

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

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Julia Lacayo, Diane Ruscitti, Victoria Suriano, Kelly Von Zee
- B. Mission Statement: We enrich peoples' lives by providing opportunities to explore, connect, and be inspired.
- Vision Statement: Our community depends upon the Indian Prairie Public Library District as a vital and trusted resource for achieving personal goals and enhancing quality of life. With welcoming, state-of-the-art service, the library is an essential center of learning, inspiration, and community pride.
- C. Public Comment
- D. Communications and Announcements
1. Bongiovanni to Bukovac re: Thank You and Donation from the Darien Chamber Page 4
 2. Bukovac to Bongiovanni re: Donation from the Darien Chamber Page 5
 3. You Make the Difference Community Service Site Award Page 6
 4. White to Bukovac re: Per Capita Grant Page 7
 5. White to Bukovac re: Ill State Library Advisory Committee Page 8
- E. Omnibus Consent Agenda Action
1. Minutes of Regular Board Meeting, December 17, 2014 Page 9
 2. Treasurer's Report Page 12
 3. Action on Bill/Additional Bills Page 16
 4. Minutes from Special Board Meeting, January 10, 2015 Page 22
 5. Statement of Receipts and Disbursements for Fiscal Period July 1, 2014 Through December 31, 2014 Page 23
- F. Items Deleted from Omnibus Consent Agenda Action
- G. Library Director's Report Page 29 Information
- H. Department Reports Information
1. Assistant Director Page 31
 2. Marketing Page 32
 3. Adult Page 33
 4. Circulation Page 34
 5. Technology and Technical Services Page 38
 6. Youth Page 40

- I. Staff Reports Information
Katie Salo, Early Literacy Librarian

- J. Reports Page 45
 - 1. Chambers of Commerce Reports Information
 - 2. RAILS Page 46
Information
 - 3. Building and Grounds Committee (no report)
 - 4. Finance Committee (no report)
 - 5. Plan/Annexation Committee (no report)
 - 6. Policy Committee (no report)

- K. Unfinished Business
None

- L. New Business
None

- M. Meetings to be Scheduled
 - 1. Board Strategic Plan Retreat scheduled Saturday, Jan. 24, 9:00 – 1:00
 - 2. Policy Committee – Don, Julia and Beena, dates to consider week of Feb. 23 or week of March 30

- N. 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.

- O. Return to Open Session Action
 - 1. Closed Session Minutes, January 15, 2014 Action
 - 2. Open or Close All Closed Session Minutes

- P. 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)

- Q. Return to Open Session Action
 - 1. Director’s Salary Increase

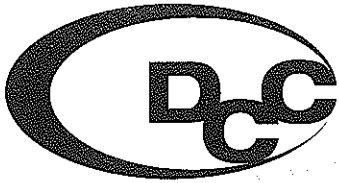
- R. Community Events

- S. Library Events

Mini Masterpieces: A Drawing Workshop	1/21/2015	7:00 PM
Genealogy Group	1/22/2015	1:00 PM
Station KROT f.m. James and the Giant Peach	1/22/2015	4:00 PM
Where Can I Volunteer?	1/22/2015	7:00 PM

FrISK: Three Blind Mice	1/23/2015	4:00 PM
FIFA 2015 Tournament	1/23/2015	6:00 PM
Current Events Group	1/26/2015	7:00 PM
DIYT's - iPad Game Design	1/27/2015	4:00 PM
Health Gadgets & Apps	1/27/2015	6:00 PM
Play Reading Group	1/28/2015	1:00 PM
GenLit (for 20-30somethings): The Family Fang by Kevin Wilson	1/28/2015	6:30 PM
Splendors of Byzantine Art	1/29/2015	1:00 PM
Station KROT f.m. James and the Giant Peach (movie viewing)	1/29/2015	4:00 PM
Harry & Mickey: Visiting Universal Orlando & Walt Disney World	1/29/2015	7:00 PM
Illinois Student Assistance Commission Representatives	1/30/2015	11:30 AM
Intermediate iPad	1/30/2015	2:00 PM
FrISK: The Boy Who Cried Wolf	1/30/2015	4:00 PM
Open Mic Night	1/30/2015	7:00 PM
Illinois Student Assistance Commission Representatives	2/2/2015	11:30 AM
Adult Chess Group	2/2/2015	6:00 PM
DIYT's - Button Making	2/3/2015	4:00 PM
FAFSA	2/3/2015	6:00 PM
Play Reading Group	2/4/2015	1:00 PM
C.O.D.-What You Need to Know	2/4/2015	5:00 PM
Thursday Afternoon Movie: The Hundred-Foot Journey	2/5/2015	2:00 PM
Station KROT f.m. The Twits and the Vicar of Nibbleswicke	2/5/2015	4:00 PM
Discover Your Next Great Read	2/5/2015	7:00 PM
FrISK: The Golden Goose	2/6/2015	4:00 PM
Movies and More: The Pink Panther	2/6/2015	7:00 PM
ESL Conversation Group - 2015	2/7/2015	10:00 AM
Planning for the Future: A Career Workshop	2/7/2015	1:30 PM
Adult Chess Group	2/9/2015	6:00 PM
Great Decisions	2/9/2015	7:00 PM
Computers for Beginners	2/10/2015	2:00 PM
DIYT's - Light Painting	2/10/2015	4:00 PM
Twitter 101	2/10/2015	6:00 PM
Play Reading Group	2/11/2015	1:00 PM
Novel Idea- Night in Shanghai by Nicole Mones	2/11/2015	7:00 PM
Station KROT f.m. Fantastic Mr. Fox	2/12/2015	4:00 PM
Tech Talk : Micro-computing	2/12/2015	6:00 PM
It's All About Chocolate	2/12/2015	6:30 PM
FrISK: Cinderella	2/13/2015	4:00 PM
League of Legends 5v5 Tournament	2/13/2015	6:00 PM
Sew Trendy	2/14/2015	2:00 PM
ACT Essay Info	2/15/2015	2:00 PM
AARP Tax Aide 2015	2/16/2015	9:00 AM
Mid-Kids Karaoke	2/16/2015	2:00 PM
Adult Chess Group	2/16/2015	6:00 PM
Computers for Beginners	2/17/2015	2:00 PM
DIYT's - Mini Computer Animation	2/17/2015	4:00 PM

T. Adjournment



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

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December 17, 2014

Greetings,

Thank you so much for volunteering at the 27th Annual DarienFest, whether you, your organization or business helped set up, executed or tear down, your time was greatly appreciated. Collectively we provided the community with a great event. Enclosed please find a donation for your support and generosity.

The Darien Chamber of Commerce is a 501-c6 Not-For-Profit Organization. The mission of the Darien Chamber of Commerce is to enhance economic growth of the Darien area by focusing on education, promotion and development of the business community, and organizing activities that benefit the community overall. Our primary goals are to strengthen our local economy, promote the community, provide networking opportunities and represent the interest of businesses serving our community.

Happy Holidays from the Darien Chamber of Commerce!

Sincerely,

Clare Bongiovanni

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

*Thank you for
your continued support
with DarienFest!*

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

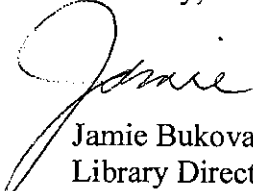
January 8, 2015

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

Dear Clare:

Thank you so much for the \$100.00 donation from the Chamber of Commerce. This is very generous of the Chamber and we appreciate your thoughtfulness. We are always happy to assist in any way we can and look forward to another successful DarienFest next year.

Sincerely,



Jamie Bukovac
Library Director

YOU MAKE THE

Difference

Community Service Site
Recognition Award

In Honor of Your Continued Support and Dedication
to the Township of Downers Grove Peer Jury Program

Indian Prairie Public Library

Joe Popowitch & Staff
December 2014

Thank-You!!!

Lori Wirzesniski- Peer Jury Director

Cathy Rager- Site Coordinator/Return Hearing Moderator

Kim Hogan- New Hearing Moderator/Education Session Coordinator

Cindy Go- New Hearing Moderator/Service Site Recruiter

Our Parents, Peer Jurors & Township Police Departments





OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

January 7, 2014

Mrs. Jamie Bukovac, Library Director
Indian Prairie Public Library District
401 Plainfield Road
Darien, Illinois 60561-4207

Dear Mrs. Bukovac:

As Secretary of State and State Librarian, I am pleased to award the Indian Prairie Public Library District a FY2015 Illinois Public Library Per Capita Grant in the amount of \$53,161.25. Over \$15.5 million is being awarded this year to Illinois public libraries serving nearly 12 million patrons at a rate of \$1.25 per resident. These funds must be obligated by June 30, 2016, and expended by August 15, 2016.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure that public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming, technology and continuing education.

Our public libraries are truly the cornerstones of our communities. In these hard economic times, they are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information. I am extremely proud of the outstanding service you and all Illinois public libraries provide.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

JESSE WHITE, Secretary of State
and State Librarian

cc: Victoria Suriano, Board President
FY15 Indian Prairie Public Library District Per Capita File

JW:isl



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

January 5, 2015

Ms. Jamie Bukovac
Library Director
Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

Dear Ms. Bukovac:

On behalf of the people of Illinois and as State Librarian, I am writing to invite you to serve as a Public Libraries Representative on the Illinois State Library Advisory Committee, pursuant to Section 5 of the Illinois State Library Act, 15 ILCS 310/5. The Illinois State Library Advisory Committee has the duties and responsibilities to make recommendations to the State Librarian including policies, services and management of Illinois State Library.

The committee is composed of 20 voting members and several ex-officio members. Should you accept this appointment, your appointment would run until June 30, 2017, and may continue until a new appointment is made. The full committee usually meets three times a year. Members serve without compensation, but are reimbursed for allowable travel expenses.

It is my hope that you, as a leader in our community, will consent to participate in this important work. Please notify Anne Craig, Director of the Illinois State Library at acraig@ilsos.net, if you are willing to serve on this committee.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White
Secretary of State
and State Librarian

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of December 17, 2014

**Board of Trustees Regular Meeting
December 17, 2014 – 7 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:05 p.m. Secretary Deshmukh called the roll.
Present: Donald Damon, Beena Deshmukh, Marian Krupicka, Victoria Suriano, Kelly Von Zee
Absent: Julia Lacayo, Diane Ruscitti
Staff Present: Jamie Bukovac, Maria Wlosinski
Others: none

President Suriano asked for additions and/or corrections to the agenda. There was one addition to Communications and Announcements, 2015 ILA Trustee Forum Workshop February 14 (D5).

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

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

- C. Public Comment – none

D. Communications and Announcements

1. Vuillaume to Bukovac re: Write On Festival
2. Bukovac to Vuillaume re: Write On Festival
3. Parlour to Bukovac re: Donation from Darien Garden Club
4. Bukovac to Parlour re: Donation from Darien Garden Club
5. 2015 ILA Trustee Forum Workshop, February 14

E. Omnibus Consent Agenda

1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 19, 2014
2. Treasurer's Report
3. Action on Bill/Additional Bills
Krupicka moved, Damon seconded to set the Omnibus Consent Agenda. Motion carried unanimously. Deshmukh moved, Damon seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

- F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

We will be upgrading the self-checkouts in April at the same time that the new SWAN software is introduced. The public will be informed about the new SWAN and self-checkout software in the Spring newsletter.

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Bukovac reported that an arrest warrant had been issued for the staff person with the cleaning company who had stolen money and equipment from the library. Police found 108 DVDs at his apartment. Bukovac and Birmingham will prepare a letter to the Vice-President of the cleaning company asking for reimbursement for the DVDs. The cleaning company had reimbursed the library for the other items that were stolen.

Bukovac reported that a woman's wallet was stolen from a self-checkout station. The police were called and the library's security camera showed a man using the self-checkout station while the woman knelt on the floor sorting through her materials just a foot away from him. Her wallet was on the self-checkout station. The man checked out his item, looked to the left and to the right, then slid the wallet into his coat pocket. He then left the building. The woman later told Birmingham that the police arrested the man and he will be arraigned. The wallet was returned in a Woodridge mailbox minus money and gift cards that were in it. Bukovac had discussed the situation with Suriano to determine if the man should be banned for one year or indefinitely. After thinking about it for several days, Suriano agreed that the man should be banned indefinitely.

H. Department Reports

I. Staff Report – none

J. Reports

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

K. Unfinished Business

1. Cleaning Service – Birmingham's written recommendation is in the packet. Deshmukh moved, Von Zee seconded to hire Neviol Inc. as the library's cleaning service at an annual cost of \$52,684. Motion carried unanimously.

L. New Business

1. Library Director Evaluation Process – Bukovac will prepare her end of year report and send it to the Trustees by December 30 along with the link to the online survey. Suriano would like the survey completed by January 12. Suriano will print out the collated results which will be discussed during the January closed session.
2. Community Survey – Strategic Planning Project binders were distributed to the Trustees. Bukovac reviewed the contents which included the community survey, stakeholder interviews, Board and staff focus group reports, the Edge assessment and recommendation, community data (census and school reports), library usage information and the last Strategic Plan and update.

M. Scheduled Meetings – Board Retreats are scheduled for January 10 and January 24 at 9 a.m.

N. Community Events

O. Library Events

P. Adjournment

At 8:45 p.m. Krupicka moved, Deshmukh seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 12/31/2014

Balance on hand as of November, 2014.....	3,452,145.69
Cash Receipts for December.....	57,169.98
Cash Disbursements for December.....	284,612.88
Cash on hand as December 31., 2014.....	3,224,702.79

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.016%	
General.....	546,635.87
Special Reserve.....	20,952.68
Working Cash.....	315.06
Bond.....	7,451.48
Children's Endowment.....	2,886.24
Endowment.....	11,172.24
MPI Investment (Corporate Fund).....	1,166,990.82
MPI Investment (Working Cash Fund).....	396,719.90

JP Morgan Chase - Checking	
General.....	59,035.10
Hinsdale Bank & Trust - Checking.....	57,015.13
JP Morgan Chase - Savings - Rate .03%	
General.....	954,924.27
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of December 31, 2014.....	3,224,702.79

FUND BALANCES AS OF 12/31/2014

Corporate Fund.....	2,516,078.26
Building & Maintenance Fund.....	101,541.04
I.M.R.F. Fund.....	6,582.53
Liability Fund.....	5,009.28
Social Security Fund.....	5,460.84
Special Reserve Fund.....	22,076.58
Working Cash Fund.....	397,122.25
Bond Fund.....	84,817.47
Current Liabilites.....	86,014.54
Grand Total All Funds.....	3,224,702.79

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

Percent of Year: 50.00

	RECEIVED December 14	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	39,903.11	3,273,380.41	98.89%	3,310,248.00	36,867.59
41150 · Non-current Property Taxes	0.00	183.14	18.31%	1,000.00	816.86
43100 · Interest-Tax Levy	0.24	63.53	0.00%	0.00	-63.53
TOTAL PROPERTY TAX & LEVY INTEREST	39,903.35	3,273,627.08	98.86%	3,311,248.00	37,620.92
INTERGOVERNMENTAL					
42100 · Book Bundles Grant	0.00	2,000.00	0.00%	0.00	-2,000.00
42200 · Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
TOTAL INTERGOVERNMENTAL	0.00	2,000.00	4.60%	43,500.00	41,500.00
INTEREST					
43500 · Interest - Investment	36.96	191.75	38.35%	500.00	308.25
TOTAL INTEREST	36.96	191.75	38.35%	500.00	308.25
DESK MONIES					
45100 · Copier	390.60	2,360.73	49.18%	4,800.00	2,439.27
45120 · Computer Copies	855.18	5,481.81	45.68%	12,000.00	6,518.19
45200 · Fines/Fees	3,638.68	25,907.92	47.98%	54,000.00	28,092.08
45250 · Gifts/Donations	400.00	935.60	46.78%	2,000.00	1,064.40
45300 · Lost Materials	1,605.55	7,931.27	66.09%	12,000.00	4,068.73
45350 · Non-Resident Fees	7,655.31	45,063.81	60.09%	75,000.00	29,936.19
45400 · DVD Fines	527.00	4,325.15	43.25%	10,000.00	5,674.85
45450 · Book Rental	173.45	993.89	45.18%	2,200.00	1,208.11
45550 · Meeting Room Rental	0.00	50.00	25.00%	200.00	150.00
45600 · ILL Fees	61.50	1,081.48	270.37%	400.00	-681.48
45650 · 3D Printing	42.10	180.95	0.00%	0.00	-180.95
TOTAL DESK MONIES	15,349.37	94,312.81	54.64%	172,600.00	78,287.39
OTHER INCOME					
46700 · Miscellaneous	0.00	960.83	96.08%	1,000.00	39.17
46800 · Collection Agency Fee	10.00	140.00	46.67%	300.00	160.00
* 49000 · Operating Transfer In	0.00	7,749.00	0.00%	0.00	-7,749.00
TOTAL OTHER INCOME	10.00	8,849.83	0.00%	1,300.00	199.17
GRAND TOTAL	55,299.68	3,378,981.27	95.75%	3,529,148.00	157,915.73

* Operating Transfer In reflects transfer from Building Fund Reserves.

Indian Prairie Public Library District Consolidated Expenditures Report for December 2014

Percent of Year: 50.00

	December 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 - Salaries	155,186.58	909,591.53	44.41%	2,048,067.00	1,138,475.47	2,109,500.00	43.12%
61310 - Benefits - Medical / Life Ins.	15,587.67	43,451.14	40.61%	107,000.00	63,548.86	132,000.00	32.92%
61320 - Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00	2,600.00	0.00%
61330 - Benefits - IMRF	15,112.05	88,598.97	48.00%	184,577.00	95,978.03	188,200.00	47.08%
61340 - Benefits - FICA	11,722.91	69,776.26	45.46%	153,464.00	83,707.74	156,200.00	44.67%
61400 - Staff Development	528.23	5,276.76	26.38%	20,000.00	14,723.24	25,000.00	21.11%
61500 - Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 - Board Development	75.00	75.00	5.00%	1,500.00	1,425.00	3,000.00	2.50%
61710 - Workers Compensation	0.00	10,403.00	92.06%	11,300.00	897.00	15,000.00	69.35%
61720 - Unemployment Insurance	131.73	1,332.41	29.61%	4,500.00	3,167.59	7,000.00	19.03%
TOTAL PERSONNEL	198,344.17	1,128,505.07	44.55%	2,532,928.00	1,404,422.93	2,639,500.00	42.75%
MATERIALS							
62100 - Books	25,470.59	112,265.34	45.88%	244,675.00	132,409.66	250,000.00	44.91%
62200 - Periodicals	5,230.40	16,179.29	50.48%	32,050.00	15,870.71	35,000.00	46.23%
62300 - Audio	4,621.15	21,529.58	43.28%	49,750.00	28,220.42	52,000.00	41.40%
62400 - Video	6,394.86	26,493.85	45.92%	57,700.00	31,206.15	60,000.00	44.16%
62500 - Multi-Media	603.29	1,755.20	50.15%	3,500.00	1,744.80	4,000.00	43.88%
62600 - Electronic Reference Resources	4,059.99	53,170.22	74.89%	71,000.00	17,829.78	75,000.00	70.89%
62800 - Processing Supplies	549.50	11,826.93	47.31%	25,000.00	13,173.07	30,000.00	39.42%
TOTAL MATERIALS	46,929.78	243,220.41	50.29%	483,675.00	240,454.59	506,000.00	48.07%
BUILDING							
63200 - Cleaning Service	1,901.30	10,791.65	15.64%	69,000.00	58,208.35	75,000.00	14.39%
63300 - Utilities (1-8-11 - Gas)	1,492.46	6,501.52	50.01%	13,000.00	6,498.48	30,000.00	21.67%
63300 - Utilities (1-8-12 - Electric)	3,782.98	30,720.49	56.89%	54,000.00	23,279.51	98,000.00	31.35%
63300 - Utilities (1-8-13 - Telephone)	432.10	4,304.68	47.83%	9,000.00	4,695.32	30,000.00	14.35%
63300 - Utilities (1-8-14 - Water/Sewer)	238.95	4,084.04	61.88%	6,600.00	2,515.96	25,000.00	16.34%
63300 - Utilities (1-8-15 - Garbage Disposal)	802.41	1,749.51	58.32%	3,000.00	1,250.49	13,000.00	13.46%
63400 - Maintenance Supplies	1,183.48	10,702.72	66.89%	16,000.00	5,297.28	20,000.00	53.51%
63500 - Security System Monitoring	393.00	692.00	46.13%	1,500.00	808.00	4,000.00	17.30%
63600 - Property Maintenance	0.00	16,254.68	73.89%	22,000.00	5,745.32	30,000.00	54.18%
63800 - Building Maintenance/Repairs	8,017.16	25,526.25	59.36%	43,000.00	17,473.75	55,000.00	46.41%
TOTAL BUILDING	18,243.84	111,327.54	46.95%	237,100.00	125,772.46	380,000.00	29.30%
OPERATIONS							
64200 - Supplies - Office	693.91	7,017.91	51.23%	13,700.00	6,682.09	16,000.00	43.85%
64300 - Photocopy Supplies	489.37	2,200.69	44.01%	5,000.00	2,799.31	6,000.00	36.68%
64400 - Patron Card Supplies	0.00	0.00	0.00%	1,000.00	1,000.00	1,500.00	0.00%
64500 - Postage	2,322.43	2,948.78	42.13%	7,000.00	4,051.22	15,000.00	19.66%
64600 - Non-Payment Reimbursement	462.96	924.45	26.41%	3,500.00	2,575.55	6,000.00	15.41%
64700 - Travel	32.37	307.25	47.27%	650.00	342.75	1,000.00	30.73%
64800 - Organizational Memberships	240.00	414.00	23.00%	1,800.00	1,386.00	2,200.00	18.82%
64900 - Bank Fees	207.85	1,315.63	52.63%	2,500.00	1,184.37	3,000.00	43.85%
TOTAL OPERATION	4,448.89	15,128.71	43.04%	35,150.00	20,021.29	50,700.00	29.84%
AUTOMATION							
65100 - Supplies-Public Toner	717.51	3,832.12	63.87%	6,000.00	2,167.88	8,000.00	47.90%
65150 - Supplies-Staff Toner	323.18	3,426.32	51.14%	6,700.00	6,700.00	8,000.00	42.83%
65200 - Automation-Prof Services	15.00	2,627.50	52.55%	5,000.00	2,372.50	10,000.00	26.28%
65300 - Purchase of Equipment	131.42	13,438.99	60.81%	22,100.00	8,661.01	26,000.00	51.69%
65400 - Automation Equip Mnt/Repair	0.00	1,165.02	58.25%	2,000.00	834.98	4,000.00	29.13%
65500 - Software	3,025.77	12,326.37	53.02%	23,250.00	10,923.63	27,000.00	45.65%
65600 - SWAN	0.00	26,496.00	50.57%	52,400.00	25,904.00	55,000.00	48.17%
65700 - Telecommunications	531.20	3,180.28	50.08%	6,350.00	3,169.72	8,000.00	39.75%
TOTAL AUTOMATION	4,744.08	66,492.60	53.71%	123,800.00	60,733.72	146,000.00	45.54%

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

Percent of Year: 50.00

	December 14	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
CONTRACTUAL SERVICES							
66100 - General Professional Services	71.50	4,440.50	30.62%	14,500.00	10,059.50	36,000.00	12.33%
66200 - Credit Bureau	45.80	424.00	28.27%	1,500.00	1,076.00	2,000.00	21.20%
66300 - Equipment-Maintenance Repair	0.00	1,777.91	25.40%	7,000.00	5,222.09	9,500.00	18.71%
66900 - Fees - Bond Registrar	40.00	82.00	82.00%	100.00	18.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	157.30	6,724.41	29.11%	23,100.00	16,375.59	47,500.00	14.16%
INSURANCE							
67100 - Multi Peril-Physical Assets	0.00	8,416.00	100.00%	8,416.00	0.00	10,000.00	84.16%
67200 - Bonding	0.00	1,380.00	102.22%	1,350.00	-30.00	1,500.00	92.00%
67300 - Officers & Directors Liability	0.00	2,842.00	90.22%	3,150.00	308.00	4,000.00	71.05%
67400 - Umbrella Liability	0.00	3,283.00	100.00%	3,283.00	0.00	4,000.00	82.08%
TOTAL INSURANCE	0.00	15,921.00	98.28%	16,199.00	278.00	19,500.00	81.65%
MARKETING							
68110 - Marketing Newsletter	3,944.62	12,358.49	54.48%	22,685.00	10,326.51	25,800.00	47.90%
68111 - eNewsletter	1,344.00	1,344.00	89.60%	1,500.00	156.00	2,000.00	67.20%
68210 - Marketing Advertising	23.75	563.75	18.79%	3,000.00	2,436.25	5,000.00	11.28%
68310 - Marketing Supplies	117.83	2,056.02	82.24%	2,500.00	443.98	4,000.00	51.40%
68410 - Marketing-Information Printing	178.19	1,153.78	23.08%	5,000.00	3,846.22	10,000.00	11.54%
68500 - Legal Notices	185.60	980.00	81.67%	1,200.00	220.00	2,000.00	49.00%
68600 - Special Events	2,805.28	11,828.29	46.94%	25,200.00	13,371.71	40,000.00	29.57%
TOTAL PUBLIC INFORMATION	8,579.27	30,284.33	49.58%	61,085.00	30,800.67	88,800.00	34.10%
CAPITAL OUTLAY & CONTINGENCY							
69200 - Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69900 - Contingency	90.24	5,459.05	33.88%	16,111.00	10,651.95	50,000.00	10.92%
69920 - 3D Printer	0.00	486.56	0.00%	0.00	-486.56	0.00	0.00%
* 70000 - Operating Transfer Purchases	0.00	7,749.00	0.00%	0.00	-7,749.00	0.00	0.00%
GRAND TOTAL	281,537.57	1,631,298.68	46.22%	3,529,148.00	1,901,275.64	4,028,000.00	40.50%

* Operating Transfer Purchases reflects purchases from Building Fund Reserves.

ACTION ON BILLS December 2014

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	46334 thru 46486	\$ 104,221.34
Chase Bank-Salaries for December	35992 thru 36021	\$ 10,057.04
Hinsdale Bank-Direct Deposits	& 18885 thru 19046	\$ 100,896.35
MONTH'S TOTAL:		\$ 215,174.73

Indian Prairie Public Library District
 Account QuickReport

Type	Date	As of Num	December 31, 2014 Name	Amount
Bill Pmt Check	12/01/2014	46334	Apple Books	2,106.63
Bill Pmt Check	12/01/2014	46335	Baker & Taylor	3,597.25
Bill Pmt Check	12/01/2014	46336	BCBS	8,343.15
Bill Pmt Check	12/01/2014	46337	Blackstone Audio, Inc.	503.64
Bill Pmt Check	12/01/2014	46338	Bukovac, Jamie	14.11
Bill Pmt Check	12/01/2014	46339	CCH	116.91
Bill Pmt Check	12/01/2014	46340	Center Point Large Print	197.73
Bill Pmt Check	12/01/2014	46341	Darien Chamber of Commerce	120.00
Bill Pmt Check	12/01/2014	46342	Destination Print, Inc.	166.75
Bill Pmt Check	12/01/2014	46343	Evanced Solutions	1,472.63
Bill Pmt Check	12/01/2014	46344	FedEx	9.29
Bill Pmt Check	12/01/2014	46345	Fire & Security Systems	249.00
Bill Pmt Check	12/01/2014	46346	Gale/CENGAGE Learning	172.73
Bill Pmt Check	12/01/2014	46347	Guardian	502.42
Bill Pmt Check	12/01/2014	46348	Home Depot	81.68
Bill Pmt Check	12/01/2014	46349	Innovation Experts	275.00
Bill Pmt Check	12/01/2014	46350	Kroeschell Service	270.46
Bill Pmt Check	12/01/2014	46351	Michalak, Ellen	134.00
Bill Pmt Check	12/01/2014	46352	Midwest Tape	1,145.06
Bill Pmt Check	12/01/2014	46353	Pearson Education, Inc.	200.79
Bill Pmt Check	12/01/2014	46354	Random House	108.75
Bill Pmt Check	12/01/2014	46355	Recorded Books, LLC	111.60
Bill Pmt Check	12/01/2014	46356	Regent Book Company	15.01
Bill Pmt Check	12/01/2014	46357	Roy, Nancy	35.44
Bill Pmt Check	12/01/2014	46358	Scharping, Ronald A.	300.00
Bill Pmt Check	12/01/2014	46359	ScotPress Printing	117.83
Bill Pmt Check	12/01/2014	46360	Sentimental Productions	95.00
Bill Pmt Check	12/01/2014	46361	Stephens Plumbing & Heating, Inc.	96.00
Bill Pmt Check	12/01/2014	46362	The Mailbox Yearbook	39.95
Bill Pmt Check	12/01/2014	46363	Thomson Reuters West	55.09
Bill Pmt Check	12/01/2014	46364	Trapp, Sandra	201.00
Bill Pmt Check	12/01/2014	46365	Unique Books, Inc.	1,982.84
Bill Pmt Check	12/01/2014	46366	Vernon Library Supplies, Inc.	175.71
Bill Pmt Check	12/01/2014	46367	Wolper Information Services	10.56
Bill Pmt Check	12/01/2014	46368	Baker & Taylor	2,855.00
Liability Check	12/04/2014	46369	Adler & Associates	35.22
Liability Check	12/04/2014	46370	Nationwide Retirement	660.00
Liability Check	12/04/2014	46371	Vantagepoint	1,081.39
Bill Pmt Check	12/04/2014	46372	Baker & Taylor	2,476.75
Bill Pmt Check	12/04/2014	46373	Baker & Taylor (video)	64.23
Bill Pmt Check	12/04/2014	46374	Bengal Electric Inc.	1,008.76
Bill Pmt Check	12/04/2014	46375	Case Lots Inc.	48.90
Bill Pmt Check	12/04/2014	46376	Colonial Life	47.32
Bill Pmt Check	12/04/2014	46377	CoolerSmart	238.95

Indian Prairie Public Library District
 Account QuickReport

Type	Date	As of December 31, 2014		Amount
		Num	Name	
Bill Pmt Check	12/04/2014	46378	DAC	129.50
Bill Pmt Check	12/04/2014	46379	Easy English NEWS	64.00
Bill Pmt Check	12/04/2014	46380	LexisNexis Matthew Bender	105.53
Bill Pmt Check	12/04/2014	46381	Medicom Reimbursement Spec., Ltd.	23.75
Bill Pmt Check	12/04/2014	46382	Moneyletter	129.00
Bill Pmt Check	12/04/2014	46383	NCPERS Group Life	64.00
Bill Pmt Check	12/04/2014	46384	New Readers Press	45.36
Bill Pmt Check	12/04/2014	46385	OverDrive	592.62
Bill Pmt Check	12/04/2014	46386	Quill	75.75
Bill Pmt Check	12/04/2014	46387	Runco	101.51
Bill Pmt Check	12/04/2014	46388	ScotPress Printing	36.50
Bill Pmt Check	12/04/2014	46389	Suburban Door Check & Lock Service	313.00
Bill Pmt Check	12/04/2014	46390	TV Weekly	43.68
Bill Pmt Check	12/04/2014	46391	VISOgraphic	3,611.42
Bill Pmt Check	12/04/2014	46392	Wlosinski, Maria	11.76
Bill Pmt Check	12/11/2014	46393	Baker & Taylor	4,035.11
Bill Pmt Check	12/11/2014	46394	Baker & Taylor (video)	101.16
Bill Pmt Check	12/11/2014	46395	Blackstone Audio, Inc.	86.25
Bill Pmt Check	12/11/2014	46396	Case Lots Inc.	370.20
Bill Pmt Check	12/11/2014	46397	Center Point Large Print	22.77
Bill Pmt Check	12/11/2014	46398	Constellation	3,782.98
Bill Pmt Check	12/11/2014	46399	DuPage County Clerk	10.00
Bill Pmt Check	12/11/2014	46400	Dzierzbicki, Monica	56.54
Bill Pmt Check	12/11/2014	46401	Gale/CENGAGE Learning	605.37
Bill Pmt Check	12/11/2014	46402	Illinois Library Association	75.00
Bill Pmt Check	12/11/2014	46403	Midwest Tape	3,338.32
Bill Pmt Check	12/11/2014	46404	OverDrive	1,090.66
Bill Pmt Check	12/11/2014	46405	Palmisano, Stacy.	23.79
Bill Pmt Check	12/11/2014	46406	Phillip's Interior Plants	215.00
Bill Pmt Check	12/11/2014	46407	Quill	204.72
Bill Pmt Check	12/11/2014	46408	Random House	37.50
Bill Pmt Check	12/11/2014	46409	SunTimes Media	165.60
Bill Pmt Check	12/11/2014	46410	Thomson Reuters West	55.09
Bill Pmt Check	12/11/2014	46411	Unique Management	35.80
Bill Pmt Check	12/11/2014	46412	World Book School and Library	534.00
Bill Pmt Check	12/15/2014	46413	Adult Reading Round Table	10.00
Bill Pmt Check	12/15/2014	46414	Bengal Electric Inc.	239.86
Bill Pmt Check	12/15/2014	46415	Case Lots Inc.	178.90
Bill Pmt Check	12/15/2014	46416	Cibas, Rita	540.00
Bill Pmt Check	12/15/2014	46417	CNA Surety	30.00
Bill Pmt Check	12/15/2014	46418	Fox Valley Fire & Safety	1,234.00
Bill Pmt Check	12/15/2014	46419	Garvey's Office Products	34.29
Bill Pmt Check	12/15/2014	46420	Groot Industries, Inc.	283.07
Bill Pmt Check	12/15/2014	46421	Innovation Experts	4,000.00
Bill Pmt Check	12/15/2014	46422	JavaSmart USA LLC	128.71

Indian Prairie Public Library District
 Account QuickReport

Type	Date	As of December 31, 2014		Amount
		Num	Name	
Bill Pmt Check	12/15/2014	46423	Kroescheli Service	1,509.00
Bill Pmt Check	12/15/2014	46424	Lincoln National Life	102.60
Bill Pmt Check	12/15/2014	46425	Paraclete Press, Inc.	82.93
Bill Pmt Check	12/15/2014	46426	PitneyBowes	165.00
Bill Pmt Check	12/15/2014	46427	Quill	725.19
Bill Pmt Check	12/15/2014	46428	Rogers Vending	176.56
Bill Pmt Check	12/15/2014	46429	Runco	290.61
Bill Pmt Check	12/15/2014	46430	Speciality Mat Service	171.30
Bill Pmt Check	12/15/2014	46431	Stephens Plumbing & Heating, Inc.	161.00
Bill Pmt Check	12/15/2014	46432	ThyssenKrupp Elevator	760.96
Bill Pmt Check	12/15/2014	46433	U.S. Postal Service (PostageByPhone)	2,000.00
Liability Check	12/18/2014	46434	Adler & Associates	35.22
Liability Check	12/18/2014	46435	Nationwide Retirement	660.00
Liability Check	12/18/2014	46436	Vantagepoint	1,081.39
Bill Pmt Check	12/18/2014	46437	Baker & Taylor	927.82
Bill Pmt Check	12/18/2014	46438	Blooming Color, Inc.	40.00
Bill Pmt Check	12/18/2014	46439	Center Point Large Print	110.25
Bill Pmt Check	12/18/2014	46440	Ingram Library Services	29.90
Bill Pmt Check	12/18/2014	46441	Law Bulletin Publishing Company	67.00
Bill Pmt Check	12/18/2014	46442	Recorded Books, LLC	2,642.10
Bill Pmt Check	12/18/2014	46443	Venmill Industries	5.99
Bill Pmt Check	12/22/2014	46444	Petty Cash	197.76
Bill Pmt Check	12/23/2014	46445	Business Card	5,296.60
Bill Pmt Check	12/29/2014	46446	Alarm Financial	144.00
Bill Pmt Check	12/29/2014	46447	Baker & Taylor	3,520.36
Bill Pmt Check	12/29/2014	46448	BCBS	8,343.15
Bill Pmt Check	12/29/2014	46449	Bengal Electric Inc.	210.00
Bill Pmt Check	12/29/2014	46450	Call One	937.57
Bill Pmt Check	12/29/2014	46451	Case Lots Inc.	247.15
Bill Pmt Check	12/29/2014	46452	Cibas, Rita	975.00
Bill Pmt Check	12/29/2014	46453	Colonial Life	47.32
Bill Pmt Check	12/29/2014	46454	Comcast	232.85
Bill Pmt Check	12/29/2014	46455	Davidson Titles, Inc.	806.25
Bill Pmt Check	12/29/2014	46456	Easy English NEWS	64.00
Bill Pmt Check	12/29/2014	46457	Filis, April	41.43
Bill Pmt Check	12/29/2014	46458	Gale/CENGAGE Learning	773.10
Bill Pmt Check	12/29/2014	46459	Garvey's Office Products	104.48
Bill Pmt Check	12/29/2014	46460	Groot Industries, Inc.	519.34
Bill Pmt Check	12/29/2014	46461	Guardian	502.42
Bill Pmt Check	12/29/2014	46462	Heritage House Florist	115.00
Bill Pmt Check	12/29/2014	46463	Kroeschell Service	1,708.65
Bill Pmt Check	12/29/2014	46464	LACONI	100.00
Bill Pmt Check	12/29/2014	46465	LACONIOPP	20.00
Bill Pmt Check	12/29/2014	46466	Midwest Tape	3,210.97
Bill Pmt Check	12/29/2014	46467	OverDrive	544.71

Indian Prairie Public Library District
Account QuickReport

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As of December 31, 2014				
Type	Date	Num	Name	Amount
Bill Pmt Check	12/29/2014	46468	Quill	339.27
Bill Pmt Check	12/29/2014	46469	Random House	63.75
Bill Pmt Check	12/29/2014	46470	Recorded Books, LLC	99.00
Bill Pmt Check	12/29/2014	46471	Roy, Nancy	30.68
Bill Pmt Check	12/29/2014	46472	Runco	93.45
Bill Pmt Check	12/29/2014	46473	Saio, Kathryn	127.71
Bill Pmt Check	12/29/2014	46474	Target	238.67
Bill Pmt Check	12/29/2014	46475	The Risk Management Association	385.00
Bill Pmt Check	12/29/2014	46476	Thomson Reuters West	55.09
Bill Pmt Check	12/29/2014	46477	Unique Books, Inc.	375.39
Bill Pmt Check	12/29/2014	46478	VSP Vision	92.85
Bill Pmt Check	12/29/2014	46479	Wolper Information Services	3,155.26
Bill Pmt Check	12/29/2014	46480	World Book School and Library	160.00
Bill Pmt Check	12/29/2014	46481	NCPEERS Group Life	64.00
Bill Pmt Check	12/30/2014	46485	Blooming Color, Inc.	101.69
Bill Pmt Check	12/30/2014	46486	Willowbrook/Burr Ridge Chamberof Comr	20.00
Total 10121 - Checking JP Morgan Chase				<u>104,221.34</u>
TOTAL				<u><u>104,221.34</u></u>

Bills for approval – Electronic Payments & Automatic Withdrawals

December 2014

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	12/05/2014	19,653.58
ILDOR-State	Payroll taxes	12/05/2014	3,412.40
EFTPS-Federal	Payroll taxes	12/19/2014	19,042.24
ILDOR-State	Payroll taxes	12/19/2014	3,361.81
IMRF	Payroll Pension	12/29/2014	19,969.46
DAC	Deposit to HRA	12/23/2014	2,000.00
AT&T	Telecommunications	12/15/2014	298.35
Nicor	Gas	12/17/2014	1,492.46
US Bank	Credit Card Fee	12/02/2014	187.85
Hinsdale Bank	Fee-Direct Deposit	12/02/2014	20.00

Indian Prairie Public Library
Special Board of Trustees Meeting
January 10, 2015 – 9 a.m.
Minutes

Call to Order: 9:05 a.m.

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

Wiseman led a discussion of key themes from the surveys, stakeholder interviews, focus groups and other data.

The group developed key “force factors”, created four scenarios and discussed how the library would function and thrive in each scenario.

Wiseman led the group in determining the common themes among the scenarios, in other words consensus strategies.

The meeting adjourned at 1:00.

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICTSTATEMENT OF RECEIPTS AND DISBURSEMENTSFOR THE FISCAL PERIOD JULY 1, 2014 THROUGH DECEMBER 31, 2014

CASH AND INVESTMENTS AS OF JULY 1, 2014: \$3,193,456.23

RECEIPTS BY FUND

CORPORATE FUND: Property Taxes 1,563,280.86, Non-Current Property Taxes 179.32, Interest 251.34, Misc. Revenue - Copier, Fines, Gifts, Non-Resident Fees, Rental, Etc. 112,217.89 TOTAL 1,675,929.41

BUILDING & MAINTENANCE FUND: Property Taxes 44,194.79, Non-Current Property Taxes 1.52 Interest .93, TOTAL \$44,197.24.

I.M.R.F. FUND: Property Taxes 27,959.98, Non-Current Property Taxes 1.04 Interest .57, TOTAL \$27,961.59.

LIABILITY INSURANCE FUND: Property Taxes 7,215.46, Non-Current Property Taxes .30 Interest 0.15, TOTAL \$7,215.91.

SOCIAL SECURITY FUND: Property Taxes 25,254.18, Non-Current Property Taxes .96 Interest .52, TOTAL \$25,255.66.

SPECIAL RESERVE FUND: Interest 1.32, TOTAL \$1.32.

BOND FUND: Non-Current Property Taxes Interest .45, TOTAL \$.45.

TOTAL RECEIPTS ALL FUNDS: 1,780,561.58

DISBURSEMENTS BY FUND

CORPORATE FUND: NET PAYROLL: 720,231.77, VENDORS: A.M. Best Company 2,508.50 A.N.S., Inc. 724.00 Adler & Associates 457.86 Adult Reading Round Table 70.00 Afable, Adalbert 150.00 Alarm Financial ALLDATA 1,500.00 Alternative Energy Solutions, Ltd. 359.00 Anderson's Bookshop 27.18 Apple Books 3,049.48 Armstrong, Mike 259.98 Art Excursions, Inc. 560.00 Asimakopoulos, Jennifer 142.98 AT&T 1,789.18 Aurico 165.00 Baker & Taylor 74,666.67 Baker & Taylor (video) 313.10 Baldwin Cooke 156.55 Bank of America 37,304.00 Bannerville USA, Inc. 60.00 Basecamp Web Solutions 2,612.50 BCBS 50,058.90 Bear Report 44.95 Bengal Electric Inc. 1,458.62 Bibliotheca ITG LLC 5,814.29 Bittman, Bridget 560.00 Blackstone Audio, Inc. 1,875.46 Blooming Color, Inc. 1,205.69 Bukovac, Jamie 96.46 C & S Sales Promotions, Inc. 121.51 Call One 505.47 Canon Business Solutions 1,777.91 Carney, Mark 11.00 Case Lots Inc. 4,958.48 Cavendish Square 550.80 CCH 116.91 CDW Government 10,797.75 Center Point Large Print 790.92 CheckBook 34.00 Chicago SunTimes 166.40 Chicago Tribune 207.74 Cibas, Rita 2,550.00 City of Darien 50.00 CNA Surety 30.00 Colonial Life 283.92 Comcast 1,391.10 Consumers' Checkbook 450.00 Cosmopolitan Building Services 5,650.00 Current Technologies 1,377.00 DAC 2,777.00 Dalietos, Spero 100.00 Darien Chamber of Commerce 154.00 Darien Woman's

Club 75.00 Davidson Titles, Inc. 806.25 Deliciously Yours 500.00 Dell
 Marketing L.P. 3,016.47 Deluxe 319.09 DEMCO 3,584.87 Destination Print,
 Inc. 166.75 Diaz, Ana 275.00 Diverse Media, Inc. 43.52 Dow Theory
 Forecasts 159.00 DuPage County Clerk 12.00 DuPage Pavement 12,029.00
 Dzierzbicki, Monica 191.80 Easy English NEWS 128.00 EBSCO 6,003.00
 Edmonds Incorporated 643.64 EFTPS 198,676.68 Evanced Solutions 1,472.63
 Faronics Technologies USA Inc. 1,137.00 FedEx 44.23 Ferrill, Meredith
 100.00 Fidelity Monitor & Insight 159.00 Filis, April 41.43 Findaway
 World, LLC 80.72 Fox Valley Fire & Safety 1,234.00 Friends of IPPL
 142.00 Gale/CENGAGE Learning 5,484.94 Garvey's Office Products 205.63
 Gaylord Bros., Inc. 29.00 Gibbons, Jim, Historical Presentations 200.00
 Gibson, Amanda 100.00 Grainger 56.10 Grey House Publishing, Inc. 259.00
 Guardian 2,974.43 Hajek, Sandra 9.80 Hartney, Jane 20.35 Heritage House
 Florist 235.00 Hinsdale Bank 120.00 Hinsdale South High School Stinger
 345.00 Hinsdale South Theatre 100.00 Home Depot 1,007.71 I.D.E.S. 84.37
 ID Label 679.50 IL Dept of Revenue 43,881.95 Illinois Library Association
 165.00 Illinois Office of the State Fire Marshal 100.00 Illinois
 Secretary of State 10.00 IMRF 72,261.40 Information Today, Inc. 404.05
 Ingram Library Services 103.23 Inkwell 990.21 Innovation Experts
 16,656.91 Interact Business Products, LLC 768.00 Investor's Business
 Daily 329.00 JanWay Company USA, Inc. 889.72 JavaSmart USA LLC 739.65
 Jensen, Shirley P 75.00 Jim Gill, Inc. 1,150.00 Kamm Insurance Group
 10,433.00 Kapco 1,004.65 Kline, Cindy 100.00 Kountz, Krista 4.34
 Kroeschell Service 11,445.34 LACONI 100.00 LACONIOPP 20.00 LaMie, Beth
 150.00 Law Bulletin Publishing Company 67.00 Layman, Jez 17.92
 LearningExpress, LLC 4,780.70 Legerski, Dennis 74.40
 LexisNexis Matthew Bender 243.70 Library Display Design Systems 204.87
 Library Furniture International 7,749.00 LIMRiCC 1,739.74 Lincoln
 National Life 615.60 Lyga, Barry J. 1,519.20 M.E. Sharpe Inc. 748.00
 Mango Languages 3,411.20 Marquee Movie Presentations LLC 225.00 McCully,
 Nancy 205.00 Medicom Reimbursement Spec., Ltd. 43.75 Michalak, Ellen
 469.00 Midwest Laser Specialists, Inc. 617.46 Midwest Tape 29,880.36
 Moneyletter 129.00 Morningstar 3,920.00 MPS 339.24 National Geographic
 Little Kids 17.95 Nationwide Retirement 8,330.00 NCPERS Group Life 384.00
 Near West Youth Services 25.00 New Readers Press 45.36 Otto Building Co.
 485.00 OverDrive 14,741.53 Palmisano, Stacy. 200.77 Paraclete Press,
 Inc. 82.93 PCM 345.60 Pearson Education, Inc. 200.79 Peregrine, Stime,
 Newman, Ritzman & Bruck 955.50 Petty Cash 561.35 Pfannkuche, Craig 150.00
 Phillip's Interior Plants 1,290.00 Pierce, Nicole 68.69 PitneyBowes
 630.98 POCA 1,500.00 Prairie Godmothers 225.00 Quill 7,575.74 RAILS
 1,584.00 Random House 2,175.50 Record Information Services, Inc. 769.00
 Recorded Books, LLC 4,900.64 Regent Book Company 30.48 Research
 Technology International 200.92 Rivistas Subscription Services 867.63
 Rogers Vending 748.09 Roy, Nancy 211.92 Rubberdisc 759.50 Runco 2,140.13
 Ryan, Marianne 81.20 Sage Publications, Inc. 535.95 Salina's Catering
 678.25 Salo, Kathryn 1,056.82 Scharping, Ronald A. 300.00 Schilling,
 Joel 20.00 Scholastic Library Publishing 1,329.70 Sebert Landscaping
 8,171.00 Sentimental Productions 95.00 Showcases 464.11 Smarty Pants
 World LLC 499.00 Solutions Mechanical 550.00 Southern Illinois University
 Carbondale 109.50 Speciality Mat Service 577.65 Specialty Store Services
 127.65 Standard & Poor's Financial Services, LLC 9,485.75 Stephens
 Plumbing & Heating, Inc. 353.00 Stovall, Ann 858.72 Streett, Cathy 53.68
 Suburban Door Check & Lock Service 3,812.70 Suburban Life Media 42.00

SunTimes Media 980.00 SWAN 26,496.00 Target 1,027.31 Team One Repair, Inc. 1,442.00 The Child's World 548.50 The Mailbox Yearbook 79.90 The Risk Management Association 385.00 Thomson Reuters West 330.54 ThyssenKrupp Elevator 1,521.92 Titan Image Group, Inc 216.79 Trapp, Sandra 536.00 TV Weekly 43.68 Tyco SimplexGrinnell 230.00 U.S. Postal Service (PostageByPhone) 2,000.00 Uline 884.71 Unique Books, Inc. 5,775.16 Unique Management 402.75 United States Treasury 38.00 University of Illinois Extension 75.00 USA Today 293.35 US Bank 1,195.63 Value Line Publishing, Inc. 3,225.00 Vantagepoint 14,056.63 Vatev, Dahail 52.00 Venmill Industries 355.94 Vernon Library Supplies, Inc. 2,043.56 VISOgraphic 12,945.94 VSP Vision 557.10 Westmont Paint & Decorating 87.98 Williams., Natalie 574.92 Willowbrook/Burr Ridge Chamberof Commerce 185.00 Wlosinski, Maria 59.92 Wolper Information Services 11,773.33 Wordinger, Debra 102.50 Workforce 39.50 Works, Tyler 98.86 World Book School and Library 694.00 World Relief 240.00 Wulf., Suzanne 33.00 Zabel, Brian & Associates, PC 3,150.00 VENDORS PAID UNDER 1.00: -75.00 TOTAL: 1,580,915.63.

BUILDING & MAINTENANCE FUND: Alarm Financial 144.00 Call One 2,529.94 CM Financial Corp 99.00 Constellation 30,720.49 Cooler Smart 477.90 DuPage County Public Works 2,690.14, Darien Police Dept. 50.00, Digicomm 1,774.74, Fire & Sec. Systems 498.00, Groot Industries 1,749.51, Nicor 6,501.52, Sebert Landscaping 817.00 TOTAL: \$48,052.24.

I.M.R.F. FUND: Illinois Municipal Retirement 54,892.81 TOTAL: \$54,892.81.

LIABILITY INSURANCE FUND: Kamm Insurance Group 15,921.00 TOTAL: \$15,921.00

SOCIAL SECURITY FUND: EFTPS 49,533.34, TOTAL: \$49,533.34.

TOTAL DISBURSEMENTS ALL FUNDS: \$1,749,315.02

CASH AND INVESTMENTS AS OF DECEMBER 31, 2014: \$3,224,702.79

THE FOREGOING TO THE BEST OF MY KNOWLEDGE IS A TRUE AND CORRECT STATEMENT OF RECEIPTS AND DISBURSEMENTS OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT FOR THE FISCAL PERIOD JULY 1, 2014 THROUGH DECEMBER 31, 2014.

Marian Krupicka, TREASURER

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC THIS 21st DAY OF January 2015

NOTARY PUBLIC

Employees paid during the fiscal period July 1, 2014 through December 31, 2014:

Allard, Jamie Y. Security Monitor 4,461.12 Armstrong, Michael K. Building Services Associate 11,059.78 Asimakopoulos, Jennifer A. Sr. Reference Librarian 26,716.26, Barnett, Geri L., Tech Services Associate 4,438.24, Beggs, Vera H. Reference Librarian 917.52, Birmingham, Laura N. Assistant Director 44,878.79, Bortman, Priscilla L. Circulation Services Associate 1,499.67, Boyer, Barbara A. Circulation Services Associate 7,573.19, Brodeur, Vicki A. Senior Circulation Supervisor, 14,067.22, Brogdon, Jacqueline M., Youth Services Summer Associate, 1,519.94 Brozek, Terri L. Circulation Services Associate 7,515.59, Bruggeman, Lora L. Sub Reference Librarian 1,680.94, Bukovac, Jamie P. Director 57,252.00, Bunn, David L. Digital Services Technician 15,564.13, Butcher, Brett A. Network Services Technician 14,706.55, Cartwright, Karen J. Circulation Services Associate 6,829.75, Cerkanowicz, Barbara A. Youth Services Page 3,031.21, Cochran, Judith J. Sub Youth Services Librarian 3,075.53, Cosmas, Amelia T. Circulation Services Associate 4,848.47, Cox, Nancy Youth Services Associate 10,407.23, Czuba, Patricia A. Interlibrary Loan Associate 11,619.03, Dangles, Joyce D. Circulation Services Associate 8,079.01, Dzierzbicki, Monica A. Youth Services Librarian 30,144.97, Egger, Benjamin C. Security Monitor 4,905.47, Eisenschenk, Kimberly Sub Circulation Services Associate 462.38, Fank, Susan C. Technical Services Associate 7,952.84, Fearnley, Katherine A., Assistant Circulation Supervisor 3,596.47, Filis, April W., Technical Acquisitions Associate, 319.00 Findling, Susan F. Circulation Services Page 891.00, Fujiura, Mieko A. Sub Circulation Services Supervisor 85.16, Glenn, Hugh W. Computer/Magazine Associate 9,482.26, Graziani, Gail M. Sub Adult Services Associate 850.61, Grob, Anna M. Circulation Services Page 3,727.72, Guidi, Monica A., Circulation Services Associate, 4,148.62 Guldberg, Barbara A. Circulation Services Associate 6,988.11, Hahn, Jeanette C. Sub Circulation Services Page 2,239.61, Hartney, Jane S. Youth Services Associate 18,883.25, Hinkley, Anna M. Technical Services Associate II 9,312.13, Jensen, Shirley P. Senior Reference Librarian 36,081.56, Johnson, Gail A. Circulation Services Supervisor 14,522.09, Jovien, Ashley G. Youth Services Page 2,628.65, Karum, Jorie L., Interlibrary Loan Page 3,617.91, Kaur, Kuldeep, Circulation Services Page, 339.66, Khawaja, Zenah M., Circulation Services Page, 1,902.54 Kline, Cynthia L. Adult Program Coordinator 6,904.13, Komperda, Patricia A. Circulation Services Associate 6,177.59, Kountz, Krista L. Youth Services Associate 6,690.43, Kraft, Krekelberg, Mary L. Reference Librarian 30,553.66, Lafayette, Luella Sub Circulation Services Supervisor, 3,555.98, Layman, Jessica E. Readers Advisory Associate 6,288.06 Lazarski, Carol R. Computer/Magazine Associate 6,525.43, Leja, Patricia L. Circulation Services Associate 6,616.61, Lipowski, Nadine V. Circulation Services Associate 4,952.42,

Lippencott, Suzanne H. Sub Youth Services Librarian 643.65, Liu, Julie S. Computer/Magazine Associate 6,799.76, Maher, Sandra L. Sub Senior Reference Librarian 1,162.96, Maleno, Christian H. Sub Adult Services Librarian 1,081.63 McKee, Sandra P. Youth Services Page 3,144.63, Meronek, Gregory Circulation Services Page 2,767.42, Milewski, Robert J. Circulation Services Page 4,119.66, Mommsen, Joan B. Substitute Reference Librarian 5,886.85, Monkus, Sally A. Adult Services Associate 7,194.98, Moravek, Mary K, Sub Adult Services Page, 918.75, Myers, Caitlin E., Youth Services Associate 6,719.15 Naisbitt, Patricia A., Technology Instructor 3,588.09 Napoli, Carolyn P. Adult Services Page 1,075.87, O'Connell, Nila J. Circulation Services Associate 4,491.55, Palicz, Kimberly A. Circulation Services Associate 5,587.63, Palmisano, Stacy Administrative Associate 8,783.18, Papaurelis, Theresa A. Graphic Artist 13,513.90, Paruszkiewicz, Jaclyn E., Sub Adult Services Page, 949.39, Paxson, Mary K. Readers Advisory Associate 8,519.81, Peters, Jason M., Computer and Magazine Associate, 4,670.17 Pierce, Nicole D. 7,482.31, Poluektova, Yulia V. Youth Services Page 3,960.23, Popowitch, Joseph A. Reference Librarian 28,754.20, Procter, Justin R. Security Monitor 3,260.15, Raffenetti, Mimi A., Sub Reference Librarian 831.51, Ramirez, Martha Technical Services Associate 4,819.75 Rodela-Sulik, Gloria A Technical Services Supervisor 8,870.58 Roman, Linda E. Adult Services Page 3,319.49, Roy, Nancy E. Administrative Office Coordinator 20,644.49, Rusthoven, Christine D. Youth Services and Reference Librarian 1,614.31, Ryan, Marianne T. Marketing and Promotion Coordinator, 22,761.15 Salo, Kathryn M, Early Literacy Librarian, 21,593.54 Schueren, Mary J. Readers Advisory Associate 8,325.84, Sesterhenn, Nancy J., Circulation Services Page, 3,161.84 Shackleton, Carol A. Circulation Services Associate 11,728.65, Sheehan, Deborah A. Circulation Services Department Head 36,754.47, Smith, Tina L. Adult Services Page 2,466.12, Sobun, Mary Lynn C. Youth Services Page 3,294.69, Stovall, Ann M. Technical Services Department Head 40,199.02, Stranski, Corrine Youth Services Page 3,519.67, Stuart, Elizabeth C. Adult Services Page 3,221.84, Such, Deborah S. ILL Page 4,068.33 Thurman, Deidre L. Circulation Services Associate 1,048.17, Tomaszewski, Thomas L. Computer/Magazine Associate 5,335.74 Tucker, Denise C. Readers Advisory Associate 6,608.22, Tuggle, Bobbie M., Sub Circulation Services Page, 938.62 Vlasko-Vlasova, Galina S. Youth & Adult Services Page 1,014.56, Watts, William T., Sub Circulation Services Page 476.56 Williams, Natalie Youth Services Department Head 27,631.93, Witczak, Geraldine Adult Services Page 3,769.80, Wlosinski, Maria A. Administrative Associate 10,953.83, Wordinger, Debra L. Adult Services Department Head 42,440.44, Works, Tyler C. Senior Youth Services Librarian 24,371.00, Wulf, Suzanne Adult Services Librarian 22,625.42, Yang,

Man Hua Adult & Circulation Services Page 9,209.81, Zinoveva, Natalya
Circulation Services Page 5,409.56, Zwergel, Jane B., Technical
Services Associate 2,969.83; GROSS PAYROLL TOTAL \$1,004,162.19

**Director's Report
January 2015**

Agenda

Communications and Announcements:

We received great news from Secretary of State Jesse White that we will receive \$53,161.25 for the per capita grant. This is \$9,661.00 more than I had budgeted.

I also received a letter from Secretary of State Jesse White inviting me to serve on the Illinois State Library Advisory Committee (ISLAC). The committee advises the Illinois State Library in the development of state and federal library plans; provides input in addressing policies, issues, and activities for library development and cooperation among different types of libraries; makes recommendations concerning the evaluation of statewide services; and addresses the use of technology to expand access to information for the state's citizens. [Statutory Authority: 15 ILCS 320/5]. The committee generally meets three times a year and the meetings are video-conferenced so I can attend the meeting at the RAILS Burr Ridge location. I am very honored to be offered this position.

Staff Report:

Early Literacy Librarian Katie Salo will make a presentation to the trustees.

We are planning a Policy Committee (Don, Been, and Julia) meeting for either the week of February 23 or the week of March 30, so please bring your calendars.

Darien Car Stickers

The library was asked to sell Darien car stickers. The car stickers are not required by the city but are used to raise money for the Rotary. Since we provide other services such as notary and voters registration, plus sell stamps, this seemed like a nice convenience for our Darien patrons.

District 61 Computer Labs

I spoke with Superintendent Bob Carlo about the district's computer labs. Last school year they had opened their labs in the evening for adults to use them. He said they have had very low usage. But we talked about the library holding computer classes in the labs which would draw attention to the district's labs, help the library get out into the community, and free up meeting space in the library. The district does not have Office Suite on their computers so we could not teach that software but we do have other topics that could be taught there. He is going to discuss this with his board.

Recent Theft in the Library

As I reported at the last board meeting, the library's security camera caught a man stealing a woman's wallet. We discussed banning the man indefinitely and I sent a letter to him accordingly. Since that time I have received a letter from an attorney essentially asserting the library has no right to remove his library privileges since he has not (yet) been found guilty of a crime. The library's attorney responded back, citing the law, that "The Board shall have exclusive control of the construction of any library building and of the supervision, care and custody of the grounds..." and that the library director acts as the Board's representative in supervising use of the library district property.

For your information, I have banned several people during the years I've been here based on their behavior in the library. Our policy is clear that improper or illegal behavior will result in being banned from the library. Most times the behavior is not something that requires the police and thus our decision making process does not require that someone be guilty in court before being banned.

Injury on Library Property

On December 22 at 4:15 a young boy fell down the last three stairs and broke something in his arm (I believe there is a fracture as this is what I've heard but I have not seen anything official.) I received a letter from an attorney stating that the stairs became slippery and remained slippery, thus causing the slip and fall. The attorney requested that the letter be forwarded to our insurance company which I have done. I also showed the letter to our attorney who agreed that it should go to the insurance company. Staff wrote up reports about the incident. One staff member checked the stairs to see if there was something that caused the fall and needed to be cleaned or fixed. She states the stairs were not wet and there was no debris. Historical weather data shows there was no precipitation on December 22. In fact, there was a trace (not measurable) of precipitation on 12/21 (that night the stairs were cleaned) and prior to that 0.12 precipitation on 12/16. Staff have stated they think he tripped on his own boots but there is no proof of that.

Staff

In December I presented two staff YOLO workshops on the library budget. Adult Services Associate Sally Monkus will be retiring February 28.

Jamie Bukovac, Director

Assistant Director's Report
January 2015

Building and Grounds:

I am extremely pleased with the performance of our new cleaning service, Neviol Inc. The library looks great. The owner herself, Olga Nesterovich, was here cleaning and setting up the janitor's closets the day before they started nightly cleaning which I think is a great sign.

Chiller Replacement Project Update:

Library attorney, Roger Ritzman, has put together the bid documents for the chiller replacement project. Roger recommended that we hire an "expert" to help review the bid documents, do the walk-through with bidders, answer questions from bidders, review the bids, and make a qualified recommendation. Jamie has already contacted construction managers that other libraries recommended and I will be meeting with them to review the scope of the project. We received one proposal for \$2,500 for these services so we will hire an expert once we received the two additional quotes.

The bids will be due at the end of February, the Board will award the bid in March, and the installation will take place in late April/early May in time for the Summer warm-up.

Marketing Report:

Marianne Ryan's monthly report is attached.

Submitted by:

Laura Birmingham

Marketing Department Report – December 2014

Promotional Support

The Marketing Department supported and promoted several library programs and services, including the Teen Gaming Lock-In, Food for Fines, the Willowbrook/Burr Ridge Chamber of Commerce and Industry’s Giving Tree Program, the library’s book discussion groups, new Roku titles, Hoopla for the Holidays, Giving Tuesday and online shopping with Fundinco and iGive to benefit the IPPL Foundation, plus the database of the month (Consumer Reports), as well as continued promotional support of The Junction.

E-news

The Marketing Department continues to send the library’s weekly enews, and the mailing list has grown to 14,423 contacts. The two links generating the most clicks in December were the links to the eLibrary page in the Dec. 16 eNews (146), and the link to the year-in-review video in the Dec. 30 eNews (125).

Newsletter

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

My New Neighbor (Darien)

There were 18 home visits in December. Since we are receiving far more street addresses than email addresses from the new residents, we have created a follow-up postcard to send to them. The first mailing will take place in February.

Graphics/Website

Theresa is working on logo design concepts for Homemade Readers, the 2015 summer reading program, and the Seed Library. She also designed a new sign for the Mid-Kid area.

Marianne Ryan, Marketing Coordinator
January 13, 2015

Adult Services Monthly Report
December 2014

We had our biggest turnout in December for a program on pairing wine and holiday foods with 45 in attendance. Our other adult program was on creative gift wrapping with 20 in attendance. We had two afternoon movies with 12 people here for *Million Dollar Arm* and 20 for *Jersey Boys*. The Dunkin Donut on route 83 continues to donate donut holes and coffee for the afternoon movies.

The Novel Idea Book Discussion had eleven in attendance and Crime Readers had 14. The last two months at Crime Readers we have seen a number of new people. In late December Marianne made a push for marketing the discussion groups, so it will be interesting to see if all three discussion leaders see new faces in January. The GenLit group does not meet in December, but for the last couple of years they have held a book exchange. Thirteen people attended the exchange.

Staff attended YOLO classes on Early Childhood Literacy training and interlibrary loan. They have also started working through the online modules for SirsiDynix. The Adult Department Associates and any of the librarians who wish to participate have started a genre study on fantasy. Our first assignment was to read *The Game of Thrones*. As the staff were all reading the same book, discussions would start up about how far along everyone was, how each person was liking it, and how it differed from the television program. Some people never warmed to the book; others surprised themselves by how much they liked it, and at least one person started out not liking it at all but came to quite warm to it. It was obviously a stretch for many of the staff, but a series that has become very popular with the public.

There are a number of brochures we put out for the public and which need regular updating. We have a list of elected officials and how to contact them which is updated for the new post election government and a brochure on our assistive technology.

Senior Adult Services Librarian Shirley Jensen is developing a partnership with SCORE. The SCORE Association (Service Corps of Retired Executives) is a nonprofit association dedicated to entrepreneur education and the formation, growth, and success of small businesses nationwide. We will be working with them to provide resources and programs. Promptly after Shirley first met with SCORE, a patron had a question on specifics of a specialized small business and she referred him to SCORE's site. He came back and reported that he had set up a mentoring meeting (at one of SCORE's current locations). SCORE hopes to hold this kind of meeting here after we establish our partnership.

Debbie

Circulation Services
December 2014

Our circulation in December was almost exactly the same as last year – the difference was only 135 items! This year we checked out and renewed 62,507 items while last year we circulated 62,642 items. Patron visits were down slightly from 31,270 to 30,855(-1.3%). Inter Library Loans were also down a little from 8,908 items processed in 2013 to 8,786 processed in 2014 (-1.5%). Electronic circulation was up 1% from 3,009 items to 3,045 items checked out.

Our patrons continue to enjoy having the option of using self-service or full-service from our wonderful staff! In December, patrons using a form of self-service (self-checks, downloadable items, renewing on line) accounted for 37,726 of our check outs or renewals or **60%** of our total circulation.

We held our annual “Food for Fines” drive December 6 through December 14. As we did last year, we encompassed two weekends. Although we didn’t take in as much as we did last year, our patrons were still very generous and often gave more than they owed in fines. The two food pantries (Our Lady of Peace and Our Lady of Mt. Carmel) were thrilled with the amount of items we took in for them. I am attaching a thank you note from Our Lady of Peace.

Below is the number of items that have been donated in the last 10 years.

2004	1009
2005	1215
2006	941
2007	1143
2008	1516
2009	2255
2010	1954
2011	3278
2012	2603
2013	3463
2014	2867

Staff were very busy the second half of the month, due to the two holidays. Patrons always check out a large amount of DVDs that come back immediately after the holidays. Staff worked conscientiously to get through the enormous amount of returned items!

As I stated in my November board report, we have gone live with On-Line Non-Resident Membership Renewals. In December I sent an email to the non-resident card holders whose memberships were going to expire January 1. which will continue to do monthly. We had two families take advantage of this service and renew their memberships on line!

The Circulation staff is doing a great job training on the new SWAN software. Some have already finished and others are well on their way. Although we had some issues with the training software, staff was able to work through the issues and kept on going!

Circulation staff attended the following YOLO classes in December:

Early Literacy 101	10 attended
Book Processing	4 attended
Library Budget	9 attended
Comings/Goings of ILL	15 attended

I was on vacation December 17 through January 4. As always, the circulation staff did a great job in my absence.

Debbie Sheehan
Head of Circulation Services

Our Lady of Peace Church

701 PLAINFIELD ROAD
DARIEN, ILLINOIS 60561-4294
(630) 323-4333

December 16, 2014

Indian Prairie Library
401 Plainfield Rd.
Darien, IL 60561
Attn: Ms. Debbie Sheehan

Re: FOOD FOR FINES

Gentlemen:

This will acknowledge, most gratefully, your allowing our food pantry to benefit from your annual FOOD FOR FINES Program.

Our part of your collection for the OUR LADY OF PEACE FOOD PANTRY filled a Dodge Grand Caravan as well as part of a GMC Yukon. My estimate is that the total amount approximates 2 tons of non-perishable food and grocery products.

All of these items will be distributed to needy families in our surrounding areas.

For your donation the FOOD PANTRY has provided you with no goods or services.

On behalf of the families who will receive these goods I offer our thanks to all whom, in any-way, helped. May God bless all of you for responding to His command to: "...feed the hungry..."

Sincerely in Christ,



Deacon Paul Brachle
OUR LADY OF PEACE FOOD PANTRY

Month	2004	2005	Circ Stats		2007	2008	2009	2010	2011	2012	2013	2014
	2005	2006	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
July	69,760	68,182	69,450	70,056	79,189	84,907	84,936	86,301	87,216	87,602	79,959	
Aug.	66,710	66,665	67,898	64,625	72,584	80,592	77,314	84,118	80,915	77,621	72,742	
Sept.	55,769	55,283	53,975	55,798	62,798	69,066	71,475	70,089	67,864	65,873	64,172	
Oct.	61,117	55,646	58,620	63,670	66,511	75,131	42,400	71,702	74,123	70,857	65,823	
Nov.	60,497*	55,000	55,020	59,559	66,395	71,373	53,470	67,626	71,019	68,912	64,118	
Dec.	53,593	46,961	50,059	51,403	59,953	64,351	67,699	67,864	66,499	62,642	62,507	
Jan.	60,631	60,336	60,832	64,730	72,058	76,341	77,035	74,604	78,554	71,590		
Feb.	60,160	57,337	54,435	62,086	69,661	71,385	69,341	73,132	70,512	65,225		
Mar.	68,128	67,087	65,230	70,477	80,579	81,058	83,103	79,502	78,612	74,816		
Apr.	61,606	55,281	57,505	64,763	73,007	72,010	68,953	73,470	71,161	68,376		
May	58,429	54,656	54,410	62,724	68,994	67,337	72,416	69,927	67,429	61,687		
June *	69,281	69,165	67,386	74,029	84,888	87,748	87,635	83,339	79,392	74,986		
Renewals through the webpack not included before April					1,284							
					Electronic Circulation	3,852						
Yearly												
Total	745,681	711,599	714,820	763,920	857,901	905,151	855,777	901,674	893,296	850,187	409,321	
*Missing data--used an average number to get a total												
Indicates highest number for that month												
Indicates library was closed partial months for construction												

TECHNOLOGY & TECHNICAL SERVICES BOARD REPORT
December 2014

Staffing

- April Filis started on December 8 as a part-time Technical Services Acquisitions Associate.
- Suzy Wulf from Adult Services accepted our new full-time Technology Librarian position. She will start her new position on January 2.

Improvements for Public Service

- **Adult eReaders** – New ebooks were added to the circulating adult Kindle Readers to help meet patron demand for movies from popular books such as Gone Girl and Wild. There are now 65 titles loaded on the adult Kindles.
- **Office 2013/Training Laptops**- To support patron training needs on the latest version of Word, Excel and PowerPoint the training laptops were upgraded from Microsoft Office 2010 to 2013.

3D Printing

- Print requests received and printed: 17
- Most interesting objects printed: Ornament and SpongeBob Square Pants figure.

Staff Training & Public Classes: December

Staff Training/Yolo Presentations

- Dave conducted a ½ hour Joomla training session with Jezz.
- I presented two sessions for the Technical Services mandatory Yolo training on book processing.
- Sirsi/Dynix Online Training
 - Essential Skills & Searching Strategies: Ann, Anna, Geri
 - Cataloging Basics, Acquisitions Overview: Ann

Yolo Training Attended

- Early Literacy 101 (Kids/Teens Mandatory): Brett, Martha
- Technical Services: Book Processing (Mandatory): April

Classes/Programs

<u>Date</u>	<u>Class/Program</u>	<u>Instructor/Presenter</u>	<u>Attendance</u>
12/9	Internet for Beginners	Darleen (Volunteer)	5
12/9	Facebook for Beginners	Suzy (Staff)	12
12/10	Email for Beginners	Darleen (Volunteer)	4
12/11	iPad 101	Dave (Staff)	12

12/18	eMedia Drop-in	Suzy/Jennifer (Staff)	5
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Tech Tutor Requests (One on One assistance): 2

Ann M. Stovall, Head of Technical & Computer Services, January 10, 2015

40

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

Overview

For the Kids & Teens department, December is low on programming, but big on planning. We hosted eight programs, serving 242 patrons, but we saw a marked increase in the number of meetings and trainings that staff attended in order to prepare for upcoming programming sessions, new services, and major projects, like summer reading 2015 and even summer reading 2016.

Programs

Kids Tech Open House

On December 6, Katie Salo and Monica Dzierzbicki presented a Kids Tech Open House program for 26 people that highlighted the new technology available in the K&T department. Families were able to play with and explore Family Rokus, LeapFrog products, Mid-Kid Nooks, Family Kindle Fires, Ozobots, Tiggly, and our iPads. Ozobots and Tiggly are both learning toys that work with the iPads to teach different math and science concepts. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Frozen Sing Along

On December 30, Katie Salo and staff hosted a large, loud, sing-along celebration of the children's movie *Frozen*. 138 people attended. The event started in the Makerspace where families created themed arts and crafts. Then they sang their little hearts out along with the movie. Another great highlight was the fact that Katie handmade an incredible costume and came as Princess Anna. The families were delighted with the whole event! *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Stampastic Decorations

Monica Dzierzbicki organized supplies, created patterns and display materials for the Stampastic program. The program was attended by 13 children and adults on December 13. With the help of two amazing TAB volunteers, participants used the dye-cut and laminating equipment, stamps, and ink to create gift tags and small gifts such as book marks, puzzles, pin wheels, door hangers, and gift bags for holiday giving. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Teen Gaming Lock-in

On December 20, Tyler Works hosted our first teen gaming lock-in. For six hours, 6pm-midnight, 28 teens took over the meeting room, conference room, and multipurpose rooms with various gaming consoles and tournaments. *(Supporting Strategic Plan: Develop more programming and activities that provide the opportunity for people to interact.)*

Partnerships

Cub Scouts

On December 11, Monica Dzierzbicki hosted a meeting with the Darien Cub Scouts Troop. The Troop meets at the library regularly and have already toured the library. Now they are working towards achieving a research badge, so Monica taught them how to use the Chicago Tribune Historical Database. *(Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)*

Rotary Club

Natalie Williams attended the Darien Rotary Club Meeting on December 2. Natalie presented the successes of the programs and services that we have been able to provide with the Rotary's donations and introduced several new ideas for collaboration. She also typed up a proposal to ask them to sponsor *1,000 Books before Kindergarten*, an early literacy initiative that IPPL will roll out in the fall of 2015. (Supporting Strategic Plan: Form partnerships to further develop community services.)

Teens 4 Xcellence and Hinsdale South Book Club

On December 9, Tyler Works visited Burr Ridge Middle School to assist with the Teens4Xcellence group. He discussed *Surviving the Applewhites* by Stephanie Tolan with the 17 students present. He also dropped off copies of *Legend* by Marie Lu for the January Meeting. Tyler Works also visited the HSHS Book Club. HSHS librarian, Allison Bava, and Tyler discussed *Afterworlds* by Scott Westerfeld with 9 students. They will discuss *Escape from Camp 14* at their next meeting in January. (Supporting Strategic Plan: Form partnerships to further develop community services. Provide opportunities for hands-on learning, inventing, and sharing of skills and tools.)

Trainings

YOLO – Early Literacy 101

Katie Salo presented four more sessions of a mandatory YOLO class on the essentials of early literacy. She defined terms, explained the skills that we promote during storytimes, and demonstrated how everyone, even staff from other departments contribute to the education and success of the children who visit our library. (Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. Develop a continuous learning/laboratory environment to increase support staff knowledge and creativity.)

Power of Play

On December 1 and 2, Katie Salo attended a two-part ALA Workshop webinar entitled "The Power of Play." The webinar was about creating an early literacy play space in the library. It explored other libraries and their successes, and some of the materials and elements that make for great learning. (Supporting Strategic Plan: Provide opportunities for hands-on learning, inventing, and sharing of skills and tools. Develop a continuous learning/laboratory environment to increase support staff knowledge and creativity.)

LACONI

On December 5, Tyler Works attended a LACONI meeting called *We Are Not Androids: Putting the Creativity & Control in Human Hands*. Through the example of his library's recent usability study, Troy Swanson discussed the blending of data and creativity when designing projects, services, and spaces devoted to teaching & learning. Brian Pichman shared new technologies and techniques to empower patrons and students to be active creators in the learning process. The presentation covered both theory and practice when using technology to create people-centered library experiences. (Supporting Strategic Plan: Develop a continuous learning/laboratory environment to increase support staff knowledge and creativity.)

Submitted by Natalie Williams 1/10/2015

STATISTICS FOR	Dec-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	38,750	39,020	243,166	264,731	-8.15%
Teen	3,426	2,799	23,175	20,221	14.61%
Kids	17,286	17,814	122,093	131,134	-6.89%
TOTAL	59,462	59,633	388,434	416,086	-6.65%
Electronic Circulation	3,194	3,009	21,406	17,421	22.87%
GRAND TOTAL CIRC.	62,656	62,642	409,840	433,507	-5.46%
% Reciprocal Borrowing	15%	15%	14%	15%	
Patron Visits	30,855	31,270	226,993	236,018	-3.82%
<u>Current Cards</u>					
Resident	130	89	22,573	22,793	-0.97%
Non-Resident	74	72	869	1,084	-19.83%
TOTAL	204	161	23,442	23,877	-1.82%
<u>Patron Assistance</u>					
Adult - Reference	2,521	2,695	18,406	21,073	-12.66%
Kids - Reference	1,101	1,096	7,708	10,509	-26.65%
TOTAL REFERENCE	3,622	3,791	26,114	31,582	-17.31%
Adult - Other	2,006	1,566	11,628	9,721	19.62%
Kids - Other	1,201	1,108	9,444	9,081	4.00%
TOTAL OTHER	3,207	2,674	21,072	18,802	12.07%
GRAND TOTAL ASST.	6,829	6,465	47,186	50,384	-6.35%
<u>ILL/Reserves</u>					
Holds	7,287	7,119	47,306	49,857	-5.12%
ILLs Sent	3,832	4,111	25,973	29,133	-10.85%
ILLs Checked Out	4,560	4,355	29,024	32,115	-9.62%
ILLs Received	4,954	4,797	31,684	34,860	-9.11%
<u>Programs - Adult</u>					
# Programs	4	3	37	34	8.82%
Attendance	97	59	946	1,098	-13.84%
<u>Technology Classes</u>					
# Programs	5	1	65	30	116.67%
Attendance	38	12	616	320	92.50%
<u>Individual Technology Training</u>					
# of Patrons	88	91	665	552	20.47%
<u>Groups</u>					
# Programs	11	9	73	75	-2.67%
Attendance	89	98	788	1,019	-22.67%
<u>Others</u>					
#Programs	0	0	5	6	-16.67%
Attendance	0	0	198	102	94.12%
<u>Programs - Teen</u>					
# Programs	1	1	40	19	110.53%
Attendance	28	8	672	404	66.34%
<u>Programs - Kids</u>					
# Programs	3	6	178	121	47.11%
Attendance	179	105	5,161	3,904	32.20%
GRAND TOTAL ATT.	519	373	9,046	7,399	22.26%

STATISTICS FOR	Dec-14	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,313	3,691	22,038	25,770	-14.48%
Kids Computers	1,295	1,350	10,062	9,219	9.14%
Teen Laptop	191	99	1,790	950	88.42%
Adult Laptop	155	114	1,779	1,030	72.72%
TOTAL PATRON USE	4,954	5,254	35,669	36,969	-3.52%
Hours Used					
Adult Computers	2,167	2,386	15,574	16,818	-7.40%
Kids Computers	791	773	5,885	5,143	14.43%
Teen Laptop	340	123	3,235	1,351	139.45%
Adult Laptop	233	240.50	3,749	1,988.50	88.53%
TOTAL HOURS USED	3,531	3,522.50	28,443	25,300.50	12.42%
IPPL Total Web Site Access	27,446	6,352	156,517	17,638	787.39%
IPPL Total Page Views	51,732	14,415	301,534	41,141	632.93%
Subscription Database Logins	2,819	2,469	16,178	17,027	-4.99%
Outreach-Homebound					
Items Delivered	97		684		
Volunteers					
Number Active	53	51			
Hours Worked	329.75	217.75	2,388.75	2,460.25	-2.91%
Staff Training Hours	199	189	796.50	619	28.68%
Room Use					
Multi-Purpose Room	4	5	127	80	58.75%
Meeting Room					
Library	22	14	247	174	41.95%
Non-Library	25	32	161	173	-6.94%
Group Study Room	184	244	1,178	1,519	-22.45%
Lobby Programs	3	3	18	12	50.00%
Conference Room	15	14	109	94	15.96%
Clavinova	0	0	1	0	

MATERIALS COLLECTION STATISTICS- DECEMBER 2014

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
BOOKS--ADULT								
Reference	1621	16	13	1624	412	256	428	269
Non-Fiction	51207	257	521	50943	6078	8616	6335	9137
Fiction	39015	291	410	38896	7295	6272	7586	6682
TOTAL	91843	564	944	91463	13785	15144	14349	16088
BOOKS-- CHILDRENS								
Reference	145	0	3	142	1	746	1	749
Non-Fiction	16637	222	736	16123	1477	4874	1699	5610
Fiction	28085	48	410	27723	3597	3548	3645	3958
TOTAL	44867	270	1149	43988	5075	9168	5345	10317
BOOKS - TEEN								
Non-Fiction	669	5	0	674	135	414	140	414
Fiction	4229	50	154	4125	1120	385	1170	539
TOTAL	4898	55	154	4799	1255	799	1310	953
GRAND TOTAL	141608	889	2247	140250	20115	25111	21004	27358

CATEGORY	Previous Month Totals	Added Items	Withdrawn Items	Current Total	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Withdrawn
AUDIOVISUAL-ADULT								
Audio Books on CD	5365	36	3	5398	1072	332	1108	335
Music CD	10224	41	2	10263	1028	868	1069	870
Playaway	431	0	0	431	64	30	64	30
Video (VHS & DVD)	17399	223	39	17583	2717	568	2940	607
CD-ROMs	154	0	0	154	0	9	0	9
TOTAL	33573	300	44	33829	4881	1807	5181	1851
AUDIOVISUAL-CHILDRENS								
Audio Books	764	6	0	770	101	23	107	23
Childrens Music CD	920	0	0	920	75	15	75	15
Junior Music CD	194	0	0	194	67	28	67	28
Playaway	65	4	0	69	3	0	7	0
Video	4461	28	0	4489	740	377	768	377
TOTAL	6404	38	0	6442	986	443	1024	443
AUDIOVISUAL-TEEN								
Audio Books on CD	282	2	0	284	65	18	67	18
Music CD	28	0	0	28	0	291	0	291
Playaway	65	0	0	65	2	4	2	4
Video	655	5	1	659	201	17	206	18
Console Games	448	14	0	462	60	65	74	65
PC-GAMES (formally CD-ROMS)	-29	0	0	-29	0	17	0	17
TOTAL	1449	21	1	1469	328	412	349	413
GRAND TOTAL	41426	359	45	41740	6195	2662	6554	2707

CATEGORY	Previous Month Totals	Added Items	Current Total	Prev. Mo YTD		Year to Date	
				A	W	Added	Withdrawn
Digital Collections							
Adults ebooks	1630	0	1630	387		387	
Kids and Teens ebooks	385	0	385	27		27	
Reference ebooks	329	0	329	0		0	
Emedia Library (ebooks & audiobooks)	14256	45	14301	1299		1344	
eRead Illinois	13732	1473	15205	10155		11628	

Chamber Report

The Indian Prairie Public Library, Darien Chamber of Commerce, and Willowbrook/Burr Ridge Chamber of Commerce and Industry plan to host a Teen Summer Job Fair in the spring. The fair, for teens seeking summer employment, internships, and/or volunteer opportunities, is scheduled to take place on Saturday, March 21, from 1 to 4 p.m. at the library. We are currently seeking local employers to participate in the event, and are working with both chambers to get the information out to their members.

In this regard, I attended the Jan. 7 Willowbrook/Burr Ridge Chamber's general luncheon meeting at the Chicago Marriott Southwest at Burr Ridge. I was on the agenda under New Business and given about a minute to promote the event during a very well-attended meeting. I also brought a stack of flyers for the information table.

The meeting's presentation was the State of the Villages by Burr Ridge Mayor Mickey Straub and Willowbrook Mayor Frank Trilla. Mayor Straub and Burr Ridge Village Administrator Steve Stricker both spoke positively of the partnership with IPPL during their presentations.

I was seated at a table with chamber board members Chris Lyons (attorney, Peters & Lyons, LTD), Diane Konicek (Progressive Promotions), and Brad Kmetz (CPA, Kmetz Financial). I also spoke with *Clarendon Courier* Editor Mike Ellis, who will be editing a new monthly newspaper, the *Willowbrook Post*, starting in March.

Since speaking at the Jan. 7 luncheon, the Willowbrook/Burr Ridge Chamber has sent out a Chamber eBlast to its members with our invitation letter and informational flyer attached. The Darien Chamber has also been promoting the event on their website and Facebook page. The library has publicized the information in its eNews, social media pages (Facebook, Twitter, and LinkedIn), the library's Hot Topics blog, and sent it to the Darien Direct Connect eNews and Burr Ridge eBriefs, as well as the local media.

Marianne Ryan, Marketing Coordinator
January 13, 2015

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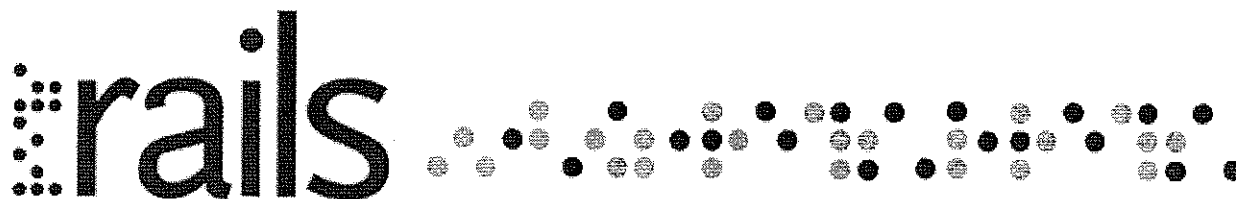
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News from the Reaching Across Illinois Library System.



e-news

Annual Library Certification Process Now Open

All RAILS members must complete an online library certification form by March 31, 2015 in order to remain members of RAILS. 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 the RAILS certification team at certification@railslibraries.info or 630.734.5160.

RAILS Funding News

RAILS recently received four payments toward its FY2015 (July 2014 - June 2015) Area and Per Capita Grant award. RAILS has now received a total of \$5,589,109.95, or 56.6%, of the total FY2015 grant.

Talking Book Program Funding News

RAILS received a quarterly grant payment of \$164,055.50 for the [Illinois Talking Book Outreach Center](#). RAILS has now received 75% of our FY2015 funding for this program. Many thanks to Secretary of State and State Librarian Jesse White, Illinois State Library Director Anne Craig, and colleagues at the Illinois State Library for their continued support for RAILS and for the Talking Book program.

RAILS Inclement Weather and Emergency Closings

RAILS procedures for emergency and weather-related closings can be found at: www.railslibraries.info/about/dates-closed. If RAILS decides to completely close a service center, a special alert will be posted at the top of the [RAILS website](#) as soon as possible. If you would like to automatically receive RAILS Alerts (including weather closings) via email, visit www.railslibraries.info/subscribe and click on Subscribe to Email under RAILS Alerts in the first column.

If a RAILS building is open, it will be the decision of the RAILS delivery manager at each of our six locations to decide if any routes at that location will be cancelled due to weather conditions. RAILS will contact all libraries affected by delivery route cancellations as soon as possible. To subscribe to route-based email delivery messages, see "Update Your Information in L2 to Receive Notice of Delivery Changes by Email," on the [RAILS website](#).

Resource Sharing Overlay Project

RAILS is researching a potential project to provide RAILS-area library users with seamless access to the four RAILS LLSAPs or shared online catalog consortia (MAGIC, PrairieCat, RSA-NFP, and SWAN), the catalogs of other RAILS consortia, and the catalogs of standalone libraries that choose to participate. This multiyear project has four phases.

January 7, 2015

RAILS Links

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

Member Resources

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

Upcoming Meetings

[January 21 RAILS Networking Event at Highland Middle School](#)

[January 23 RAILS Board Meeting](#)

[February 27 RAILS Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[January 15 Essentials of Supervision](#)

[January 15 Managing Library Change](#)

[January 17 eRead Illinois Petting Zoo](#)

[January 22 Preventing Harassment and Building Respect](#)

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systems with different types of libraries. An [environmental scan](#) was completed by Lori Bowen Ayre of Galecia Group.

RAILS is now in the second phase of the project that is designed to gather input about what RAILS members would like to have in an overlay product, and to identify organizational factors such as governance, administration, finance, staff workload, and resource sharing policies and viewpoints that might affect the project's success. These insights will be highly useful in determining both the selection and the design of any chosen system.

In October 2014, RAILS selected [Eric Craymer](#), President of Growth Management Consulting, Inc., as the consultant for phase two. Eric Craymer and his colleagues will conduct three rounds of focus groups to gather input and feedback from multiple stakeholders. Input will be gathered from as many RAILS members as possible, including consortia members and standalone libraries. There will be plenty of opportunities for all RAILS members to provide feedback, including a survey in late spring or early summer of 2015.

Phase three will include an request for proposal (RFP) for an actual overlay product and will occur after July 2015. Phase four will involve implementation of the product, including the development of policies and procedures, training, etc.

RAILS has created an [Overview of the Resource Sharing Overlay Project](#) in response to questions we have received. More information on the overlay project can be found at: www.railslibraries.info/catalogs/overlay. If you have questions, please contact RAILS Associate Executive Director Jane Plass at jane.plass@railslibraries.info. RAILS will continue to keep members informed about the project via *RAILS E-News*.

RAILS Member Networking Event January 21

There will be a RAILS member networking meeting on Wednesday, January 21, from 4:00 - 5:30 p.m., at Highland Middle School in Libertyville. Debbie Baaske, RAILS Member Engagement Manager, will share the latest RAILS news. Amanda Musacchio, RAILS Resource Sharing Specialist, will discuss how easy it is for library staff to share resources and participate in interlibrary loan. Amanda will also give a hands-on demonstration on book repair.

Attendees will have plenty of time to network with colleagues and share ideas. Refreshments will be served. All RAILS members working in all types of libraries are welcome. For more information, contact Debbie Baaske at debbie.baaske@railslibraries.info. To register, visit: www.librarylearning.info/events/?eventID=19169.

All RAILS Members Encouraged to Comment on Proposed Changes to Library System Rules and Standards

In July, the Illinois State Library (ISL) invited comments on proposed changes to the administrative rules and standards for Illinois library systems. ISL made a number of changes based on this feedback, and the rules were endorsed by the Illinois State Library Advisory Committee (ISLAC). RAILS has prepared an [analysis of the proposed rules](#) that highlights the major revisions made in response to member comments, as well as areas that are still of concern to RAILS and/or our member libraries. This analysis can also be found on the RAILS website at: www.railslibraries.info (center column under RAILS Alerts). The proposed rules were published in the *December 5 Illinois Register* (page 22526), marking the beginning of a formal comment period. Because the proposed rules will have a great impact on RAILS member libraries, all members are strongly encouraged to review these rules and make comments through Friday, January 23, 2015.

[February 5 & 19 Graphic Design](#)

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Illinois State Library (Springfield) and at numerous videoconference sites. To view meeting locations and to register, see: www.librarylearning.info/events/?eventID=19317. Comments may also be made in writing or by email to: Joseph Natale, Illinois State Library Rules Coordinator, Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701-1796, or jnatale@ilsos.net. See the December 5 *ISL E-News* for additional information.

Direct from Dee: Thinking About the Future

Executive Director Dee Brennan's latest [blog post](#) looks to the future of libraries and reflects on the mission of the American Library Association's [Center for the Future of Libraries](#). Dee makes some thought-provoking comments on a variety of trends and also asks our members to comment. Share your ideas at the bottom of [Dee's post](#).

On March 11, Miguel Figueroa, the Director of the Center for the Future of Libraries, will be at RAILS Burr Ridge service center to talk about the center's work. If you have suggestions for topics that you would like the speaker to address, share your ideas with [Joe Filapek](#), RAILS Consulting and Continuing Education Manager. Stay tuned to *RAILS E-News* for more information about this program as it becomes available.

See You @ ALA Conference!

If you are attending the ALA Midwinter Conference on January 30 - February 3 in Chicago, please stop by RAILS' exhibit booth (#1515) when the exhibit hall is open. We look forward to greeting our members, providing information on RAILS programs and services, and learning what's new at your library.

RAILS Job Board Postings Now Also Available on Twitter

Looking for a job in the Illinois library world? Twitter users can now follow [@LibJobsIL](#) to view job openings posted by libraries on the RAILS Jobs Board. You can still visit the [Jobs Board](#) via the RAILS website and log in (with the email address and password used for L2) to post a job ad or to subscribe to an RSS feed or email messages of job postings.

Webinars on Graphic Design with Aaron Schmidt

If you enjoyed Aaron Schmidt's series on library user experience, you won't want to miss this two-part workshop that will help you improve your graphic design skills. In part one, Schmidt will cover the basics of graphic design, show positive examples, and offer tools that you can use to improve your signs, posters, brochures, website, and more. Part two will expand on the material covered in part one. The Fuze webinars will be held on Thursday, February 5, from 1:30 - 3:00 p.m., and on Thursday, February 19, from 1:30 - 3:00 p.m. You only need to register once for access to both webinars. You must be logged into L2 to view the information and to register. For more information and to register, see: www.librarylearning.info/events/?eventID=19393.

Essentials of Library Supervision January 15

Join library trainer and consultant [Pat Wagner](#), from [Siera Consulting](#), on Thursday, January 15, 2015, 9:30 a.m. - 12:30 p.m. for a good-humored and practical program on providing supervision for "real humans." Pat will show you how to offer constructive criticism, how to tie supervision to your library's strategic plan, and offer some supervisory tips to those working in small libraries. The program will be held in person at RAILS Burr Ridge service center and broadcast via one-way streaming at: <http://live.railslibraries.info>. For more information and to register, see: www.librarylearning.info/events/?eventID=19329.

Managing Library Change January 15

Pat Wagner (see above) will present "Managing Library Change in 2015," on Thursday, January 15, 2015, from 1:30 - 4:30 p.m. You will learn valuable information to help you navigate the sea

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new policies and initiatives. The program will be held in person at RAILS Burr Ridge service center and broadcast via one-way streaming at: <http://live.railslibraries.info>. For more information and to register, see: www.librarylearning.info/events/?eventID=19426.

eRead Illinois "Petting Zoo"

Curious to learn more about the [eRead Illinois](#) Axis 360 platform? Have questions about the different compatible devices? Stop by the informal eRead Illinois Petting Zoo at the Geneseo Public Library on Saturday, January 17, 2015, from 2:30 - 4:00 p.m. For more information, see: www.librarylearning.info/events/?eventID=19126.

Webinar on Preventing Harassment and Building Respect January 22

Sponsored by the Management Association, this webinar on Thursday, January 22, 2015, from 9:30 - 11:00 a.m., will provide tips on building a positive workplace culture that is free of harassment and discrimination. The presenter will offer an understanding of the legal ramifications of employee and employer actions, explore how perceptions influence actions, and help recognize biases and stereotypes. For registration and more information, log into L2 and see: www.librarylearning.info/events/?eventID=18854.

Public Web Browser Available at No Cost

RAILS is providing access to Public Web Browser at no cost to RAILS libraries of all types (academic, public, school, and special) through December 24, 2015. Public Web Browser is highly customizable, and allows your library to "lock down" the browser at a workstation of your choice. Read more about Public Web Browser at: www.teamsoftwaresolutions.com/projects.html. If your library is interested in participating, see the instructions for installing and accessing the product at www.railslibraries.info/discounts. (Make sure you are logged into the RAILS website with the email address and password you use for L2). For more information, contact Amanda Musacchio, RAILS Resource Sharing Specialist, at amanda.musacchio@railslibraries.info.

Deadline Approaches for Great Lakes Resource Sharing Conference Proposals

The Great Lakes Resource Sharing Conference's Program Committee invites proposals for the June 5, 2015 conference in Kalamazoo, Michigan until January 16, 2015. This conference is a great opportunity for individuals working in resource sharing to gather information and communicate with other colleagues. Proposals can be submitted via the [GLRSC website](#). For more information, see: www.railslibraries.info/members/announce/20141031/80092.

Last Chance to Nominate an Author for the Soon to be Famous Illinois Author Project

The Soon to be Famous Illinois Author project has extended the deadline for nominations until January 9, 2015. The project is accepting adult fiction submissions from Illinois residents via their local libraries. For more information, see: www.soontobefamous.info.

Apply by January 15 to Participate in ADA 25 Chicago

2015 will mark the 25th anniversary of the Americans with Disabilities Act (ADA). Libraries from Cook (including the city of Chicago), DuPage, Kane, Kendall, Lake, McHenry, and Will counties are invited to submit ideas for programs that help build awareness of the ADA and opportunities for people with disabilities. Applications are due on January 15, 2015, for programs that will take place between July and December 2015. For more information, see the program partner guide at: www.cct.org/sites/cct.org/files/ADA25PartnerGuide_1114.pdf.

Targeting Autism Program Grant

The Illinois State Library (ISL) is partnering with The Autism Program (TAP) of Illinois for [Targeting Autism](#). This project will bring together autism spectrum disorder (ASD) experts and advocates who will help stimulate discussions and provide a platform for creating a statewide

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population.

ISL is currently accepting applications from all types of libraries, schools, institutions of higher education, health services professionals, governmental agencies, ASD services organizations, and parent advocates, to participate in the project forums. Eighty participants will be selected to attend two forums on March 4 - 5 and September 3 - 4, 2015, at the University of Illinois, Springfield. To participate, submit an [application](#) and visit the ISL's [website](#) for more information. See the [Targeting Autism](#) blog for information on programs and services offered throughout Illinois.

Chicago Public Library's Best of the Books and Book Buzz

Chicago Public Library is hosting training opportunities at the Harold Washington Library Center (Pritzker Auditorium), in Chicago. [Best of the Best](#) books of the year will be held for adults on Thursday, January 22, 2:30 - 5:00 p.m. Register at: <http://cpibestofthebestadults15.eventbrite.com>. Best of the Best for Kids & Teens will be held Tuesday, February 10, 9 a.m. - 5 p.m. Register at: <https://CPLBestoftheBest2015.eventbrite.com>. Don't miss [Book Buzz](#) on Thursday, January 29, from 9:00 a.m. - 4:30 p.m. You may register for the entire day, just the morning, or just the afternoon sessions at: <http://bookbuzzchicago2015.eventbrite.com>. Contact [Andrew Medlar](#) or [Steve Sposato](#) with questions.

FY2015 Live & Learn Construction Grant Deadline is January 9

Applications for the FY2015 Live & Learn Construction Grant are due by January 9, 2015. For more information, visit www.cyberdriveillinois.com/departments/library/grants/livelearn_construction.html.

New FAQ on Reciprocal Access, Reciprocal Borrowing and Nonresident Cards

The Illinois State Library, in response to recent questions about reciprocal access, reciprocal borrowing, and nonresident cards, developed a Frequently Asked Questions (FAQ) document. The [FAQ](#) is available on ISL's website via the [ILLINET](#) and [nonresident service](#) pages.

Workshop on Common Core and You January 26

There will be a workshop on "Common Core and You" on Monday, January 26, 2015, from 9:30 a.m. - 3:00 p.m., in the Abraham Lincoln Presidential Library, 2nd floor Multi-Purpose Room, 112 N. Sixth Street in Springfield. The event is free of charge, but reservations are required. For more information, see: www.raisllibraries.info/members/announce/20141230/82950. Register at: <http://alplmfoundation.tix.com>.

Stay Informed with the Illinois State Library's Online Calendar

The Illinois State Library (ISL) has compiled a comprehensive online calendar that includes a list of ISL events and grant application deadlines. See: www.cyberdriveillinois.com/departments/library/calendar/home.html.

RAILS Library Director News

Debra Blunier is now the Director of Filger Public Library (Minonk).
Ann Reeves is now the Director of the Eureka Public Library District.
Don Thorsen is now the Director of Western District Library (Orion).

Do you have library director changes to share? Let RAILS [Communications](#) know of changes in library directors so we can officially welcome new directors to the RAILS community.

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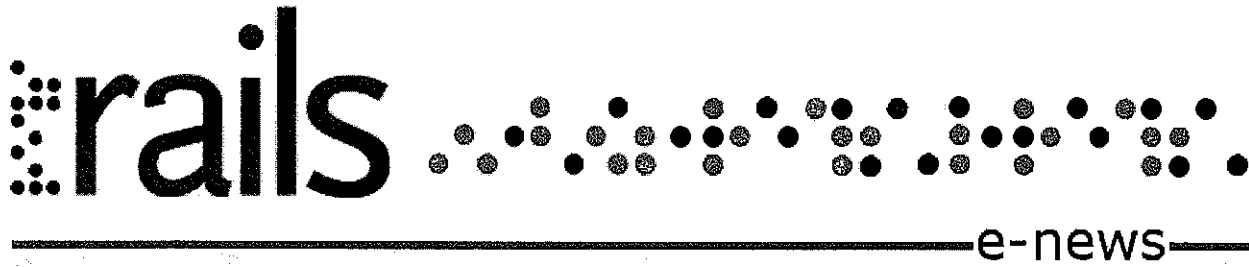
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News from the Reaching Across Illinois Library System.



Time Running Out to Comment on Proposed Rules for Library Systems

All RAILS members are strongly encouraged to share their comments on proposed changes to the administrative rules and standards for Illinois library systems at a public hearing on Wednesday, January 21, at 10 a.m. View available locations and register at: www.librarylearning.info/events/?eventID=19317.

The proposed rules, published in the [December 5 Illinois Register](#) (page 22526), will have a great impact on RAILS members. In addition to specifying exactly what services library systems are able to offer members, the proposed rules also include requirements that all system member libraries must follow. For more details on how the proposed rules will affect RAILS members, see RAILS' [analysis of the proposed rules](#). This analysis is also available on the RAILS website (www.railslibraries.info) under RAILS Alerts at the top of the page.

Please register for the January 21 hearing at www.librarylearning.info/events/?eventID=19317 so we know how many people to expect at each location. RAILS members may also send comments on the proposed rules in writing or by email to Joseph Natale, Illinois State Library Rules Coordinator, Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701-1796, or jnatale@ilsos.net. **The deadline for comments is Friday, January 23, 2015.**

Special Limited Time Offers for eRead Illinois

Thanks to a special promotional offer from Baker & Taylor, any Illinois public library with annual circulation over one million, or any academic, school, or special library (non-profit or government libraries only) with over 25,000 FTEs (where FTEs include faculty and students, but not support staff), is eligible to join the [eRead Illinois](#) shared Axis 360 collection without having to purchase their own separate Axis 360 collection (or Unbound collection) and they will not be required to purchase a separate Unbound collection at any point in the future. This offer runs through June 30, 2015.

In addition, Baker & Taylor is offering these current promotions to libraries interested in joining eRead Illinois:

- School Libraries – For any school library purchasing an Unbound collection and placing a minimum opening day order by March 31, 2015, Baker & Taylor will waive the annual access fee for the next three years.
- Academic, Public, and Special Libraries – For any academic, public, or special library (non-profit or government libraries only) adding an Unbound collection before June 30, 2015, Baker & Taylor will waive the first year's access fee.

Participating libraries that have already purchased an Unbound collection should direct questions about the promotions to their Baker & Taylor account manager. If you have any questions about

January 14, 2015

RAILS Links

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

Member Resources

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

Upcoming Meetings

[January 21 RAILS Networking Event at Highland Middle School](#)

[January 23 RAILS Board Meeting](#)

[February 27 RAILS Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[January 15 Essentials of Supervision](#)

[January 15 Managing Library Change](#)

[January 17 eRead Illinois Petting Zoo](#)

[January 22 Preventing Harassment and Building](#)

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Development and Resource Sharing and eRead Illinois Project Director, at veronda.pitchford@railslibraries.info or 630.734.5119. For more information on eRead Illinois, see: www.ereadillinois.com.

[February 5 & 19 Graphic Design](#)

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[RAILS E-News Archives](#)

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It's Time for Hugh Atkinson to be an ILA Library Luminary

The Illinois Library Association's (ILA) Library Luminaries honor those who have made a significant contribution to Illinois libraries. Hugh Atkinson certainly more than qualifies. The former Director of the University of Illinois' Urbana/Champaign library was a huge proponent of resource sharing as you will glean from reviewing Executive Director Dee Brennan's [blog post](#) from October 2013. The post discusses all the advantages of resource sharing and Hugh's groundbreaking efforts to improve access to resources for all.

Dee relates how decades ago, "the Director of one of the biggest libraries in Illinois clearly saw the benefit of sharing with libraries of all types and sizes throughout Illinois, and at a time when it was harder, more staff intensive, and took longer to actually share the resources." A big proponent of resource sharing herself, Dee stresses that "we really are stronger together. Everyone benefits from sharing resources, and we benefit more the fewer the barriers there are."

In order for Hugh Atkinson to be considered, library colleagues and supporters need to make contributions totaling at least \$1,000 to the Illinois Library Association Endowment on Hugh's behalf. Contributions have reached about 50 percent of this figure, so there is still an opportunity to contribute. You can make a contribution at ILA's website at: www.ila.org/contribute.

2015 is an important anniversary for resource sharing in Illinois. It was 50 years ago in 1965 that the multitype library systems were formed to promote and facilitate resource sharing among libraries of all types and sizes. Let's put Hugh Atkinson over the top this year.

See You @ ALA Conference!

If you are attending the ALA Midwinter Conference on January 30 - February 3 in Chicago, please stop by the RAILS exhibit booth (#1515) when the exhibit hall is open. We look forward to greeting our members, providing information on RAILS programs and services, and learning what's new at your library.

RAILS Member Networking Event January 21

Don't miss the next RAILS member networking meeting on Wednesday, January 21, from 4:00 - 5:30 p.m., at Highland Middle School in Libertyville. Debbie Baaske, RAILS Member Engagement Manager, will share the latest RAILS news. Amanda Musacchio, RAILS Resource Sharing Specialist, will discuss how easy it is for library staff to share resources and participate in interlibrary loan. Amanda will also give a hands-on demonstration on book repair.

Attendees will have plenty of time to network with colleagues and share ideas. Refreshments will be served. All RAILS members working in all types of libraries are welcome. For more information, contact Debbie Baaske at debbie.baaske@railslibraries.info. To register, visit: www.librarylearning.info/events/?eventID=19169.

Annual Library Certification Process

Congratulations to the more than 550 RAILS libraries that completed the online certification process so far! All RAILS members must complete an online library certification form by March 31, 2015 in order to remain members of RAILS. 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

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630.734.5160.

Lunch and Learn on Gale Analytics January 27

Want to learn more about who is using your library – and who isn't? Would you like to create more effective community outreach campaigns and develop targeted collections and programs? [Analytics On Demand](#), from Gale Cengage Learning, applies external data, like demographic and lifestyle profiles, with your existing Integrated Library System (ILS) data and other vendor data to deliver powerful intelligence about your patrons, service area, and collection. Detailed and customizable reports allow you to better understand your patrons and community so you can focus your outreach efforts, decision making, and strategic planning. Libraries of all sizes can benefit from the user-friendly applications.

Gale Cengage will offer a Lunch and Learn program on Gale Analytics at the RAILS Burr Ridge Service Center on Tuesday, January 27, noon - 1:30 p.m. Register at: www.librarylearning.info/events/?eventID=19396. The program will also be broadcast via one-way streaming at: <http://live.railslibraries.info>.

More information about Gale Analytics is available in [this video](#) and at: www.solutions.cengage.com/Analytics. Please contact Amanda Musacchio, RAILS Resource Sharing Specialist, at amanda.musacchio@railslibraries.info with any questions. Please include your total population served as reported on your last Illinois Public Library Annual Report (IPLAR) and indicate your library's automation group, if any. Before committing to any group purchase, check with your system manager or consortium manager about the technical requirements.

Illinois Talking Book Outreach Center on Facebook

The Illinois Talking Book Outreach Center is now on Facebook at: www.facebook.com/IllinoisTalkingBookOutreachCenter. The page features the center's new logo and will keep you informed about talking book services, interesting library news, and more. Click on "like" to follow the center. For more information on how the Illinois Talking Book Outreach Center can serve your patrons that cannot read standard print, see: www.illinoistalkingbooks.org.

Essentials of Library Supervision January 15

Join library trainer and consultant Pat Wagner, from [Siera Consulting](#), on Thursday, January 15, from 9:30 a.m. - 12:30 p.m., for a good-humored and practical program on providing supervision for "real humans." Pat will show you how to offer constructive criticism, how to tie supervision to your library's strategic plan, and offer some supervisory tips to those working in small libraries. The program will be held in person at the RAILS Burr Ridge service center and broadcast via one-way streaming at: <http://live.railslibraries.info>. For more information and to register, see: www.librarylearning.info/events/?eventID=19329.

Managing Library Change January 15

Pat Wagner (see above) will present "Managing Library Change in 2015," on Thursday, January 15, from 1:30 - 4:30 p.m. You will learn valuable information to help you navigate the sea of changes in the library world, tips to manage unhealthy stress, as well as how to keep up with new policies and initiatives. The program will be held in person at the RAILS Burr Ridge service center and broadcast via one-way streaming at: <http://live.railslibraries.info>. For more information and to register, see: www.librarylearning.info/events/?eventID=19426.

eRead Illinois "Petting Zoo" January 17

Curious to learn more about the [eRead Illinois](#) Axis 360 platform? Have questions about the different compatible devices? Stop by the informal eRead Illinois Petting Zoo at the Geneseo

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Webinars on Graphic Design with Aaron Schmidt February 5 & 19

If you enjoyed Aaron Schmidt's series on library user experience, you won't want to miss this two-part workshop that will help you improve your graphic design skills. In part one, Schmidt will cover the basics of graphic design, show positive examples, and offer tools that you can use to improve your signs, posters, brochures, website, and more. Part two will expand on the material covered in part one. The Fuze webinars will be held on Thursday, February 5, from 1:30 - 3:00 p.m., and on Thursday, February 19, from 1:30 - 3:00 p.m. You only need to register once for access to both webinars. For more information and to register, see:

www.librarylearning.info/events/?eventID=19393 (you must be logged into L2).

Promote Your Networking Group Meetings and CE Events on the Library Learning Calendar

RAILS members are invited to promote their networking group meetings or continuing education offerings with an event listing on the [Library Learning \(L2\)](#) calendar. These meetings should be open to all RAILS members. When you are logged into L2, you'll see "Submit New Event" in the upper right above the calendar. Click on this to submit your event. This takes you to the [Meeting Room/L2 Listing Request form](#) that is also located under Today's Events in the bottom, middle column of the RAILS homepage. All RAILS members are encouraged to have an [L2 account](#).

Status of New Tax Exempt ID Numbers

The Illinois State Library (ISL) has received inquiries about the issuance of new tax exempt identification numbers. The current number is still in effect until March 1, 2015. The ISL was issued a new number from the Illinois Department of Revenue in October; unfortunately the dates on the memo were incorrect, so it was sent back for revising. Some Illinois libraries have already received a new number. Please note that those numbers were issued directly from the Department of Revenue to libraries that have their own individual tax ID numbers, not from the Secretary of State's office. As soon as the State Library receives a corrected memo containing the new number, ISL will share that information with you. If you have questions, please contact [Jeanne Urbanek](#) at ISL.

FY2014-2015 Illinois Public Library Annual Report Online

The FY2014-2015 Illinois Public Library Annual Report (IPLAR) form is now available online. To access the form, go to the LibPAS portal at: <https://il.countingopinions.com>. For your library's password, contact Becky Hunter at the Illinois State Library at 800.665.5576, x2. For questions regarding content, contact Robert Jones at 800.665.5576, x2. For LibPAS questions, contact the LibPAS Help Desk at 800.521.4930.

Per Capita and Equalization Grant Program Requirements Now Online

The Illinois State Library (ISL) announced that the FY2016 and FY2017 requirements for the Public Library Per Capital and Equalization grant are available online at: www.cyberdriveillinois.com/publications/pdf_publications/lda180.pdf. The application will be available online October 1, 2015, and due January 15, 2016. Instructional webinars and training will be offered throughout the year. For more information or questions, contact ISL at 800.665.5576, x2.

Apply for Big Read Grants by January 28

The Big Read is a program of the National Endowment for the Arts (NEA) designed to restore reading to the center of American culture. Competitive grants are available to support innovative reading programs in selected communities. Applications for the current round of grants are due by Wednesday, January 28. For more information, see: www.neabigread.org.

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[Subscribe](#)[Share](#) ▾[Past Issues](#)[Translate](#) ▾[RSS](#)**Deadline Approaches for Great Lakes Resource Sharing Conference Proposals**

The Great Lakes Resource Sharing Conference's Program Committee invites proposals for the June 5, 2015 conference in Kalamazoo, Michigan until January 16, 2015. This conference is a great opportunity for individuals working in resource sharing to gather information and communicate with other colleagues. Proposals can be submitted via the [GLRSC website](#). For more information, see: www.railslibraries.info/members/announce/20141031/80092.

Apply by January 15 to Participate in ADA 25 Chicago

2015 will mark the 25th anniversary of the Americans with Disabilities Act (ADA). Libraries from Cook (including the city of Chicago), DuPage, Kane, Kendall, Lake, McHenry, and Will counties are invited to submit ideas for programs that help build awareness of the ADA and opportunities for people with disabilities. Applications are due on January 15, 2015, for programs that will take place between July and December 2015. For more information, see the program partner guide at: www.cct.org/sites/cct.org/files/ADA25PartnerGuide_1114.pdf.

Apply by February 6 for Targeting Autism Program Grant

The Illinois State Library (ISL) is partnering with The Autism Program (TAP) of Illinois for [Targeting Autism](#). This project will bring together autism spectrum disorder (ASD) experts and advocates who will help stimulate discussions and provide a platform for creating a statewide collaborative action plan to assist libraries in becoming more supportive of the needs of the ASD population.

ISL is currently accepting applications from all types of libraries, schools, institutions of higher education, health services professionals, governmental agencies, ASD services organizations, and parent advocates, to participate in the project forums. Eighty participants will be selected to attend two forums on March 4 - 5 and September 3 - 4, 2015, at the University of Illinois, Springfield. To participate, submit an [application](#) and visit the ISL's [website](#) for more information. See the [Targeting Autism](#) blog for information on programs and services offered throughout Illinois.

Statewide Public Library Management Institute

The Illinois State Library is sponsoring the 2015 Statewide Public Library Management Institute (SPLMI) for public library directors on May 31 - June 5, 2015, at the University of Illinois, Springfield. The registration fee for successful applicants is \$50, which includes housing, meals, and access to programs and materials. For more information and a link to the application, see: www.cyberdriveillinois.com/departments/library/libraries/splmi.html. The application deadline is 5 p.m. on March 6, 2015.

RAILS Library Director News

Do you have library director changes to share? Let RAILS [Communications](#) know of changes in library directors so we can officially welcome new directors to the RAILS community.

Member News

(The following include items posted to the [Library News](#) section of the RAILS website and other articles featured in the media.)

[Columbia College Seeking Partners for Big Read](#)

[Oak Park Public Library Awarded Grant to Digitize Hemmingway Archives](#)

[School Library to Benefit from Renovations in Carol Stream](#)

Kids & Teens

Circulation

Patron said that she has a nice plastic sleeve for her library card and her husband covets it!

A gentleman was here saying he really loves this library; "It's so clean and nice and everyone here is so nice".

Patron complained that it is too noisy and "party like" by the computer area. "I remember when libraries were quiet".

Patron walked up with a huge smile, and said "This library rocks".

Adult & Computer Help Desk

A patron called and told me he uses our printer so he doesn't have to buy and maintain a printer. He asked if we had a scanner to which I replied we have a great scanner and told him what he could be done with it. He ended our conversation with "You probably just saved me \$200 on buying a scanner."

Former employee was at the "Y" and said a group of women were talking about the library and they had many good things to say about the library including programs, movies, and books.

Patron commented on how nice the laptop computers are.

Patron said she loves this library and that our dedication to services "really shows." It doesn't matter if she's here in person or calls on the phone - we're always ready to help.

"You made my day." From a patron to Jez who helped her with her iPad.

I like the cards you have for books & movies but if the print is too tiny they aren't worth having, such as "Christmas Stories."

Patron joined Friends of the Library because she was excited about viewing "Jersey Boys" and she wanted to have the flyer Theresa created to promote the event. (She got them. ☺)

Patron said that we have an excellent selection of new music on CD - - much better than other libraries he visits.

Patron expressed how much he disliked the system of areas. He really hates the new system, ex Home / Author. Wants the Dewey system returned. "This is ridiculous" "Dewey is faster"

Technology

Administration