

Indian Prairie Public Library
401 Plainfield Road
Darien, Illinois 60561

**Board of Trustees Regular Meeting
January 20, 2016 – 7 p.m. – Board Room**

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

- A. Roll Call
Donald Damon, Beena Deshmukh, Marian Krupicka,
Julia Lacayo, Crystal Megaridis, Diane Ruscitti, Victoria Suriano

- B. Mission Statement: We enrich peoples' lives by providing
opportunities to explore, connect, and be inspired.

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

- C. Public Comment

- D. Communications and Announcements
 - 1. Lee to Bukovac re: Literacy DuPage Thank You Page 4
 - 2. Bukovac to Sparks: Re Thank You to Darien Woman's Club Page 5
 - 3. Nelson and Bukovac re: Staff Presentations at District #61 Page 6
 - 4. ILA Library Trustees Forum Workshop Page 7

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Truth in Taxation Hearing and Regular Board Meeting, November 18, 2015 Page 10
 - 2. Treasurer's Report Page 13&22
 - 3. Action on Bill/Additional Bills Page 17&26
 - 4. Motion to Delete Executive Session Tapes Page 31
January 2008 – January 2014
 - 5. Finance Committee Minutes December 2, 2015 Page 32
 - 6. Approval of Three-Year Cleaning Contract with Neviol, Inc. Page 33

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Page 34 Information

- H. Department Reports Information
 - 1. Assistant Director Page 41
 - 2. Marketing Page 43
 - 3. Adult Page 48
 - 4. Circulation Page 50
 - 5. Technology and Technical Services Page 52
 - 6. Youth Page 54

- I. Staff Report Information
Joe Popowitch, Adult Services Librarian, Tax Services

- J. Reports
 - 1. Chambers of Commerce Reports Page 68 Information
 - 2. RAILS Page 69 Information
 - 3. Building and Grounds Committee (no report)
 - 4. Finance Committee (Krupicka) Information
 - 5. Planning/Outreach Committee (no report)
 - 6. Policy Committee (no report)

- K. Unfinished Business
None

- L. New Business
 - 1. Proposal to Add Mature Games Console Games to the Collection Page 75 Action
 - 2. Proposal to Invest \$1,000,000 with MPI Investment Management Page 80 Action

- M. Meetings Scheduled
1. Building and Grounds Committee January 28, 7:00 pm

- 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 and Report of Any Action Taken
 - 1. Closed Session Minutes, January 21, 2015
 - 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 and Report of Any Action Taken
1. Director's Salary Increase

- R. Community Events

- S. Library Events

Introduction to Computers and the Internet	1/20/2016	10:00 AM
Thursday Afternoon Movie: Mr. Holmes	1/21/2016	1:30 PM
MIMO - Tech Thursday	1/21/2016	4:30 PM
Family Book Club - The Hobbit	1/21/2016	6:30 PM
Opera Lecture: Nabucco	1/21/2016	7:00 PM

Crime Readers Book Discussion	1/21/2016	7:00 PM
FrISK - Ancient Egypt	1/22/2016	4:00 PM
FIFA 16 Tournament	1/22/2016	6:00 PM
Community Connections Expo	1/23/2016	10:00 AM
FAFSA Workshop	1/25/2016	6:30 PM
Current Events Group	1/25/2016	7:00 PM
Drop-In: Ask an Excel Expert	1/26/2016	7:00 PM
Short on Time Book Discussion	1/27/2016	10:00 AM
4th Wednesdays: A Look at Local History	1/27/2016	1:00 PM
GenLit Book Club (for 20-30 somethings)	1/27/2016	6:30 PM
Genealogy Group	1/28/2016	1:00 PM
MIMO - Simply Sewing	1/28/2016	4:30 PM
C.O.D.-What You Need to Know	1/28/2016	5:00 PM
Cooking with Ying	1/28/2016	7:00 PM
Tech Talk: Streaming Music	1/28/2016	7:00 PM
FrISK -Medieval Times	1/29/2016	4:00 PM
Open Mic	1/29/2016	7:00 PM
Introduction to Windows 10	1/30/2016	10:00 AM
The History Singers: Chicago History in Song	1/31/2016	2:00 PM
Adult Chess Group	2/1/2016	6:00 PM
Opera Lecture: Romeo and Juliet	2/1/2016	7:00 PM
Introduction to PowerPoint	2/2/2016	6:00 PM
Thursday Afternoon Movie: A Walk in the Woods	2/4/2016	1:30 PM
MIMO - Time Travel Adventure	2/4/2016	4:30 PM
An Evening with Val Camilletti	2/4/2016	7:00 PM
Little Hands Art	2/6/2016	10:00 AM
ESL Conversation Group	2/6/2016	10:00 AM
Hindi Stories	2/6/2016	10:30 AM
ACT Essay Workshop	2/6/2016	1:00 PM
Shake, Shimmy, & Dance	2/8/2016	9:30 AM
Adult Chess Group	2/8/2016	6:00 PM
Great Decisions	2/8/2016	7:00 PM
Government @ Work	2/9/2016	7:00 PM
The Costumes of Downton Abbey	2/10/2016	1:00 PM
Novel Idea Book Discussion: This Dark Road to Mercy	2/10/2016	7:00 PM
MIMO - No Sew Pillows	2/11/2016	4:30 PM
Introduction to PowerPoint	2/11/2016	6:00 PM
Introduction to Windows 10	2/11/2016	6:30 PM
AARP Tax Aide 2016	2/12/2016	9:00 AM
FrISK - American Revolution	2/12/2016	4:00 PM
Making Movies with iMovie	2/13/2016	10:00 AM
AARP Tax Aide 2016	2/15/2016	9:00 AM
Mighty Mid-Kids Rubik's Play	2/15/2016	11:00 AM
Adult Chess Group	2/15/2016	6:00 PM
Anime Addicts	2/15/2016	6:30 PM

T. Adjournment

December 3, 2015

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

Dear Jamie,

We are delighted to share with you our 2015 Annual Report. With your support, we have literally changed the lives of learners like Christian, Pablo and Janie, whose stories are provided in the report. We appreciate that you hosted us for Literacy Awareness Month so that we can raise awareness about our program in our community.

We also want to offer a special thanks for providing us with a wonderful place to train our prospective tutors. Nine people graduated from our training at your library this year. They are now helping their neighbors gain the life skills needed to survive and thrive in our community. Without your support, we would not be able to serve nearly 500 adult learners each year.

With the new year approaching, we look forward to your continued support and partnership in empowering adults, families and communities through literacy.

Sincerely,



Sang Yup Lee
Volunteer Outreach Coordinator

401 Plainfield Road | Darien, Illinois 60561-4207

T 630/887-8760 F 630/887-1018 ippl.info



November 30, 2015

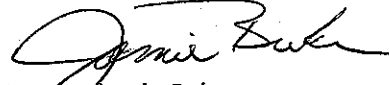
Barbara Sparks
President
Darien Woman's Club
c/o Darien City Hall
1702 Plainfield Road
Darien, IL 60561

Dear Barbara:

On behalf of the library trustees and staff I want to thank the Darien Woman's Club for their generous donation of \$1,129.00 to the library. The donation has been used to provide specialty display shelving to feature the library's *1,000 Books Before Kindergarten* program. The program encourages families and caregivers to read 1,000 books with their children before they enter kindergarten. Studies show that reading books to children ages 0 – 5 helps prepare them for learning to read when they start kindergarten. The display shelving is being used to spotlight a different theme each month with featured books and a booklist for more ideas of books to read together.

We are very grateful for the opportunities that the Woman's Club donations have provided over the years. Thank you so much for your continued support.

Sincerely,

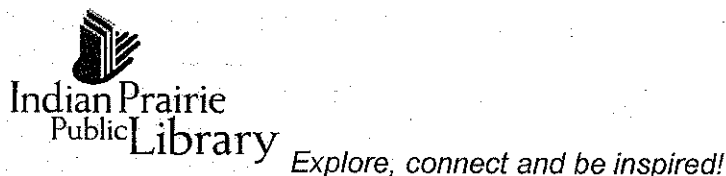

Jamie Bukovac
Library Director

Jamie Bukovac

To: dnelson@darien61.org
Subject: RE: Thank you for supporting our schools in Darien

Hello Diane,
Thank you so much for writing me. It's wonderful to hear about the impact our staff have with the students in our community schools.
I'm happy that you're so pleased and glad we could partner with you. Please don't hesitate in contacting us regarding further partnerships.
Have a wonderful day.
Sincerely,
Jamie

Jamie Bukovac
Director
Indian Prairie Public Library District
401 Plainfield Road
Darien, IL 60561
630-887-8760 x242
www.ippl.info



From: dnelson@darien61.org [mailto:dnelson@darien61.org]
Sent: Tuesday, January 12, 2016 5:24 PM
To: Jamie Bukovac
Subject: Thank you for supporting our schools in Darien

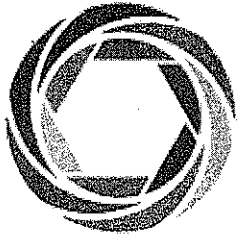
Jamie,
Tyler was just here at Mark DeLay School at my Coding Club with some amazing laptops and Lego Robotics kits. It was wonderful!
We also enjoyed having Monica and your other outstanding librarians out to our school programs.
We love having a library card for each school,too.
Thank you for supporting our schools.
Indian Prairie Public Library is wonderful.

Diane Nelson
District Teacher Librarian
Darien School District #61

Sent from my iPad

7

ILLINOIS LIBRARY ASSOCIATION Because Libraries Matter
Trustee Workshop



Library Trustee Forum Annual Conference

Illinois Library Association

EVENTS

Event Sponsorship
Opportunities

Calendar

Legislative
Meet-ups

Trustee Workshop

IACRL Conference

Illinois Youth
Services Institute

Reaching Forward
Conference

National Library
Legislative Day

2016 Conference
Call for Proposals

Illinois Library Trustee Forum Workshop
Saturday, February 13, 2016
Chicago Marriott Oak Brook
1401 West 22nd St., Oak Brook

Registration includes a full day of programming, a continental breakfast, buffet luncheon, and two breaks.

ILA Member: \$135

Non-Member: \$160

Register one attendee at the full price and each additional attendee from your institution will receive a \$10 registration discount.

[Click here to register.](#)

Agenda

8:00 - 9:00 a.m.

Continental Breakfast and Networking

9:00 - 9:15 a.m.

Welcome and Introductions

9:15 - 10:30 a.m.

Transparent Government...Without Losing Your Mind: Tips for

8

Complying with FOIA and OMA**Presented by Rob Bush and Julie Tappendorf, Ancel Glink**

The Sunshine Laws (Freedom of Information Act and Open Meetings Act) are intended to ensure that government operates in a transparent manner. This session will cover the basics of FOIA and OMA, and also provide updates on recent Public Access Counselor opinions, cases and legislative amendments to these laws. The presenters will discuss how electronic communications (email, text messages, social media) can trigger compliance with these laws, even some communications sent on private devices or from private email accounts. The participants will learn how the Illinois Attorney General has interpreted the "public comment" requirement in the Open Meetings Act, and the type of limitations a library board can place on public comment. The session will offer guidance on closed sessions, including the topics that can be discussed and the process for going into closed session. The audience will be encouraged to ask questions throughout the session, and to present their "hypothetical" situations during the session.

10:30 - 10:45 a.m.**Break****10:45 a.m. - Noon****Transparent Government...Without Losing Your Mind: Tips for Complying with FOIA and OMA****Presented by Rob Bush and Julie Tappendorf, Ancel Glink****Noon - 1:00 p.m.****Lunch and Forum Business Meeting****1:15 - 2:15 p.m.****Legislative Update****Derek Blaida, ILA Legislative Consultant**

Derek will provide an update on what's going on in Springfield and the status of legislation impacting libraries.

2:15 - 2:30 p.m.**Break****2:30 - 3:30 p.m.****Legal Q&A****Roger Ritzman, Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.**

Roger will answer your questions about library legal issues.

Hotel Information**Chicago Marriott Oak Brook**

Single/Double Rate: \$99, plus tax, per night

Please call 800-228-9290 or 630-573-8555 to make your reservation.

Reservation must be made by Friday, January 22, to receive the special rate.

9

33 W. Grand Ave, Suite 401 Chicago, IL 60654-6799
(312) 644-1896 phone (312) 644-1899 fax ila@ila.org

© 2016 ILLINOIS LIBRARY ASSOCIATION. ALL RIGHTS RESERVED.

Indian Prairie Public Library
Board of Trustees Minutes

10

**Truth in Taxation Hearing
November 18, 2015 – 7 p.m.**

- A. Call to Order and Statement of Purpose – President Suriano called the meeting to order at 7 p.m. Present were Beena Deshmukh, Donald Damon, Marian Krupicka, Julia Lacayo, Crystal Megaridis, Diane Ruscitti, Victoria Suriano, Laura Birmingham, Maria Wlosinski. Absent: none. Suriano stated that the purpose of the hearing was to provide opportunity for public comment on the proposed property tax levy increase. The Legal Notice of Proposed Property Tax Increase for Indian Prairie Public Library District appeared in The Doings Newspaper on November 5, 2015 (copy in packet).
- B. Public Questions/Comments – There was no public in attendance.
- C. Closing of Hearing – Suriano closed the hearing at 7:01 p.m.

**Board of Trustees Regular Meeting
November 18, 2015 – 7:10 p.m.**

A. Roll Call

President Suriano called the meeting to order at 7:10 p.m. Secretary Deshmukh called the roll. Present: Donald Damon, Beena Deshmukh, Julia Lacayo, Crystal Megaridis, Marian Krupicka, Diane Ruscitti, Victoria Suriano
Absent: none
Staff Present: Laura Birmingham, Maria Wlosinski, Jez Layman
Others:

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

- B. Mission Statement: Secretary Deshmukh read the library mission statement. We enrich people's 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 a welcoming environment and state-of-the-art services, the library is an essential center of learning, inspiration, and community pride.

- C. Public Comment – none

D. Communications and Announcements

1. Vuillaume to Works re: Thank you
2. Bukovac Letter re: Nature of Monarch Pollinator Protection Project
3. *Illinois Literacy* Article Featuring Library's Citizenship Corner

At this point Jez Layman gave her staff report (Item I). She left at 7:35 p.m. and the Board continued with the rest of the agenda

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, October 21, 2015
2. Treasurer's Report
3. Action on Bill/Additional Bills
4. Ordinance #2015-10 Directing County Clerk as to PTELL Reduction
5. Finance Committee Meeting Minutes, November 11, 2015
6. Approval of FY2016 Illinois Public Library Per Capita Grant
7. Proposal to Purchase Fabric for the Purpose of Upholstering Study Chairs
8. Intergovernmental Agreement Between the Darien Park District and Indian Prairie Public Library District for Snow and Ice Removal
9. Determination to Dispose of Property

Krupicka moved, Damon seconded to set the Omnibus Consent Agenda. Megaridis abstained. Motion carried unanimously. Damon moved, Ruscitti seconded to approve the Omnibus Consent Agenda. Megaridis abstained. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

H. Department Reports

I. Staff Report -

Jez Layman, Adult Services Librarian, demonstrated the various readers' advisory resources available on our website. They include staff recommendations for books, movies and music with links to the library catalog, personalized recommendations and information about the staff reviewers.

J. Reports

1. Chamber Reports - no report
2. RAILS - backup in packet.
3. Building and Grounds Committee - no report
4. Finance Committee - Krupicka reported that the committee met on November 11 with Dave Pequet from MPI Investments in attendance. He reviewed the library's investment portfolio and MPI's investment style. Minutes from the November 11th meeting were approved in tonight's Omnibus. Their next meeting is scheduled for December 2 at 2 p.m.
5. Planning/Outreach Committee - no report
6. Policy Committee - no report

K. Unfinished Business

1. Ordinance #2015-11 Levying and Assessing Taxes - Megaridis moved, Damon seconded to approve Ordinance #2015-11 Levying and Assessing Taxes. Ayes: Damon, Deshmukh, Krupicka, Lacayo, Megaridis, Ruscitti, Suriano. Nays: none. Absent: none. Motion carried unanimously.

L. New Business

1. Review of *Serving Our Public 3.0*, Chapter 5 "Technology" - Review is required for the Per Capita Grant. Birmingham said that we meet all of the standards except for the following. With respect to #4, we annually evaluate our internet connectivity but we moved from Illinois Century Network to Comcast because the speed and rates are better. With respect to #10, we review our Internet acceptable use policy every other year. With respect to #17, we don't apply for e-rate discounts. The staff time required to apply and manage the complex

annual processing requirements would exceed the money we would receive from the program.

- 2. Overview of How the Library Fosters Resource Sharing – Birmingham said that the Per Capita Grant requires that the Board and staff have a discussion on how the library fosters resource sharing. We are part of SWAN with 8 million items. About 15% of our circulation is by people from other libraries. We participate in ILL by sending materials to other libraries and by getting materials for our patrons. We also use other resources to obtain materials that are not in SWAN and we supply materials to libraries that are not in SWAN. We are part of an e-book consortium of 25 libraries.
- 3. FY 15/16 Strategic Plan Update – The worksheet was distributed tonight. It reflects our progress and will be updated quarterly.
- 4. Director’s Annual Performance Appraisal - Bukovac will prepare her end of year report and send it to the Trustees by December 29 along with the link to the online survey. Suriano would like the survey completed by January 11. Suriano will print out the collated results which will be discussed during the January closed session.

M. Scheduled Meetings

The December 16th Board Meeting has been cancelled.
 A Finance Committee meeting has been scheduled for December 2 at 2 p.m.
 A Building and Grounds Committee meeting was rescheduled for January 28, 2016 at 7 p.m.

N. Community Events

O. Library Events

P. Adjournment

At 8:12 p.m. Krupicka moved, Damon seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Beena Deshmukh, Secretary

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 11/30/2015

Balance on hand as of October, 2015.....	3,720,836.87
Cash Receipts for November.....	64,270.82
Cash Disbursements for November.....	272,382.03
Cash on hand as November 30, 2015.....	3,512,725.66

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.039%

General.....	1,549,902.19
Special Reserve.....	20,958.82
Children's Endowment.....	2,887.05
Endowment.....	11,175.48
MPI Investment (Corporate Fund).....	1,584,448.53

JP Morgan Chase - Checking

General.....	84,860.01
Hinsdale Bank & Trust - Checking.....	57,827.73

JP Morgan Chase - Savings - Rate .03%

General.....	200,061.85
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of November 30, 2015.....	3,512,725.66

FUND BALANCES AS OF 11/30/2015

Corporate Fund.....	3,368,362.83
Building & Maintenance Fund.....	38,187.34
LM.R.F. Fund.....	95.23
Liability Fund.....	4,301.66
Social Security Fund.....	84.30
Special Reserve Fund.....	22,082.72
Current Liabilites.....	79,611.58
Grand Total All Funds.....	3,512,725.66

14

**Indian Prairie Public Library District
Consolidated Revenue Report for November 2015**

Percent of Year: 41.67

	RECEIVED November 15	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	51,488.96	3,336,590.13	98.29%	3,394,610.00	58,019.87
41150 · Non-current Property Taxes	0.00	0.00	0.00%	500.00	500.00
43100 · Interest-Tax Levy	0.23	1.57	0.00%	0.00	-1.57
TOTAL PROPERTY TAX & LEVY INTEREST	51,489.19	3,336,591.70	98.28%	3,395,110.00	58,518.30
INTERGOVERNMENTAL					
42100 · I Lead Grant	0.00	4,000.00	100.00%	4,000.00	0.00
42200 · Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
TOTAL INTERGOVERNMENTAL	0.00	4,000.00	8.42%	47,500.00	43,500.00
INTEREST					
43500 · Interest - Investment	60.60	310.75	124.30%	250.00	-60.75
TOTAL INTEREST	60.60	310.75	124.30%	250.00	-60.75
DESK MONIES					
45100 · Copier	390.05	2,034.72	42.39%	4,800.00	2,765.28
45120 · Computer Copies	1,087.21	5,734.25	47.79%	12,000.00	6,265.75
45200 · Fines/Fees	3,497.94	19,408.17	38.82%	50,000.00	30,591.83
45250 · Gifts/Donations	0.00	505.00	33.67%	1,500.00	995.00
45300 · Lost Materials	634.98	3,759.03	28.92%	13,000.00	9,240.97
45350 · Non-Resident Fees	5,754.13	36,583.53	45.73%	80,000.00	43,416.47
45400 · DVD Fines	515.00	2,954.40	36.93%	8,000.00	5,045.60
45450 · Book Rental	84.33	362.83	21.34%	1,700.00	1,337.17
45550 · Meeting Room Rental	0.00	75.00	37.50%	200.00	125.00
45600 · ILL Fees	38.70	1,006.00	143.71%	700.00	-306.00
45650 · 3D Printing	63.70	230.45	46.09%	500.00	269.55
TOTAL DESK MONIES	12,066.04	72,653.38	42.14%	172,400.00	99,746.62
OTHER INCOME					
46700 · Miscellaneous	2.80	213.04	71.01%	300.00	86.96
46800 · Collection Agency Fee	40.00	150.00	50.00%	300.00	150.00
* 49000 · Operating Transfer In	4,214.00	18,722.58	312.04%	6,000.00	-12,722.58
TOTAL OTHER INCOME	4,256.80	19,085.62	289.18%	6,600.00	-12,485.62
GRAND TOTAL	67,872.63	3,432,641.45	94.78%	3,621,860.00	189,218.55

* Operating Transfer In reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund and \$12,722.58 from Building Reserve Fund for New Study Room.

Indian Prairie Public Library District Consolidated Expenditures Report for November 2015

Percent of Year: 41.67

	November 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	159,135.05	781,212.38	37.22%	2,099,153.00	1,317,940.62	2,142,000.00	36.47%
61310 · Benefits - Medical / Life Ins.	9,288.44	46,445.71	43.41%	107,000.00	60,554.29	132,000.00	35.19%
61320 · Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00	2,600.00	0.00%
61330 · Benefits - IMRF	14,202.47	72,043.23	37.21%	193,612.00	121,568.77	215,000.00	33.51%
61340 · Benefits - FICA	12,024.12	60,318.17	37.43%	161,142.00	100,823.83	175,000.00	34.47%
61400 · Staff Development	1,883.46	4,634.40	23.17%	20,000.00	15,365.60	25,000.00	18.54%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	0.00	75.00	7.50%	1,000.00	925.00	3,000.00	2.50%
61710 · Workers Compensation	0.00	8,556.00	101.87%	8,399.00	-157.00	13,000.00	65.82%
61720 · Unemployment Insurance	147.40	1,069.82	30.20%	3,542.00	2,472.18	6,000.00	17.83%
TOTAL PERSONNEL	196,680.94	974,354.71	37.53%	2,596,348.00	1,621,993.29	2,714,600.00	35.89%
MATERIALS							
62100 · Books	20,904.86	90,809.00	37.65%	241,175.00	150,366.00	250,000.00	36.32%
62200 · Periodicals	568.43	10,133.24	30.48%	33,250.00	23,116.76	35,000.00	28.95%
62300 · Audio	6,566.16	21,544.12	46.58%	46,250.00	24,705.88	50,000.00	43.09%
62400 · Video	3,768.89	17,183.31	29.27%	58,700.00	41,516.69	60,000.00	28.64%
62500 · Multi-Media	544.38	1,164.45	14.56%	8,000.00	6,835.55	10,000.00	11.64%
62600 · Electronic Reference Resources	532.50	56,360.94	83.75%	67,300.00	10,939.06	70,000.00	80.52%
62700 · Console Games	1,273.13	3,438.72	49.13%	7,000.00	3,561.28	8,000.00	42.98%
62800 · ESL	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
62850 · I Lead Grant Supplies	0.00	3,928.23	98.21%	4,000.00	71.77	0.00	0.00%
62900 · Materials Supplies	2,459.61	7,544.55	30.18%	25,000.00	17,455.45	30,000.00	25.15%
TOTAL MATERIALS	36,617.96	212,105.56	43.05%	492,675.00	280,568.44	516,000.00	41.11%
BUILDING							
63200 · Cleaning Service	5,054.86	26,169.44	34.89%	75,000.00	48,830.56	82,000.00	31.91%
63300 · Utilities (1-8-11 · Gas)	1,347.36	3,628.04	27.91%	13,000.00	9,371.96	50,000.00	7.26%
63300 · Utilities (1-8-12 · Electric)	5,558.01	27,873.04	38.18%	73,000.00	45,126.96	100,000.00	27.87%
63300 · Utilities (1-8-13 · Telephone)	500.77	2,828.21	47.14%	6,000.00	3,171.79	8,000.00	35.35%
63300 · Utilities (1-8-14 · Water/Sewer)	897.71	2,951.90	29.52%	10,000.00	7,048.10	13,000.00	22.71%
63300 · Utilities (1-8-15 · Garbage Disposal)	224.15	1,122.77	37.43%	3,000.00	1,877.23	50,000.00	2.25%
63400 · Maintenance Supplies	1,821.74	6,325.65	39.54%	16,000.00	9,674.35	20,000.00	31.63%
63500 · Security System Monitoring	155.00	382.00	25.47%	1,500.00	1,118.00	3,000.00	12.73%
63600 · Property Maintenance	812.36	5,065.36	20.26%	25,000.00	19,934.64	30,000.00	16.88%
63800 · Building Maintenance/Repairs	348.00	18,284.31	42.52%	43,000.00	24,715.69	55,000.00	33.24%
TOTAL BUILDING	16,719.96	94,630.72	35.64%	265,500.00	170,869.28	411,000.00	23.02%
OPERATIONS							
64200 · Supplies - Office	1,271.63	4,699.80	29.56%	15,900.00	11,200.20	18,000.00	26.11%
64300 · Photocopy Supplies	259.29	1,574.00	31.48%	5,000.00	3,426.00	6,000.00	28.23%
64400 · Patron Card Supplies	281.77	281.77	28.18%	1,000.00	718.23	1,500.00	18.78%
64500 · Postage	1.85	290.70	7.27%	4,000.00	3,709.30	8,000.00	3.63%
64600 · Non-Payment Reimbursement	0.00	483.44	16.12%	3,000.00	2,516.56	6,000.00	8.06%
64700 · Travel	12.08	139.75	25.41%	550.00	410.25	1,000.00	13.98%
64800 · Organizational Memberships	100.00	120.00	6.67%	1,800.00	1,680.00	2,200.00	5.45%
64900 · Bank Fees	185.16	1,047.52	41.90%	2,500.00	1,452.48	3,000.00	34.92%
TOTAL OPERATION	2,111.80	8,636.98	25.59%	33,750.00	25,113.02	45,700.00	18.90%
AUTOMATION							
65100 · Supplies-Public Toner	690.80	2,527.06	36.10%	7,000.00	4,472.94	8,000.00	31.59%
65150 · Supplies-Staff Toner	170.28	3,161.82	52.70%	6,000.00	2,838.18	8,000.00	39.52%
65160 · Supplies-3D Printer	47.98	191.98	38.40%	500.00	308.02	1,000.00	19.20%
65200 · Automation-Prof Services	0.00	100.00	2.00%	5,000.00	4,900.00	10,000.00	1.00%
65300 · Purchase of Equipment	0.00	548.20	2.74%	20,000.00	19,451.80	26,000.00	2.11%
65400 · Automation Equip Mnt/Repair	73.32	1,303.75	65.19%	2,000.00	696.25	4,000.00	32.59%

16

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

Percent of Year: 41.67

	November 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65500 - Software	278.95	4,710.14	22.98%	20,500.00	15,789.86	27,000.00	17.44%
65600 - SWAN	0.00	22,810.00	50.00%	45,620.00	22,810.00	47,000.00	48.53%
65700 - Telecommunications	187.85	1,167.66	51.78%	2,255.00	1,087.34	4,000.00	29.19%
TOTAL AUTOMATION	1,449.18	36,520.61	33.54%	108,875.00	72,354.39	135,000.00	27.05%
CONTRACTUAL SERVICES							
66100 - General Professional Services	5,925.00	8,530.00	58.83%	14,500.00	5,970.00	26,000.00	32.81%
66200 - Credit Bureau	89.50	396.95	26.46%	1,500.00	1,103.05	2,000.00	19.85%
66300 - Equipment-Maintenance Repair	0.00	2,054.18	34.24%	6,000.00	3,945.82	8,000.00	25.68%
66900 - Fees - Bond Registrar	0.00	20.00	20.00%	100.00	80.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	6,014.50	11,001.13	49.78%	22,100.00	11,098.87	36,000.00	30.56%
INSURANCE							
67100 - Multi Peril-Physical Assets	0.00	10,070.00	100.00%	10,070.00	0.00	10,000.00	100.70%
67200 - Bonding	0.00	1,336.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 - Officers & Directors Liability	0.00	2,842.00	100.00%	2,842.00	0.00	4,000.00	71.05%
67400 - Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	4,000.00	53.75%
TOTAL INSURANCE	0.00	16,398.00	99.61%	16,462.00	64.00	19,500.00	84.09%
MARKETING							
68110 - Marketing Newsletter	2,044.10	12,041.88	34.41%	35,000.00	22,958.12	37,000.00	32.55%
68111 - eNewsletter	0.00	1,538.00	109.20%	1,500.00	-138.00	2,000.00	81.90%
68210 - Marketing Advertising	315.00	800.00	26.67%	3,000.00	2,200.00	5,000.00	16.00%
68310 - Marketing Supplies	122.55	509.30	20.37%	2,500.00	1,990.70	4,000.00	12.73%
68410 - Marketing-Information Printing	287.99	1,045.86	20.92%	5,000.00	3,954.14	8,000.00	13.07%
68500 - Legal Notices	22.69	1,112.36	79.45%	1,400.00	287.64	2,000.00	55.62%
68600 - Special Events	1,068.60	8,211.63	30.53%	26,900.00	18,688.37	32,000.00	25.66%
TOTAL PUBLIC INFORMATION	3,860.93	25,359.03	33.68%	75,300.00	49,940.97	90,000.00	28.18%
CAPITAL OUTLAY & CONTINGENCY							
69200 - Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
* 69800 - Operating Transfer Out	0.00	6,000.00	100.00%	6,000.00	0.00	0.00	0.00%
69900 - Contingency	694.00	2,662.00	54.89%	4,850.00	2,188.00	50,000.00	5.32%
69920 - Gift/Donation Purchases	0.00	391.37	0.00%	0.00	-391.37	0.00	0.00%
** 70000 - Operating Transfer Purchases	6,819.00	12,722.58	0.00%	0.00	-12,722.58	0.00	0.00%
GRAND TOTAL	270,968.27	1,400,783.69	38.68%	3,621,860.00	2,221,076.31	4,117,800.00	34.02%

* Operating Transfer Out reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund.

** Operating Transfer Purchases reflects \$12,722.58 in purchases from Building Fund Reserves for New Study Room.

ACTION ON BILLS November 2015

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	47697 thru 47813	\$ 89,732.07
Chase Bank-Salaries for November	36317 thru 36343	\$ 8,234.03
Hinsdale Bank-Direct Deposits	& 20680 thru 20835	\$ 107,221.88

MONTH'S TOTAL: \$ 205,187.98

Indian Prairie Public Library District
 Account QuickReport

As of November 30, 2015

Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Liability Check	11/05/2015	47697	Nationwide Retirement	610.00
Liability Check	11/05/2015	47698	Vantagepoint	1,308.00
Bill Pmt Check	11/05/2015	47699	American Library Association	383.80
Bill Pmt Check	11/05/2015	47700	Baker & Taylor	5,413.72
Bill Pmt Check	11/05/2015	47701	Baker & Taylor (video)	48.68
Bill Pmt Check	11/05/2015	47702	Bal Industries	390.00
Bill Pmt Check	11/05/2015	47703	Case Lots Inc.	252.20
Bill Pmt Check	11/05/2015	47704	Consumers' Checkbook	450.00
Bill Pmt Check	11/05/2015	47705	DAC	129.50
Bill Pmt Check	11/05/2015	47706	DEMCO	397.74
Bill Pmt Check	11/05/2015	47707	Ferrill, Meredith	150.00
Bill Pmt Check	11/05/2015	47708	Gale/CENGAGE Learning	69.58
Bill Pmt Check	11/05/2015	47709	Garvey's Office Products	35.07
Bill Pmt Check	11/05/2015	47710	Gibson, Amanda	150.00
Bill Pmt Check	11/05/2015	47711	Grainger	119.52
Bill Pmt Check	11/05/2015	47712	Grey House Publishing, Inc.	294.50
Bill Pmt Check	11/05/2015	47713	Home Depot	101.99
Bill Pmt Check	11/05/2015	47714	Jensen, Heather Forster	19.44
Bill Pmt Check	11/05/2015	47715	Medicom Reimbursement Spec., Ltd.	20.00
Bill Pmt Check	11/05/2015	47716	Midwest Tape	1,458.93
Bill Pmt Check	11/05/2015	47717	NCPERS Group Life	64.00
Bill Pmt Check	11/05/2015	47718	Neviol Inc.	4,570.00
Bill Pmt Check	11/05/2015	47719	OverDrive	1,855.12
Bill Pmt Check	11/05/2015	47720	Penguin Random House LLC	292.50
Bill Pmt Check	11/05/2015	47721	Quill	156.97
Bill Pmt Check	11/05/2015	47722	Runco	221.94
Bill Pmt Check	11/05/2015	47723	Sebert Landscaping	767.00
Bill Pmt Check	11/05/2015	47724	Specialty Store Services	89.15
Bill Pmt Check	11/05/2015	47725	Stephens Plumbing & Heating, Inc.	165.00
Bill Pmt Check	11/05/2015	47726	Wlosinski, Maria	12.08
Bill Pmt Check	11/13/2015	47727	American Library Association	88.40
Bill Pmt Check	11/13/2015	47728	Asimakopoulos, Jennifer	433.75
Bill Pmt Check	11/13/2015	47729	Baker & Taylor	722.71
Bill Pmt Check	11/13/2015	47730	Basecamp Web Solutions	2,500.00
Bill Pmt Check	11/13/2015	47731	Case Lots Inc.	482.70
Bill Pmt Check	11/13/2015	47732	Chicago Tribune	22.69
Bill Pmt Check	11/13/2015	47733	Current Technologies	229.00
Bill Pmt Check	11/13/2015	47734	Dynegy Energy Services	5,558.01
Bill Pmt Check	11/13/2015	47735	Fidelity Monitor & Insight	159.00
Bill Pmt Check	11/13/2015	47736	Fox Valley Fire & Safety	183.00
Bill Pmt Check	11/13/2015	47737	Garvey's Office Products	28.99
Bill Pmt Check	11/13/2015	47738	Heritage House Florist	65.00
Bill Pmt Check	11/13/2015	47739	Hunter, Valeria L.	150.00
Bill Pmt Check	11/13/2015	47740	Indian Prairie Library Foundation	610.00

Indian Prairie Public Library District
 Account QuickReport

As of November 30, 2015

Type	Date	Num	Name	Amount
Bill Pmt Check	11/13/2015	47741	JavaSmart USA LLC	106.92
Bill Pmt Check	11/13/2015	47742	Kountz, Krista	10.89
Bill Pmt Check	11/13/2015	47743	LACONi	100.00
Bill Pmt Check	11/13/2015	47744	Midwest Tape	630.79
Bill Pmt Check	11/13/2015	47745	PrintSmart Printing & Graphics, Inc.	90.00
Bill Pmt Check	11/13/2015	47746	Quill	399.14
Bill Pmt Check	11/13/2015	47747	Register Printing of Illinois, Inc.	191.77
Bill Pmt Check	11/13/2015	47748	Rock Valley Publishing	295.00
Bill Pmt Check	11/13/2015	47749	Runco	297.00
Bill Pmt Check	11/13/2015	47750	Scharping, Ronald A.	150.00
Bill Pmt Check	11/13/2015	47751	Sheehan, Debbie	90.41
Bill Pmt Check	11/13/2015	47752	Speciality Mat Service	94.86
Bill Pmt Check	11/13/2015	47753	Suburban Life Media	42.00
Bill Pmt Check	11/13/2015	47754	Unique Management	89.50
Bill Pmt Check	11/13/2015	47755	USA Today	292.07
Bill Pmt Check	11/13/2015	47756	Westmont Paint & Decorating	60.48
Bill Pmt Check	11/13/2015	47757	Zabel, Brian & Associates, PC	3,400.00
Bill Pmt Check	11/16/2015	47758	Bank of America	2,413.96
Bill Pmt Check	11/17/2015	47759	Brownson, JeanMarie	250.00
Bill Pmt Check	11/17/2015	47760	LACONIRASS	VOID
Bill Pmt Check	11/17/2015	47761	VISOgraphic	2,044.10
Liability Check	11/19/2015	47762	Nationwide Retirement	610.00
Liability Check	11/19/2015	47763	Vantagepoint	1,308.00
Bill Pmt Check	11/19/2015	47764	Business Card	9,885.78
Bill Pmt Check	11/19/2015	47765	LACONIRASS	15.00
Bill Pmt Check	11/25/2015	47766	Blooming Color, Inc.	75.00
Bill Pmt Check	11/25/2015	47767	AAll	24.00
Bill Pmt Check	11/25/2015	47768	Asimakopoulos, Jennifer	41.15
Bill Pmt Check	11/25/2015	47769	Aurico	25.00
Bill Pmt Check	11/25/2015	47770	Baker & Taylor	9,399.66
Bill Pmt Check	11/25/2015	47771	BCBS	8,925.41
Bill Pmt Check	11/25/2015	47772	Blackstone Audio, Inc.	806.25
Bill Pmt Check	11/25/2015	47773	Call One	500.77
Bill Pmt Check	11/25/2015	47774	Center Point Large Print	240.39
Bill Pmt Check	11/25/2015	47775	Comcast	187.85
Bill Pmt Check	11/25/2015	47776	CoolerSmart	238.95
Bill Pmt Check	11/25/2015	47777	Darien Police Department	50.00
Bill Pmt Check	11/25/2015	47778	Deluxe	334.44
Bill Pmt Check	11/25/2015	47779	DEMCO	495.58
Bill Pmt Check	11/25/2015	47780	DuPage County Public Works	658.76
Bill Pmt Check	11/25/2015	47781	ELM USA, Inc.	307.10
Bill Pmt Check	11/25/2015	47782	Fire & Security Systems	105.00
Bill Pmt Check	11/25/2015	47783	Gale/CENGAGE Learning	990.06
Bill Pmt Check	11/25/2015	47784	Garvey's Office Products	156.99
Bill Pmt Check	11/25/2015	47785	Groot Industries, Inc.	224.15

1:36 PM
11/05/15
Accrual Basis

Indian Prairie Public Library District
Account QuickReport

20

As of November 30, 2015

Type	Date	Num	Name	Amount
Bill Pmt Check	11/25/2015	47786	Heritage House Florist	60.00
Bill Pmt Check	11/25/2015	47787	Home Depot	135.35
Bill Pmt Check	11/25/2015	47788	Hunter, Valeria L.	250.00
Bill Pmt Check	11/25/2015	47789	Information Today, Inc.	404.53
Bill Pmt Check	11/25/2015	47790	Jensen, Shirley P	731.13
Bill Pmt Check	11/25/2015	47791	LexisNexis Matthew Bender	89.08
Bill Pmt Check	11/25/2015	47792	Lincoln National Life	106.02
Bill Pmt Check	11/25/2015	47793	Lonely Planet	6.00
Bill Pmt Check	11/25/2015	47794	Michalak, Ellen	140.00
Bill Pmt Check	11/25/2015	47795	Midwest Tape	3,571.40
Bill Pmt Check	11/25/2015	47796	New Readers Press	45.36
Bill Pmt Check	11/25/2015	47797	Okendo, Roseline	20.00
Bill Pmt Check	11/25/2015	47798	OverDrive	3,156.75
Bill Pmt Check	11/25/2015	47799	Penguin Random House LLC	636.75
Bill Pmt Check	11/25/2015	47800	Principal Life Insurance Company	401.44
Bill Pmt Check	11/25/2015	47801	Quality Books Inc.	115.15
Bill Pmt Check	11/25/2015	47802	Quill	385.95
Bill Pmt Check	11/25/2015	47803	RAILS	82.50
Bill Pmt Check	11/25/2015	47804	RASSL	10.00
Bill Pmt Check	11/25/2015	47805	Recorded Books, LLC	710.77
Bill Pmt Check	11/25/2015	47806	Risk Management Association, The	382.00
Bill Pmt Check	11/25/2015	47807	Roy, Nancy	35.15
Bill Pmt Check	11/25/2015	47808	Runco	37.35
Bill Pmt Check	11/25/2015	47809	Showcases	65.42
Bill Pmt Check	11/25/2015	47810	Streett, Cathy	45.36
Bill Pmt Check	11/25/2015	47811	Thomson Reuters West	58.94
Bill Pmt Check	11/25/2015	47812	Uline	50.68
Bill Pmt Check	11/25/2015	47813	VSP Vision	115.13
Total 10121 - Checking JP Morgan Chase				89,732.07
TOTAL				89,732.07

Bills for approval – Electronic Payments & Automatic Withdrawals

November 2015

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	11/06/2015	19,961.90
ILDOR-State	Payroll taxes	11/06/2015	2,637.42
EFTPS-Federal	Payroll taxes	11/20/2015	19,609.34
ILDOR-State	Payroll taxes	11/20/2015	2,595.96
IMRF	Payroll Pension	11/30/2015	19,156.89
DAC	Deposit to HRA	11/04/2015	1,700.00
Nicor	Gas	11/18/2015	1,347.36
US Bank	Credit Card Fee	11/03/2015	160.18
Hinsdale Bank	Fee-Direct Deposit	11/03/2015	25.00

INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 12/31/2015

Balance on hand as of November, 2015.....	3,512,725.66
Cash Receipts for December.....	60,328.21
Cash Disbursements for December.....	348,617.82
Cash on hand as December 31, 2015.....	3,224,436.05

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.107%

General.....	1,442,592.30
Special Reserve.....	20,960.73
Children's Endowment.....	2,887.31
Endowment.....	11,176.50
MPI Investment (Corporate Fund).....	1,584,448.53

JP Morgan Chase - Checking

General.....	31,280.48
Hinsdale Bank & Trust - Checking.....	5,420.37
JP Morgan Chase - Savings - Rate .03%	
General.....	125,065.83
Petty Cash.....	200.00
Petty Cash/Circulation.....	404.00
Balances as of December 31, 2015.....	3,224,436.05

FUND BALANCES AS OF 12/31/2015

Corporate Fund.....	3,076,479.11
Building & Maintenance Fund.....	38,013.57
I.M.R.F. Fund.....	84.63
Liability Fund.....	4,493.22
Social Security Fund.....	74.38
Special Reserve Fund.....	22,084.63
Current Liabilites.....	83,206.51
Grand Total All Funds.....	3,224,436.05

**Indian Prairie Public Library District
Consolidated Revenue Report for December 2015**

Percent of Year: 50.00

	RECEIVED December 15	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	40,823.75	3,377,413.88	99.49%	3,394,610.00	17,196.12
41150 · Non-current Property Taxes	0.00	0.00	0.00%	500.00	500.00
43100 · Interest-Tax Levy	0.00	1.57	0.00%	0.00	-1.57
TOTAL PROPERTY TAX & LEVY INTEREST	40,823.75	3,377,415.45	99.48%	3,395,110.00	17,694.55
INTERGOVERNMENTAL					
42100 · I Lead Grant	0.00	4,000.00	100.00%	4,000.00	0.00
42200 · Per Capita Grant	0.00	0.00	0.00%	43,500.00	43,500.00
TOTAL INTERGOVERNMENTAL	0.00	4,000.00	8.42%	47,500.00	43,500.00
INTEREST					
43500 · Interest - Investment	146.29	457.04	182.82%	250.00	-207.04
TOTAL INTEREST	146.29	457.04	182.82%	250.00	-207.04
DESK MONIES					
45100 · Copier	329.50	2,364.22	49.26%	4,800.00	2,435.78
45120 · Computer Copies	1,128.12	6,862.37	57.19%	12,000.00	5,137.63
45200 · Fines/Fees	3,212.61	22,620.78	45.24%	50,000.00	27,379.22
45250 · Gifts/Donations	220.00	725.00	48.33%	1,500.00	775.00
45300 · Lost Materials	628.99	4,388.02	33.75%	13,000.00	8,611.98
45350 · Non-Resident Fees	6,514.39	43,097.92	53.87%	80,000.00	36,902.08
45400 · DVD Fines	588.25	3,542.65	44.28%	8,000.00	4,457.35
45450 · Book Rental	70.25	433.08	25.48%	1,700.00	1,266.92
45550 · Meeting Room Rental	0.00	75.00	37.50%	200.00	125.00
45600 · ILL Fees	-70.60	935.40	133.63%	700.00	-235.40
45650 · 3D Printing	40.20	270.65	54.13%	500.00	229.35
TOTAL DESK MONIES	12,661.71	85,315.09	49.49%	172,400.00	87,084.91
OTHER INCOME					
46700 · Miscellaneous	485.00	698.04	232.68%	300.00	-398.04
46800 · Collection Agency Fee	70.00	220.00	73.33%	300.00	80.00
* 49000 · Operating Transfer In	0.00	18,722.58	312.04%	6,000.00	-12,722.58
TOTAL OTHER INCOME	555.00	19,640.62	297.59%	6,600.00	-13,040.62
GRAND TOTAL	54,186.75	3,486,828.20	96.27%	3,621,860.00	135,031.80

* Operating Transfer In reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund and \$12,722.58 from Building Reserve Fund for New Study Room.

24

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

Percent of Year: 50.00

	December 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	231,771.60	1,012,983.98	48.26%	2,099,153.00	1,088,169.02	2,142,000.00	47.29%
61310 · Benefits - Medical / Life Ins.	8,469.86	54,915.57	51.32%	107,000.00	52,084.43	132,000.00	41.60%
61320 · Employee Assistance Program	0.00	0.00	0.00%	2,500.00	2,500.00	2,600.00	0.00%
61330 · Benefits - IMRF	21,416.26	93,459.49	48.27%	193,612.00	100,152.51	215,000.00	43.47%
61340 · Benefits - FICA	17,208.49	77,526.66	48.11%	161,142.00	83,615.34	175,000.00	44.30%
61400 · Staff Development	652.14	5,286.54	26.43%	20,000.00	14,713.46	25,000.00	21.15%
61500 · Recruitment	0.00	0.00	0.00%	0.00	0.00	1,000.00	0.00%
61600 · Board Development	205.16	280.16	28.02%	1,000.00	719.84	3,000.00	9.34%
61710 · Workers Compensation	0.00	8,556.00	101.87%	8,399.00	-157.00	13,000.00	65.82%
61720 · Unemployment Insurance	178.85	1,248.67	35.25%	3,542.00	2,293.33	6,000.00	20.81%
TOTAL PERSONNEL	279,902.36	1,254,257.07	48.31%	2,596,348.00	1,342,090.93	2,714,600.00	46.20%
MATERIALS							
62100 · Books	15,713.95	106,522.95	44.17%	241,175.00	134,652.05	250,000.00	42.61%
62200 · Periodicals	3,389.05	13,522.29	40.67%	33,250.00	19,727.71	35,000.00	38.64%
62300 · Audio	2,326.17	23,870.29	51.61%	46,250.00	22,379.71	50,000.00	47.74%
62400 · Video	4,108.29	21,291.60	36.27%	58,700.00	37,408.40	60,000.00	35.49%
62500 · Multi-Media	1,538.71	2,703.16	33.79%	8,000.00	5,296.84	10,000.00	27.03%
62600 · Electronic Reference Resources	769.00	57,129.94	84.89%	67,300.00	10,170.06	70,000.00	81.61%
62700 · Console Games	562.37	4,001.09	57.16%	7,000.00	2,998.91	8,000.00	50.01%
62800 · ESL	0.00	0.00	0.00%	2,000.00	2,000.00	3,000.00	0.00%
62850 · I Lead Grant Supplies	71.77	4,000.00	100.00%	4,000.00	0.00	0.00	0.00%
62900 · Materials Supplies	1,856.01	9,400.56	37.60%	25,000.00	15,599.44	30,000.00	31.34%
TOTAL MATERIALS	30,335.32	242,441.88	49.21%	492,675.00	250,233.12	516,000.00	46.98%
BUILDING							
63200 · Cleaning Service	7,320.86	33,490.30	44.85%	75,000.00	41,509.70	82,000.00	40.84%
63300 · Utilities (1-8-11 · Gas)	1,259.28	4,887.32	37.60%	13,000.00	8,112.68	50,000.00	9.77%
63300 · Utilities (1-8-12 · Electric)	4,532.80	32,405.84	44.39%	73,000.00	40,594.16	100,000.00	32.41%
63300 · Utilities (1-8-13 · Telephone)	498.46	3,326.67	55.45%	6,000.00	2,673.33	8,000.00	41.58%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	2,951.90	29.52%	10,000.00	7,048.10	13,000.00	22.71%
63300 · Utilities (1-8-15 · Garbage Disposal)	223.14	1,345.91	44.86%	3,000.00	1,654.09	50,000.00	2.69%
63400 · Maintenance Supplies	1,396.25	7,721.90	48.26%	16,000.00	8,278.10	20,000.00	38.61%
63500 · Security System Monitoring	72.00	454.00	30.27%	1,500.00	1,046.00	3,000.00	15.13%
63600 · Property Maintenance	107.90	5,173.26	20.69%	25,000.00	19,826.74	30,000.00	17.24%
63800 · Building Maintenance/Repairs	6,693.73	24,978.04	58.09%	43,000.00	18,021.96	55,000.00	45.41%
TOTAL BUILDING	22,104.42	116,735.14	43.97%	265,500.00	148,764.86	411,000.00	26.40%
OPERATIONS							
64200 · Supplies - Office	894.25	5,594.05	35.16%	15,900.00	10,305.95	18,000.00	31.08%
64300 · Photocopy Supplies	386.99	1,960.99	39.22%	5,000.00	3,039.01	6,000.00	32.68%
64400 · Patron Card Supplies	0.00	281.77	28.18%	1,000.00	718.23	1,500.00	18.78%
64500 · Postage	226.98	517.68	12.94%	4,000.00	3,482.32	8,000.00	6.47%
64600 · Non-Payment Reimbursement	0.00	483.44	16.12%	3,000.00	2,516.56	6,000.00	8.06%
64700 · Travel	54.63	194.38	35.34%	550.00	355.62	1,000.00	19.44%
64800 · Organizational Memberships	345.00	465.00	25.83%	1,800.00	1,335.00	2,200.00	21.14%
64900 · Bank Fees	178.46	1,225.98	49.04%	2,500.00	1,274.02	3,000.00	40.87%
TOTAL OPERATION	2,086.31	10,723.29	31.77%	33,750.00	23,026.71	45,700.00	23.46%
AUTOMATION							
65100 · Supplies-Public Toner	622.17	3,149.23	44.99%	7,000.00	3,850.77	8,000.00	39.37%
65150 · Supplies-Staff Toner	458.61	3,620.43	60.34%	6,000.00	2,379.57	8,000.00	45.26%
65160 · Supplies-3D Printer	43.55	235.53	47.11%	500.00	264.47	1,000.00	23.55%
65200 · Automation-Prof Services	0.00	100.00	2.00%	5,000.00	4,900.00	10,000.00	1.00%
65300 · Purchase of Equipment	1,597.63	2,145.83	10.73%	20,000.00	17,854.17	26,000.00	8.25%
65400 · Automation Equip Mnt/Repair	0.00	1,303.75	65.19%	2,000.00	696.25	4,000.00	32.59%

25

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

Percent of Year: 50.00

	December 15	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65500 · Software	163.01	4,873.15	23.77%	20,500.00	15,626.85	27,000.00	18.05%
65600 · SWAN	0.00	22,810.00	50.00%	45,620.00	22,810.00	47,000.00	48.53%
65700 · Telecommunications	187.85	1,355.51	60.11%	2,255.00	899.49	4,000.00	33.89%
TOTAL AUTOMATION	3,072.82	39,593.43	36.37%	108,875.00	69,281.57	135,000.00	29.33%
CONTRACTUAL SERVICES							
66100 · General Professional Services	75.00	8,605.00	59.35%	14,500.00	5,895.00	26,000.00	33.10%
66200 · Credit Bureau	125.30	522.25	34.82%	1,500.00	977.75	2,000.00	26.11%
66300 · Equipment-Maintenance Repair	0.00	2,054.18	34.24%	6,000.00	3,945.82	8,000.00	25.68%
66900 · Fees - Bond Registrar	0.00	20.00	20.00%	100.00	80.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	200.30	11,201.43	50.69%	22,100.00	10,898.57	36,000.00	31.12%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	10,070.00	100.00%	10,070.00	0.00	10,000.00	100.70%
67200 · Bonding	0.00	1,338.00	95.43%	1,400.00	64.00	1,500.00	89.07%
67300 · Officers & Directors Liability	0.00	2,842.00	100.00%	2,842.00	0.00	4,000.00	71.05%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	4,000.00	53.75%
TOTAL INSURANCE	0.00	16,398.00	99.61%	16,462.00	64.00	19,500.00	84.09%
MARKETING							
68110 · Marketing Newsletter	6,674.38	18,716.26	53.48%	35,000.00	16,283.74	37,000.00	50.58%
68111 · eNewsletter	0.00	1,638.00	109.20%	1,500.00	-138.00	2,000.00	81.90%
68210 · Marketing Advertising	12.50	812.50	27.08%	3,000.00	2,187.50	5,000.00	16.25%
68310 · Marketing Supplies	14.95	524.25	20.97%	2,500.00	1,975.75	4,000.00	13.11%
68410 · Marketing-Information Printing	289.40	1,335.26	26.71%	5,000.00	3,664.74	8,000.00	16.59%
68500 · Legal Notices	228.00	1,340.36	95.74%	1,400.00	59.64	2,000.00	67.02%
68600 · Special Events	771.54	8,983.17	33.40%	26,900.00	17,916.83	32,000.00	28.07%
TOTAL PUBLIC INFORMATION	7,990.77	33,349.80	44.29%	75,300.00	41,950.20	90,000.00	37.06%
CAPITAL OUTLAY & CONTINGENCY							
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
* 69800 · Operating Transfer Out	0.00	6,000.00	100.00%	6,000.00	0.00	0.00	0.00%
69900 · Contingency	378.99	3,040.99	62.70%	4,850.00	1,809.01	50,000.00	6.08%
69920 · Gift/Donation Purchases	0.00	391.37	0.00%	0.00	-391.37	0.00	0.00%
** 70000 · Operating Transfer Purchases	0.00	12,722.58	0.00%	0.00	-12,722.58	0.00	0.00%
GRAND TOTAL	346,071.29	1,746,854.98	48.23%	3,621,860.00	1,875,005.02	4,117,800.00	42.42%

* Operating Transfer Out reflects \$3,000.00 from IMRF Reserve Fund, \$3,000.00 from FICA Reserve Fund.

** Operating Transfer Purchases reflects \$12,722.58 in purchases from Building Fund Reserves for New Study Room.

ACTION ON BILLS December 2015

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Chase Bank-Bills for Approval	47814 thru 47920	\$ 83,555.43
Chase Bank-Salaries for December	36372 thru 36414	\$ 12,541.12
Hinsdale Bank-Direct Deposits	& 20994 thru 21226	\$ 155,382.36

MONTH'S TOTAL: \$ 251,478.91

27

10:55 AM
12/02/15
Accrual Basis

Indian Prairie Public Library District Account QuickReport

As of December 31, 2015

Type	Date	Num	Name	Amount
10121 - Checking JP Morgan Chase				
Bill Pmt Check	12/02/2015	47814	Bittman, Bridget	800.00
Bill Pmt Check	12/02/2015	47815	Case Lots Inc.	252.80
Bill Pmt Check	12/02/2015	47816	Colonial Life	82.53
Bill Pmt Check	12/02/2015	47817	LibrariesFirst	275.00
Bill Pmt Check	12/02/2015	47818	NCPERS Group Life	64.00
Bill Pmt Check	12/02/2015	47819	OverDrive	217.97
Bill Pmt Check	12/02/2015	47820	Palmisano, Stacy.	28.75
Bill Pmt Check	12/02/2015	47821	Phillip's Interior Plants	215.00
Bill Pmt Check	12/02/2015	47822	Quill	73.60
Liability Check	12/03/2015	47823	Nationwide Retirement	610.00
Liability Check	12/03/2015	47824	Vantagepoint	1,308.00
Bill Pmt Check	12/08/2015	47825	Aurico	75.00
Bill Pmt Check	12/08/2015	47826	Bal Industries	1,935.00
Bill Pmt Check	12/08/2015	47827	Bengal Electric Inc.	1,852.33
Bill Pmt Check	12/08/2015	47828	Blooming Color, Inc.	250.57
Bill Pmt Check	12/08/2015	47829	Case Lots Inc.	182.25
Bill Pmt Check	12/08/2015	47830	DAC	129.50
Bill Pmt Check	12/08/2015	47831	Dynegy Energy Services	4,532.80
Bill Pmt Check	12/08/2015	47832	Fox Valley Fire & Safety	1,226.00
Bill Pmt Check	12/08/2015	47833	Kroeschell Service	1,554.00
Bill Pmt Check	12/08/2015	47834	Medicom Reimbursement Sp	12.50
Bill Pmt Check	12/08/2015	47835	Neviol Inc.	4,390.00
Bill Pmt Check	12/08/2015	47836	Record Information Services,	769.00
Bill Pmt Check	12/08/2015	47837	Roy, Nancy	78.81
Bill Pmt Check	12/08/2015	47838	Speciality Mat Service	175.86
Bill Pmt Check	12/08/2015	47839	ThyssenKrupp Elevator	785.70
Bill Pmt Check	12/08/2015	47840	VISOgraphic	6,297.59
Bill Pmt Check	12/08/2015	47841	Wlosinski, Maria	10.93
Bill Pmt Check	12/15/2015	47842	Baker & Taylor	4,146.02
Bill Pmt Check	12/15/2015	47843	Birmingham, Laura	52.10
Bill Pmt Check	12/15/2015	47844	Blackstone Audio, Inc.	90.00
Bill Pmt Check	12/15/2015	47845	Chicago Tribune	228.00
Bill Pmt Check	12/15/2015	47846	DEMCO	105.25
Bill Pmt Check	12/15/2015	47847	FedEx	10.84
Bill Pmt Check	12/15/2015	47848	Gale/CENGAGE Learning	503.41
Bill Pmt Check	12/15/2015	47849	Garvey's Office Products	56.91
Bill Pmt Check	12/15/2015	47850	Kapco	193.38
Bill Pmt Check	12/15/2015	47851	Midwest Tape	3,065.02
Bill Pmt Check	12/15/2015	47852	OverDrive	1,173.72
Bill Pmt Check	12/15/2015	47853	Petty Cash	185.12
Bill Pmt Check	12/15/2015	47854	Quill	91.83
Bill Pmt Check	12/15/2015	47855	Runco	294.79
Bill Pmt Check	12/15/2015	47856	Specialty Store Services	169.17
Bill Pmt Check	12/15/2015	47857	Streett, Cathy	107.90

10:55 AM
12/02/15
Accrual Basis

Indian Prairie Public Library District Account QuickReport

As of December 31, 2015

Type	Date	Num	Name	Amount
Bill Pmt Check	12/15/2015	47858	Tyco SimplexGrinnell	372.00
Bill Pmt Check	12/15/2015	47859	Unique Management	125.30
Bill Pmt Check	12/15/2015	47860	Willowbrook/Burr Ridge Chan	195.00
Liability Check	12/17/2015	47861	Nationwide Retirement	610.00
Liability Check	12/17/2015	47862	Vantagepoint	1,308.00
Bill Pmt Check	12/21/2015	47863	Bank of America	6,209.63
Bill Pmt Check	12/22/2015	47864	Adult Reading Round Table	10.00
Bill Pmt Check	12/22/2015	47865	Asimakopoulos, Jennifer	39.25
Bill Pmt Check	12/22/2015	47866	Baker & Taylor	4,346.87
Bill Pmt Check	12/22/2015	47867	Baker & Taylor (video)	45.36
Bill Pmt Check	12/22/2015	47868	Bal Industries	390.00
Bill Pmt Check	12/22/2015	47869	Blooming Color, Inc.	100.00
Bill Pmt Check	12/22/2015	47870	Case Lots Inc.	268.10
Bill Pmt Check	12/22/2015	47871	Chicago Tribune	250.25
Bill Pmt Check	12/22/2015	47872	College of DuPage	95.00
Bill Pmt Check	12/22/2015	47873	Comcast	187.85
Bill Pmt Check	12/22/2015	47874	FedEx	27.17
Bill Pmt Check	12/22/2015	47875	Fox Valley Fire & Safety	903.70
Bill Pmt Check	12/22/2015	47876	Garvey's Office Products	156.59
Bill Pmt Check	12/22/2015	47877	Groot Industries, Inc.	223.14
Bill Pmt Check	12/22/2015	47878	Layman, Jez	7.99
Bill Pmt Check	12/22/2015	47879	Lincoln National Life	106.02
Bill Pmt Check	12/22/2015	47880	Michalak, Ellen	70.00
Bill Pmt Check	12/22/2015	47881	Midwest Tape	1,945.64
Bill Pmt Check	12/22/2015	47882	PitneyBowes	165.00
Bill Pmt Check	12/22/2015	47883	Quill	782.89
Bill Pmt Check	12/22/2015	47884	Runco	50.22
Bill Pmt Check	12/22/2015	47885	Wolper Information Services	312.67
Bill Pmt Check	12/23/2015	47886	American Library Association	78.50
Bill Pmt Check	12/23/2015	47887	Awning, Sign & Lighting Grou	825.00
Bill Pmt Check	12/23/2015	47888	Baker & Taylor	944.28
Bill Pmt Check	12/23/2015	47889	Blackstone Audio, Inc.	90.00
Bill Pmt Check	12/23/2015	47890	CCI Solutions	24.79
Bill Pmt Check	12/23/2015	47891	Center Point Large Print	215.36
Bill Pmt Check	12/23/2015	47892	DEMCO	560.28
Bill Pmt Check	12/23/2015	47893	Gate/CENGAGE Learning	389.46
Bill Pmt Check	12/23/2015	47894	Ingram Library Services	9.58
Bill Pmt Check	12/23/2015	47895	Midwest Tape	289.23
Bill Pmt Check	12/23/2015	47896	OverDrive	230.97
Bill Pmt Check	12/23/2015	47897	Penguin Random House LLC	41.25
Bill Pmt Check	12/23/2015	47898	Quality Books Inc.	2,709.33
Bill Pmt Check	12/23/2015	47899	Thomson Reuters West	58.94
Bill Pmt Check	12/30/2015	47900	Alarm Financial	72.00
Bill Pmt Check	12/30/2015	47901	Bank of America	2,447.90
Bill Pmt Check	12/30/2015	47902	BCBS	7,962.39

29

10:55 AM
12/02/15
Accrual Basis

Indian Prairie Public Library District Account QuickReport

As of December 31, 2015

Type	Date	Num	Name	Amount
Bill Pmt Check	12/30/2015	47903	Call One	498.46
Bill Pmt Check	12/30/2015	47904	Darien Chamber of Commerc	130.00
Bill Pmt Check	12/30/2015	47905	FedEx	10.12
Bill Pmt Check	12/30/2015	47906	Home Depot	113.99
Bill Pmt Check	12/30/2015	47907	JavaSmart USA LLC	120.33
Bill Pmt Check	12/30/2015	47908	Phillip's Interior Plants	215.00
Bill Pmt Check	12/30/2015	47909	Principal Life Insurance Comj	369.37
Bill Pmt Check	12/30/2015	47910	Quill	387.22
Bill Pmt Check	12/30/2015	47911	Roy, Nancy	34.16
Bill Pmt Check	12/30/2015	47912	VSP Vision	108.94
Bill Pmt Check	12/30/2015	47913	Wolper Information Services	2,826.13
Liability Check	12/31/2015	47914	Nationwide Retirement	610.00
Liability Check	12/31/2015	47915	Vantagepoint	1,308.00
Bill Pmt Check	12/30/2015	47916	Baker & Taylor	1,198.39
Bill Pmt Check	12/30/2015	47917	Midwest Tape	197.53
Bill Pmt Check	12/30/2015	47918	OverDrive	480.99
Bill Pmt Check	12/30/2015	47919	Palmisano, Stacy.	14.95
Bill Pmt Check	12/30/2015	47920	Willowbrook/Burr Ridge Chan	20.00
Total 10121 - Checking JP Morgan Chase				83,555.43
TOTAL				83,555.43

Bills for approval – Electronic Payments & Automatic Withdrawals

December 2015

Vendor	Purpose	Date Paid	Amount Paid
EFTPS-Federal	Payroll taxes	12/03/2015	19,199.00
ILDOR-State	Payroll taxes	12/03/2015	2,521.51
EFTPS-Federal	Payroll taxes	12/17/2015	19,749.74
ILDOR-State	Payroll taxes	12/17/2015	2,106.56
EFTPS-Federal	Payroll taxes	12/31/2015	18,261.24
ILDOR-State	Payroll taxes	12/31/2015	2,455.99
IMRF	Payroll Pension	12/31/2015	28,887.13
DAC	Deposit to HRA	12/03/2015	1,700.00
Nicor	Gas	12/18/2015	1,259.28
US Bank	Credit Card Fee	12/02/2015	153.46
Hinsdale Bank	Fee-Direct Deposit	12/02/2015	25.00

Motion to Delete Executive Session Tapes

- 1/16/08 — Semiannual review of closed minutes
- 1/16/08 — Director evaluation
- 1/21/09 — Director evaluation
- 6/17/09 — Illinois Department of Human Rights
- 1/20/10 — Semiannual review of closed minutes
- 1/20/10 — Illinois Department of Human Rights
- 1/20/10 — Director evaluation
- 1/19/11 — Semiannual review of closed minutes
- 1/19/11 — Director evaluation
- 10/19/11 — Trustee vacancy
- 1/18/12 — Semiannual review of closed minutes
- 1/18/12 — Director evaluation
- 1/16/13 — Semiannual review of closed minutes
- 1/16/13 — Director Evaluation
- 1/15/14 — Semiannual review of closed minutes
- 1/15/14 — Director Evaluation

Indian Prairie Public Library District
Finance Committee Minutes
December 2, 2015 – 2 p.m.

Call to Order: 2 p.m.

Present: Marian Krupicka, Diane Ruscitti, Don Damon, Vicki Suriano, Jamie Bukovac, Dave Pequet and Matt Pequet from MPI Investments

Absent: None

The library has over \$1 million in the Illinois Fund which earns just .05%. MPI had studied the library's cash flow and determined that they could invest an additional \$1 million while providing for the library's needed cash flow and provide a net 1.25% yield.

The Finance Committee will recommend to the Trustees that the library invest an additional \$1 million with MPI.

The committee adjourned at 2:43 p.m.

Cleaning Contract Proposal

In November 2014, we accepted bids for cleaning contracts and Neviol, Inc. was selected because they had outstanding references and were the lowest of four quotes we received. They began cleaning the library January 1st, 2015. The original contract was one-year.

The company has been doing an excellent job for us and Olga has proved to be a hands-on and involved owner. Since I have been happy with their service, I requested a longer contract going forward.

Neviol has presented a 3-year contract. There is a price increase in 2016, but there are no additional increases for 2017 and 2018. The price breakdown is as follows:

2015 Contract price: \$52,680 per year (\$4,390 monthly)

2016 - 2018 Contract price: \$53,880 per year (\$4,490 monthly)

The \$1,200 is slightly less than a 2.3% increase in price.

Submitted by: Laura Birmingham

Director's Report January 2016

Agenda

Omnibus:

By law we are allowed to delete audio tapes of executive sessions after 18 months. We have a backlog and thus there is a motion to delete those from January 2008 to January 2014.

Laura has prepared a memo relative to the renewal of the cleaning contract.

New Business:

There is a separate memo for each of these proposals.

Staff Report:

Adult Services Librarian Joe Popowitch will report on the library's tax services.

State Budget

I attended an Illinois State Library Advisory Committee meeting this week. While the news about the state budget is still not good (no expectation of anything happening before the primary and Senator Radogno is quoted as essentially saying that she sees this patchwork method of budgeting continuing until the next gubernatorial election) I did learn that of the money that was approved for the Secretary of State's office they are planning to fund 77 cents per capita for the per capita grant. (Last year they funded at \$1.25 per capita.) This equals \$10,752.00 less than the \$43,500.00 I budgeted. However last year I had budgeted \$43,500.00 and we received \$53,161.00 so it equals out. The State Library also stated that they have a commitment to funding the delivery and the support provided to consortiums like SWAN that is provided by the RAILS and Heartland systems. Unfortunately the State Library is stopping all continuing education opportunities with is a shame because they provided programs that developed small library directors and developed leadership skills in librarians.

SWAN

SWAN has enrolled in a new service provided by the software provider which will place the collections of the SWAN libraries into the search results of external search engines such as Google, Yahoo! And Bing. Combining this new software, a library's location and the searcher's location the search engine will tell them what is at the library nearest them. So if someone googles "Hilary Clinton" the search results will show books by her and about her and their locations in libraries near the person. Very exciting!!

Health Benefits

After all the work that was done analyzing our health insurance options, Congress and President Obama passed legislation that repealed the requirement that employers our size be expanded to a larger group thus making us susceptible to age-rated premiums. The new act completely repeals this requirement from the federal perspective but does give the states the option to retain the requirement. At this time Illinois has declined to retain the requirement.

Conference Room and Board Room

With the new room added and the policy updated so that group study rooms are no longer exclusively for groups but also able to be booked by individuals, we've changed the names of the rooms. The four study rooms are now called "conference rooms" and have been numbered 101 and 102 on the first floor and 201 and 202 on the second floor. Thus the room formerly known as the Conference Room is now called the Board Room. I also want to report that the new room is being used every day.

Interview with Dominican University MLIS Student

Several months ago an MLIS student asked to interview me on the topic of communication and leadership. I've attached an email from her and her instructor as well as her paper.

Staff

There is quite a bit happening with staffing at the library. Given the resignations of Technology Services Librarian Suzy Wulf and Youth Services Associate Krista Kountz and the upcoming retirement of Head of Adult Services Debbie Wordinger the department heads and I have been discussing and planning how best to manage services by identifying gaps in services, lack of oversight in some areas and how to create better efficiencies.

Technology services to our public have grown in leaps and bounds over the last five years or so. This includes not only the digital content such as ebooks, eaudiobooks and emagazines plus streaming music, movies, etc. but also equipment and devices. To be honest, all of this is currently managed in a patchwork manner with a lack of uniformity. This was quickly identified in the discussions I had with the department heads and we had several scenario-planning sessions to address this. As a result, the Computer Help Desk which is part of Adult Services will be placed under the Technology Services Department. The Technology Services Librarian will continue to be responsible for technology training of adults and staff but will also be the supervisor of the Technology Services Desk. The goal is that all equipment checked out to adults will be managed by this desk including equipment currently available at the Ask Us Desk and the Circulation Desk. This desk will also assist patrons with their personal devices instead of staff at the Ask Us Desk providing this service. This new person will also take the lead in the library's digital media services including managing the equipment, teaching residents how to use it and working with marketing to promote it.

Adult Services Senior Librarian Shirley Jensen who is currently supervising the Computer Services Desk staff will supervise the pages and have the time to develop focused services to our local businesses, something we have not been able to do. The current page supervisor, Adult Services Senior Librarian Jennifer Asimakopolous, will supervise the Adult Services Associates and take a more active role in the development of the library's readers' advisory services.

In Kids & Teens we have increased the amount of technology services provided to all ages but there has been no one person to take responsibility and have "ownership" of these various services. Also most of the technology programming has been geared toward teens. Senior Librarian Tyler Works' responsibilities will switch from a focus on teens to a focus on technology for all age groups served by this department. A Teen librarian will be hired instead of a full-time associate to replace Krista's position. Having a full-time Teen Librarian and a full-time Technology Librarian opens up all kinds of new possibilities for services, programming, and outreach. For example besides having a teen librarian to partner with the middle schools and high schools on book discussions and other programming, Tyler will liaison with the tech people in the schools to ensure we stay up to date with what is happening in the schools and create partnerships in this area. So we'll still have a teen advocate and we'll be able to develop more technology, STEM, and hands-on learning opportunities for the community. Additionally, this change allows Tyler to redirect his time and energy to the departmental

managerial responsibilities and projects he has already been working on, such as writing grants and proposals, investigating and training staff on new technologies, and creating tech events, only now for all ages.

Also, because circulation has gone down, the Circulation Services Department has decided to replace only four hours of an open 16-hour page position.

Jamie Bukovac, Director

Jamie Bukovac

From: Adams, Laurel <adamlare@my.dom.edu>
Sent: Monday, November 30, 2015 12:23 PM
To: Jamie Bukovac
Subject: [BULK] Thank you, for Dominican MLIS class interview
Attachments: LibraryDirector-Interview-18Nov2015.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Dear Jamie: Please accept my belated thank-you for taking time with me a couple of weeks ago to provide an interview for my MLIS class at Dominican regarding communication and leadership. I wanted to wait until the paper was reviewed by my professor, Alexis Sarkisian, to contact you again. She has given me the OK to share her comments below, and attached you'll also find the interview paper I submitted to her following our talk. Your help with this--and the advice imparted during our discussion--is most appreciated!

Best regards,
Laurie Adams
AdamLaurel@my.dom.edu
laurie.t.adams@icloud.com
630-654-0228

From: Alexis H Sarkisian <notifications@instructure.com>
Sent: Tuesday, November 24, 2015 7:29 PM
To: Adams, Laurel
Subject: Alexis H Sarkisian (LIS71601-LEADERSHIP/STRATEGIC COMMUNICATION) just sent you a message in Canvas.

Library director interview - also sending via email

Hello, Laurie!
Jamie is terrific. I knew Jamie when she was at Downers Grove and have followed her career. She has always been communication/marketing/leadership oriented. It also sounds as though you have been able to make a strong comparison between your corporate experiences, and what Jamie has done in the library. She is an excellent role model.

Good paper. +
Happy Thanksgiving!
Best,
Alexis

Laurie Adams

GSLIS 716

Paper: Interview with Library Director on Leadership

Subject: Jamie Bukovac, Director of the Indian Prairie Public Library, Darien, Illinois

Jamie has a great deal of experience in library leadership; prior to her nine years as director of the west suburban Indian Prairie Public Library, she served as director at the Hinsdale Public Library from 2003 until 2006, and before that was the assistant director at the Downers Grove Public Library. I chose her because, as a library- and book-lover I have a lot of reciprocal privileges to borrow materials from several suburban libraries near both my home and workplace, but the Indian Prairie library is my favorite among them. The place and staff are very user friendly with a popular collection that, lately, has been arranged book-store style, and a lot of events including author talks/book signings plus very extensive hours (what other library is open on Friday nights?). I remember when this library was brand new, a merger of two small libraries—Willowbrook and Darien, in a storefront-type small space, then how it became a district and grew, with land acquisition directly across from Hinsdale South High School and eventually a nearly \$6-million building on the four acres.

Given the decidedly-mixed, and often lacking, leadership experiences I've been observing and writing about for this class—most especially in my journal entries—I was so pleasantly surprised to hear genuine words of wisdom from Jamie during our interview. I felt that so much of what she said was so spot-on about effective leadership, and impressed to see how she has developed terrific management skills and a winning leadership philosophy.

"There's a couple of key things," she said at the outset: "One is certainly listening to your community and your staff. I really do have respect for the staff members as they are on the frontlines every day, working with our patrons. It's important for me to listen to their ideas from that perspective as well as their own ideas as professionals." She said that more than 100 people work at Indian Prairie—I had no idea it would be that many—with most of

them as part-time personnel, very few working more than 20 hours. Jamie told me there are 16 full-timers and two part-timers who hold an MLIS degree.

"I have a basic philosophy that has been refined by experience," Jamie said. "I am always open, learning and ready to step back and ask myself what have I learned from an experience and how can I change in future if need be?"

"You have to model the behavior you want to see from your staff," she advised. "That *Fish* book principle to 'make their day' is important," she said, for both staff and patrons." Jamie told me she likes to walk all around the library and chat briefly with her staff seeking ideas and questions. "We have these cards we made up that read 'leave it at the door,' and 'be in the moment.' I can't be espousing to my staff to lift spirits and the tone in the library if I come in grumpy!" She keeps an open-door policy and works to be a listener. "It's just like a reference interview," Jamie said. "You have to work through things and think, 'what do they (patrons and staff) really want?'"

Recalling and telling Jamie that I have always loved the Indian Prairie Library, but that I remembered a time when the environment was a lot more "whispering and walking softly," she laughed and did talk about how things have changed in her time there. "I have worked to move us to an empowerment culture," she said, noting that the previous administration was a lot more "rule-bound." Some of the staff really liked the rules that were in place, she told me. "They were easy to follow and nobody really had to think. It was what they were used to, but they were in a rut. It took awhile but now—in the moment—my staff is empowered and we try to find a way to say 'yes' to people. Our policies now are more guidelines than rules."

I asked Jamie about higher-level administration as well as her views on trends in libraries. She emphasized working with her board to ensure fiscal responsibility, building reserve funds and creating new revenues when possible. One of the offerings I appreciate at this library is their shelf of new book rentals. When I am impatient to wait for an item on hold at my neighborhood library (Plainfield), I can often find and rent a recently-published book at the Indian Prairie Library for about 25 cents per day, with the first couple of days free.

"The viability of libraries often seems to be a topic in the general public, but we continue to reinvent ourselves," she said. "Not too long ago one of our local towns had a state-of-the-town meeting here and we had a lot of community leaders come into the library. We had our 3D printer in the doorway and they were saying, "Look at this, this is unbelievable!" When you survey people about library use they say books, but we are so much more and a challenge is getting out the community and letting them know."

Her advice to students is to look to mentors, especially on the (library) job. "I have heard criticism that library programs don't prepare people for leadership roles. Most library directors are very happy to meet with students on occasion and there's so many great leadership books out there to read, as well as webinars on leadership," she said. "You can really build a strong core belief system, so that you understand who you are and what you want to be," she said, adding: "Picture yourself as a leader ... now what does that look like?"

**Assistant Director's Report
December 2015 & January 2016**

Building:

The new vending machines provided by Appleyard Vending are a hit with patrons. We have received lots of positive comments about the beverage and snack selections.

A TV has been installed in the new Conference Room.

Thanks to assistance from Vicki Suriano, we have ordered and received the replacement fabric for the adult study chairs. Mike has begun recovering chairs.

Our awning was damaged (again) by a delivery truck. Their insurance company paid for the repair.

Community Outreach/Engagement:

We are up to 12 applications from community members for the April "How To Fest". The application deadline is February 1st.

The Community Connections Expo is Saturday, January 23rd from 10am – 12pm. We have 18 agencies and organizations participating in the expo. We have several new groups participating this year: Darien Garden Club, Darien Historical Society, Darien Lions Club, Darien Woman's Club, Flagg Creek Heritage Society, Friends of the Indian Prairie Library, Kiwanis of Darien, Rotary Club of Darien, and West Suburban Pantry.

Cub Scout leader Alice Myk reached out to me to partner on some final projects for four Eagle Scouts in her unit. Eagle Scouts must finish their project before their 18th birthday. So far, I have met with two of the Scouts. The first project would be to design and build a "story walk" on either the library grounds or the park. (We are hoping to partner with the Darien Park District but we have not had a discussion yet.) The Scout would build posts highlighting a piece of a story. People could then walk from post to post, read a section of the story and continue until they have finished it. The posts would be designed so that the story could be changed. The second project being discussed it to build and install rain barrels for use on library grounds. The rain barrels would collect rain water, which would be used to water the library planters. Not only would this save the library money, rain water is also better for plants and the environment. I will meet with the other two Scouts by the end of January I will keep the Board updated as all of these projects move forward.

Friends of the Library:

The Book Nook made \$652.00 in November and \$525.00 in December.

Opera lectures, sponsored by the Friends, continue with "Nabucco" on Thursday, January 21st and "Romeo and Juliet" on Monday, February 1st. (\$200)

The Friends are also sponsoring a performance of "Chicago History in Song" by the History Singers on Sunday, January 31st at 2pm. (\$250)

Marketing:

Marianne's monthly report is attached.

Meetings & Workshops :

- 11/25 One on one with Marianne
- 12/1 Department Head Meeting
- 12/4 One on one with Jamie
- 12/9 Library Director's Roundtable
- 12/16 "15 Ways to Improve Your Library's Facebook Page" Webinar
- 12/21 One on one with Jamie
- 12/29 One on one with Jamie
- 12/30-1/8 Vacation
- 1/11 Library Security Webinar
- 1/12 Department Head Meeting
- 1/14 One on one with Marianne
- 1/20 Leadership Webinar
- 1/20 Library Board Meeting

Submitted by:

Laura Birmingham

Marketing Department Report – November and December 2015

Promotional Support

The Marketing Department supported and promoted several library events, programs, and services, including the Cool Compositions Contest winners, Food for Fines, TAB Giving Tree, Soon to be Famous Illinois Author Project, Book Bundles, Parenting Packs, Zinio holiday magazines, hoopla winter promotion and Disney ebooks, iGive and Fundinco shopping to support the Foundation, Giving Tuesday, NaNoWriMo write-ins, An Evening with A. S. King, Veterans Day drop-in, eLibrary drop-ins, Dinner at Home, Darien Garden Club seed harvesting table, Stuffed Animal Sleepover, Inside the Box on International Games Day, Teen Service Days, Mid-Kid Movie Day, December and January book discussions, December technology classes, holiday craft programs, Kids Tech Touch, Consumer Information drop-in, eLibrary, November and December gallery artists, Consumer Reports database, Brainfuse HelpNow database, and Debbie Wordinger's *Suburban Life* Community Voice column on not-so-traditional holiday movies. The department also took photos at An Evening with A. S. King and the staff ugly sweater holiday lunch.

Social Media

The library's organic reach on Facebook continues to grow. A Nov. 5 link to the article "10 Audiobooks That Are Worth Getting for the Voice Acting Alone" reached 642 people with 52 clicks, 8 likes, 3 comments, and 1 share.

eNews

There are currently 15,953 (+204) email addresses on the mailing list. In addition to the regular weekly eNews, a special hoopla eNews was sent to registered users on Dec. 4 to promote our winter special (cardholders can borrow twice as many items per month - 10 instead of 5 - through February 2016). This email received a very high open rate (34%) but only 26 clicks.

Newsletter

Production of the spring newsletter is underway, and it will be delivered to resident mailboxes by Saturday, Feb. 20. The cover story will feature the library's How-To Expo and the rise of the Maker Movement.

Advertising

Ads for the Teen Gaming Lock-In were placed in the December issues of the Downers Grove South High School Blueprint and Hinsdale South High School Stinger student newspapers. Ads for the February issues are due Jan. 22 and Feb. 19 respectively. An ad was also placed in the Willowbrook/Burr Ridge Chamber of Commerce and Industry's 2016 Community Directory.

Suburban Life

Debbie Wordinger wrote our December *Suburban Life* Community Voice column about not-so-traditional holiday movies. (A copy is included in this board packet.) Our next column is due Feb. 4 for Feb. 12 publication. Debbie W. and Natalie are writing about library meet-ups (book discussion groups, teen gaming events, etc.).

Darien Neighbors Magazine

Marianne submitted calendar events and Around the Block articles for the January/February issue. Items for the March/April issue are due Feb. 1.

Misc.

Marianne attended:

- Weekly meetings w/Laura Nov. 5, 19, 25, Dec. 3, 10
- Weekly meetings w/Theresa & Laura Nov. 5, Dec. 3, 10, 22
- Wouldshop in a Box branding meeting w/Natalie, Tyler, Ann & Theresa on Dec. 1
- Digital Media Equipment marketing meeting w/Laura, Ann, Dave, and Theresa on Dec. 2
- Teen Job Fair meeting w/Tyler, Clare Bongiovanni, & Cheryl Collins on Dec. 3
- Website Committee meeting on Dec. 9
- Summer Reading meeting w/Natalie & Theresa on Dec. 10
- Year of Community meeting on Dec. 14
- Darien Chamber Holiday Luncheon at Zazzo's on Dec. 15
- Teen Job Fair meeting w/Tyler on Dec. 16
- Summer Reading meeting w/Natalie & Theresa on Dec. 17
- Joomla training w/Ann on Dec. 21

Theresa attended:

- Wouldshop in a Box branding meeting w/Natalie, Tyler, Ann & Marianne on Dec. 1
- Digital Media Equipment marketing meeting w/Laura, Ann, Dave, and Marianne on Dec. 2
- December 9: Website committee meeting

Graphics/Website

In addition to day-to-day publications, TV slides, and website updates, Theresa also taught a Pixlr photo editing class on Dec. 10, and co-chaired the website committee meeting on Dec. 9. Theresa is working on logos for the summer reading program as well as designing new Wouldshop in a Box packaging templates and the Foundation's new website.

Marianne Ryan, Marketing Coordinator
Jan. 8, 2016

Wordinger: Some not-so-traditional movies to enjoy this holiday season

Community Voice

Published: Saturday, Dec. 12, 2015 9:00 a.m. CST

You've watched "It's a Wonderful Life" every year for decades and seen "A Christmas Story" at least a hundred times. Looking for something new to watch this holiday season? Here are some lesser-known and forgotten treats.

For the romantic

"While You Were Sleeping": In this romantic comedy, through a series of misunderstandings, a Chicago transit worker played by Sandra Bullock finds herself engaged to a man in a coma who doesn't know she exists and is warmly accepted into his loving family. I know this doesn't sound funny or romantic, but trust me, Bullock can win over any viewer, plus there's that cute brother of the guy in the coma.

"Remember the Night": In this classic with Barbara Stanwyck and Fred MacMurray, a shoplifter, Stanwyck, goes to the home of the prosecutor, MacMurray, for the holiday, where the two inevitably fall in love. This is a truly poignant and satisfying movie. Keep the tissues handy.

For the family

"Arthur Christmas": In this animated feature, Santa's bumbling son, Arthur, has to deliver a mislaid present to a little girl on Christmas Eve.

"Muppet Christmas Carol": Michael Caine, music and The Muppets crew add fresh enjoyment to this holiday classic.

Not your usual holiday fare

"Die Hard": Bruce Willis is at his action hero best as the lone cop trying to save his wife from terrorists in a Los Angeles high-rise on Christmas Eve. This one is for those who have had a few too many sweets and are looking for something a little edgier.

"Joyeux Noel": What was Christmas like in the trenches of World War I? In 1914, German and Allied troops called a truce and spent the day playing soccer and exchanging small tokens of the holiday. This movie will make you angry and sad, but remind you of the true meaning of Christmas. In French, German and English with English subtitles.

For the nostalgic

“Truman Capote’s A Christmas Memory”: A small lonely boy and his eccentric, child-like cousin make their holiday preparations, including a fruitcake they intend to send to President and Mrs. Roosevelt.

“The Homecoming”: In rural Appalachia, a Depression-era family waits for the return of their father who has gone to the city for work. But surely he will make it home for Christmas Day with his family. This television movie, which was a forerunner of “The Waltons” television series, is full of the childlike anticipation of the holiday and the struggles of growing up and becoming your own person.

Want more movie suggestions? Visit www.ippl.info, stop by our Ask Us Desk, or call 630-887-8760, ext. 239.

Debbie Wordinger is the head of Adult Services at the Indian Prairie Public Library.

Copyright © 2016 Suburban Life Media. All rights reserved.

TEEN JOB FAIR

Sat., April 9, 1-3:30 p.m.
at Indian Prairie Public Library

**For teens seeking
employment,
internships,
and/or volunteer
opportunities.**

Hosted by:



If your business is interested in participating, please fill out the online form at jobfair.ippl.info by April 5. Businesses that apply by Feb. 29 will be included in event promotions. There is no fee to participate, but space is limited, so tables will be first come, first served. For additional information, please contact IPPL Teen Librarian Tyler Works at tylerw@ippl.info or 630/887-8760 ext. 261.

Adult Services Monthly Report
November 2015

We had a very popular program that was a tribute to Frank Sinatra for the 100th anniversary of his birth. There were 85 in attendance on a Sunday afternoon when the Bears were playing. A program on river cruising had 39 in attendance, and a demonstration by cookbook author JeanMarie Brownson had 34 in attendance. For an opera lecture on *The Merry Widow* we had 9. Jez arranged two NaNoWriMo (National Novel Writing Month) write-ins. A total of 18 people participated.

Joe did a Veteran's Day lobby drop-in on the Veterans' History Project with 12 people stopping by. Jennifer and Dave helped four people with eBooks, etc. in the lobby one afternoon. Because some of these trainings can be quite time consuming, in the two hours they were in the lobby they only had about fifteen minutes without helping anyone.

The groups each had average attendance for the month. Chess averaged seven; ESL averaged seven, Current Events averaged nine, and Genealogy had 27 in attendance. We only had one regular book discussion scheduled during the month. GenLit doesn't meet in November or December and Crime Readers couldn't book their usual room at Home Run Inn. I guest led Novel Idea. We had only seven in attendance, but the weather was quite bad that night.

Jez had two #LibSocial programs in December. She had 19 for Harry Potter trivial night and 20 for International Game Day. She has had these programs scheduled regularly since September and has been getting 18-20 people each time. She reports, too, that there is always someone at the program she had not seen before.

Jennifer belongs to several area librarian groups. She is on the SWAN User Experience committee as well as participating in ELSUM, a group for librarians who deal with online resources such as eBooks and databases. She was just invited to join the steering committee of the Adult Reading Round Table, a group that promotes readers advisory in the Chicago area.

Staff had training on eReadIllinois from the RAILS manager for the service. Shirley went to a workshop on Enterprise Tips and Tricks and a webinar on 10 Easy Steps to Improve Technology Skills. Jennifer did a Lynda.com program on writing for the web. Joe attended a Laconi workshop, "Give the Customer What They Want" and a webinar on "Family Literacy at a Food Pantry."

Jennifer re-worked some of our eBook handouts, especially the ones for eReadIllinois. Because procedures with our different eMaterial vendors change often, Jennifer (and Suzy before her) have to regularly update our handouts. Jennifer and Jez met with our representative for hoopla. Based on an idea that the representative had, we are running a "special" for the next couple of months. We are allowing patrons to download 10 items in a month rather than the five we currently allow. This will also give us some information about how our patrons are using the service.

Shirley updated the jobs searching handout and a handout we keep on hand that informs people about social services available in the area.

We added shelving in the GenLit/Graphic Novel area to make more room for both of these collections. The shelvers will also start to shift the Large Print collection in order to move the nonfiction audiobooks to the area facing the magazines. This will allow more room for the entire audiobook collection.

The new assistive technology is at the Computer Help Desk and available for checkout.

I submitted an article for the Suburban Life on movies for the Christmas holidays.

Debbie Wordinger

Adult Services Monthly Report
December 2015

In December we only had two Adult programs, besides the groups. Make It and Take It holiday decoration had 23 people in attendance and a holiday cooking program from Whole Foods had 36. The #libsocial group also had a craft night, Upcycled Book Night, with seven in attendance. We showed the movie *Love & Mercy* with 21 in attendance.

Chess averaged eight people. They also honored their year-end standing with prizes for 1st-4th place. ESL averaged 9. Current events had one meeting with 15 in attendance. Their second meeting was cancelled due to weather. Shortly they will switch over to Great Decisions. Mary has ordered the guides for the group and people are coming in to pick them up in preparation for the first discussion in February.

The Novel Idea group had 12 in attendance as did the Crime Readers. GenLit did not have their regular meeting, but their annual December book swap with nine people in attendance. Mary Krekelberg did a lobby drop-in on consumer information thinking this would be useful information before Christmas. She had 13 people stop by. Jennifer and Dave did an eMaterials drop in with seven people stopping by for assistance.

December is usually a down time for staff training, but this December Joe attended a webinar on family literacy. Jennifer and Jez attended in-house Joomla training and Jennifer attended a RASSL program on "The Future of Libraries."

We are constantly trying to arrange and shift collections for the convenience of our users. We shifted the Large Print books which allowed more room for audio books. We also compacted the Money Management collection in order to make more room for the Fitness collection.

We added some new titles to the Zinio eMagazine collection. We are in the process of doing an analysis of the use of the print copy of magazines, but are still playing with the kinds of reports we can get from Sirsi/Dynix and what information we can glean from them. The same is true for the collection usage report I do every year at this time.

We moved some furniture around the in the Jobs and Careers area to put a bookcase on which we will display some books and posters and handouts. We hope this will draw more attention to the collection and the assistance we can provide. Our partnership with SCORE is moving forward. SCORE mentoring sessions go on in our downstairs conference rooms.

During the holidays we always put up displays of Christmas materials, where appropriate (as in Cooking) on the end caps and Christmas movies on the DVD display. Because of the release of the latest Star Wars movie we put a display of Star War related items on the A-frame in the lobby.

We also did a special promotion for hoopla, advertising it on the outside signs, on the lobby A-frame, in the eNews and on posters near certain collections. We had 33 patrons create accounts, the highest number of new accounts in one month in nearly a year. We have now had hoopla for two years. With 312 total circulations in December we had our highest circulation ever, up 19% from our second highest month last January. The hoopla music collection was promoted with an emphasis on Christmas music available. Music circulation was 96 checkouts for the month, up 60% from the former highest month circulations. Audiobooks were up by 83% over the last highest month. We promoted the Star Wars soundtrack, and once it was available in mid December to the end of the month it was checked out nine times, compared to the next highest title at four times for the entire month.

Debbie Wordinger

Circulation Services
November 2015 and December 2015

November

Total checkouts for November were 59,906. This compares to 64,203 last year or -6%. Electronic Circulation was 4,297 this year, while it was 3,870 last year or +11%

ILL's processed were down 19%. We processed 7,182 this year and 8,883 last year.

Patron visits were down 2% from last year (32,583 this year compared to 33,252 last year)

A total of 6,788 holds were placed in November. Patrons placed 5,121 holds while staff placed 1,667 holds.

22,287 items were checked out or renewed by staff at the desk. This is 37% of total checkouts/renewals. 26,134 items were checked out or renewed by patrons at one of our self-check machines, 7,188 items were renewed by patrons through enterprise and 4,297 items were electronically checked out by patrons – for a total of 36,864 items checked out through some sort of self service. This is 63% of total checkouts/renewals.

December

Total checkouts for December were 56,512. This compares to 62,656 last year or -10%. Electronic Circulation was 4,228 this year, while it was 3,045 last year or +39%

ILL's processed were down 13%. We processed 7,661 this year and 8,786 last year.

Patron visits were down 4% from last year (29,624 this year compared to 30,855 last year)

A total of 7,489 holds were placed in December. Patrons placed 5,618 holds while staff placed 1,871 holds.

21,509 items were checked out or renewed by staff at the desk. This is 38% of total checkouts/renewals. 23,457 items were checked out or renewed by patrons at one of our self-check machines, 7,318 items were renewed by patrons through enterprise and 4,228 items were electronically checked out by patrons – for a total of 35,003 items checked out through some sort of self service. This is 62% of total checkouts/renewals.

Both November and December are generally quieter months due to the holidays. We try to take the time to catch up on projects and reassess our procedures. Once again we played holiday music in the lobby with many positive comments from patrons.

We held our annual "Food for Fines" drive December 5 through December 13. We tried something different this year. Instead of putting bookmarks in every checked out item, staff wore buttons that said "Ask Me about Food for Fines". Although we didn't take in quite as much as we did last year, our patrons were still very generous and often gave more than they owed in fines. They were especially generous on the last day of the drive. We took in 568 items in just 4 hours! 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. Below is the number of items that have been donated in the last 12 years.

2004	1009
2005	1215
2006	941
2007	1143
2008	1516
2009	2255
2010	1954
2011	3278
2012	2603
2013	3463
2014	2867
2015	2484

Meetings and Workshops Attended:

Nov. 3	Department Head Retreat	Thomas Ford Library
Nov. 4	Circulation Zone Meeting	Indian Prairie
Nov. 5	SLUGI (Sirsi Library User Group III.)	Downers Grove Library
Nov. 10	SWAN Circ. Managers TrainingRAILS	
Nov. 11	Meeting with Circ. Supervisors	
Nov. 18	Circ. Advisory	RAILS
Nov. 19	LACONI – Change workshop	Schaumburg PL
Nov. 23	One on One with Jamie	
Nov. 30	One on One with Jamie	
Dec. 1	Department Heads	
Dec. 14	How to Expo Meeting	
Dec. 14	One on One with Jamie	
Dec. 15	Department Heads	

I was on vacation December 16 through January 4. As always, the circulation staff did a great job in my absence

Debbie Sheehan
Head of Circulation Services

TECHNICAL & TECHNOLOGY SERVICES BOARD REPORT November & December 2015

Technical Services

- **Department Organization-** The technical services workroom was organized to improve efficiency with processing and to better utilize workspace.
- **Best Practices-** Creating procedures for best practice for the new SWAN system. I created and implemented a process for staff to use to check their work in SWAN before materials leave the department.

Technology Services

- **3D Printing**
 - November
 - Received 14 print requests and 13 of them were successfully printed.
 - Most interesting object printed: Train supports (model construction); Claptrap and Yoshi videogame figures.
 - December
 - Received 20 print requests and 17 of them were successfully printed.
 - Most interesting objects printed: Cookie cutters submitted from taking 3D Cooking Cutter Creation Class: Snowflake, Gingko leaf; Gingerbread girl.
 - Story: A member was able to take a drawing her mother drew of a gingerbread boy and create a cookie cutter.
- **Wi-Fi Usage**
 - November- 5,561 Wi-Fi connections and 4,820 of those were from patrons using their own device.
 - December – 4,730 Wi-Fi connections and 4,263 of those were from patrons using their own device.
- **Video Productions (Dave) –** Videos were created and published to assist patrons with downloading, browsing and placing holds on ebooks from Axis 360.
- **Community Outreach**
 - Dave and Tyler attended a 3D printer Expo at College of DuPage. They demoed the library's 3D printer and promoted the service to around 100 attendees.
 - Natalie and I presented at the Community Connection Meeting on November 13 at Anne M Jeans School. I talked about and showcased the library's 3D printer, media conversion devices and Roku.
- **New VHS to DVD Converter-** The old VHS to digital converter was replaced with a machine that converts VHS tapes directly to DVD, making it easier for patrons to convert their VHS tapes.

- **Department Organization-** The data-room and computer services office were cleared of old recycled equipment and organized for storing spare equipment and parts to improve efficiency and accessibility of space and equipment.

Staff Training

- Dave and I attended training on adding and editing content on our new Website.
- Brett trained April how to create keyboard shortcuts keys to streamline creating item records within SWAN.
- Trained Anna & April how to run SWAN reports.
- Trained Marianne how to edit pages on new website.

Programs & Classes

- November we offered seven hands-on classes with a total attendance of 56.
- December we offered four classes with a total attendance of 27.
- Added four new classes: 3D Cookie Cutter Creation, Coding Apps, Just Google It!, MS Publisher.
- The TechTalk on virtual reality was canceled due to low registration.
- Lobby Drop-ins for 3D Printing and eLibrary.
- 5 tech tutors assisted with 3 classes this month.

<u>Day/Time</u>	<u>Class/Program</u>	<u>Instructor/Presenter</u>	<u>Attendance</u>
Tues. Nov. 3, 2 p.m.	Word Basics Part 1	Ellen	8
Tues. Nov. 3, 6 p.m.	Excel-Pivot Tables	Ron	12
Wed. Nov. 10, 2 p.m.	Just Google It!	Valeria	9
Wed. Nov. 10, 6p.m.	Word Basics Part 2	Ellen	8
Thur., Nov. 12, 6 p.m.	Coding Apps	Tyler	5
Sat. Nov. 14, 10 a.m.	Intermediate iPad	Dave	14
Thur. Nov. 19, 6 p.m.	TechTalk: Virtual Reality	Tyler	Cancelled
Tues. Dec. 8, 3 p.m.	Intro to Publisher 2013	Ellen	8
Tues. Dec. 8, 6 p.m.	Facebook 101	Dave	9
Thurs. Dec. 10, 3 p.m.	3D Cookie Cutter Creation	Ann	4
Turs. Dec. 10, 6 p.m.	Photo Editing with Pixlr	Theresa	6

Ann M. Stovall, Head of Technical & Computer Services, January 14, 2016

54

**Youth Services
Monthly Report to the Board
November - December 2015**

Programs

In November and December, we presented 56 programs and served 1,272 people through events.

We completed another season of our regular weekly storytimes, such as Baby Brilliance, Talented Toddlers, Junior Genius, and Fantastic Families, FrISK and DIYT. Our newest weekly program called Make It My Own, or MIMO, is off to a good start, bringing in 7-14 kids each week for interactive STEAM activities for grades 4-6. Our most popular programs, based solely on numbers per event, is Shake, Shimmy, Dance, which is presented by Katie Salo and consistently brings in over 60 people.

On December 12, Katie and Monica presented a Kids Tech Touch program in the lobby that highlighted the technology available in the K&T area: LeapFrog products, Midkid & Teen Nooks, Family Kindle Fires, Playaway Views and Launchpads, Osmo, Ozobots, Tiggly, iPads, Ollie, and Sphero. Forty-six people stopped by to look at our technology

(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 5.1)

10th Annual Write On

On November 10, IPPL hosted the 10th Annual Write On with author, AS King. We received 54 individual submissions for the Cool Composition Contest from 30 individuals. 66 people attended AS King's event at IPPL. She also spoke earlier in the day at Hinsdale South and Hinsdale Central High Schools. We received compliments from both schools and from the Gift of Carl, which sponsored the events. King herself described it as a "perfect day." Tyler Works coordinated all of the plans and attended events along with Natalie Williams and Krista Kountz.

(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 5.1)

Partnerships

We continued providing storytime outside of the library at Whole Foods and Chick-fil-a. We also worked with many of our schools to provide special programming and support.

On November 13, Natalie Williams visited Gower Middle School and Katie Salo visited Gower West Elementary to have lunch with students and talk about what it means to be a librarian and what it takes to become one. Later in December, Natalie met with the Superintendent and Principal of Gower Middle to discuss possible partnerships for the summer.

On November 23, Tyler Works visited the HSHS Investment to demonstrate the library's personal finance resources. He received positive feedback from the students and the faculty sponsor. He has made plans with the sponsor to visit the club again next year at the beginning of the school year to demonstrate our resources again. Tyler is now looking into other clubs he could visit and support with library resources.

On November 27, Natalie Williams met with Kevin Kell, the new Social Worker at the Community House. We were able to make plans to work together to host parenting workshops at the Hinsdale Lake Terrace Resource Center each month starting in February.

On December 1, Tyler Works and David Bunn participated in a 3D Printer Expo at the College of DuPage. Nine other organizations were also present. Overall, the event was successful. Tyler and Dave spoke with over 100 people about the 3D printing in general as well as promoting the library's services.

On December 10, Natalie Williams and Laura Birmingham met with a young Eagle Scout who is drawing up plans to create story signs so that we can create a path for families to walk, read, and enjoy. We hope to create a new partnership with the Park District in order to offer this new service by June 2016.

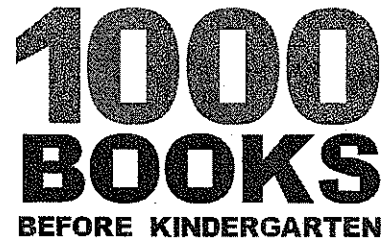
On December 16, Natalie Williams met with Amy Caruso, the Regional Marketing Coordinator from Whole Foods. Amy has been so impressed with our partnership to provide storytimes in the store that she wanted to discuss more partnership opportunities.

Date	Description of Partnership	Location	Staff
5-Nov	Anderson's Book Store - Book Talks with HSHS library staff	Anderson's	Tyler Works
5-Nov	Whole Foods Outreach Storytime	Whole Foods	Katie Salo
6-Nov	STEM club at Burr Ridge Middle School	BRMS	Krista Kountz
9-Nov	Chick-fil-a Outreach Storytime	Chick-fil-a	Jane Hartney
9-Nov	Dinner with Gift of Carl and AS KING	Capri Ristorante	Tyler Works, Natalie Williams, Krista Kountz
10-Nov	AS King School Visits and Hinsdale South and Central	High Schools	Tyler Works, Natalie Williams, Krista Kountz
10-Nov	Teens For Excellence Book Club	BRMS	Krista Kountz
11-Nov	Mark Delay Elementary Parents Night	Delay	Monica Dzierzbicki
13-Nov	Gower West Career Day	Gower West	Katie Salo
13-Nov	Gower Middle School Career Day	Gower Middle	Natalie Williams
13-Nov	WCC Community Dinner Presentation to families about Kids Technology at IPPL	Anne M Jeans	Natalie Williams
18-Nov	Anne M. Jeans Elementary 1st grade tour & storytime	IPPL	Monica Dzierzbicki, Natalie Williams
19-Nov	Whole Foods Kids Club Story time	Whole Foods	Monica Dzierzbicki
23-Nov	Investment Club at Hinsdale South High School	Hinsdale South	Tyler Works
27-Nov	Meeting with Kevin Kell, Social Worker	IPPL	Natalie Williams
1-Dec	College of DuPage - 3D Printing Expo	COD	Tyler Works
9-Dec	Meeting with Rebecca Laratta & Principal of Gower	Gower Middle	Natalie Williams
10-Dec	Story walk meeting with Eagle Scout	IPPL	Natalie Williams
14-Dec	Chick-fil-a Outreach Storytime	Chick-fil-a	Jane Hartney
15-Dec	Teens for Excellence book club meeting	BRMS	Monica Dzierzbicki
15-Dec	Play to Learn with DuPage Children's Museum	IPPL	Katie Salo
16-Dec	Community partnership meeting with Amy Caruso from Whole Foods	IPPL	Natalie Williams

(Supporting Strategic Plan: 3.1 The library is visible in the community. 3.2 The library creates partnerships throughout the community that provide mutual benefits and enhance the community.)

1000 Books before Kindergarten

Families are still signing up for our 1000 Books Before Kindergarten program. We have 89 sign-ups so far and we've just had our first child complete all 10 reading logs! *(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 5.1 Develop a variety of ways to showcase the library.)*



WouldShop™

The WouldShop continues to grow and change as we add materials and tools.

Krista Kountz created two themes in November. For the Animals theme, she included an interactive ceiling display about animals sizes, book display, two activities (animal footprints and snakes), and a bulletin board display. For the Build theme, she created two activity stations (weaving, and Toobalinks /Strawbees), activity sheets, a book display and bulletin board display.

In December, Mary Kay and Heather created two projects for the WouldShop to revolve around the premiere of the new Star Wars film. A Star Wars paper air plane craft and a fingerprint craft were introduced. They also pulled Star Wars books for the display and created a bulletin board in the WouldShop.

Seed Library

In November, the Darien Gardening Club presented a drop-in seed harvesting event. They brought all kinds of interesting pod and seeds to share with families.

Number of Checkouts: 6

Number of Seed Packets Checked Out: 12

Number of Donations: 0

(Supporting Strategic Plan: 2.3 The library provides opportunities for learning, exploration, creativity and enjoyment. 2.4 The library introduces new technologies and provides opportunities for residents to experiment.)

Trainings

(Supporting Strategic Plan: 4.1 The library provides a collaborative, supportive workplace and staff are confident in their ability to serve guests.)

Date	Description of Partnership	Location	Staff
17-Nov	School Library Journal Webinar: Secrets of the Remix Mash-up for the YouTube Generation	IPPL	Monica Dzierzbicki
20-Nov	LACONI Teens and Tweens: Understanding How They Think; Providing Programs They'll Love.	Rockford Public Library	Krista Kountz
3-Dec	Web Junction Webinar: Family Literacy at a Food Pantry	IPPL	Natalie Williams
10-Dec	Webinar: Accessible to All: Serving Youth and Young Adults with Disabilities	IPPL	Katie Salo

Grants

In November, Tyler Works completed and submitted the IEEE Library Science Kit Grant. He requested funds to purchase materials and kits for circulation and support the STEM Buddies program.

In December, Tyler Works and Natalie Williams submitted a grant to the Young Adult Library Service Association to hire a teen summer intern.

Pages

Tyler Works is working with the Youth Services Pages to develop procedures for changing item statuses and locations. Many of the pages have expressed interest in being involved in this project. Each of them will be assigned a specific area and they will be responsible for monitoring the new materials and changing their status from new to standard location when appropriate.

Submitted by Natalie Williams 1/5/2016

STATISTICS FOR	Nov-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	34,076	37,442	180,575	204,976	-11.90%
Teen	2,436	3,248	14,859	19,189	-22.57%
Kids	19,097	19,558	102,989	104,807	-1.73%
TOTAL	55,609	60,248	298,423	328,972	-9.29%
Electronic Circulation	4,297	3,955	22,026	18,212	20.94%
GRAND TOTAL CIRC.	59,906	64,203	320,449	347,184	-7.70%
% Reciprocal Borrowing	13%	15%	14%	14%	
Patron Visits	32,583	33,252	189,145	196,138	-3.57%
<u>Current Cards</u>					
Resident	174	145	21,465	22,625	-5.13%
Non-Resident	67	63	910	867	4.96%
TOTAL	241	208	22,375	23,492	-4.75%
Non-Resident Households	33	38	513	426	20.42%
<u>Patron Assistance</u>					
Adult - Reference	2,606	2,610	16,652	15,885	4.83%
Kids - Reference	1,233	1,367	7,236	6,607	9.52%
TOTAL REFERENCE	3,839	3,977	23,888	22,492	6.21%
Adult - Other	1,567	1,743	10,171	9,622	5.71%
Kids - Other	1,550	1,479	9,674	8,243	17.36%
TOTAL OTHER	3,117	3,222	19,845	17,865	11.08%
GRAND TOTAL ASST.	6,956	7,199	43,733	40,357	8.37%
<u>ILL/Reserves</u>					
Holds	6,788	7,901	38,346	40,019	-4.18%
ILLs Sent	3,025	3,898	16,953	22,141	-23.43%
ILLs Checked Out	4,157	4,582	22,163	24,464	-9.41%
ILLs Received	3,793	4,985	22,957	26,730	-14.12%
<u>Programs - Adult</u>					
# Programs	8	4	44	33	33.33%
Attendance	222	48	1,016	849	19.67%
<u>Technology Classes</u>					
# Programs	7	13	32	60	-46.67%
Attendance	62	101	382	578	-33.91%
<u>Individual Technology Training</u>					
# of Patrons	38	102	310	577	-46.27%
<u>Groups</u>					
# Programs	11	12	61	62	-1.61%
Attendance	100	135	620	699	-11.30%
<u>Others</u>					
#Programs	2	2	6	5	20.00%
Attendance	18	32	233	198	17.68%
<u>Programs - Teen</u>					
# Programs	8	5	40	39	2.56%
Attendance	170	98	613	644	-4.81%
<u>Programs - Kids</u>					
# Programs	33	48	135	175	-22.86%
Attendance	772	866	4,265	4,982	-14.39%
GRAND TOTAL ATT.	1,382	1,382	7,439	8,527	-12.76%

STATISTICS FOR	Nov-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,579	3,789	20,082	18,725	7.25%
Kids Computers	1,324	1,463	8,143	8,767	-7.12%
Teen Laptop	250	237	1,163	1,599	-27.27%
Adult Laptop	226	304	1,115	1,624	-31.34%
TOTAL PATRON USE	5,379	5,793	30,503	30,715	-0.69%
Hours Used					
Adult Computers	2,511	2,429	13,660	13,407	1.89%
Kids Computers	919	915	5,314	5,094	4.32%
Teen Laptop	257	337	1,471	2,895	-49.19%
Adult Laptop	345	397	1,604	3,516	-54.38%
TOTAL HOURS USED	4,032	4,078	22,049	24,912	-11.49%
IPPL Total Web Site Access	24,844	26,812	144,636	129,071	12.06%
IPPL Total Page Views	51,347	51,531	281,771	249,802	12.80%
Subscription Database Logins	2,750	2,527	13,319	13,359	-0.30%
Outreach-Homebound					
Items Delivered	130	111	766	587	30.49%
Volunteers					
Number Active	68	46			
Hours Worked	481.25	277.75	2,740	2,059	33.07%
Staff Training Hours	47.25	110	368.25	597.50	-38.37%
Room Use					
Multi-Purpose Room	32	37	152	123	23.58%
Meeting Room					
Library	38	55	179	225	-20.44%
Non-Library	7		45		
Group Study Room	240	209	1,054	994	6.04%
Lobby Programs	3	1	24	15	60.00%
Conference Room					
Library	16	20	79	94	-15.96%
Non-Library	25		106		
Clavinova	1	0	6	1	500.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - NOVEMBER 60

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1217	16	3	1230	23	46	39	49
Non-Fiction	51596	486	761	51321	1026	1616	1512	2377
Fiction	39229	410	567	39072	1673	836	2083	1403
ADULT TOTALS	92042	912	1331	91623	2722	2498	3634	3829
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	16337	66	137	16266	221	78	287	215
Fiction	29481	297	75	29703	1027	225	1324	300
KIDS TOTALS	45839	363	212	45990	1248	303	1611	515
TEEN								
Non-Fiction	721	6	0	727	40	6	46	6
Fiction	3779	38	155	3662	250	550	288	705
TEEN TOTALS	4500	44	155	4389	290	556	334	711
BOOK TOTALS	142381	1319	1698	142002	4260	3357	5579	5055

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audio Books on CD	5701	90	1	5790	191	57	281	58
Music CD	10231	27	8	10250	97	23	124	31
Playaway	377	0	1	376	2	3	2	4
DVDs (DVD & Blu-ray)	18848	124	9	18963	573	25	697	34
CD-ROMs	154	0	3	151	0	5	0	8
ADULT TOTALS	35311	241	22	35530	863	113	1104	135
KIDS								
Audio Books	708	4	21	691	18	47	22	68
Childrens Music CD	915	0	2	913	3	4	3	6
Junior Music CD	176	0	0	176	1	24	1	24
Playaway	83	0	0	83	5	0	5	0
DVDs (DVD & Blu-ray)	5602	82	25	5659	108	89	190	114
KIDS TOTALS	7484	86	48	7522	135	164	221	212
TEEN								
Audio Books on CD	302	1	53	250	23	1	24	54
Playaway	70	0	0	70	0	0	0	0
DVDs (DVD & Blu-ray)	649	13	19	643	41	70	54	89
CONSOLE GAMES	491	25	5	511	69	42	94	47
PC-GAMES	59	0	0	59	0	0	0	0
TEEN TOTALS	1571	39	77	1533	133	113	172	190
AUDIOVISUAL TOTALS	44366	366	147	44585	1131	390	1497	537
COLLECTION TOTALS	186747	1685	1845	186587	5391	3747	7076	5592

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- NOVEMBER 2015

BOOKS	Previous Month Totals	Montly Update Items	Current Totals	Prev. Mo. YTD		YTD	
				A	W	Added	Discards
Hoopla (Yearly for all ages)	12,928		12,928				
Reference (Yearly for all ages)	549		549				
eRead Illinois (Monthly for all ages)	23302	221	23523	2548	0	2769	0
TOTALS FOR ALL AGES	36,779	221	37,000	2548	0	2769	0
ADULT							
Non-Fiction							
eMedia (Overdrive Consortium)	2,201	9	2,210	41	0	50	0
eMedia (Overdrive Advantage)	617	10	627	26	0	36	0
Fiction							
eMedia (Overdrive Consortium)	8,883	55	8,938	209	0	264	0
eMedia (Overdrive Advantage)	2,158	51	2,209	170	0	221	0
ADULT TOTALS	13,859	125	13,984	446	0	571	0
KIDS							
Non-Fiction							
eMedia (Overdrive Consortium)	73	0	73			0	
eMedia (Overdrive Advantage)	6	0	6			0	
Fiction							
eMedia (Overdrive Consortium)	1,161	15	1,176	21	0	36	0
eMedia (Overdrive Advantage)	141	0	141	1	0	1	
KIDS TOTALS	1,381	15	1,396	22	0	37	0
TEEN							
Non-Fiction							
eMedia (Overdrive Consortium)	68	0	68	1		1	
eMedia (Overdrive Advantage)	10	0	10			0	
Fiction							
eMedia (Overdrive Consortium)	1,932	21	1,953	40	0	61	0
eMedia (Overdrive Advantage)	340	0	340	9	0	9	
TEEN TOTALS	2,350	21	2,371	50	0	71	0
BOOK TOTALS	54,369	382	54,751	3066	0	3,448	0

AUDIOVISUAL	Previous Month Totals	Added Items		Current Totals	Prev. Mo. YTD		YTD	
					A	W	Added	Discarded
Hoopla (Yearly for all ages)								
Audio Books	16,978			16,978				
Music	255,428			255,428				
Movies/TV	17,497			17,497				
eRead Illinois Audio Books	2,423	155		2,578	680	0	835	0
Yearly Total for All Ages	292,326	155		292,481	680	0	835	0
ADULT								
Audio Books								
eMedia (Overdrive Consortium)	3,491	9		3,500	6		15	0
eMedia Advantage (Overdrive)	347	20		367	18		38	0
Movies								
Preloaded Roku Titles	424	11		435	44		55	
ADULT TOTALS	4,262	40		4,302	68	0	108	0
KIDS								
Audio Books								
eMedia Library (Overdrive)	220	2		222	1		3	
eMedia Advantage (Overdrive)	1	0		1				
Movies								
Preloaded Roku Titles	70	2		72	12		14	
KIDS TOTALS	291	4		295	13	0	17	0
TEEN								
Audio Books								
eMedia Library (Overdrive)	440	5		445	2		7	0
eMedia Advantage (Overdrive)	12	0		12	1		1	0
TEEN TOTALS	452			457	0	0	8	0
AUDIOVISUAL TOTAL	297,331	199		297,535	761	0	968	0
COLLECTION TOTALS	351,700	581		352,286	3827	0	4,416	0

STATISTICS FOR	Dec-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
<u>Circulation</u>					
Adult	33,758	38,750	214,333	243,166	-11.86%
Teen	2,843	3,426	17,702	23,175	-23.62%
Kids	15,683	17,286	118,672	122,093	-2.80%
TOTAL	52,284	59,462	350,707	388,434	-9.71%
Electronic Circulation	4,228	3,194	26,254	21,406	22.65%
GRAND TOTAL CIRC.	56,512	62,656	376,961	409,840	-8.02%
% Reciprocal Borrowing	13%	15%	14%	14%	
Patron Visits	29,624	30,855	218,769	226,993	-3.62%
<u>Current Cards</u>					
Resident	121	130	21,478	22,573	-4.85%
Non-Resident	81	74	917	869	5.52%
TOTAL	202	204	22,395	23,442	-4.47%
Non-Resident Households	37	53	497	445	11.69%
<u>Patron Assistance</u>					
Adult - Reference	2,378	2,521	19,030	18,406	3.39%
Kids - Reference	1,036	1,101	8,272	7,708	7.32%
TOTAL REFERENCE	3,414	3,622	27,302	26,114	4.55%
Adult - Other	1,296	2,006	11,467	11,628	-1.38%
Kids - Other	1,473	1,201	11,147	9,444	18.03%
TOTAL OTHER	2,769	3,207	22,614	21,072	7.32%
GRAND TOTAL ASST.	6,183	6,829	49,916	47,186	5.79%
<u>ILL/Reserves</u>					
Holds	7,489	7,287	45,835	47,306	-3.11%
ILLs Sent	3,148	3,832	20,101	25,973	-22.61%
ILLs Checked Out	4,011	4,560	26,174	29,024	-9.82%
ILLs Received	4,513	4,954	27,470	31,684	-13.30%
<u>Programs - Adult</u>					
# Programs	6	4	50	37	35.14%
Attendance	107	97	1,123	946	18.71%
<u>Technology Classes</u>					
# Programs	6	5	38	65	-41.54%
Attendance	47	38	429	616	-30.36%
<u>Individual Technology Training</u>					
# of Patrons	140	88	450	665	-32.33%
<u>Groups</u>					
# Programs	8	11	69	73	-5.48%
Attendance	79	89	699	788	-11.29%
<u>Others</u>					
# Programs	1	0	7	5	40.00%
Attendance	0	0	233	198	17.68%
<u>Programs - Teen</u>					
# Programs	5	1	45	40	12.50%
Attendance	65	28	678	672	0.89%
<u>Programs - Kids</u>					
# Programs	6	3	141	178	-20.79%
Attendance	181	179	4,446	5,161	-13.85%
GRAND TOTAL ATT.	619	519	8,058	9,046	-10.92%

STATISTICS FOR	Dec-15	SAME MONTH PREV. YEAR	FYTD	LAST FYTD	FYTD % CHANGE
Computers -					
Patron Use					
Adult Computers	3,125	3,313	23,207	22,038	5.30%
Kids Computers	1,204	1,295	9,347	10,062	-7.11%
Teen Laptop	152	191	1,315	1,790	-26.54%
Adult Laptop	114	155	1,229	1,779	-30.92%
TOTAL PATRON USE	4,595	4,954	35,098	35,669	-1.60%
Hours Used					
Adult Computers	2,255	2,167	15,915	15,574	2.19%
Kids Computers	898	791	6,212	5,885	5.56%
Teen Laptop	197	340	1,668	3,235	-48.44%
Adult Laptop	202	233	1,806	3,749	-51.83%
TOTAL HOURS USED	3,552	3,531	25,601	28,443	-9.99%
IPPL Total Web Site Access	23,606	27,446	168,242	156,517	7.49%
IPPL Total Page Views	50,416	51,732	332,187	301,534	10.17%
Subscription Database Logins	2,750	2,819	16,069	16,178	-0.67%
Outreach-Homebound					
Items Delivered	156	97	922	684	34.80%
Volunteers					
Number Active	52	53			
Hours Worked	355.25	329.75	3,095.25	2,388.75	29.58%
Staff Training Hours	36	199	404.25	796.50	-49.25%
Room Use					
Multi-Purpose Room	19	4	171	127	34.65%
Meeting Room					
Library	23	22	202	247	-18.22%
Non-Library	6		51		
Group Study Room	219	184	1,273	1,178	8.06%
Lobby Programs	5	3	29	18	61.11%
Conference Room					
Library	17	15	96	109	-11.93%
Non-Library	20		126		
Clavinova	0	0	6	1	500.00%

MATERIALS COLLECTION TOTALS FOR PHYSICAL FORMATS - DECEMBER 2015

65

BOOKS	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Reference	1230	8	41	1197	39	49	47	90
Non-Fiction	51321	429	230	51520	1512	2377	1941	2607
Fiction	39072	348	986	38434	2083	1403	2431	2389
ADULT TOTALS	91623	785	1257	91151	3634	3829	4419	5086
KIDS								
Reference	21	0	0	21	0	0	0	0
Non-Fiction	16266	90	49	16307	287	215	377	264
Fiction	29703	136	14	29825	1324	300	1460	314
KIDS TOTALS	45990	226	63	46153	1611	515	1837	578
TEEN								
Non-Fiction	727	6	0	733	46	6	52	6
Fiction	3662	42	110	3594	288	705	330	815
TEEN TOTALS	4389	48	110	4327	334	711	382	821
BOOK TOTALS	142002	1059	1430	141631	5579	5055	6638	6485

AUDIOVISUAL	Previous Month Totals	Added Items	Discarded Items	Current Totals	Prev. Mo. YTD		YEAR TO DATE	
					A	W	Added	Discarded
ADULT								
Audio Books on CD	5790	40	1	5829	281	58	321	59
Music CD	10250	69	5	10314	124	31	193	36
Playaway	376	0	3	373	2	4	2	7
DVDs (DVD & Blu-ray)	18963	170	205	18928	697	34	867	239
CD-ROMs	151	0	1	150	0	8	0	9
ADULT TOTALS	35530	279	215	35594	1104	135	1383	350
KIDS								
Audio Books	691	4	5	690	22	68	26	73
Childrens Music CD	913	19	1	931	3	6	22	7
Junior Music CD	176	1	0	177	1	24	2	24
Playaway	83	0	0	83	5	0	5	0
DVDs (DVD & Blu-ray)	5659	41	9	5691	190	114	231	123
KIDS TOTALS	7522	65	15	7572	221	212	286	227
TEEN								
Audio Books on CD	250	1	0	251	24	54	25	54
Playaway	70	0	0	70	0	0	0	0
DVDs (DVD & Blu-ray)	643	10	0	653	54	89	64	89
CONSOLE GAMES	511	16	3	524	94	47	110	50
PC-GAMES	59	0	0	59	0	0	0	0
TEEN TOTALS	1533	27	3	1557	172	190	199	193
AUDIOVISUAL TOTALS	44585	371	233	44723	1497	537	1868	770
COLLECTION TOTALS	186587	1430	1663	186354	7076	5592	8506	7255

MATERIALS COLLECTION TOTALS FOR ELECTRONIC FORMATS- DECEMBER 2015

BOOKS	Previous Month Totals	Monthly Update Items	Current Totals	Prev. Mo. YTD		YTD	
				A	W	Added	Discards
Hoopla (Yearly for all ages)	12,928		12,928				
Reference (Yearly for all ages)	549		549				
eRead Illinois (Monthly for all ages)	23523	374	23897	2769	0	3143	0
TOTALS FOR ALL AGES	37,000	374	37,374	2769	0	3143	0
ADULT							
Non-Fiction							
eMedia (Overdrive Consortium)	2,210	5	2,215	50	0	55	0
eMedia (Overdrive Advantage)	627	4	631	36	0	40	0
Fiction							
eMedia (Overdrive Consortium)	8,938	42	8,980	264	0	306	0
eMedia (Overdrive Advantage)	2,209	34	2,243	221	0	255	0
ADULT TOTALS	13,984	85	14,069	571	0	656	0
KIDS							
Non-Fiction							
eMedia (Overdrive Consortium)	73	0	73			0	
eMedia (Overdrive Advantage)	6	0	6			0	
Fiction							
eMedia (Overdrive Consortium)	1,176	18	1,194	36	0	54	0
eMedia (Overdrive Advantage)	141	0	141	1	0	1	
KIDS TOTALS	1,396	18	1,414	37	0	55	0
TEEN							
Non-Fiction							
eMedia (Overdrive Consortium)	68	0	68	1		1	
eMedia (Overdrive Advantage)	10	0	10			0	
Fiction							
eMedia (Overdrive Consortium)	1,953	31	1,984	61	0	92	0
eMedia (Overdrive Advantage)	340	10	350	9	0	19	
TEEN TOTALS	2,371	41	2,412	71	0	112	0
BOOK TOTALS	54,751	518	55,269	3448	0	3,966	0

AUDIOVISUAL	Previous Month Totals	Added Items	Current Totals	Prev. Mo. YTD		YTD	
				A	W	Added	Discarded
Hoopla (Yearly for all ages)							
Audio Books	16,978		16,978				
Music	255,428		255,428				
Movies/TV	17,497		17,497				
eRead Illinois Audio Books	2,578	333	2,911	835	0	1168	0
Yearly Total for All Ages	292,481	333	292,814	835	0	1168	0
ADULT							
Audio Books							
eMedia (Overdrive Consortium)	3,500	7	3,507	15		22	0
eMedia Advantage (Overdrive)	367	4	371	38		42	0
Movies							
Preloaded Roku Titles	435	19	454	55		74	
ADULT TOTALS	4,302	30	4,332	108	0	138	0
KIDS							
Audio Books							
eMedia Library (Overdrive)	222	3	225	3		6	
eMedia Advantage (Overdrive)	1	0	1				
Movies							
Preloaded Roku Titles	72	4	76	14		18	
KIDS TOTALS	295	7	302	17	0	24	0
TEEN							
Audio Books							
eMedia Library (Overdrive)	445	4	449	7		11	0
eMedia Advantage (Overdrive)	12	0	12	1		1	0
TEEN TOTALS	457		461	0	0	12	0
AUDIOVISUAL TOTAL	297,535	370	297,909	960	0	1342	0
COLLECTION TOTALS	352,286	888	353,178	4408	0	5,308	0

Chamber Report

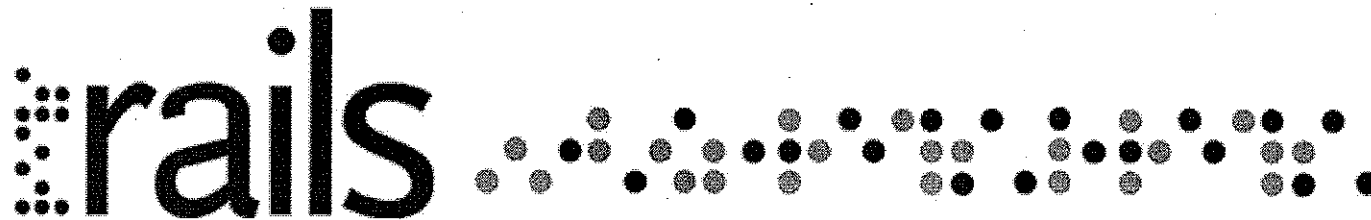
The Indian Prairie Public Library, Darien Chamber of Commerce, and Willowbrook/Burr Ridge Chamber of Commerce and Industry will host their second annual Teen Job Fair on Saturday, April 9, from 1 to 3:30 p.m. at the library. The fair is for teens seeking employment, internships, and/or volunteer opportunities.

Teen Librarian Tyler Works and I met with Darien Chamber of Commerce President and CEO Clare Bongiovanni and Willowbrook/Burr Ridge Chamber of Commerce and Industry Executive Director Cheryl Collins in December to begin the planning process. Promotional materials have been developed, and we are soliciting local businesses to participate. There is no fee to participate, but space is limited so tables are first come, first served. Businesses can fill out the online form at jobfair.ippl.info if they are interested in participating. To be included in all event promotions, forms must be filled out by Monday, Feb. 29.

I also attended the Darien Chamber of Commerce's holiday luncheon on Dec. 15, where I met City of Darien Community Development Director Dan Gombac and Arianne Kinsella, the new marketing coordinator for MFC Sports Performance in Darien. I also talked to Alfonso Marciante, the director of school services at the FranCenter in Darien, whom I have met before. The FranCenter sponsored the library's 2015 Homemade Readers Summer Reading Challenge finale event in August.

In addition, I attended the Willowbrook/Burr Ridge Chamber of Commerce and Industry's January luncheon meeting at the Marriott Burr Ridge. The meeting's presentation was the State of the Villages by Willowbrook Mayor Frank Trilla and Burr Ridge Mayor Mickey Straub. I sat with Janet Kowal, the events coordinator for the Village of Burr Ridge. Janet introduced me to Christina Komer, the marketing director for Burr Ridge Village Center, and we all discussed some future event possibilities.

Marianne Ryan, Marketing Coordinator
Jan. 8, 2016



 e-news

Annual Library Certification Now Open – New ILL Traffic Survey Requirement

The online certification form all RAILS libraries must complete to certify that they are meeting system membership requirements is now available on the [Illinois State Library's certification website](#). Before completing the form, all libraries are required to complete the annual [Interlibrary Loan \(ILL\) Traffic Survey](#) (covering July 1, 2014 – June 30, 2015). This is a new requirement this year.

All RAILS libraries must complete the ILL survey and the certification form by Thursday, March 31, to remain eligible for system services such as delivery, continuing education, grant projects, and other programs/services. If you have any questions, contact the RAILS certification team at certification@railslibraries.info or 630.734.5160.

January 22 RAILS Board Meeting

The RAILS Board will meet on Friday, January 22, at 1 p.m., in person at the RAILS Burr Ridge service center and other videoconference locations. The meeting will also be streamed and recorded for viewing at a later date. See the [RAILS website](#) for an agenda and supporting documents when available.

Webinar on Creating Strong Technology Proposals February 9

Tune into this webinar on Tuesday, February 9, from 10:00 – 11:30 a.m., to learn the tricks to writing effective technology proposals. Log into L2 for [more information/registration](#).

Online Class on Copy Cataloging Using RDA Feb 9, 10, & 11

"Copy Cataloging of Monographs Using RDA," a three-part workshop, will show you the fundamentals of copy cataloging, foundations behind RDA (Resource Description and Access), the tools included in the RDA toolkit, and more. The course will be held Tuesday, February 9 through Thursday, February 11, from 1 – 3 p.m. Please attend all three sessions. Register only one person per library as space is limited. Log into L2 for [more information, prerequisites, and registration](#).

Webinar on Library Safety and Security February 11

Dr. Steve Albrecht, author of *Library Security*, a new book published by the American Library Association (ALA), will present the webinar "The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth" on Thursday, February 11, from 10 - 11 a.m. Log into L2 for an [agenda, registration, and more information](#).

Group Viewing of Webinar on Designing Library Websites February 3

Join us on Wednesday, February 3, from 1:30 – 3:00 p.m., for a group viewing of this

January 13, 2016

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 22 RAILS Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[January 14 I-9 Briefing](#)

[January 20 Grant Writing](#)

[January 21 Space Planning Without the Space](#)

[January 26 Conducting Effective Meetings](#)

[January 26 Retrofitting Libraries for Mobile Devices](#)

[January 28 Using Reviews/Annotations for Readers Advisory](#)

American Library Association (ALA) workshop. Viewing locations include the RAILS Burr Ridge, Coal Valley, and East Peoria service centers. The Naperville Public Library (95th Street Branch) has also been added as a location and more locations may be added. Log into L2 for [registration and more information](#).

Other RAILS CE Opportunities:

[I-9 Briefing Webinar January 14](#)

[Grant Writing January 20](#)

[Space Planning Webinar January 21](#)

[Retrofitting Libraries for Mobile Devices January 26](#)

[Conducting Effective Board Meetings January 26](#)

[Using Reviews and Annotations for Readers Advisory January 28](#)

New Additions to the CE Archives

If you missed the recent RAILS webinars about book blogging, copyright and Interlibrary Loan (ILL), readers' advisory for school librarians, or serving youth with disabilities, recordings are now available on the [RAILS CE Archives](#) page. Log into the [RAILS website](#) (with the email address and password used for [L2](#)) to view full content.

Program on Job Descriptions February 19

The Management Association will tell you what you need to know about developing accurate job descriptions on Friday, February 19, from 9 a.m. - 1 p.m. at the Brimfield Public Library District. This workshop is sponsored by the [Rural Directors](#) networking group and is funded by a RAILS [networking/continuing education group grant](#). See [more information/registration](#).

RAILS Member Networking Event in Northbrook February 4

RAILS members from all types of libraries are invited to hear the latest RAILS news and network with colleagues on [Thursday, February 4, from 2 - 4 p.m.](#), at the Wiss, Janney, Elstner Associates Library in Northbrook.

RAILS Member Networking Event in Cherry Valley March 3

Join RAILS and your colleagues at the Cherry Valley Public Library District on [Thursday, March 3, from 1 - 3 p.m.](#), to hear the latest RAILS news and network with colleagues.

RAILS Online Networking Event for Academic Library Staff February 10

There will be an online networking event for all RAILS academic library staff on [Wednesday, February 10, from 10 - 11 a.m.](#) In addition to hearing the latest RAILS news for academic libraries, participants will have the opportunity to share their library news and network with colleagues virtually.

RAILS Online Networking Event for School Library Staff February 10

On [Wednesday, February 10, from 2:30 - 3:30 p.m.](#), all RAILS school library staff will have the opportunity to hear the latest RAILS news of special interest to schools and to network with colleagues virtually.

RAILS Website Update

[February 3 Designing Effective Websites](#)

[February 9 Creating Technology Proposals](#)

[February 9, 10, 11 Cataloging Using RDA](#)

[February 11 Library Security](#)

[E-rate Webinars](#)

RAILS Networking Events

[February 4 - Northbrook](#)

[March 3 - Cherry Valley](#)

[February 10 - Academic](#)

[February 10 - School](#)

Archives

[RAILS E-News Archives](#)

Subscriptions

[Subscribe to RAILS communications](#)

[Unsubscribe from this list](#)

[Update subscription preferences](#)

[Forward to a friend](#)

As part of our website redesign project, RAILS is removing some old and outdated content (announcements of long-past events and member library news, unpublished job listings, etc.) from the RAILS site during the next several weeks. If you have any questions, please contact [Brian Smith](#), RAILS Applications and Web Developer.

Reminder: Per Capita Grant Applications Due January 15

The deadline for the [FY2016 Public Library Per Capita Grant](#) application is Friday, January 15. For more information, see this ["How To" webinar](#) and the [December 31 edition of ISL E-News](#).

Please note that completion of the Edge Assessment is a requirement for the grant. See [more information](#) and view [this webinar](#) on the Edge Assessment. Contact [Debra Aggeritt](#) at ISL or ce@railslibraries.info with Edge Assessment questions.

Support Libraries by Attending a Legislative Breakfast or Lunch

The Illinois Library Association is sponsoring [legislative meet-ups](#) throughout the state in February 2016. This is a great opportunity to talk to legislators about issues affecting libraries, including the need for full state funding for libraries and library systems. Trustees and staff from all types of libraries are encouraged to attend.

Call for Proposals for 2016 Illinois Library Association Conference

The 2016 Illinois Library Association's (ILA's) Annual Conference, "Discovery Advocacy Leadership," will be held October 18 - 20, at the Donald E. Stephens Convention Center in Rosemont. The ILA Annual Conference Program Committee is seeking program proposals by April 1. [See more information.](#)

Registration Open for the Illinois Youth Services Institute (IYSI)

The 2016 [Illinois Youth Services Institute \(IYSI\)](#) will be held on April 1 - 2, at the Marriott Bloomington-Normal Hotel and Conference Center. Registration is now open and "early bird" pricing ends on February 24. [See more information.](#)

ALA Seeks Proposals for Diversity Grants

The American Library Association's (ALA's) Office for Literacy and Outreach Services seeks proposals for the 2016-2017 Diversity Research Grant program. The application deadline is March 1, 2016. [See more information.](#)

National Leadership Grants and Laura Bush 21st Century Librarian Program Grants

The Institute of Museum and Library Services (IMLS) announces funding opportunities for the second cycle of the FY2016 [National Leadership Grants for Libraries \(NLG\)](#) and the [Laura Bush 21st Century Librarian Program \(LB21\)](#). Preliminary proposals will be accepted until Tuesday, February 2. Here are some tips on [submitting a competitive proposal](#).

RAILS Library Director News

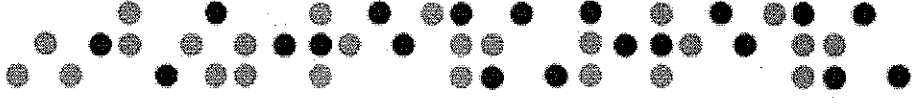
Sue Quinn is now the Interim Director of the River Forest Public Library.

Do you have library director changes to share? Let RAILS [Communications](#) know of changes in library directors (and the effective date of the changes) 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. (All RAILS members are welcome to post their news to the

rails



e-news

Library Certification Delayed Until January 11

On January 4, the Illinois State Library (ISL) issued a notice stating that due to a technical issue, ISL's online Annual Library Certification form will be unavailable until Monday, January 11, 2016. To complete your library's certification, please revisit the State Library's [Annual Library Certification web page](#) after that date.

In addition, libraries that certified the morning of Monday, January 4 will need to re-enter their certification data. ISL apologizes for any inconvenience this may have caused. For further questions, please call 800.665.5576, option 2 or email ISL_Certify@ilsos.net.

Update on Grants to Join a RAILS Shared Catalog

RAILS offers [grants](#) for joining or upgrading membership in one of four system-supported, [shared online catalogs](#) (or LLSAPs). Typically, there are four award periods each fiscal year. RAILS is in the process of reviewing and finalizing grant awards for the third period.

The fourth award period for FY2016 has been canceled because available funds have already been accounted for. Funding will be awarded to the eight Illinois libraries currently in [Rivershare](#). These libraries will be joining PrairieCat with an anticipated "go live" date of May 2016.

RAILS is pleased to offer these grants that increase resource sharing and give library patrons access to a much wider variety of materials all in one shared catalog. Stay tuned for information on FY2017 grants.

Check Out What's New at RAILS

RAILS periodically publishes a "[What's New at RAILS](#)" flyer. The latest edition gives brief updates on the work of the System Membership Standards Committee, a look at upcoming RAILS continuing education opportunities, networking events, and more.

Public Web Browser Available at No Cost to RAILS Members

RAILS has negotiated access to [Public Web Browser](#) (PWB) as a benefit for RAILS libraries of all types (academic, public, school, and special) through December 24, 2016. PWB works with Microsoft's Internet Explorer and is designed for use in public areas. Only library staff are able to make customizations such as setting the home page, favorites, default printer, etc. To access PWB, log into the RAILS website (with the email address/password used for L2) and see the [installation instructions](#).

If you are a current PWB subscriber, please share this information with your system

January 6, 2016

[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 22 RAILS Board Meeting](#)

[All board and committee meetings](#)

Upcoming RAILS CE

[January 14 I-9 Briefing](#)

[January 20 Grant Writing](#)

[January 21 Space Planning Without the Space](#)

[January 26 Conducting Effective Meetings](#)

[January 26 Retrofitting Libraries for Mobile Devices](#)

[January 28 Using Reviews/Annotations for Readers Advisory](#)

administrator so they can update your current license. Contact Amanda Musacchio, RAILS Resource Sharing Specialist, at amanda.musacchio@railslibraries.info with questions.

Public Libraries Can Update Nonresident Fee Information in L2

Public library directors or designated staff can now report nonresident card participation/fees by logging into the [Library Learning \(L2\) website](#), going to your library's profile, and clicking the "Edit nonresident card status" link in the sidebar. See [more information](#).

RAILS Inclement Weather and Emergency Closings

Curious about RAILS' procedures for emergency/weather-related closings? See the [emergency and weather-related closings](#) page on the RAILS website.

Group Viewing of Webinar on Designing Effective Library Websites February 3

Join us on Wednesday, February 3, from 1:30 – 3:00 p.m., for a group viewing of this American Library Association (ALA) workshop. Viewing locations include the RAILS Burr Ridge, Coal Valley, and East Peoria service centers. (Additional locations may be added.) Log into L2 for [registration and more information](#).

Conducting More Effective Meetings January 26

Julie Tappendorf, an attorney with Ancel Glink, will focus on voting and parliamentary procedures that will help you run effective board meetings. This program will be held at the Burr Ridge service center and also via live streaming on Tuesday, January 26, from 9:30 – 10:30 a.m. Log into L2 for [more information/registration](#).

Webinar on Retrofitting Libraries for Mobile Devices January 26

Carson Block will show you how to adapt your library space to meet the mobile needs of your community in this webinar on Tuesday, January 26, from 1:30 - 3:00 p.m. Log into L2 for [more information/registration](#).

Webinar on Using Reviews and Annotations for Readers Advisory January 28

Rebecca Vnuk will provide tips on how to use review sources and annotations to help you advise your patrons on January 28, from 2 – 3:30 p.m. Log into L2 for [more information/registration](#).

Other RAILS CE Opportunities:

[E-rate Webinar on Form 471 January 13](#)

[I-9 Briefing Webinar January 14](#)

[Grant Writing January 20](#)

[Space Planning Webinar January 21](#)

Continuing Education (CE) Grants

RAILS offers grants to networking groups in our area to fund CE events. Events must be made available to RAILS members and be of interest to a wide range of library staff. The deadline for the current award period is January 29. Visit www.railslibraries.info/ce/ce-grant-form.

RAILS Member Networking Event in Northbrook February 4

All RAILS members working in all types of libraries are welcome to attend a networking event at the Wiss, Janney, Elstner Associates library in Northbrook on [Thursday, February 4, from 2](#)

73
[February 3 Designing Effective Websites](#)

[E-rate Webinars](#)

RAILS Networking Events

[February 4 - Northbrook](#)

[March 3 - Cherry Valley](#)

[February 10 - Academic](#)

[February 10 - School](#)

Archives

[RAILS E-News](#)

[Archives](#)

Subscriptions

[Subscribe to RAILS communications](#)

[Unsubscribe from this list](#)

[Update subscription preferences](#)

[Forward to a friend](#)

- 4 p.m. You'll hear the latest RAILS news and have plenty of time to network with colleagues.

RAILS Member Networking Event in Cherry Valley March 3

Join RAILS and your colleagues at the Cherry Valley Public Library District on Thursday, March 3, from 1 - 3 p.m to hear the latest RAILS news and network with colleagues.

RAILS Online Networking Event for Academic Library Staff February 10

There will be an online networking opportunity for all RAILS academic library staff on Wednesday, February 10, from 10 - 11 a.m. In addition to hearing the latest RAILS news for academic libraries, participants will have the opportunity to share their library news and network with colleagues virtually.

RAILS Online Networking Event for School Library Staff February 10

On Wednesday, February 10, from 2:30 - 3:30 p.m., all RAILS school library staff will have the opportunity to hear the latest RAILS news of special interest to schools and to network with colleagues virtually.

Reminder: Per Capita Grant Applications Due January 15

The deadline for the FY2016 Public Library Per Capita Grant application is Friday, January 15. For more information, see this "How To" webinar and the December 31 edition of ISL E-News.

Please note that completion of the Edge Assessment is a requirement for the grant. See more information and view this webinar on the Edge Assessment. Contact Debra Aggert at ISL or ce@railslibraries.info with Edge Assessment questions.

Libraries Transform at ALA Midwinter Meeting

The American Library Association's (ALA's) Libraries Transform campaign highlights the transformative nature of all types of libraries and the critical role they play in the digital age. If you're attending the ALA Midwinter meeting, visit the Networking Uncommons and the ALA Lounge to participate in interactive activities and to pick up some Libraries Transform ribbons, stickers, postcards, and other giveaways. Also plan on attending these innovative conference events.

FY2016 Live and Learn Construction Grant Applications Available

In the December 18 edition of ISL E-News, the Illinois State Library announced that applications for the public library FY2016 Live & Learn Construction Grant Program are available. See more information. Applications are due by March 1, 2016. A webinar on the application process and grant requirements will be held on Tuesday, January 12, at 10 a.m. For more information about public library construction programs, contact Mark Shaffer, Pat Boze, or Jay O'Dell.

National Leadership Grants and Laura Bush 21st Century Librarian Program Grants

The Institute of Museum and Library Services (IMLS) announces the Notice of Funding Opportunities (NOFOs) for the second cycle of FY2016 National Leadership Grants for Libraries (NLG) and the Laura Bush 21st Century Librarian Program (LB21). Preliminary proposals will be accepted until Tuesday, February 2.

RAILS Library Director News

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

Mature Games Proposal

Staff requests approval to begin purchasing video games with the rating of Mature. The Mature rating according to the ESRB is content intended for audience 17+.

Staff feel that by not purchasing M-rated games, we are in conflict with the Materials Selection Policy in the following ways:

- Our Materials Selection Policy states, "Staff use the following criteria to select material..."
 - "Attention given by critics, reviewers and/or professional selection aids"
 - In numerous recommended lists of games from 2015 at least 50% of them are rated "mature".
 - "Popular Demand"
 - The Fiscal Times list the top 10 games of 2014 and five of them are rated "mature", one is rated "teen" and four are rated for "everyone". In Fiscal Times, for the top ten games of 2015 five also were rated "mature", two are rated "teen" and three are rated for "everyone".
 - 32% of youth 12-16...play games that are listed as appropriate only for people older than they are (Pew Study).
 - 32% of gaming teens report that at least one of their favorite games is rated Mature (Pew Study).
 - 12-14 year olds are equally as likely to play Mature rated games as their 15-17 year old counterparts (Pew Study).
- Our Materials Selection Policy states, "The library director, board of trustees and staff do not restrict access to library materials. The choice of library materials is an individual matter." Staff currently will place holds on mature games at another library, or the patron can place the hold themselves and staff check out that mature game to a patron of any age. Not buying mature games conflicts with this and it's confusing to library members.

Out of 31 libraries that have active video game collections (they continually develop the collection), 27 offer mature games. Four libraries with an active collection do not offer mature games. Of seven libraries who do not maintain an active collection two offer mature games. (see attached)

Attached is the Materials Selection Policy with the addition of proposed wording on the second page that states that "Games rated mature are purchased and shelved in the Adult Services Department."

Active Video Game Collection with Mature Games	Active Video Game Collection with No Mature Games	Video Game Collections, Little or No Development
Berwyn	Alsip-Merrionette	Blue Island
Bridgeview	Homewood	Harvey
Brookfield	Palos Heights	Hinsdale
Cicero	River Forest	Riverside
Calumet City		Westchester
Chicago Ridge		Crete*
Downers Grove		Hodgkins*
Eisenhower		
Elmwood Park		
Evergreen Park		
Forest Park		
Frankfort		
Glenwood-Lynwood		
Hillside		
La Grange		
La Grange Park		
Lyons		
Matteson		
Northlake		
Oak Lawn		
South Holland		
Steger-South Chicago Heights		
Stickney Forest		
Thomas Ford		
Tinley Park		
Westmont		
Woodridge		
*Contains Mature Games		

This policy must be reviewed by the Board biannually.

MATERIALS SELECTION POLICY

501 - Philosophy

The Indian Prairie Public Library District strives to provide all people with access to diversified collections of literary, educational, informational, and recreational materials. Indian Prairie endeavors to build a popular collection representing varying points of view. In accordance with Serving Our Public: Standards for Illinois Public Libraries, Indian Prairie will allocate not less than 12% of its operating budget on materials annually.

505 - Access to the Collection

The library director, trustees and staff do not restrict access to library materials. The choice of library materials by users is an individual matter. Responsibility for library materials used by children rests with their parents or guardians. Parents who wish to supervise their children's selections are encouraged to come to the library with their children and/or to preview materials before allowing their children access. (See Appendix E) While a person may reject materials for himself or herself or for his or her children, he/she cannot exercise censorship to restrict access by others. The Indian Prairie Board of Trustees supports intellectual freedom and endorses the Library Bill of Rights of the American Library Association (See Appendix A), the Freedom to Read statement of the American Library Association and the Association of American Publishers (See Appendix B), and the Freedom to View statement of the Educational Films Library Association (See Appendix C) and Access to Electronic Information, Services and Networks adopted by the ALA Council (See Appendix D).

515 - Responsibility and Criteria for Selection

Staff conduct selection according to the materials selection policy. Because it is impossible for staff to examine all items being considered for purchase, they depend on reviews found in standard sources and other selection aids. Suggestions for materials to be purchased are welcome from patrons, trustees and staff. An attempt will be made to borrow, through interlibrary loan, any item requested which is out of print or that the library determines does not meet the criteria for selection.

Within the framework of financial resources and available space, staff use any of the following criteria to select materials:

Informational materials that are accurate and up-to-date

Popular demand; the number of copies purchased varies with the expected demand.

Curriculum support.

Diversity of subjects, ideas and opinions.

Relevance to community interests and needs

Literary quality

Reputation and or significance of author or illustrator.

Attention given by critics, reviewers and/or professional selection aids.

78

Current or historical significance

Availability of materials and informational resources in the community or the library system.

Price

Quality of format including technical quality of non-book materials.

In Youth Services staff will not purchase CDs marked with a "parental advisory". In Youth Services staff purchase DVDs rated G, PG and PG13 and games rated E, 10+, and Teen. **Games rated mature are purchased and shelved in the Adult Services Department.** In Adult Services, DVDs rated or "NC-17" will not be added to the collection. The library does purchase DVDs that are not rated. **Games rated mature are housed in the Adult Services Collection.**

525 – Gifts (see also 1100)

525.1 – Materials

In accepting donations of any materials intended for the library, the right of the final disposition of such gifts is reserved for the Library Director and staff. The same criteria for inclusion in the collection that are used for purchase decisions shall be applied to gifts. Gifts that cannot be added to the collection shall be disposed of at the discretion of the Library. They may be given to the Friends of the Library for its book sale.

The library will not accept donations of the following:

- encyclopedias more than 10 years old
- magazines over one year old
- National Geographic
- Reader's Digest Condensed Books
- text books more than 2 years old
- books that are musty, mildewed, or soiled
- books with ripped covers or pages or broken spines.
- record albums

525.2 - Cash

Cash gifts donated as memorials or for other purposes are accepted for the purchase of library materials. The general nature or subject area of the materials to be purchased may be based upon the wishes of the donor. Selection of specific titles, however, will be made by the library staff in accordance with the needs and selection policy of the library. (See also 1100.2 Commemorative Book Program, 1100.3 Donations of Materials and 1100.7 Recognition of Gifts).

535 - Weeding of the Collection

In order to provide a vital collection of materials, items must be removed according to the same criteria by which new materials are added. A continual weeding process takes place.

Materials may be withdrawn if in poor physical condition, if the information contained is no longer current or accurate, if there are more duplicate copies than needed, or if the material, except for that with specific value, does not circulate for a period of time as specified in the Indian Prairie Collection Development Plan.

Withdrawn materials may be given to another library, offered to the Friends of the Library for sale, or disposed of. Withdrawn materials will not be saved for specific persons.

545 - Reconsideration of Library Materials

Residents of the District are free to voice their concern about specific library materials. Patrons who wish to have materials reconsidered will be referred to the librarian responsible for that area of the collection to discuss the matter.

After discussion with the staff, patrons who wish to further pursue questions about reconsideration of materials shall then prepare a formal written complaint by completing the "Library Materials Reconsideration Form," (See Appendix E) The Board of Trustees shall be notified of the receipt of all completed Reconsideration forms. Upon receipt of a completed form, the Library Director and the professional staff will review the material, and make a decision regarding the action to be taken. The Library Director shall then promptly, by written notification, inform the individual who has raised the question and the Board, of the decision which has been made. Information about all formal complaints made to the Library Director and their disposition shall be a part of the monthly report of the Director to the Board.

In the event that the decision made by the Library Director and the professional staff is not satisfactory to the patron, the patron has the right to present his complaint to the Board of Trustees. This shall be accomplished by written request to the President of the Board asking that the matter be placed on the agenda of a regular, public Board meeting. The President of the Board shall then schedule this within a reasonable period of time, and shall provide written notice to the requestor of the date and time of the meeting at which the Board will consider the matter.

The Board shall review the material in question and base the final decision concerning action to be taken on the criteria for selection and maintenance of the collection as defined in its official Materials Selection Policy. The person who has raised the question shall receive written notification of the action taken by the Board.

Appendices:

- A. Library Bill of Rights
- B. Freedom to Read Statement
- C. Freedom to View Statement
- D. Access to Electronic Information Services and Networks
- E. Library Materials Reconsideration Form

Proposal to Invest \$1,000,000.00 with MPI Investment Management

The library currently has \$1,442,592.00 in Illinois Funds which has been earning .045%. They just notified us that the monthly rate has changed to 0.107%. In the interest of earning more interest money and creating greater efficiency in management of the library's reserves, the Finance Committee is recommending that the library invest an additional \$1,000,000.00 with MPI for a total of \$2,595,918.00. The library would retain well over \$500,000.00 in cash which fits in with our cash flow projections.

The Finance Committee met with MPI to discuss earnings on the investment as well as viability of cash flow as needed by the library. I provided MPI with information as to the library's cash flow going back to July 2013 and forecasting to October 2016 along with capital expenses in 2016 (attached). They studied this and stated that they are able to set up the library's investments to bring a net yield of 1.25% and provide the needed cash flow. We also discussed how to plan for any points in time when the library would need a larger amount of money for capital projects such as \$150,000.00 for the parking lot in the future.

I've attached information from MPI as to what their investment policy would be. You may recall that MPI determines how to invest the money but the investments are actually made through Schwab so the money is protected. MPI's investment specialty is investing in government bonds and mortgage backed bonds which fits in the with the library's investment policy and the conservatism required by law for investment of public monies.

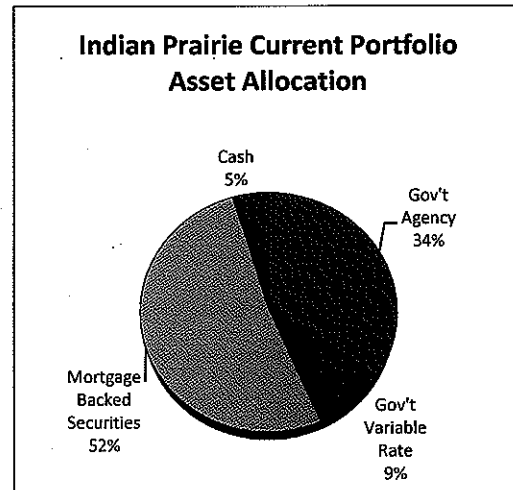
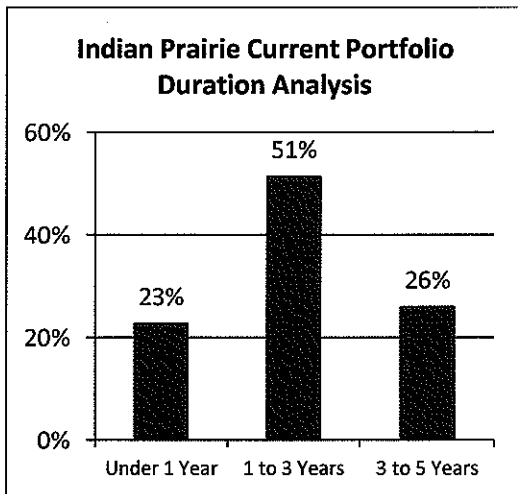
Date	Start Bank Balances	Other Revenue	Property Taxes	\$ Spent	End Bank Balances	Cash Available	\$ in IL Fund Bank Accts*	MPI Account	Capital Expenses
Jul-13	1,723,718.30	33,454.02	120,880.33	325,784.99	1,551,967.66	1,287,985.99	263,981.67	1,546,659.00	
Aug-13	1,551,967.66	22,321.48	103,276.70	342,052.22	1,335,513.62	1,064,652.93	270,860.69		
Sep-13	1,335,513.62	15,310.96	1,513,467.67	258,123.81	2,606,168.44	2,143,563.07	462,605.37		
Oct-13	2,606,168.44	25,830.54	49,973.55	266,242.13	2,415,730.40	1,946,443.10	469,287.30		
Nov-13	2,415,730.40	24,945.40	52,316.26	249,394.23	2,243,597.83	1,745,671.14	497,926.69		
Dec-13	2,243,597.83	3,502.28	52,361.41	719,149.89	1,580,311.63	1,539,967.68	40,343.95		
Jan-14	1,580,311.63	35,171.05	-	308,966.38	1,306,516.30	1,263,756.43	42,759.87		
Feb-14	1,306,516.30	17,998.40	18,610.62	241,526.85	1,101,598.47	1,058,838.12	42,760.35		
Mar-14	1,101,598.47	14,117.23	97,590.02	275,405.18	937,900.54	895,133.84	42,766.70		
Apr-14	937,900.54	68,801.98	-	278,316.22	728,386.30	685,619.14	42,767.16		
May-14	728,386.30	17,444.84	-	289,762.40	456,068.74	413,294.17	42,774.57		
Jun-14	456,068.74	16,048.79	1,489,269.65	331,641.67	1,629,745.51	1,586,970.42	42,775.09	1,563,711.00	
Jul-14	1,629,745.51	18,924.98	117,682.97	336,561.38	1,429,792.08	1,387,016.56	42,775.52		
Aug-14	1,429,792.08	17,542.59	95,850.26	321,470.10	1,221,714.83	1,178,938.90	42,775.93		
Sep-14	1,221,714.83	19,814.18	1,255,004.95	272,004.37	2,224,529.59	2,181,753.20	42,776.39		
Oct-14	2,224,529.59	23,009.23	105,407.51	246,639.96	2,106,306.37	2,063,529.56	42,776.81		
Nov-14	2,106,306.37	15,880.02	54,274.91	288,026.33	1,888,434.97	1,845,657.82	42,777.15		
Dec-14	1,888,434.97	17,266.63	39,903.35	284,612.88	1,660,992.07	1,618,214.37	42,777.70		
Jan-15	1,660,992.07	19,125.61	233.17	350,771.07	1,329,579.78	1,286,801.67	42,778.11		
Feb-15	1,329,579.78	11,359.88	24,555.37	268,033.72	1,097,461.31	1,054,682.77	42,778.54		
Mar-15	1,097,461.31	15,961.76	76,819.82	276,062.99	914,179.90	871,400.78	42,779.12		
Apr-15	914,179.90	66,799.43	5,446.22	274,394.45	712,031.10	669,251.17	42,779.93		
May-15	712,031.10	13,715.74	23,889.88	278,698.60	470,938.12	428,157.35	42,780.77		
Jun-15	470,938.12	19,522.61	1,577,296.17	394,895.31	1,672,861.59	1,630,079.65	42,781.94	1,584,449.00	
Jul-15	1,708,277.26	20,525.87	105,469.28	409,699.85	1,424,572.56	1,381,789.07	42,783.49		
Aug-15	1,424,572.56	16,688.37	96,928.05	272,823.90	1,265,365.08	1,222,579.58	42,785.50		
Sep-15	1,265,365.08	18,020.67	1,278,780.90	263,321.34	2,298,845.31	2,256,058.19	42,787.12		
Oct-15	2,298,845.31	13,817.46	123,736.37	300,010.80	2,136,388.34	2,101,368.68	35,019.66		
Nov-15	2,106,306.37	18,665.97	51,488.96	288,026.33	1,888,434.97	1,853,415.31	35,019.66		
Dec-15	1,888,434.97	17,266.63	39,903.35	284,612.88	1,660,992.07	1,625,972.41	35,019.66		
Jan-16	1,660,992.07	19,125.61	233.17	350,771.07	1,329,579.78	1,294,560.12	35,019.66		
Feb-16	1,329,579.78	11,359.88	24,555.37	268,033.72	1,097,461.31	1,062,441.65	35,019.66		
Mar-16	1,097,461.31	15,961.76	76,819.82	276,062.99	914,179.90	879,160.24	35,019.66		
Apr-16	914,179.90	66,799.43	5,446.22	274,394.45	712,031.10	677,011.44	35,019.66		
May-16	712,031.10	13,715.74	23,889.88	278,698.60	470,938.12	435,918.46	35,019.66		
Jun-16	470,938.12	19,522.61	1,577,296.17	394,895.31	1,672,861.59	1,630,079.65	35,019.66		40,000
Jul-16	1,708,277.26	20,525.87	105,469.28	409,699.85	1,424,572.56	1,381,789.07	35,019.66		
Aug-16	1,424,572.56	16,688.37	96,928.05	272,823.90	1,265,365.08	1,222,579.58	35,019.66		
Sep-16	1,265,365.08	18,020.67	1,278,780.90	263,321.34	2,298,845.31	2,256,058.19	35,019.66		
Oct-16	2,298,845.31	13,817.46	123,736.37	300,010.80	2,136,388.34	2,101,368.68	35,019.66		

Cash

* - Special Reserve, Children's Endowment, Endowment Prime, and Working Cash Funds
 July-13 to Nov-13 includes Bond Fund money

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT Charles Schwab Acct# 6415-7790

- Proposed Additional MPI Allocation: \$1,000,000
- Updated Value: \$2,595,918
 - Incorporate With Existing MPI Portfolio
 - Average Quality AAA
 - Average Yield 1.50% *net 1.25%*
 - Average Duration 2.2 Years
 - Funds Targeted for 2016 Cash Flows
- Revisit in July with New Cash Flow Projections
- Current Illinois Funds Money Market Fund Rate
 - December 1, 2015: 0.05%



Kids & Teens

We were unable to find a book showing in our stacks for a patron, but tracked the book down to Tech Services, where it was set to be withdrawn. They withdrew it right away so we could send the patron out with the book needed for her teenager's homework assignment. She was very excited to be able to take it home with her right away instead of searching around for a copy elsewhere.

A Grandpa was standing with his arm around his granddaughter's shoulders next to the IPPOpotamus cutout. He said "Look at that. Isn't it cute?" "If you're happy and you know it read a book."

Circulation

Two patrons this Saturday morning said they love our Christmas music. Lots of variety and good songs. The radio station plays the same songs over and over. They said ours Rocks!!

Patron was so happy to pick up the ILL DVD Patty Czuba found for him. He did not think it was available any more.

Patron loves that we sell stamps. "No more trips to the post office!"

Concerning the new vending machines a patron complained that we offer ramen noodles but there are no forks or spoons offered.

"I like your library, and it's always pleasant here."

Patron complained, "I almost got it" by someone coming in the exit of the front parking lot. She said the signs is falling over and needs to be fixed.

Adult & Computer Help Desk

Multiple patrons stopped to say how much they like the new vending machines!

Every time I call I learn something new. What I know about the Internet, I learned from librarians.

"Is there a shredder?"

Patron told me after I helped her find DVDs that when she was buying her house, she specifically wanted to live in the IPPL district because of the IPPL reputation for being helpful.

"I really like Stuart Woods but it is a shame you put the large print books on such a high shelf. I would like to browse the large print but I'm 92 and am not going to stand on a step stool."

Patron praised the library – especially the programs and computer classes. She would pay for a card if she had to do so.

Technology

Administration

Kids & Teens

Mom returned the first back pack Book Bundles she had taken out...and said how much they enjoyed the activities AND how convenient the back pack was...it was very difficult to take 2 children and books and the big plastic Kreative Crate out the door/to the car! Good work Katie S!

A teen working on the iMac came to tell me thank you for all my help and the father also came to thank me. I said I will gladly accept your thanks, but it was Jane that helped you. They asked me to please let her know.

A mom came in with her daughter to do some work on the computers. The daughter kept herself occupied in the Would Shop. The mom thanked us for having the space for her daughter to create projects and learn something. She said her daughter really enjoys the space!

(From mom looking for picture books and readers with sight words) "I was here earlier and the librarian gave me "The napping House. It was perfect. Can you help me find something similar?" She left with a pile of books and she and her daughter kept saying, "This is awesome!" as they walked out of the department.

(From mom checking out a 2nd Parenting Pack, when I told her about Book Bundles) "You are just the best library!"

Circulation

"This is such a nice feature you have here – where you can pick up the holds by yourself".

Adult & Computer Help Desk

Patron suggested we charge only \$0.10 per 2 sided copies and said other providers do give that discount. He suggested our black laser jet toner was less expensive than the paper based on one-side copies.

After reading the eNews a patron called to tell Mary Paxson that she had written down all of the names of the series she had mentioned in her Under the RADar column.

"Librarians are unsung heroes".

Patron was amazed that he had access to learning 71 languages (Mango languages database) for free.

"The upholstery on so many of the wooden chairs in the adult area is falling apart. Will they be fixed or replaced?"

Technology

Administration

(In Adult New book section) Patron commented that she liked it better when months were listed on the spine and not just "new".