	6	348	27	18	27	24
Playaway	67	0	0	67	1	2	1	2
Video	446	0	1	445	32	26	32	27
Console Games	426	7	3	430	48	24	55	27
PC-GAMES (formally CD-ROMS)	470	0	2	468	2	6	2	8
<b>TOTAL</b>	<b>1974</b>	<b>7</b>	<b>12</b>	<b>1969</b>	<b>121</b>	<b>77</b>	<b>128</b>	<b>89</b>
<b>GRAND TOTAL</b>	<b>38013</b>	<b>400</b>	<b>527</b>	<b>37886</b>	<b>2105</b>	<b>850</b>	<b>2505</b>	<b>1377</b>

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
<b>Digital Collections</b>							
Adults ebooks	922	65	987	212		277	
Kids and Teens ebooks	265	12	277	63		75	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	11921	215	12136	1821		2036	



**Willowbrook/Burr Ridge Chamber meeting  
February 6, 2013**

This meeting was focused on introducing the new officers and soliciting members for the groups' assorted committees.

**New officers:**

President – Rita Farrell

Vice President – Deb Jackson

The chamber is holding their Business Expo on March 6. This year, IPPL will supply newsletters and brochures to the Village of Willowbrook to be available at the village's booth. Last year's appearance was positive in terms of the feedback we received on site and many of the comments we received were from current library users who valued the library. We did solicit 65 new email addresses for our eNews, but that is a very small number in a list that numbers over 12,500. We will consider donating an engraved brick as one of the raffle prizes.

I did speak to Diane Konicek, chairperson of the programs committee, and explained the value of our databases to business people and offered to put on a presentation for the entire chamber. They will consider it. The chamber has a subgroup, Women in Business, and I made a similar pitch to them.

I had a chance to discuss our experience with the chamber's giving tree with Nancy DeYoung, chairman of that committee. I expressed our positive experience, our gratitude that they were able to pick up donations that were made and our desire to participate next year.

Finally, I had a chance to discuss two programs we're putting on in March that are relevant to businesses. I submitted information for the chamber's newsletter and will be allowed to make an announcement to the chamber at the March meeting.

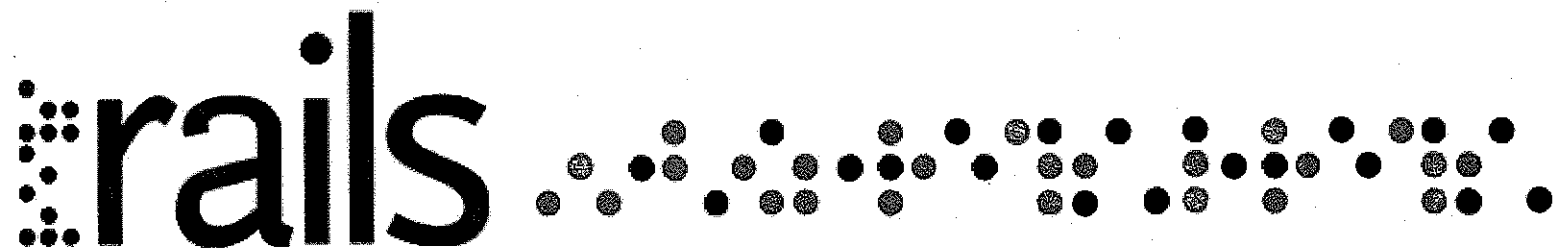
Christine Cigler  
Marketing Coordinator  
February 13, 2012

**Jamie Bukovac**

**From:** RAILS Reaching Across Illinois Library System <e-news=railslibraries.info@mail331.us2.mcsv.net> on behalf of RAILS Reaching Across Illinois Library System <e-news@railslibraries.info>  
**Sent:** Wednesday, January 30, 2013 12:14 PM  
**To:** Jamie Bukovac  
**Subject:** RAILS E-News January 30, 2013

News from the Reaching Across Illinois Library System.

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e-news

### Meet Executive Director Dee Brennan

Executive Director Dee Brennan is traveling throughout the area to talk about upcoming plans for RAILS, to listen to member feedback, and to answer your questions. All RAILS members are invited to attend any of the sessions. Upcoming sessions include:

- Friday, February 1** at 1 p.m., Geneva service center, [Register on L2](#)
- Wednesday, February 27** at 9:30 a.m., Burr Ridge service center, [Register on L2](#)
- Friday, March 8** at 9:30 a.m., Coal Valley service center, [Register on L2](#) (note time change from what was originally announced)
- Wednesday, March 13** at 10 a.m., LaSalle Public Library, [Register on L2](#)
- Wednesday, March 20** at 1:30 p.m., Kankakee Public Library, [Register on L2](#)
- Friday, April 12** at 10 a.m., Cherry Valley Public Library District, [Register on L2](#)

Additional meetings are being scheduled and will be announced soon. Please register on L2 so RAILS knows how many people to expect. If you have any questions, please contact Mary Witt, RAILS Communications Director at [mary.witt@railslibraries.info](mailto:mary.witt@railslibraries.info) or 847.353.7144.

### Save the Date for Next Member Update Videoconference

The next Member Update videoconference will be held on **Monday, March 18 at 1:30 p.m.**

**January 30, 2013**

[RAILS Links](#)  
[RAILS Website](#)  
[Member Directory](#)  
[Contact RAILS](#)

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

### Upcoming Meetings

[Feb. 1 Meet Dee Brennan in Geneva](#)

[February 13 RAILS](#)

Executive Director Dee Brennan will conduct the videoconference from Burr Ridge and provide an update on RAILS services. Members will be invited to share information about their libraries and there will once again be an opportunity for informal networking after the meeting. The L2 event listing can be found at:

<http://www.librarylearning.info/events/?eventID=15012>.

**All RAILS Members Must Certify to Retain System Membership**

All RAILS members must complete an online library certification form by March 31, 2013 in order to remain members of RAILS. RAILS would like to thank the member libraries that have completed their online certification forms. If you have not completed this process yet, the certification form is available on the Illinois State Library's certification website. (After reviewing the data you will be asked to supply on the certification form, click on the Login to Library Certification Web Portal link at the top of the page to complete the form.) If you have any questions, or if you need help completing the certification form, please contact Susan Weinmann, RAILS Resource Sharing Manager, at [susan.weinmann@railslibraries.info](mailto:susan.weinmann@railslibraries.info) or 30.734.5118.

The Illinois State Library provides answers to your questions and offers additional information on the certification process in recent issues of ISL E-News. You can subscribe to ISL E-News through the RAILS website at <http://www.railslibraries.info/news>. Look for the Illinois State Library E-News heading in the upper right-hand corner of the page. For past issues of ISL E-News, see the ISL's E-News archive page.

**Recording of RAILS January Board Meeting**

A recording of the January 25 meeting of the RAILS Board is now available. Minutes of the meeting, when available, will be also be posted on the RAILS website in the Board section. The Board section (available from the top right corner of the RAILS website) provides a calendar of all upcoming board meetings and supporting documents as well as information about RAILS Board members.

**Board Member Profile: Mary Jo Matousek**

Biographical information and a short interview with board member Mary Jo Matousek can be found at: <http://www.railslibraries.info/board/members/mary-jo-matousek>.

**MAGIC to Host SirsiDynix Enterprise Demo in Geneva**

A SirsiDynix Enterprise demo will be held on Thursday, February 7, 2013, from 3 - 5 p.m. in the Fox River Room at the RAILS Geneva service center. Jeff Myers, Field Sales

- [Board Delivery Committee Meeting](#)
- [Feb. 22 RAILS Board Meeting](#)
- [Feb. 27 Meet Dee Brennan in Burr Ridge](#)
- [March 8 Meet Dee Brennan in Coal Valley](#)
- [March 13 Meet Dee Brennan in LaSalle](#)
- [March 18 Member Update](#)
- [March 20 Meet Dee Brennan in Kankakee](#)
- [April 12 Meet Dee Brennan in Cherry Valley](#)
- [All board and committee meetings](#)
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Representative, and other staff from SirsiDynix will present an overview of the Enterprise 4.1 patron discovery product. This will include both public features and administration functions. This program is primarily intended for MAGIC libraries, but **staff from any RAILS library or consortium are welcome to attend**. Please contact [Don Myers](#) if you have any questions. Register on the L2 calendar: <http://www.librarylearning.info/events/?eventID=15015>.

**State Library Announces Discount for Computers in Libraries Conference**

The Illinois State Library announced in its [January 25 E-News](#) that a discount is being offered to ILLINET member libraries for the Computers in Libraries 2013 Conference to be held in Washington, D.C., April 8-10, 2013. A discount is also being offered for the Internet@Schools Track. For more information, see <http://www.infotoday.com/CIL2013/>. To receive a registration form with special discounted ILLINET member pricing, contact Jill Heffernan at [heffernan@ilsos.net](mailto:heffernan@ilsos.net) or call 217.557.7259. Registration forms must be returned to Jill by March 1.

**Linking to RAILS Website**

RAILS libraries are welcome to feature a link to the RAILS website ([www.railslibraries.info](http://www.railslibraries.info)) on their library's website. Since RAILS has now been in operation since July of 2011, this might be a good time to review your website and determine if your site is linking to an old legacy system's site. Ultimately, the legacy sites will be discontinued as all pertinent content has been moved to the RAILS site. RAILS appreciates the effort that libraries have made to feature a link to the RAILS site and to remove links to the legacy systems.

**WebJunction Features Articles, Handouts, Free Self-Paced Courses and More**

[WebJunction Illinois](#) is the place for library staff to find helpful articles, handouts, videos and archived presentations on a full range of library topics. Consider becoming a WJIL member and gaining access to more than 400 free self-paced online courses on topics that include library basics, software, customer service and more. Check out the [How to Request Course Access](#) tutorial for help. Not sure if you're eligible? The [Eligibility Policy](#) has recently been revised. If you have questions, contact a member of the WJIL Project Team at [webjunction.illinois@gmail.com](mailto:webjunction.illinois@gmail.com).

**Member News**

News about RAILS members as seen on the RAILS website and in the media:

The [February 2013 ILA Reporter](#) contains an article on new library buildings. RAILS member libraries featured include: Elgin Community College Renner Academic Library, Quincy Public

**Jamie Bukovac**

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**From:** RAILS Reaching Across Illinois Library System <e-news=railslibraries.info@mail58.us4.mcsv.net> on behalf of RAILS Reaching Across Illinois Library System <e-news@railslibraries.info>  
**Sent:** Wednesday, February 06, 2013 10:44 AM  
**To:** Jamie Bukovac  
**Subject:** RAILS E-News February 6, 2013

News from the Reaching Across Illinois Library System.

[View this message in your browser.](#)

**Meet Executive Director Dee Brennan**

Executive Director Dee Brennan is traveling throughout the area to connect with members in person and to answer their questions. All RAILS members are invited to attend these sessions. Upcoming meetings include:

- Wednesday, February 27** at 9:30 a.m., Burr Ridge service center, [Register on L2](#)
- Friday, March 8** at 9:30 a.m., Coal Valley service center, [Register on L2](#)
- Wednesday, March 13** at 10 a.m., LaSalle Public Library, [Register on L2](#)
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- Friday, April 12** at 10 a.m., Cherry Valley Public Library District, [Register on L2](#)
- Thursday, April 25** at 2 p.m., Quincy Public Library, [Register on L2](#)

Additional meetings are being scheduled and will be announced soon. Please register on L2 so RAILS knows how many people to expect. If you have any questions, please contact Mary Witt, RAILS Communications Director at [mary.witt@railslibraries.info](mailto:mary.witt@railslibraries.info) or 847.353.7144.

[A recap of recent Meet Dee Brennan events](#) was recently posted to the RAILS website. [Photos](#) from some of the sessions can be found on Flickr.

**February 6, 2013**

**RAILS Links**  
[RAILS Website](#)  
[Member Directory](#)  
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**Member Resources**  
[RAILS Community Forums](#)  
[RAILS Regions](#)  
[Library News](#)  
[Continuing Education](#)  
[Jobs](#)  
[Free/For Sale](#)

**Upcoming Meetings**

[February 13 RAILS Board Delivery Committee Meeting](#)

**E-Book Project**

The Illinois State Library has grant funds available for an e-book project and would like a proposal from RAILS and the Illinois Heartland Library System (IHLS). A statewide working group consisting of RAILS and IHLS staff and members is currently exploring two possible models. One is an "Illinois model" using a vendor that would provide the platform and negotiate with publishers. The other possibility under investigation is a multi-state consortium (perhaps with Kansas) with another agency that is already offering e-book services. RAILS will keep members informed as further details about the project are available.

**RAILS Facilities Update**

RAILS has a signed contract for the Shorewood service center and the buyer, Graphic Promotions, Inc., would like possession of the building at the end of March. RAILS is investigating leasing options for staff and services currently located at Shorewood.

The buyer of the Wheeling service center, Shir Hadash synagogue, received approval for a special use permit from the Village of Wheeling on February 4. Their move-in date has not yet been set, but is expected to be sometime this spring. There is a provision in the sales contract with Shir Hadash that allows RAILS to lease space to continue providing delivery service from the Wheeling location. RAILS is investigating alternate locations for member meetings for both the Shorewood and Wheeling service areas.

In other facilities news, the Geneva service center remains on the market, and RAILS has acquired a new listing agent for the Coal Valley service center.

**RAILS Delivery Label Update**

Approximately 75% of RAILS libraries are now using the standard label created for RAILS members to use when routing materials between libraries in the same delivery service area. For more information about the standard label, visit <http://www.railslibraries.info/delivery>.

As previously announced, RAILS plans to make the standard label available to all interested members as a self-adhesive product, free of charge, beginning in March 2013. Libraries in the Burr Ridge area have been using self-adhesive labels for several years and have found them to be a real time-saver since there is no need to tape labels to rubber bands when affixing them to delivery items. The labels are similar to Post-it notes. They stick very securely to items without leaving marks or residue of any kind. Members will continue to have the option of printing the standard label from the RAILS website instead of using the self-adhesive label. Watch for further details coming soon on how you can order the self-adhesive

[Feb. 22 RAILS](#)

[Board Meeting](#)

[Feb. 27 Meet Dee](#)

[Brennan in Burr Ridge](#)

[March 8 Meet Dee](#)

[Brennan in Coal Valley](#)

[March 13 Meet Dee](#)

[Brennan in LaSalle](#)

[March 18 Member](#)

[Update](#)

[March 20 Meet Dee](#)

[Brennan in Kankakee](#)

[April 12 Meet Dee](#)

[Brennan in Cherry Valley](#)

[April 25 Meet Dee](#)

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abel (or a trial sample), free of charge.

**RAILS Talking Book Service Update**

Work continues on transferring the collections and circulation functions of the Mid-Illinois and Voices of Vision Talking Book Centers to the Illinois State Library. Beginning July 1, 2013, RAILS will maintain a single Advisory Outreach Center (AOC). The name of the center will be the Illinois Talking Book Outreach Center, and it will be based at the RAILS Burr Ridge location. The center will continue to provide high-quality reader advisory and outreach services to all 102 Illinois counties—everywhere except the city of Chicago.

**Online Library Certification Process**

All RAILS members must complete an online library certification form by March 31, 2013 in order to remain members of RAILS. If you have not completed this process yet, the certification form is available on the Illinois State Library's certification website. (After reviewing the data you will be asked to supply on the certification form, click on the Login to Library Certification Web Portal link at the top of the page to complete the form.) If you have any questions, or if you need help completing the certification form, please contact Susan Weinmann, RAILS Resource Sharing Manager, at susan.weinmann@railslibraries.info or 330.734.5118.

**Reminder That Pre-merger Mailing Lists Will be Discontinued March 1**

Since the July 2011 merger, RAILS has been working to consolidate our computer operations and online presence, in order to effectively serve members throughout our service area. This activity has included the creation of the RAILS website and online RAILS Community forums, along with the gradual phasing out of the pre-merger systems' websites and pre-merger email lists hosted on our servers.

RAILS established Community forums for the four library types (academic, public, school, and special) and a number of other general subject areas several months ago. In October 2012, the RAILS Board approved the formation of 15 regions to help facilitate communication between neighboring libraries, and a forum for each of these regions has been added for local networking and discussions. You can find out more about the regions and their forums on the RAILS website at http://www.railslibraries.info/community/regions.

Now that RAILS Community forums are available for both local/regional and subject-oriented discussions, the pre-merger email lists that are still in operation will be shut down on March 1, 2013. The email lists used specifically by PrairieCat and SWAN will be moved to new



addresses and will continue on as before. The MAGIC and RSA mailing lists are not hosted by RAILS and will not be affected by this shutdown. The Google Groups started by DLS are not hosted or managed by RAILS and are not affected either. A message with further details was sent to all remaining pre-merger lists at the beginning of January. If you have any questions, please contact Mary Witt, RAILS Communications Director at [mary.witt@railslibraries.info](mailto:mary.witt@railslibraries.info).

### **Recording of January 30 Member Update**

A recording of the January 30 RAILS Member Update videoconference is now available. The recording and viewing instructions can be found in the Member Update section of the [RAILS News](#) page.

### **Save the Date for Next Member Update Videoconference**

The next Member Update videoconference will be held on **Monday, March 18 at 1:30 p.m.** Executive Director Dee Brennan will conduct the videoconference from Burr Ridge and provide an update on RAILS services. The L2 event listing can be found at: <http://www.librarylearning.info/events/?eventID=15012>.

### **Member News**

News about RAILS members as seen on the RAILS website and in the media:

[Peru Library Adds E-Reader](#)

[Facelift Coming to Selby Township Library](#)

[Get Ready for Naperville READS](#)

[Libraries Still Widely Used](#)

[Shorewood-Troy Library Schedules Meet-and-Greets to Discuss New Building](#)

[Highland Park Officials Tour Library](#)

### **From the RAILS Website**

[Eisenhower Public Library District Wins Dollar General/ALA Grant](#)



**Jamie Bukovac**

**From:** RAILS Reaching Across Illinois Library System <e-news=railslibraries.info@mail43.us2.mcsv.net> on behalf of RAILS Reaching Across Illinois Library System <e-news@railslibraries.info>  
**Sent:** Wednesday, February 13, 2013 3:16 PM  
**To:** Jamie Bukovac  
**Subject:** RAILS E-News February 13, 2013

News from the Reaching Across Illinois Library System.

[View this message in your browser](#)

**Meet Executive Director Dee Brennan**

So far, RAILS has held events in the Wheeling, Shorewood, and Geneva regions for members to meet Executive Director Dee Brennan. These events have been well attended and Dee has enjoyed meeting members and answering their questions. Additional meetings are being scheduled and will be announced soon. Upcoming meetings include:

- Wednesday, February 27** at 9:30 a.m., Burr Ridge service center, [Register on L2](#)
- Friday, March 8** at 9:30 a.m., Coal Valley service center, [Register on L2](#)
- Wednesday, March 13** at 10 a.m., LaSalle Public Library, [Register on L2](#)
- Wednesday, March 20** at 1:30 p.m., Kankakee Public Library, [Register on L2](#)
- Friday, April 12** at 10 a.m., Cherry Valley Public Library District, [Register on L2](#)
- Thursday, April 25** at 2 p.m., Quincy Public Library, [Register on L2](#)

All RAILS members are invited to attend these sessions. Please register on L2 so RAILS knows how many people to expect. If you have any questions, please contact Mary Witt, RAILS Communications Director at [mary.witt@railslibraries.info](mailto:mary.witt@railslibraries.info) or 847.353.7144.

**February 13 RAILS Board Delivery Committee Meeting Recap**

The RAILS Board Delivery Committee met on February 13 to follow up on a recommendation

**February 13, 2013**

**RAILS Links**

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

**Upcoming Meetings**

- [Feb. 22 RAILS Board Meeting](#)
- [Feb. 27 Meet Dee](#)

from the Illinois State Library to consider possible delivery outsourcing projects in order to ensure that system delivery service is as efficient and cost-effective as possible. The committee will present a recommendation at the February 22 RAILS Board meeting to move forward with a request for proposal (RFP) to outsource delivery at the RAILS Burr Ridge service center. The RFP will include different options, such as outsourcing delivery only, delivery and sorting, etc. If the RAILS Board approves this recommendation, the RFP development process will include gathering information from multiple sources and approval by the Delivery Committee before being released. A partial audio recording of the meeting is available at <http://www.railslibraries.info/board/meeting/2013-02-13>. Audio of the first portion of the meeting is not available due to technical difficulties.

**Volunteers Needed to Help Identify and Promote Networking Activities in RAILS Regions**

One of the things RAILS hears most from members is that they would like more opportunities to meet with other members face-to-face and to communicate with libraries in their area about common issues and concerns. RAILS has designated 15 regions within the system to promote networking among members in the same area and to provide easily accessible locations where members can attend RAILS and library networking group meetings, either in-person or via videoconference. More information about the regions can be found on the [RAILS website](#).

RAILS will continue to promote and facilitate networking and regional communication. We are looking for members to assist with this effort by helping to identify and promote networking opportunities and encouraging discussion between library staff in the same region through the RAILS Community online regional forums. If you know staff from several different libraries in your area and would like to help identify and spread the word about RAILS regional networking activities, please contact Mary Witt, RAILS Communications Director at [mary.witt@railslibraries.info](mailto:mary.witt@railslibraries.info) or 847.353.7144. Mary can answer any questions you have about the RAILS regions as well.

**New Forum Added to RAILS Community**

A new RAILS Community online forum for Facilities and Building Maintenance has been added to the RAILS Community. The forum was added so that facilities personnel would have a communication tool to help them share concerns and learn of solutions that staff at other libraries have implemented regarding the care of their buildings and grounds.

RAILS members are reminded that the RAILS Community online forums are available for you

[Brennan in Burr Ridge](#)

[March 8 Meet Dee Brennan in Coal Valley](#)

[March 13 Meet Dee Brennan in LaSalle](#)

[March 18 Member Update](#)

[March 20 Meet Dee Brennan in Kankakee](#)

[April 12 Meet Dee Brennan in Cherry Valley](#)

[April 25 Meet Dee Brennan in Quincy](#)

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o share information, ask a question, and network with your peers. Twenty-one forums are offered by topic and 15 regional forums are available. Simply log into the RAILS website with the email address and password used for L2 to access the RAILS Community forums. For more information, see: <http://www.railslibraries.info/community/operation>.

**RAILS February Board Meeting**

The RAILS Board will meet on Friday, February 22 at 1 p.m. at the RAILS East Peoria service center and at other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. For a meeting agenda and supporting documents (when available), see: <http://www.railslibraries.info/board/meeting/2013-02-22>.

**Online Library Certification Process**

All RAILS members must complete an online library certification form by **March 31, 2013** in order to remain members of RAILS. So far, more than 800 RAILS libraries have completed this process. If you have not completed the online certification form yet, it is available from the Illinois State Library's certification website. (After reviewing the data you will be asked to supply on the certification form, click on the Login to Library Certification Web Portal link at the top of the page to complete the form.) If you have any questions, or if you need help completing the certification form, please contact Susan Weinmann, RAILS Resource Sharing Manager, at [susan.weinmann@railslibraries.info](mailto:susan.weinmann@railslibraries.info) or 630.734.5118.

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**Survey on School/Public Library Partnerships**

An upcoming issue of the ILA Reporter will focus on partnerships between school and public libraries in Illinois. Librarians in school or public libraries are invited to complete this brief survey at: <https://www.surveymonkey.com/s/JW7YLVC>.

**What's New @ WebJunction Illinois**

WebJunction Illinois has posted a Library Law newsletter from Klein, Thorpe & Jenkins, Ltd. on Requirements for Hiring Architects, Engineers and Land Surveyors. Be sure to check out Additional Library Law Articles.

## Listening Posts January 2013

### Kids & Teens

Lady at the craft station said "Is this the same person that did the Nutcracker?" (it is) said it was wonderful. Craft was a polish cutting flower.

Mom/daughter at craft table said "She loves the crafts. We come every week. I think she comes just for the crafts".

### Circulation

A Downers Grove patron loves coming to our library better than DG because our staff is so pleasant, the kid's section is vast and she can locate books much easier.

Lisle patron checking out 6 H.C. books (LP) "You have such a wonderful collection of large print!"

"This place is a lifesaver. I have to take care of my mom who is sick. This place saved me \$4,000 on Amazon"

Several patrons complained this afternoon about no parking places. (genealogy was here meeting from 1-3pm)

Patron thinks it's strange that movies from other libraries check out for 2 weeks but ours only check out for one week. "Shame on us" he said.

Patron says we need to get a sign that says, "employees only" for behind the circulation desk.

A patron is "concerned" about the fact that we allow food & drink in the library and that the "chewing and slurping" is noisy and distracting.

"You guys are the best! That's why I love coming here. You've helped me through my worst times". I offered to go to the car to notarize something for his mom. She had fallen a couple of times and he was leery of her walking through the parking lot.

A patron said our DVD collection was "better than NetFlix!"

Patron used fax machine, followed the directions and dialed the number but nothing happened. "Either get rid of it or fix it!"

### Adult & Computer Help Desk

A patron approached the Computer Help Desk and said we are "the best library in the world" after Joe finished helping her download a book onto an eReader that she had checked out.

Woman making an appointment for AARP tax aide service for the first time said this is an "absolutely fantastic service."

"Every time I come here the computers are full up. We need to get more computers."

"I don't know that I want a computer, at least here if something goes wrong I can just walk over here and get it taken care of."

"We need to have a "no cellphone" library, please pass this on to your directors. The library should be a quiet place." (I did suggest and gave her a comment form to fill out.)

We have very good stock reference at the library. Something he can't find anywhere else.

From WRS patron, "This library surpasses DGS & WRS - I love the space and the resources that are offered." (Mentioned Genealogy Club)

Patron very happy with movie collection - he said "it saved him a lot of money."

Patron loves the Book Club service we offer.

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MK helped patron sign up for at least seven (7) programs. While she was waiting, she discovered our database cards - was so amazed. She said that the library has really become the hub of the community.

"Darien has great programs!"

"I am very appreciative to the library for the opportunity to introduce my son to Russian and Ukrainian culture."

"Wonderful presentation. Thanks to the Chan family for their sponsorship!"

### Technology

### Administration

# Say What?!: A Look at the Right to Speak at Public Meetings Under the Illinois Open Meetings Act and the First Amendment

BY MATTHEW J. HAFELI

One of the most cherished rights of Americans is the First Amendment right to freedom of speech, and one of the greatest passions of many Americans is personal participation in the governmental process. With the passage of Public Act 96-1473, the Illinois General Assembly amended the Open Meetings Act to require public bodies to allow the general public the right to speak at public meetings. The Open Meetings Act now provides in section 2.06(g):

Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.

This article will provide a brief overview of First Amendment strictures on public speech at meetings of governmental bodies. It will then take those First Amendment guidelines and turn them into simple rules that can serve as a starting point for public bodies wishing to adopt their own rules in accordance with the Open Meetings Act.

**Public comments at a public meeting: An overview**

While opening up a new right to the general public, this amendment to the Open Meetings Act provides public bodies with scant guidance as to how this right should be applied, and unfortunately, the General Assembly's pre-

passage "debates" provide little clarification. Representative Renée Kosel stated that the amendment "requires that all the entities of government have public comment under their own rules and regulations and that people have the right to speak at meetings."<sup>1</sup> Senator Susan Garrett simply stated that the amendment "is to make sure that the municipality has procedures in place for public testimony."<sup>2</sup>

1 96th Ill. Gen. Assem., House Proceedings, March 25, 2010, at 129.  
2 96th Ill. Gen. Assem., Senate Proceedings, May 4, 2010, at 118-19.

With this lack of clarity and direction at the state level as to what strictures a public body can place on the rights of the general public to speak at meetings, public bodies should look to federal case law in the First Amendment context for guidance, as the issue there has been much more fully vetted. Generally speaking, the United States Constitution does not expressly guarantee members of the public the right to be heard by public bodies.<sup>3</sup> However, once a public body does allow for public comments at its meetings, whether by a state open meetings law similar to that in Illinois,<sup>4</sup> or of its own accord as a way to maintain full and robust public participation in government, a veritable Pandora's box of First Amendment rights is opened, and the public body must be sure to not violate those rights.

In *Surita v. Hyde*,<sup>5</sup> a citizen was barred from speaking at a public meeting until he apologized for allegedly abusive language he had previously used against a city employee. This provided the Seventh Circuit with an opportunity to address general First Amendment issues applicable to public meetings that have been opened for public comment.<sup>6</sup> While certainly the public comment portion of a meeting was not found to be a traditional public forum, such as a park, street, or sidewalk, the court did hold there to be "no doubt" that the public comment portion of a meeting constituted a designated public forum, which is a location or channel of communication opened up by a government for public expressive activity.<sup>7</sup> Such a forum is created "when the government intentionally makes property or a channel of communication generally open or available to a class of speakers rather than permitting only selective access to particular speakers who must obtain permission to use it."<sup>8</sup>

Once a public body has opened a designated public forum, it only retains a limited ability to regulate expressive activity, and any content-based restrictions on speech must pass a strict scrutiny test, must be essential to serve

a compelling state interest, and must be narrowly drawn to achieve that interest.<sup>9</sup> More specifically, the "government must abstain from regulating speech when the specific motivating ideology or the opinion or perspective of the speaker is the rationale for the restriction."<sup>10</sup> However, the opening of a designated public forum does not provide members of the general public *carte blanche* to express

themselves in any manner they choose. The government can "enforce reasonable time, place, and manner restrictions provided they are content neutral, they are narrowly tailored to serve a significant government interest, and ample alternative channels of communication exist."<sup>11</sup>

**First Amendment treatment of rules regulating public comment.** Federal courts have extensively analyzed time, place, and manner restrictions enforced by various public bodies in relation to the public comment portion of public meetings. The principles espoused in these cases, along with the general principles laid out in *Surita*,<sup>12</sup>

should serve as a guide for any public body seeking to implement the recent amendment to the Illinois Open Meetings Act.

The facts in *Surita* provide a unique starting point for an analysis of time, place, and manner restrictions. There, as noted above, the plaintiff was prohibited from speaking during the "audience time" of a meeting until the plaintiff apologized to a city employee whom the plaintiff allegedly had criticized at a large public rally. The Seventh Circuit found, that because the plaintiff was a speaker within the class that the designated public forum was made available to, the mayor's actions in barring anything and everything the plaintiff had to say were subject to strict scrutiny.<sup>13</sup> The mayor argued that because he wanted to bar the speech based on the plaintiff's earlier actions, the ban imposed was content neutral and therefore permissible.<sup>14</sup> The court rejected this argument, finding that the mayor's requiring an apology was a content-based restriction because it used

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3 *Minn. State Bd. of Cmty. Colleges v. Knight*, 465 U.S. 271, 283 (1984).

4 See, e.g. CAL. GOV'T CODE § 54954.3 (WEST 2012) ("EVERY AGENDA FOR REGULAR MEETINGS SHALL PROVIDE AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO DIRECTLY ADDRESS THE LEGISLATIVE BODY...").

5 665 F.3d 860 (7th Cir. 2011).

6 *Id.*

7 *Id.* at 869.

8 *Id.* (citing *Ark. Educ. Television Comm'n v. Forbes*, 523 U.S. 666, 678-79 (1998)).

9 *Surita*, 665 F.3d at 870 (citing *Perry Educ. Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37, 45 (1983)).

10 *Rosenberger v. Rector & Visitors of Univ. of Va.*, 515 U.S. 819, 829 (1995).

11 *Surita*, 665 F.3d at 870 (citing *Perry Educ. Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37, 45 (1983)).

12 665 F.3d 860 (7th Cir. 2011).

13 *Id.* at 870.

14 *Id.* at 871.

prior speech to prohibit subsequent speech, and this restriction failed to pass the strict scrutiny test and was a violation of the plaintiff's First Amendment rights.<sup>15</sup>

In *Sandefur v. Village of Hanover Park*,<sup>16</sup> a case similar to *Surita*, the plaintiff, Brad Sandefur, a correctional officer with a handgun concealed under his jacket, addressed the village board at a public meeting in a "very animated" way.<sup>17</sup> When village officials became aware of the handgun, two village police officers escorted Sandefur out of the meeting where the officers searched him, examined his credentials, and removed his

handgun.<sup>18</sup> During this search, Sandefur was "a bit loud", upset, and "agitated," and he was ultimately told to leave the premises under threat of arrest for trespassing and was prohibited from finishing his presentation before the board.<sup>19</sup> The court noted it was well-settled that the village had significant interests in maintaining order and public safety at its meetings, thus the initial decision to remove Sandefur was appropriate.<sup>20</sup> The court also found the decision to keep Sandefur from the meeting to be appropriate because allowing a loud, agitated, and armed person back into the meeting could have further disrupted the meeting.<sup>21</sup> Additionally, the village left sufficient alternative channels of communication open when it told Sandefur he could speak at the next meeting or could write or email the board members.<sup>22</sup> Ultimately, the village was entitled to summary judgment on Sandefur's First Amendment claims.<sup>23</sup>

In *O'Neill v. Richland County Board*,<sup>24</sup> the plaintiff was

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given an opportunity to speak near the end of the county board meeting, but was ultimately denied that opportunity because the board adjourned the meeting after prolonged discussion of other items on that meeting's agenda.<sup>25</sup> The Seventh Circuit affirmed the district court's denial of the First Amendment claim, holding that adjourning a meet-

ing when board members were tired after a long and difficult discussion was a content-neutral regulation of time and place of the plaintiff's speech and that it "was narrowly tailored to the significant government interest in the orderly and efficient

management of the board's business."<sup>26</sup>

In *Anderson v. City of Bloomington, Ind.*,<sup>27</sup> the plaintiff argued that the city's rules relating to the public comment portion of city council meetings violated his First Amendment rights, after he was removed from a meeting for refusing to stop speaking past his allotted time.<sup>28</sup> The city council's rules for public comment at its meetings provided for an initial twenty minute comment period and a later twenty-five minute comment period. Citizens were allowed to speak at only one of the comment periods for a maximum of five minutes, unless numerous people wished to speak, at which point the time would be reduced. Furthermore, while a citizen could comment on any matter of community concern not listed on the agenda, there could be no question-and-answer exchange with the council, and speakers needed to "refrain from language which would incite an immediate breach of the peace; refrain from undue repetition, extended discussion of irrelevancies, obscenity, and personal attacks against private individuals unrelated to the operation of the city."<sup>29</sup> The court denied the plaintiff's First Amendment claim

15 *Id.* at 871-72.

16 Case No. 10 C 5851, 2012 WL 2062594 (N.D. Ill. June 7, 2012).

17 *Id.*

18 *Id.*

19 *Id.*

20 *Id.* at \*4.

21 *Id.* at \*5.

22 *Id.* at \*6.

23 *But see Laskowski v. Snyder*, Case No. 05 C 502, 2007 WL 118535 (N.D. Ind. Jan. 10, 2007) (finding a genuine issue of material fact as to whether the plaintiff's removal from a town council meeting for speaking out of turn was necessary to serve a compelling interest in conducting an orderly and efficient meeting).

24 114 F.App'x 745 (7th Cir. 2004).

25 *Id.* at 746.

26 *Id.* at 746-47; *see also Lewis v. Silverman*, Case No. 05 C 352 PS, 2006 WL 2699733, at \*10 (N.D. Ind. Sept. 19, 2006) (finding no First Amendment violation when a person was not able to speak at a public meeting due to an early adjournment of the meeting because "[a] state's refusal to listen to someone speak is not the same as the state restricting someone's speech").

27 Case No. 11 C 741 SEB DML, 2012 WL 2034174 (S.D. Ind. June 6, 2012).

28 *Id.* at \*1-2.

29 *Id.*



and succinctly gave its affirmation of the disputed public comment rules in holding:

To allow each speaker to talk endlessly with no guidelines as to their manner of speech would defeat the reasonable governmental purpose of conducting a civil and productive meeting. Anderson has pointed to no rule restriction that is based on the content of his speech. The rules properly limit the time and manner of each speaker's expressions, not the content. Under these circumstances, the rules pass constitutional muster and will not be "abolished." [The plaintiff] has shown no violation of his First Amendment rights.<sup>30</sup>

In addition to the holding in *Anderson*, other courts have upheld similar rules and restrictions placed on public comment portions of public meetings. In *I.A. Rana Enterprises, Inc. v. City of Aurora*,<sup>31</sup> public comments at a public meeting were subject to a relevancy requirement and a three-minute time limit. The court held that the time limit served "significant governmental interest in conserving time and in ensuring that others ha[ve] an opportunity to speak"<sup>32</sup> and also that "[a] council does not violate the First Amendment when it limits public participants to speaking only about subjects on the agenda."<sup>33</sup> Similarly, in *Steinburg v. Chesterfield Cty. Planning Comm'n*,<sup>34</sup> the Fourth Circuit found a public body "justified in limiting its meeting to discussion of specified agenda items and in imposing reasonable restrictions to preserve the civility and decorum necessary to further the forum's purpose of conducting public business."<sup>35</sup>

**Basic rules to be considered for public comment at public meetings.** With the above First Amendment principles serving as a guide, an Illinois public body can comply with its requirements under the Open Meetings Act by carefully adopting rules for public comment that are tailored to the individual needs of that particular body. The following rules suggest a solid starting point when deciding what rules to implement.

1. Any person shall be allowed to speak at any public meeting on any matter of public concern.<sup>36</sup> No person shall be prevented from speaking on the basis of any prior speech.
2. Every public meeting shall set apart a maximum time

of thirty (30) minutes near the beginning of each meeting to allow for public comments.<sup>37</sup>

3. Each person who wishes to speak will be allotted no more than five (5) minutes, unless the presiding officer reduces the allotted time if numerous people wish to speak.
4. Each person who wishes to speak must place his or her name on a speaker's list prior to the start of the meeting, and speakers will be called to speak in the order of the list. In the event that the thirty minute time period elapses before all speakers have an opportunity to be heard, those speakers on the list still wishing to be heard shall retain their position on the list for the public comment portion of the next meeting.
5. Each speaker must maintain civility and cannot disrupt an orderly meeting by using obscene or threatening language or gestures. Any person who poses a threat to public safety will be removed from the meeting.
6. Any person shall be permitted to address the public body or any member of the public body at any time via mail or email.<sup>38</sup>

**Conclusion.** Each public body should adopt rules for public comment at its meetings that are uniquely suited to address the needs of that particular public body. A point of emphasis should also be made to avoid enforcing rules that are vague or overbroad.<sup>39</sup> Ultimately, by crafting rules that comply with existing First Amendment precedent, an Illinois public body will be in compliance with the recent amendment to the Illinois Open Meetings Act, and will thus make way for a more open and accountable government that can better serve its citizens, while still balancing the need for order and control at public meetings. □

37 There is no authority requiring the public comment portion of a meeting to be at or near the beginning of the meeting. However, while the court in *O'Neill* found no First Amendment violation when the meeting ended before the plaintiff was given an opportunity to speak, if a public body in Illinois had a regularly scheduled public comment portion at the end of a meeting and then adjourned the meeting without providing "an opportunity to address [the] public officials," then the public body would be in violation of the Open Meetings Act without necessarily violating the First Amendment. Thus, to avoid the temptation to pass over public comments placed at the end of an agenda, it would be advisable for a public body to fulfill its obligations under the Open Meetings Act sooner rather than later in the meeting.

38 While this rule does not directly relate to speaking at a meeting, from a First Amendment standpoint, it clearly shows that a public body provides ample alternative channels of communication.

39 See *Acosta v. City of Costa Mesa*, --- F.3d ---, 2012 WL 3834658 (9th Cir. Sept. 5, 2012) (holding that a rule barring "insolent" speech at a public meeting to be overbroad on its face because "it unnecessarily sweeps a substantial amount of non-disruptive protected speech or expressive conduct within its prohibiting language").

30 *Id.* at \*3.

31 630 F.Supp.2d 912, 919-20 (N.D. Ill. 2009).

32 *Id.* at 923 (quoting *Wright v. Anthony*, 733 F.2d 575, 577 (8th Cir. 1984)).

33 *I.A. Rana*, 630 F.Supp.2d at 924.

34 527 F.3d 377 (4th Cir. 2008).

35 *Id.* at 385.

36 As noted above, some courts have allowed rules limiting public comments to only items on the agenda. However, to enact such limits would seem to be contrary to the purpose of a more open and accessible government under the Open Meetings Act.

IN PROFILE

# Bilingual storytime

BY SANDY ILLIAN BOSCH | sbosch@pioneerlocal.com

## DARIEN

Five years into retirement, Betty Uzarowicz realized she wasn't finished teaching. When a friend at church told Uzarowicz about the Indian Prairie Public Library's need for a Polish-speaking storyteller, the retired teacher saw a chance to return to the career she loved. Uzarowicz will lead a bilingual storytime for children beginning at 6:45 p.m. on Feb. 20. The weekly sessions are for children who speak Polish and for those who are hearing it for the first time.

**Q. What attracted you to this new role as storytime leader?**

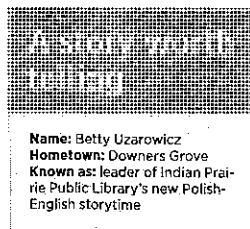
A. I missed school. I missed children. Once you are a teacher, you always love to teach.

**Q. Where did you teach?**

A. I taught Polish school in Chicago for 34 years.

**Q. Did the children who attended your first story session in January speak Polish?**

A. Yes. Most of them were from 100 percent Polish families. I know that Polish families are stressing Polish first. It's better to start with your



**Name:** Betty Uzarowicz  
**Hometown:** Downers Grove  
**Known as:** leader of Indian Prairie Public Library's new Polish-English storytime

own language first, then English just comes naturally.

We now have 42 Polish schools in metropolitan Chicago, with 18,000 students.

**Q. Were there non-Polish speaking children, too?**

A. There were two girls from an English-speaking family who came. They came just to hear the language.

At the end I asked them if they would be back, and they said they would.

**Q. Where did you learn English?**

A. I immigrated from Austria to Canada in 1967. They put you through school for a year if you don't speak English.

**Q. Do you speak other languages, as well?**

A. I did. I spoke German and Russian, but to converse now would be very difficult.



Betty Uzarowicz is a bilingual, Polish-speaking children's storyteller at the Indian Prairie Public Library. | JON LANGHAM-for Sun-Times Media

**Q. Where do you get your books for storytime?**

A. The library provides many of them. I have some books from when my son was little. I really didn't know there were so many bilingual Polish-English books in existence.

**Q. Do you read the books in both languages?**

A. I talked to the parents and I asked if they wanted me to include the English translations. They said No.

**Q. Is storytime what you expected?**

A. It's very challenging. It gives me great, great pleasure. You have to think of things to get the children involved. You have to think immediately what to do next.

**Q. When you open a book for yourself, is it in Polish or English?**

A. Lately, mainly English.

**Q. What else are you doing with your retirement?**

A. I'm in the Sweet Adelines chorus, the Choral-Aires. We're going to Hawaii in November. It's beautiful singing. I love it.

I deliver food from the food pantry at Our Lady of Peace to the homebound every other month.

**Q. Do you visit Poland often?**

A. Yes, I do. I have many cousins there. It's always nice to go back and have a reunion. ☺

# The Doings Weekly

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## Guests share history lesson at Burr Ridge Middle School

BY SANDY ILLIAN BOSCH | sbosch@pioneerlocal.com February 6, 2013 11:10AM

Updated: February 14, 2013 3:24AM

**BURR RIDGE** — The afterschool book club at Burr Ridge Middle School heard Tuesday from two people who lived through the civil rights movement in Chicago.

The talks by Sharon and James Turner followed the club's discussion of two fictional books — *One Crazy Summer* by Rita Williams Garcia and *The Rock and the River* by Kekia Magoon — both about the role of the Black Panther Party. Read in observance of Black History Month, the books offered unique views of the group's role in history.

"They weren't a gang. They weren't outlaws," said Sharon Turner, who was a young adult in Chicago when the Black Panthers became active in the 1960s.

Often known for their militant and even violent actions, Turner said the group did good things for the community, including feeding breakfast to children at neighborhood schools.

Their message was of unity, but their methods of sending that message often overshadowed their intent, said Wendy Williams, leader of the book club and health aide at the school.

Student Nancy Diaz said she knew little about the Black Panthers before reading *The Rock and The River* and hearing the Turners speak.

"They might know more than the people who wrote the stories, because they were there," Diaz said.

"It was a turbulent time," James Turner told students. "You live in good times."

Events continue throughout February at Burr Ridge Middle School in recognition of Black History Month.

Daily announcements will share a fact of the day with students about African-Americans who have made a positive contribution to society.

A school-wide quiz contest will challenge students to learn more about important events and people in Black History. Those who score 90 percent or higher will be entered into a raffle for prizes.

The month will culminate on Feb. 26 with an all-school assembly featuring Urban Gateways. The professional group will present an interactive, multimedia concert that explores the history of African-American music.

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